



Leave of Absence

Every student at the University of Applied Sciences for Intercultural Theology Hermansburg (FIT) can take a leave of absence for one or more semesters according to § 9 of the FIT Enrolment Rules dated the 6th February 2018. The leave of absence must be applied for in writing and document the important reason for the application.

§ 9 Leave of Absence

- (1) ¹Students can be granted leave of absence for up to four semesters within the scope of the studies from the second specialist semester. ²Further details are regulated by the sabbatical regulations of the University.
- (2) ¹The application is to be filed in writing for the respective winter semester no later than by 1 November, for the respective summer semester no later than by 15 April. ²The leave of absence shall respectively be carried out for an entire semester.
- (3) ¹Students on leave of absence have all rights of a University member. ²Study and examination performances cannot be taken during a sabbatical; performances already achieved before filing the application shall remain unaffected.

Regulations for Leave of Absence

1. A leave of absence will be granted, if provable **important reasons** for the application are submitted, in particular for the following reasons:
 - the unemployment/rest periods specified in the German Maternity Protection Law and/or taking parental leave in accordance with the applicable legal or statutory stipulations,
 - a disability or illness, that prevents proper study, ○ completing a mandatory internship, ○ study related visits abroad or to another German university.
2. An absence of leave can usually be granted for **up to 2 semesters** per course of studies. These 2 semesters **do not include** leave of absence for:
 - Leave of absence due to the unemployment/rest periods specified in the German Maternity Protection Law and
 - Leave of absence due to parental leave.
3. Leave of absence is granted for the **duration of a whole semester**.
4. Leave of absence is not usually granted in the **first subject-specific semester** or a semester that has already begun, unless for one of the following reasons: **maternity leave** and/or **parental leave** and/or an **attested illness**.
5. The application must be submitted in writing; the deadline for the winter semester is the 15.11., for the summer semester the 15.04. If possible,

the application should be submitted by the re-registration renewal deadline for the winter/summer semester, thus the 31.07 or 31.01.

6. A **completed** semester **cannot** be credited as a leave of absence semester **at a later date**.
7. Leave of absence semester are calculated as semester of higher education and not as subject-specific semester.
8. No exams may be taken at the University of Intercultural Theology Hermannsburg during the leave of absence semester. Students who have taken leave of absence due to maternity leave and/or parental leave and/or an attested illness, may collect up to 15 credits per semester.

Additional information

Tuition and administration fees:

Tuition fees do not have to be paid for the leave of absence semester. An administration fee of 20,00 EUR has to be paid, if the application is submitted after the start of the semester (01.10. or 01.04.). If the application for leave of absence is granted for a semester that has already begun (see point 4, Regulations for Leave of Absence), then the tuition fees will be refunded proportionally according to the date of authorization for the leave.

BAföG

No BAFöG is paid during leave of absence! The State Education Grant Office has to be informed when and for how long a leave of absence is to be taken (registration certificate). Leave of absence semesters without BAFöG-payments are excluded from the BAFöG maximum grant period calculations.

Hermannsburg, the 5th June 2019