



Please tick boxes as appropriate ☒  
Please fill out this form using clear unjoined letters

Application form for  
requesting leave

for

- ☐ 20...../20..... winter semester  
☐ 20..... summer semester

☐ I am **not** subject to **any** ongoing examination or assessment process and/or I have **not** registered for any examination or assessment which will be held during the leave period. (This does not apply to maternity/parental leave and retake examinations.)

**Personal information:**

Name: \_\_\_\_\_

First name: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Student registration no.: \_\_\_\_\_

Postal address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Degree program: \_\_\_\_\_

(e.g. Bachelor's degree program in Geography)

**Reason for leave:**

(Leave **cannot** be granted for economic reasons or for taking up work)

☐ Illness (Please attach doctor's certificate!)

☐ Internship (Please attach document stating type and duration of internship or internship agreement!)

- ☐ This internship is required in accordance with the applicable examination regulations  
☐ This internship is a voluntary, additional internship

☐ Stay abroad (Please attach confirmation of foreign university or similar!)

☐ Parental leave (Please attach birth certificate!)

Name of child: \_\_\_\_\_ Date of birth: \_\_\_\_\_

☐ Caring for a close relative (Please attach letter/assessment of medical service!)

Name of relative: \_\_\_\_\_ Date of birth: \_\_\_\_\_

☐ Voluntary military service or federal volunteer service (Please attach confirmation!)

☐ Other important reason (Please describe reason for requesting leave on separate sheet and attach corresponding supporting documentation!)

**I have read and understood the information printed overleaf.**

\_\_\_\_\_  
Date

**Decision of Student Office: The application for requesting leave was**

☐ approved ☐ denied

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature Student Office

**STUDENT OFFICE**

Campus Eichstätt  
Postal address: Ostenstraße 26, 85072 Eichstätt - Germany  
Visit address: Marktplatz 7, 85072 Eichstätt - Germany  
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### Information on leave:

1. This application can only be submitted for one semester and only subject to the provision of appropriate evidence. The semester fees must still be paid for the duration of leave.
2. The application for requesting leave must be submitted during the respective re-registration period.
  - 2.1. Leave for the very first semester of studies for students who have newly enrolled or enrolled for the first time is only possible in exceptional cases. Leave cannot be granted retroactively for past semesters.
  - 2.2. If the reasons requiring leave occur at a later stage, the application can be submitted at the latest by the end of the first month of the lecture period.

After leave has been granted, it may only be canceled on written request and no later than until the date specified above to be converted into re-registration of the student instead.

3. During the entire course of studies, a student can generally only request leave for a total duration of two semesters. A leave of absence for parental leave or for caring for a close relative is not calculated into the maximum time that you can request off.
4. In case of leave granted for studying abroad, the semesters of leave will generally not be credited to the regular/examination semesters, unless the credits and examination achievements obtained at the foreign university are credited to the student's degree program.
5. No coursework may be completed and no examinations, with the exception of retake examinations, may be taken at the Catholic University of Eichstätt-Ingolstadt during leave. Students who have been granted leave for maternity/parental leave or in order to care for a close relative are exempt from this rule.
6. Periods during which examinations must be taken or retaken are not interrupted or extended due to leave!

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