

REQUEST FOR LEAVE OF ABSENCE

Name

student-ID

Address

phone number

Study programme

I request a leave of absence for the

Winter semester _____ summer semester _____

§ 67. (1) Students can apply for one or max. two semesters due to

- 1. completion of military service, training or civilian service or
- 2. illness that demonstrably hinders the progress of studies or
- 3. pregnancy or
- 4. childcare obligations / other similar care obligations or
- 5. the completion of a Voluntary Year of Social Service or
- 6. temporary impairment in connection with a disability.

Other reasons set out in the university statutes:

- 7. implementation of artistic/scientific projects (no studies)
- 8. serious reasons hindering studies

(2) The following applies to leave of absence:

1. leave of absence must be applied for no later than the beginning of the respective semester.
2. In the event of unforeseen and unavoidable occurrence of a reason for leave of absence pursuant to para. 1 (2) to (4) and (6), leave of absence may also be applied for during a semester.
3. academic achievements completed up to the time of the leave of absence (in particular completed courses and examinations) remain valid.

(3) The leave of absence is effective for all studies at the educational institution at which it was applied for and, in the case of jointly established studies, for all studies at the participating educational institutions.

During the leave of absence, admission to the degree program remains valid. Participation in courses, taking examinations and the submission and assessment of academic and artistic work is **not** permitted.

I acknowledge that the student fee (ÖH fee) for semesters on leave of absence must be paid in any case.

Date

Student's signature

Enclosure:

Current study sheet
Proof of justification

The above request is granted / not granted.

Date

For the rectorate