

University of Münster
Studierendensekretariat
(Student Admissions Office)
Schlossplatz 2
48149 Münster

Request for a leave of absence

Last name, first name	
Student ID number	
Date of birth	
Degree course	
Street, no., postcode, city	
Phone	
E-mail address	

I request a leave of absence

- for the winter semester 20____/20____
- for the summer semester 20_____.

Reason for leave of absence:

<input type="checkbox"/>	Illness Please submit: medical certificate
<input type="checkbox"/>	Pregnancy/maternity leave Please submit: <i>Mutterpass</i> (pregnancy record book), medical document indicating the expected date of delivery
<input type="checkbox"/>	Child care Please submit: copy of the child's birth certificate
<input type="checkbox"/>	Federal volunteer service Please submit: confirmation of the employer
<input type="checkbox"/>	Study abroad Please submit: confirmation of the host university
<input type="checkbox"/>	Care of a family member Please submit: confirmation of the care level
<input type="checkbox"/>	Other:

Notes on leaves of absence:

You must submit your application for a leave of absence, including proof of the reason for your request, after re-registration and no later than the last working day before the first day of classes. In justified exceptional cases, it is possible to request a leave of absence up until the last day of classes.

During your leave of absence, you remain enrolled as a student and therefore are required to pay the full semester fee before the end of the re-registration period. If your request for a leave of absence is granted and you are found to have paid too much, you may request a refund by 15 May for a summer semester and by 15 November for a winter semester. If you wish to request a refund, please enclose this request with your application for a leave of absence (for two semesters at once if your reason of absence is illness, maternity leave or study abroad). The AStA (General Students' Committee), Schlossplatz 1, 48161 Münster, will refund the cost of your semester ticket for North Rhine-Westphalia. You have to request this refund separately, also by 15 May for a summer semester and by 15 November for a winter semester.

Please note: You are not entitled to financial aid through BAföG during a semester on leave!

Please note: Students on a leave of absence are not permitted to submit any required coursework or take degree-relevant examinations, according to § 48 (5) of the Universities Act of the Federal State of North Rhine-Westphalia (*Hochschulgesetz*). However, this does not apply to:

- retaking failed examinations
- requirements for participation in a study abroad programme or work placement for which you have requested the leave of absence
- cases in which the request is submitted because of child-care responsibilities in accordance with § 25 (5) of the Federal Training Assistance Act (*Bundesausbildungsförderungsgesetz*) or for reasons related to nursing a spouse, a registered civil partner or a direct relative or first-degree relative by marriage.

As a rule, you can only request a leave of absence for just one semester at a time (exception: child care or if you stay abroad with the *Pädagogischer Austauschdienst* (PAD) or DAAD). It is not possible to request a leave of absence for your first semester unless you spend the first semester of your master's degree programme at a university abroad.

Students of the University of Music (FB 15) must enclose confirmation stating that they have participated in an advisory meeting. They should contact the University of Music (Ludgeriplatz 1, 48151 Münster, phone: +49 (0)251 / 83 27 461, e-mail: studienbuero.mhs@uni-muenster.de) for the dates of upcoming advisory meetings as well as further information.

I am aware that in case of a leave of absence due to pregnancy, a report will be sent to the coordination unit „Maternity Protection Act for female students“ at WWU Münster.

A semester on leave cannot be revoked by the student!

I hereby certify that the above information is correct and that I have re-registered. I have read the notes on requesting a leave of absence. I confirm that for the requested semester on leave, I have neither submitted nor plan to submit any required coursework or have taken or plan to take any degree-relevant examination at the University of Münster. I understand that if the information I have given above is incorrect, recognition of the required coursework or degree-relevant examination, or the leave of absence itself, can be revoked, also retrospectively. I enclose proof of the reason for my leave of absence as well as a self-addressed stamped envelope (for written requests).

(Date)

(Signature of student)