

Important information

If the leave of absence is granted, I agree that the given information is forwarded to the *Landesamt für Datenverarbeitung und Statistik NRW* [Department of the State of NRW for Data Processing and Statistics]: Student registration number, last name, first name, birth name (if applicable), country of place of birth, sex, nationality, reason for absence; date when the leave becomes effective.

Legal basis: The information is collected on the basis of the University Statistics Act (*Hochschulstatistikgesetz-HStatG*) of 02.11.1990 (Federal Gazette I p. 2414) in connection with the Federal Statistics Act (*Bundesstatistikgesetz-BStatG*) of 22.01.1987 (Federal Gazette I p. 565) as amended by Article 2 of the Act of 17.12.1990 (Federal Gazette I p. 2837)

Am I allowed to use my semesterticket during the period of absence?

If you are on an leave of absence I and you did not pay the semesterfee, your UCCard is **not** valid as a ticket for the public transport buses and trains in North Rhine-Westphalia.

What do I need to keep in mind when I stay abroad?

Your address may need to be changed so that we may properly send you your semester documents in spite of your absence. In case of questions, we recommend to give someone a written power of attorney because we are not allowed to give out information to any third parties (parents included!)

How long may the period of leave last?

A period of absence may be applied for several semesters in advance, as long as the period applied for is backed by the corresponding proof. Overall, up to six semesters of absence may be granted. Any semesters of absence already granted by other German universities will also be counted. The provision of § 8 par. 1(f) (Caring for and Educating Children within the meaning of § 25 par. 5 of the Federal Training Assistance Act) remains unaffected.

Can I acquire proofs of performance or take exams?

Students on leave are not entitled to acquire proofs of performance or sit exams at the university where they are enrolled (Exception: Caring for and Educating Children within the meaning of § 25 par. 5 of the Federal training Assistance Act and caring for a spouse, the partner in a registered civil partnership or immediate relatives or relatives by marriage).

Certificate that the internship is conducive to the study course (domestic internship or internship abroad)

I hereby confirm that the internship is an obligatory part of the degree programme/ or that it is highly recommended as complementary to the degree programme.

Date

Stamp and signature of the competent Dean's Office / Institute