

APPLICATION FOR LEAVE OF ABSENCE

[§ 9 Statutes for Study Affairs of the Charité Universitätsmedizin Berlin](#)

Important notes (please note)

- The application has to be sent by e-mail to stud-sek@charite.de until 6 weeks after the beginning of the lecture period.**
- Only completely filled out applications with the respective required proofs as well as applications submitted in due time will be considered!** (For dates and contact persons please see [Campusnet](#))
- Please note the supplementary instructions (page 2) regarding the further procedure.

Applicant	
Name, first name	
Matriculation number	

Course of study (please mark with a cross)			
Humanmedizin	Zahnmedizin	Gesundheitswissenschaften/ Bachelor/Master	Other study program

Has a leave of absence been granted before?	No	Yes	, for semester
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Would you like to use the VBB semester ticket during your leave of absence?	No	Yes
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I am requesting a leave of absence for (please indicate the appropriate semester).	
The summer semester	The winter semester

for the following reason (please mark with a cross and attach the required proof)	
1. Study period abroad Proof: Letter of admission from the foreign university	
2. The completion of an internship provided for in an examination or study regulation Proof: internship confirmation incl. name and location of the company as well as an time period of the internship	
3. The preparation for an examination or a partial examination	
4. Disease Proof: Medical certificate stating, that you are not able to study this semester due to your illness	
5. The birth and care of children Proof: Copy of the maternity passport showing the expected date of delivery or copy of the child's birth certificate	
6. The care of relatives in need of care Proof: medical certificate about the need of care of the relative	
7. A full time job Proof: Copy of the employment contract	
8. The call-up to military or civilian service Proof: Copy of military service certificate	
9. Dissertation A letter from the doctoral advisor or doctoral supervisor confirming current work on the doctorate is required as proof. This letter must be stamp and signed by the doctoral supervisor.	

Date / Signature of applicant

SUPPLEMENTARY NOTES TO THE APPLICATION FOR LEAVE OF ABSENCE

- A semester of leave of absence **MUST** be approved and must be granted unless there is substantial doubt that the claimed reasons exist
- As a rule, a leave of absence is not granted for the 1st semester. In admission-restricted courses of study with annual enrollment, § 9 paragraph (2) sentence 1 applies to the 1st and 2nd semester of the [Statutes for Academic Affairs of the Charité Universitätsmedizin Berlin](#).
- As a rule, leave of absence is only granted for one semester at a time. As a rule, only 2 semesters of leave may be taken during the course of study Exceptions: Maternity leave or illness (proof by medical certificate).
- For additional, advanced and supplementary courses of study, leave of absence is possible for a maximum of two semesters in total. This restriction does not apply to leaves of absence according to paragraph (1) number 5 of the [Statutes for Study Affairs of the Charité Universitätsmedizin Berlin](#)

EFFECT OF A LEAVE OF ABSENCE ON STUDIES

- BAföG: Please inquire whether your BAföG office will continue to pay your benefit!
- Scholarship: Please find out what to consider in case of a semester off!
- Child benefit will continue to be paid in the case of:
 - parental leave
 - an semester abroad
 - an internship, if this is part of the studies or a prerequisite for the studies (Clinical traineeship)
- Semester fees must be paid (amount depends on exemption of VBB semester ticket)
- You have to take care of the cancellation of courses yourself!
- Subject semester remains standing (semester of leave is not counted as subject semester)
- You are NOT allowed to attend any courses
- Exams of already attended modules may be written
- Famulatur and nursing internship are possible
- PTM may be written
- You may still not be employed as a student employee

PROCESSING OF THE APPLICATION FOR LEAVE OF ABSENCE

- As a rule, processing takes 2 to 3 weeks
- Approval
 - Your approved leave of absence for the semester requested can be found exclusively in your [HIS account](#) at **Studiumsverwaltung** → **Studienverlauf**
 - Without using the VBB semester ticket during the leave of absence: the amount of the semester fees minus VBB semester ticket fee can be found in your [Campus-Account](#) at **Studiumsverwaltung** → **Gebühren-Konto**
 - a confirmation letter will not be sent separately
 - Please deregister from the courses
- Rejection
 - The reason for rejection will be sent to you postal
- **After a semester of leave**

It is mandatory that you re-register for the courses

Mail with [Antrag auf außerreguläre Modulanmeldung](#) to the person in charge of course enrollment
1.-4. Semester: [Frau I. Müller](#) | 5.-8. Semester: [Frau S. Selle](#) | 9.-10. Semester: [Frau A. Kromm](#)