



Landshut University of Applied
Sciences Student Service
Center Am Lurzenhof 1
84036 Landshut

Personal data:

First and last name:	
Matriculation number:	
Study program:	
Semester:	

Application date:

Application for leave of absence

Application for leave of absence for the

Winter semester* 20 /

Summer semester* 20

Reason for the leave of absence (please read "Important information" first):

Health reasons (proof: original medical certificate)

or

Maternity protection or parental leave (proof: maternity passport/ birth certificate)

or

Other reasons (please explain in writing and enclose suitable evidence)

Place, date

Signature of applicant

Please send the notice of leave of absence to the following address:

Application approved: yes no

Date, signature SSZ

*The application for leave of absence must be submitted to your responsible Student Service Center by 31 October at the latest for the winter semester and by 14 April for the summer semester (cut-off deadline!)

Important information for students (for your records):

1. A leave of absence can only be granted if - in relation to **your** person - there is an important reason, e.g. maternity or parental leave, illness, a stay abroad, caring for a close relative, which temporarily prevents you from continuing your studies properly. **Financial problems are not recognized!**
2. As a rule, a leave of absence can be granted for up to two semesters **in total**. **Exception:** In the case of **parental leave**, the leave of absence can generally be granted up to the semester in which your child turns three years old.
3. The period of leave of absence is not included in the calculation of the number of semesters.
4. During the leave of absence
 - remain a member of the university
 - you are entitled to vote
 - you **cannot** take and complete **any** coursework or examinations for the first time (= 1st attempt), unless you are on leave of absence due to maternity or parental leave
 - you can and **must** repeat (= second/third attempt) examinations, unless you are on leave due to maternity, parental leave or illness
5. Deadline for taking repeat examinations, for example
 - In the event of a leave of absence due to maternity/parental leave or illness, the deadline for taking the examination is extended accordingly. In this case, no separate application/notification is required.
 - In the event of a leave of absence for other reasons (e.g. stay abroad, caring for a close relative) - there is no automatic extension of the relevant deadlines for taking the examination.

Please note that **the deadlines for taking repeat examinations, for example, are not interrupted by the leave of absence**. Failure to take the examination will result in it being graded as "insufficient", unless the student is not responsible for the reasons for not taking the examination. The reasons must be reported to the university immediately in writing and made credible. The forms are available as a guide under: Studies/In Studies/Downloads. In the event that the application/notification is granted, the deadline for taking the examination will be extended accordingly.
6. Even if you are on leave of absence, you must re-register in due form and time each semester.