



APPLICATION FOR LEAVE OF ABSENCE

Students can apply for leave of absence if certain grounds apply.

DEADLINE FOR APPLICATIONS

Re-registration deadline: See www.hs-rm.de/semestertermine.

Exception: In the event of grounds for leave of absence no. 1 (illness) and no. 4 (maternity leave/parental leave/care for family members) listed below, a leave of absence is also possible after the re-registration deadline and at any time during the semester. A retroactive leave of absence for a completed semester is not permitted!

GENERAL INFORMATION ON LEAVE OF ABSENCE

A semester with leave of absence does not count as a regular semester of study.

A leave of absence is only possible for full semesters.

A leave of absence is conditional on re-registration for the coming semester. This means that payment of the semester fee is mandatory! You can apply for a refund of the ticket fees at the AStA (student union) transport department (www.asta-hsrm.de/mobilitaet/semesterticket-rueckerstattung).

Leave of absence precludes registration for examinations, the acquisition of course certificates and taking examinations (exception: grounds for leave of absence 2.4, 2.5, 2.6).

Failed examinations may be retaken during the leave of absence.

When planning a semester with leave of absence, please bear in mind that there may be re-examination dates in the semester break of the following semester. If you have any organizational questions, please contact the Examination Board of your degree program.

Taking a leave of absence in the first semester is only possible in exceptional cases (usually only for the grounds for leave of absence 2.1, 2.4, 2.5).

Should you change your address during the semester with leave of absence, please be sure to amend it in COMPASS.

Important information for students eligible to receive *BAföG* (governmental financial aid): *BAföG* is generally not paid for a semester with leave of absence. *BAföG* that was paid for the duration of a semester with leave of absence must be repaid to the *BAföG* office. Please enquire about options for receiving financial aid during the semester with leave of absence at the Amt für Ausbildungsförderung of the Studierendenwerk Frankfurt (www.swffm.de/bafoeg-finanzierung/bafoeg/faq/).

Legal basis for the leave of absence: Section 8 of RheinMain University of Applied Sciences' [enrollment statutes](#).

GROUND FOR A LEAVE OF ABSENCE

1. No significant grounds

No documentation required.

Only possible once for one semester per degree program.

A leave of absence in the first semester is not possible.

2. Significant grounds



Leave of absence is not possible for more than six semesters, periods on grounds of maternity leave/parental leave (4) and illness (1) not included.

In the case of a leave of absence for grounds 2.1, 2.4 and 2.5, a leave of absence during the first semester may also be permitted by way of exception, but generally not for the other grounds.

In the case of leave of absence for grounds 2.4, 2.5 and 2.6, the student may attend courses and complete graded course components. Registration for the examination must be made in person at the degree program's office. If you are taking a leave of absence for grounds 2.4 (maternity leave), please refer to the information available at: www.hs-rm.de/de/studium/studienorganisation/#mutterschutz-86291 => Pregnancy.

Significant grounds are:

2.1 **Illness**, the nature and duration of which precludes regular studies.

Documentation:

Medical certificate stating the nature, extent and probable duration of the illness. In the case of a renewed application for leave of absence, a certificate issued by a medical specialist (not a general practitioner) on the nature, severity and extent of the health impairment (chronic illness or disability) with a statement on the expected duration, effects on the ability to study and prognosis for the possible resumption/completion of the degree program must generally be submitted.

A simple medical certificate/certificate of incapacity for work is not sufficient!

2.2 **Study-related period of internship** that is not part of the degree program.

Documentation:

Internship contract for at least half of the semester weeks.

An internship semester as part of the degree program does not qualify for leave of absence. Internship contracts may be submitted after the application deadline upon consultation with the Admissions Office if the application itself is received within the deadline.

2.3 **Study-related stay abroad.**

Documentation:

Letter of Acceptance from the host university or an internship contract. Semesters or internships abroad that are integrated into the degree program and awarded credit points (such as in the BA International Management program) are part of the degree program and do not qualify for leave of absence.

2.4 Periods of **maternity leave** pursuant to the Act on the Protection of Mothers at Work, in Training and at University (MuSchG), the exercise of the right to **parental leave** in accordance with the provisions of the Federal Parental Allowance and Parental Leave Act or the **care** for family members in need of care as certified by a doctor.

Documentation:

Depending on the grounds given: original maternal health passport (Mutterpass), a medical certificate with date of birth or birth certificate. Confirmation from the long-term care insurance provider of the care level of the family member and the extent and frequency of the care you provide.

2.5 Membership in a national squad (**A, B, C or D/C squad**) of a top professional association in the German Olympic Sports Confederation

Documentation:

Certificate from the relevant national sports squad.

2.6 Participation as an appointed or elected representative in an **academic or student self-governance body.**

Documentation:

Certificate from the relevant body.



2.7 Other significant grounds

Documentation required. Please contact the Admissions Office by phone or email to discuss your case. Significant grounds other than those listed above are rare.

APPLICATION PROCESS

Applications are to be submitted digitally via your student account in COMPASS.

Menu => My studies => Service => Applications => Leave of absence

Alternatively: Menu => My studies => Student services => Leave of absence

You will be informed in COMPASS if additional documentation is required. You will also be informed about the approval of the application in COMPASS. In the event of a final rejection of your application, you will receive official notification of the decision by post in addition to the information made available in COMPASS.

Should further documents be required or other information be available, an icon displaying a person with a speech bubble (display status message) will appear to the left of the “magnifying glass” icon in the application overview. By clicking on the symbol, you can see which documents are missing or find information about your application.

A leave of absence is only granted for one semester; subsequent applications must be submitted within the re-registration period.

The leave of absence is not specific to the degree program, but to the semester. This means that if you are enrolled in more than one degree program at RheinMain University of Applied Sciences, you will be granted a leave of absence for all degree programs, provided you meet the requirements for a leave of absence.

Contact

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