

Filled in by the Centre for Studies:

Application:

granted

denied

Technische Hochschule Deggendorf -

Studienzentrum – Edlmairstraße 6+8

D-94469 Deggendorf

\_\_\_\_\_

Date, signature

**Leave of absence for the \_\_\_\_\_ semester 20\_\_**

Course: \_\_\_\_\_

Enrolment number: \_\_\_\_\_

Last name, first name: \_\_\_\_\_

I would like to apply for a semester leave because: (Please tick the applicable reason)

- Disease

(Doctor's certificate indicating the probable duration must be submitted)

- Voluntary internship within the standard period of study

(Original contract must be submitted)

- Military draft / civil service

(Draft notice must be submitted)

- Parental leave

(Birth certificate must be submitted)

- Dual study programme

(Practice part)

- Other reason

(Please specify and submit proof if applicable):

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Place and date of issue

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Student's signature

### § 11 Leave of Absence

(1) Leave of absence according to article 48 paragraph 2 to 4 BayHSchG must be applied for in writing; the important reason must be proven.

(2) 1: You can apply for leave of absence from re-registration to 15 October (in the winter semester) and 31 March (in the summer semester).

2: If the reason unexpectedly occurs after the above-mentioned deadline, students can apply until 30 November (for the winter semester) and 15 May (for the summer semester).

3: Later applications cannot be considered.

### Important information

1. Leave of absence can be granted up to two semesters.

2. The time of absence will not be added to the total study time.

3. During your leave,

- you remain enrolled with the Deggendorf Institute of Technology
- you have a vote in university elections

- you receive enrolment certificates at the beginning of each semester
- you cannot sit exams or write course work
- you must re-register to continue your studies

4. In case you still need to sit a re-examination, the following applies:

During the leave, re-examinations can be taken. They must be taken if this is necessary to meet the re-examination deadline. In cases of force majeure, an extension of the deadline may be granted.

5. In case the leave is granted because of a semester abroad, we would like to point to the fact that the university abroad may charge tuition fees.