

# Application for leave of absence



Carl von Ossietzky  
 University of Oldenburg  
 Registrar's office  
 P.O. Box 2503  
 26111 Oldenburg

Please read the instructions on page 2 before filling in the form.

<b>1.</b>	<b>Personal information</b>	Student (ID) number	
	<b>Last name, first name</b>		Telephone
	The CampusCard will be sent to the address stored on <b>Stud.IP</b> , so please make sure your address on <b>Stud.IP</b> is current! (studip.uni-oldenburg.de)		
<b>2.</b>	<b>Semester applied for</b>		
	Winter semester _____	Summer semester _____	
<b>3.</b>	<b>Reason for leave of absence</b> (for statistical purposes)		
	<input type="checkbox"/> Disease	<input type="checkbox"/> Parenting	
	<input type="checkbox"/> Study abroad	<input type="checkbox"/> Pregnancy	
	<input type="checkbox"/> Erasmus	<input type="checkbox"/> Other reasons	
	If you have already been on leave of absence for three semesters and you wish to apply for leave of absence for a fourth semester, you must prove that there are important reasons: Please give reasons for your request for leave of <b>absence on an attached sheet of paper and attach suitable supporting documents!</b>		
<b>4.</b>	The University of Oldenburg has already granted me the following semesters of leave: (e.g. 2019 summer semester) _____		
<b>5.</b>	<b>Semester fees</b> (see notes on the reverse side)		
	<input type="checkbox"/> <b>I would like to apply for a leave of absence semester.</b> I have transferred the student body/student service organisation fee and the fee for the semester ticket in the amount of <b>€ 326.27</b> or I will transfer it in the coming days. <b>(in case of proven study abroad, the above amount will be reduced to € 258.27)</b>  <b>The semester public transport pass can only be refunded via the AStA!</b> The administrative fee of € 75.00 as well as the student union fee will continue to be reimbursed by the University of Oldenburg.		
	<b>Since I have already re-registered for the coming semester...</b> <input type="checkbox"/> Please refund the difference to the following bank account: _____ to my account with IBAN _____ BIC _____ Account holder _____		
<b>6.</b>	I confirm that the information I provide is complete and accurate. I have followed the instructions on the back.		
	Place, date	Signature	
<b>This field will be filled in by the Registrar's Office!</b>		processed and recorded	Date and signature
		Copy for refund	

## Information on leave of absence

### 1. Semester fee

The semester fee of currently **€ 401.27** is divided into the student body fee (incl. semester ticket), the student union fee and the administration fee.

- The student **body/student service organisation fee, as well as the amount for the semester ticket** (currently **€ 326.27**) **must** be paid during a leave of absence. **Otherwise, the leave of absence will not be approved!** If you do not wish to use a semester ticket during your leave of absence, please contact the AStA for a reimbursement of the ticket. In the case of proven study abroad, the amount is reduced from **€326.27** to **€258.27**. Enter your student ID number on the bank transfer.
- **Student service organisation fee** (currently **€68.00**). Upon application, you can be exempted from the student service organisation (Studentenwerk) fee if you can prove that you are studying abroad.  
**Please note:** The long-term study fees and the administrative fee are waived in case of a leave of absence. Students who have already re-registered will be reimbursed for eligible fees.

### 2. Date/time of application

**You should submit** your application for leave of absence in good time before the start of the semester so that there is no reminder or exmatriculation because you have not re-registered.

### 3. Application for leave of absence

- Even if you want to take leave for several semesters, an application for leave of absence must be made for **each** semester. You will not receive a notification after the leave semester has been approved. Your current enrolment certificate will have the note "on leave".
- If you have already been on leave of absence for three semesters and you wish to apply for leave of absence for a fourth semester, you must prove that there are important reasons: **Please give reasons for your request for leave of absence on an attached sheet of paper and attach suitable supporting documents!**
- It is **not possible** to approve a leave of absence after the fact or after the final examination.

#### Important notes:

- **For BAföG recipients:** In order to avoid overpayments, please inform the BAFÖG Office (student service organisation) immediately that you are on leave.
- **Child benefit payments by the employment office or similar:** If your parents receive child benefit payments or similar for you, we recommend that you inquire in good time about the effects of your leave of absence on payments.
- **Courses/examinations:** During the semester of leave, you will not be able to attend courses or to take examinations at the University of Oldenburg.
- **Address changes:** Please change your postal address in Stud.IP yourself.
- **Employment relationship** during leave of absence: Please discuss with your employer what effects the leave of absence from studies can have on the employment relationship.
- **International students who have a temporary residence permit are advised to contact the immigration authority before taking their leave of absence.**

#### Excerpt from Section 8 of the **enrolment regulations** of Carl von Ossietzky University of Oldenburg

- (1) A student must be granted leave of absence within one month of the start of the lecture period at his/her request. The leave of absence is only permitted for **full semesters** and normally for a maximum **of three semesters**. If the student wishes to be granted leave of absence for more than three semesters during his/her studies, he/she must provide important reasons. Leave of absence due to performance of an official duty within the meaning of Section 34 of the Framework Act for Higher Education (HRG) is not credited to the three semesters. Notwithstanding sentence 1, a student may also be granted leave in justified exceptional cases if the written application is not submitted within one month of the start of lectures.
- (2) In undergraduate programmes, leave of absence is generally not permitted for the first semester. For previous semesters, leave of absence is not usually possible either.
- (3) During the leave of absence, the student retains his/her rights as a member. However, he/she may not perform any studies or examinations at the Carl von Ossietzky University of Oldenburg during this time. On application, examination results can be achieved and recognised during a leave of absence due to a study visit abroad.
- (4) Leave semesters are not counted as semesters of study.