

Semester off §9 Statutes for Study Affairs must be applied for up to 6 weeks after the start of the lecture period.

- Application only in writing with form see [Campusnet](#) >>Formulare and Anträge "[Application for leave of absence](#)".
 - a semester of leave of absence MUST be approved
 - BAFÖG: please inquire whether BAFÖG will continue to be paid by your responsible BAFÖG office! (as a rule rather not)
 - If you have a scholarship: please find out what has to be considered in case of a semester off!
- Child benefit will continue to be paid in the case of:
- [parental leave](#)
 - [a semester abroad](#)
 - [an internship, if this is part of your studies or a prerequisite for your studies \(clinical traineeship\).](#)
- [Appropriate evidence for the semester of leave \(why is it taken and what is done during the semester of leave\) must always be submitted. A case-by-case examination will then take place](#)
- Subject semester remains
 - Semester fees must be paid
 - Semester ticket can be used or exemption can be applied for
 - NO courses may be attended
 - Examinations of already attended modules may be written
 - clinical traineeship and nursing internship are possible
 - As a rule, only 2 semesters of leave may be taken during the course of study (exceptions: maternity leave or illness, evidence by medical certificate)
 - The PTM may also be written

Course deregistration ("free semester") can take place during the entire semester

- Course deregistration is possible informally by e-mail - for individual modules or the entire semester
- approval is not required
- child benefit will continue to be paid
- Please inquire whether BAFÖG will continue to be paid!
- semester continues to count
- Semester fees must be paid
- Semester ticket can be used, but not reimbursed
- Exams of already attended modules may be written
- Courses from which you have not withdrawn and also lectures may be attended
- Famulature and nursing internship are NOT possible
- There is no limit to course withdrawals during the course of study
- The PTM may also be written

In both cases AFTER vacation or semester off: [course registration](#) via email with form to the appropriate processor OR in person Office of Course Registration
1.-4. Semester: [Frau I. Müller](#) | 5.-8. Semester: [Frau S. Sells](#) | 9.-10. Semester: [Frau A. Kömm](#)