

Application for Leave of Absence as per Sec. 2 Framework Study and Examination Regulations (FSER)

Surname: _____ Matriculation Number: _____

First Name(s): _____ Study Course: _____

Address: _____ Telephone Number: _____

- Leave of absence application for the** Summer semester 20 __
 Winter semester 20 __ / __

The leave of absence is occurring for the following reason:

(The corresponding verifications are to be enclosed with the leave of absence application.)

1. Stay abroad for study purposes
2. Completion of a work placement
3. Illness
4. Pregnancy, maternity leave, parental leave
5. Care of a dependent requiring nursing
6. Voluntary service
7. Fulltime employment
8. Other reason: _____

_____, dated _____

Place/date

Signature of the student

IPU Berlin – Studies & Teaching Office

The application is approved: Yes No

Date/signature

Information about the Application for Leave of Absence

→ The application to take leave of absence should be submitted at the latest six weeks prior to the beginning of the lecture period and include the reasons for same. Corresponding verifications are to be enclosed with the application. The application to take leave of absence is granted provided no considerable doubt arises with respect to the reasons provided. Applications not submitted within the deadlines provided cannot be considered.

→ As a rule, the leave of absence is granted for one semester only in each case. It may be increased to two consecutive semesters only in exceptional cases together with the reasons for same. A leave of absence in the first study semester is fundamentally not permitted.

→ There is no legal right to attend lectures for the period of the leave of absence; the other rights continue to exist and apply. In particular, examinations may be taken at the IPU provided the preconditions and requirements for same have already been fulfilled. A semester on leave of absence does not count as a study semester.

→ No study fees are due for the period of the semester on leave of absence. The student remains a member of the IPU during the semester on leave of absence. The leave of absence does not release the student from the payment of the semester fees, provided that no exemption has been granted.

→ Students on leave of absence must report back within the due time for the semester following their last semester on leave of absence.

→ As a rule, the retraction of an already approved leave of absence is not possible.