Request for a leave of absence to complete a voluntary work placement

<table>
<thead>
<tr>
<th>Last name, first name</th>
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<tbody>
<tr>
<td>Student ID number</td>
<td></td>
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<tr>
<td>Date of birth</td>
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<tr>
<td>Planned degree</td>
<td></td>
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<tr>
<td>Subject(s)</td>
<td></td>
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<tr>
<td>Degree-relevant semester</td>
<td></td>
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<tr>
<td>E-mail address</td>
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I request a leave of absence

☐ for the winter semester 20___/20___
☐ for the summer semester 20______.

Planned work placement

<table>
<thead>
<tr>
<th>Name of company</th>
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<tbody>
<tr>
<td>Place of company</td>
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<tr>
<td>Department/field of work</td>
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<tr>
<td>Duration of work placement*</td>
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<tr>
<td>Working hours per week</td>
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* The work placement may not take place during the semester break and must last at least six weeks.
Notes on leaves of absence:

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 or work placement semester for which you have requested the leave of absence.

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

You must submit your application for a leave of absence, including a copy of your work placement contract or confirmation by your employer, after re-registration and no later than the last working day before the first 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. You have to request the refund of semester ticket separately, by 15 May for a summer semester and by 15 November for a winter semester.

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 **completing a work placement 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 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 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)