

Regulations on leave from studies at Friedrich-Alexander Universität Erlangen-Nürnberg

1. General information

(1) According to Section 48 (2) to (4) of the BayHSchG (Bavarian Higher Education Act), students may be granted leave from their studies upon request due to an important reason. The period of leave therefore applies to the future and must be requested before the start of the lecture period. If the reason for leave arises after the start of the lecture period, leave may still be granted in certain circumstances (see 5). Leave may not be taken in the first subject semester or during doctoral studies other than for the purpose of maternity leave, paternity leave or to care for a relative. Leave cannot be granted retrospectively for semesters which have already ended. The reasons for taking leave must be presented in writing and suitable documents must be provided as proof. The period of leave should generally be no longer than two semesters; this does not apply to periods of maternity leave or paternity leave or periods spent caring for a relative according to Section 48 (4) of BayHSchG.

(2) More detailed regulations on leave are given in Sections 9 to 10 of Friedrich-Alexander-Universität Erlangen-Nürnberg's agreement on enrolment, re-registration, leave and de-registration dated 28 November 2006, which is available at <http://www.fau.de/universitaet/rechtsgrundlagen/regelungen-zum-studium/> (German only). Leave is generally granted for one semester; you must therefore re-register at the beginning of the following semester.

2. Consequences of leave

(1) During a semester of leave, no course or examination achievements may be obtained; a semester of leave therefore does not count as a subject semester.

Some examination regulations also prohibit registration for examinations which take place during the following semester. However, it is possible, and usually mandatory according to the examination regulations, to resit failed examinations, because the deadline by which the resit examination must be taken is not postponed by leave or by de-registration. Postponed examinations which are taken at a later date – for example, due to approved withdrawal from the examination – are not included in the exception regarding resit examinations; it is therefore not possible to take a postponed examination during a semester of leave. If a student is on leave due for

maternity leave or paternity leave or for the purpose of caring for a relative, the above regulations on course and examination achievements do not apply and course and examination achievements may be obtained during this time.

(2) Student's rights and obligations remain otherwise unaffected; they are still members of the University and therefore have the right to use its facilities and to vote. Benefits usually remain unaffected, although it is possible that they may be withdrawn depending on the reason for leave. In particular, in the case of child allowance, the authority responsible assesses cases individually.

3. Reasons for leave

(1) The following are considered important reasons for leave:

- a) Severe illness
- b) Placement/internship/residence abroad as a language assistant
- c) Studying abroad
- d) Pregnancy/parental leave
- e) Co-operative degree programme
- f) Caring for a close relative
- g) Other reasons

(2) Applications for leave due to an illness which prevents proper study must be submitted with a doctor's certificate. Leave may be granted for more than two semesters in serious cases. If a student is permanently unable to study, an interruption of studies according to Section 9 (3) of the enrolment regulations should be considered. In such cases, the University approves an interruption of studies (de-registration) for a longer period and guarantees that the student may re-enrol later once they are able to study again.

(3) Leave may be granted due to one of the forms of employment given above if at least seven weeks during the lecture period are required for this purpose. Leave may only be granted for a placement/internship once.

(4) If a student wishes to complete a work placement/internship which is **not** required according to the degree programme and examination regulations (voluntary placement/internship) and which will take up at least seven weeks of time during the lecture period, leave shall be granted for a continuous placement/internship upon request.

(5) Students studying a teaching degree (Lehramt) with one or more modern foreign languages as their school subject may request leave for a period spent abroad as a language assistant. Language assistantships usually last one year.

(6) If requesting leave in order to study abroad, which is usually granted for a maximum of two semesters, the certificate of enrolment at the host university must be submitted with the request. For questions about accreditation of course and examination achievements obtained while studying abroad, please contact the relevant Examinations Office. According to the examination regulations, a sufficient amount of accredited credits are required in order for a subject semester to be accredited (to progress to a higher subject semester). This does not affect the status of your leave according to the enrolment regulations.

(7) During pregnancy and parental leave, according to the Mutterschutzgesetz (Maternity Protection Act) and BEEG (Law on Parental Allowance and Parental Leave), leave from studies shall be granted upon request and shall not count towards the total amount of leave permitted for other reasons. Leave for pregnancy is generally limited to one semester. Leave may be granted to mothers and fathers up until the child's fourth birthday (or up until the children's sixth birthday in the case of twins). It is also possible for both parents to take leave at the same time. 24 months (4 semesters) of this parental leave may be postponed until a later date and taken up until the child's ninth birthday. In deviation from the rules which otherwise apply, leave may be granted for maternity leave or paternity leave during the first semester upon request.

Also in deviation from the rules which otherwise apply, according to Section 48 (4) of the BayHSchG, course and examination achievements may be obtained during periods of parental leave. The deadlines for taking examinations do not apply during leave.

(8) There are 3 possible versions of co-operative degree programmes. Version 1 begins with a one-year training block at the company; during this time the student is also enrolled at FAU and is granted leave for this period. In version 2 the one-year training block is in the second year of the programme; the student is granted leave for this period. In version 3 the students does not require leave as they complete their training at the company outside the lecture period.

(9) Leave for the purpose of caring for a relative

Students who care for relatives in the sense of Section 7 (3) and (4) of the PflegeZG (Caregiver Leave Act) are granted leave. Confirmation of the level of care according to

Section 15 (1) of SGB 11 (German Federal Law Gazette 11) is required. Also in deviation from the rules which otherwise apply, according to Section 48 (4) of the BayHSchG, course and examination achievements may be obtained during periods of leave for the purpose of caring for a relative. The deadlines for taking examinations do not apply during leave.

(10) Leave for other reasons

Other than for the reasons given above, leave shall only be granted after a strict assessment of the individual case. Reasons which may be considered include exceptional strain due to caring for a close relative or caring for children.

Requests for leave due to financial or economic reasons, in particular employment, or in order to complete Bachelor's or Master's theses or research papers will **not** be considered. Similarly, preparation for State Examinations is also not a valid reason for leave.

4. Duration of leave

In general, the duration of leave – including leave for multiple reasons – is limited to a total of two semesters. Periods of maternity and paternity leave and periods spent caring for a relative are not counted. However, in the case of severe illness or other serious reasons, leave may be granted for more than two semesters. For study abroad or periods spent abroad as a language assistant, the duration of two semesters may not be exceeded. Leave for a work placement/internship is limited to one semester. In addition, semesters of leave must be requested in time and the duration of leave must be within the standard duration of studies. Leave shall only be granted outside of the standard duration of studies in exceptional cases.

5. Procedure for requesting leave

If the reason for leave is foreseeable, leave must be requested before re-registration. If you request leave for two semesters at the same time, such as for study abroad, this will be noted. In this case, you must still re-register by the set re-registration deadline by transferring your semester fees.

If the reason for leave does not arise until after re-registration, you can still usually request leave before the start of the lecture period. In this case, it is also possible to

request leave for the following semester at the same time if the reason for leave continues and there is no cause for leave to be denied.

You may also request leave in the case of an unforeseen reason for leave which first arises during the lecture period, although you must do this no later than two months after the start of the lecture period. It is not possible for leave to be granted after this time.

Leave for the following semester should be handled as described in the paragraph above.

To request leave, please use the form available at <http://www.fau.de/studium/im-studium/die-studierendenverwaltung-der-fau/>. Please then send the required documents by post to the Student Records Office.

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