Application for Leave of Absence

Name, First Name: 

Course of study: 

Matriculation no. / Semester: 

I apply for leave of absence according to Section 61 of the Landeshochschulgesetz (State Hochschule Law) from:

☐ Summer semester  20____
☐ Winter semester  20____

for_____________________ semester (amount - 2 semesters maximum).

Reason for leave of absence (please tick as appropriate and submit supporting documents):

☐ Illness
☐ National Civilian Service
☐ Curriculum based suspension of study
☐ Study period at a foreign university of language school
☐ Practical period relating to course of study
☐ Maternity leave
☐ Nursing of wife/husband or relative
☐ Other important reasons ________________________________

Address during period of leave of absence:

________________________________________________________________________

________________________________________________________________________

- Please turn over -
1. A note about the Studierendenwerk Stuttgart - student services and administration fees:
   According to the present contribution regulations of the Studierendenwerk Stuttgart - student services, students on leave of absence are also liable for contributions. The so-called other fees (administration costs, ASTA – student union, etc.) must be paid each semester – no matter if on a leave of absence or not.

2. I’m aware that
   • it is not possible to take exams or write a dissertation, except for students on leave of absence due to maternity or parental leave
   • practical activities during the leave of absence cannot be taken into account for a practical student project
   • this/these semester(s) will not be added to the standard period of study
   • students on leave of absence are not allowed to take part in the student self-government except in the library and the data processing centre

Place/Date ________________________________

Signature ________________________________

-NOT to be filled out by the student-

Noted by the examination department:

Signature ________________________________

Comment: ______________________________________
______________________________________________

Decision on application:

☐ Application granted
☐ Application refused
☐ Application granted as follows:

______________________________
Prof. Dr. Gaspers
Prorektor

Stuttgart, (Date) __________________________