

Information for students: requesting leave

If students are unable to attend courses during a semester for important reasons, they can submit an application for leave and attach corresponding supporting documents.

Such an application can only be submitted for **one semester** and only subject to the provision of appropriate **evidence** and must be submitted during the corresponding **re-registration period**.
Please note that no retroactive leave can be granted for past semesters.

In exceptional cases, leave can also be requested for the very first semester of a new enrollment or first enrollment (e.g. in case of sudden illness).

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 be canceled on written request up until the date specified above and the student will be re-registered instead.

The semester fees in the amount of €44.50 must still be paid for the duration of leave.

During the **entire course of studies**, a student can generally only request leave for a **total duration of two semesters**. Periods for maternity or parental leave (up to three years from childbirth) or periods of leave when caring for close relatives are not calculated into such maximum leave.

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.

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. This rule does **not** apply to students who are granted **maternity/parental leave** in their course of study.

Periods during which **examinations must be taken or retaken** are not interrupted or extended due to leave!

For important information on submitting an application for a semester of leave, and in particular on giving reasons for justification of leave, please refer to the **statutes on enrollment**.

[Information for KU students who have children or are expecting a child](#)

[→Further information for KU students who have children←](#)

[Application form for requesting leave](#)