

Request for leave of absence (Art. 93 para. 2 and 3 BayHIG)

To the
OTH Regensburg
Admissions and Organisation Office
Seybothstraße 2
93053 Regensburg

Please submit by [e-mail](#).

Application deadlines:

15 April – leave of absence
during a summer semester

31 October – leave of absence
during a winter semester

Last name, first name: _____

Enrolment number: _____

Programme: _____

Semester of study: _____

Request for leave of absence during the

Winter semester _____

Summer semester _____

Important information about the leave of absence:

1. A leave of absence (except parental leave) can be granted for max. two semesters of study. They can (but do not have to be) consecutive. Each semester must be applied for individually.
2. The semesters of leave are not included in the total number of subject-specific semesters of study.
3. A leave of absence cannot be granted retroactively for a completed semester.
4. A leave of absence can generally not be granted for the first semester of study.
5. A verbal agreement with the faculty cannot replace the need to submit a substantiated application.
6. Even if you are on leave of absence, you must re-register before the relevant deadlines and pay the semester fee. You cannot receive a refund of the semester fee during a leave of absence.
7. **During a semester of leave:**
 - a. you are entitled to vote for university representatives,
 - b. you can validate your student card in early March / September and use the semester ticket,
 - c. you remain enrolled as a member (student) of the OTH Regensburg,
 - d. you need to maintain an active health insurance in Germany,
 - e. you need to stay in contact with the visa authorities and make sure your visa does not expire,
 - f. you are not permitted to take any first-time exams (exception: parental leave),
 - g. you are obliged to take repeat examinations. The repeat exam deadlines are not interrupted by the leave of absence and the exams must therefore be taken. In individual cases, an extension can be granted on request to the [Examinations and Internships Office](#). In this case, too, it is necessary to [register for the examination](#) in due form and time. Students who first enrolled starting from the winter semester 2023/24 and who are on leave of absence due to chronic illness, maternity leave, parental leave or family care, illness or other reasons for which they are not responsible, do not have to submit a request for extension. The deadline for completing the repeat exam will be extended ex officio by the duration of the leave of absence.

Reason for leave of absence:

Please check the corresponding reason and provide some additional information.

Illness *

Maternity leave (pregnancy), parental leave and family care *

Internship in Germany (voluntary internship) *

Stay abroad, including internship abroad *

Volunteer service *

Other reasons *

***Please add supporting documents**, e.g. medical certificate, birth certificate etc.

Explanatory statement: (use additional sheet if necessary!)

Place, date, signature (do not submit without signature!)

Updated on 14.11.2023