

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

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

Last name, first name	
Student ID number	
Date of birth	
Planned degree	
Subject(s)	
Degree-relevant semester	
E-mail address	

I request a leave of absence

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

Planned work placement

Name of company	
Place of company	
Department/field of work	
Duration of work placement*	
Working hours per week	

* The work placement may not take place during the semester break and must last at least six weeks.

What degree-relevant knowledge and general/interdisciplinary skills would you like to put to use in your work placement? (short notes)

What kind of skills and experience do you hope to acquire in your work placement for your studies and professional orientation? (short notes)

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. 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, 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)