

Dezernat Studium und Lehre

Besucheranschrift: Campus.Office, Geschwister-Scholl-Straße 15, 99423 Weimar

PETITION FOR LEAVE OF ABSENCE

For the winter semester summer semester 20 /

Surname, First name _____

Registration number _____ E-mail _____

Address _____

Reason for leave of absence

- Maternity and parental leave (Enclosed: child's birth certificate)
- Illness (Enclosed: medical certificate)
- Internship (Enclosed: confirmation by respective company)
- Presentation of thesis
- Submission date of written thesis _____

Signature _____
of the Faculty

- Part-time study abroad

stay from _____ to _____

Country _____

- study internship other
- Erasmus other programme free mover

- Other reason _____

- I need the Bahnticket and pay the full semester contribution

Students are not permitted to submit work or final theses (bachelor's, master's and Diplom theses) for academic recognition during a leave of absence. This does not apply to academic work completed during a study programme abroad. Examination re-takes and thesis presentations are permitted. Certain publicly-funded allowances (e.g. children's benefits, BAföG) cannot be paid out during a leave of absence, or if so, then only to a limited extent.

Please inquire at the respective authorities about possible consequences of taking a leave of absence. Please note that exemption from payment of the semester contribution will result in the loss of insurance cover and all other services provided by the Studentenwerk, including the local and DB railway tickets.

Date _____ Signature _____
of petitioner

Approved by the Office of Student and Academic Affairs

Date _____ Signature _____