

Academic Leave of Absence

Students are eligible to apply for academic leave of absence if specific, important reasons compel them to interrupt their normal studies (see below; also refer to Section 9 of the Enrolment Regulations [*Einschreibungsordnung*] of Rhine-Waal University of Applied Sciences). An academic leave of absence replaces re-registration, while allowing you to retain your student status.

While on a leave of absence, you aren't eligible to earn credit points by completing coursework or examinations. This does not apply, however, to students on a leave of absence due to active involvement in the care and upbringing of children, or due to providing medical care and support for next of kin.

An Application for a Leave of Absence must be submitted by no later than 10 May for the summer semester and 10 November for the winter semester. Applications due to illness or pregnancy may be filed after these deadlines, however.

Important reasons for academic leave of absence include, in particular:

- a. Undertaking a year-long voluntary ecological service or voluntary social service (corresponding proof is required)
- b. Illness (requires a medical certificate issued by a doctor, stating that you're unable to pursue your normal studies in a specific semester. Details of the medical condition(s) are not required)
- c. Pregnancy (requires your prenatal record [*Mutterpass*] or a medical certificate issued by a doctor)
- d. Active involvement in the care and upbringing of children according to Section 25 (5) of the German Federal Training Assistance Act [*Bundesausbildungsförderungsgesetz*] (requires submission of a birth certificate and, if applicable, a current confirmation of registration for an address [*Meldebescheinung*] indicating that both you and your child are registered at the same address)
- e. Enrolment at a foreign university or language school, unrelated to the mandatory study abroad semester required by the relevant examination regulations (corresponding proof required)
- f. Committing to practical training which serves the aims and objectives of your degree (corresponding proof required)
- g. Providing medical care and support for next of kin (requires a medical certificate issued by a doctor, indicating that the student is the designated caregiver. The anticipated length of care must also clearly be indicated.)
- h. Serving a prison sentence (corresponding proof is required)

Unless reasons a), b) or c) apply, an academic leave of absence cannot be granted for the first semester, nor can a leave of absence be granted retroactively for a semester.

Academic leaves of absence are granted for one semester. Extensions of one semester are possible, provided an aforementioned important reason applies.

As outlined in Section 5 (2)(d) of the Semester Fee Regulations [*Beitragsordnung*], students on a leave of absence are also exempted from paying the fee for the SemesterTicket. The mandatory student body contribution, the social services contribution and the fee for the support of university sports remain unaffected.

You're also eligible to keep your SemesterTicket for the duration of your academic leave, provided you've paid the full semester fee. This must be indicated on your application.

If you filed an Application for a Leave of Absence after the semester re-registration deadline, the SemesterTicket fee can only be refunded until the [official start of the lectures](#) given by the Ministry for Culture and Science of North Rhine-Westphalia. Before a refund can be approved, you must submit your approved application for academic leave and return your current SemesterTicket.

Application forms can be downloaded here:

- [Application for a Refund of the SemesterTicket fee](#)
- [Application for Academic Leaves of Absence](#)