



Leave application form

for enrolled doctoral candidates

Graduate Academy
of Friedrich Schiller University Jena
Johannisstraße 13
07743 Jena

**Please send the signed application form with
all required documents included
to the address on the left**

Enrolled doctoral candidates may request leave of absence for important reasons. Academic leave of absence means:

- You continue to be enrolled and a member of the University
- You can continue using the library and your University Computer Centre account
- You do not have to pay the semester fee, but are also not entitled to benefits such as the semester ticket for public transport, discount in the student canteens or the student services organisation's insurance service.

Potential reasons for requesting a leave of absence include:

- Sickness (lasting more than 6 weeks, medical certificate required)
- Research stay abroad (lasting longer than 6 weeks, 2 semesters maximum, confirmation by supervisor required)
- Maternity/parental leave (please provide a document proving your pregnancy (e.g. Mutterpass) or your child's birth certificate)

Important note: Inform your supervisor of the interruption of your doctorate and, as the case may be, the coordinator of your doctorate programme and/or scholarship sponsor.

I apply for academic leave of absence for the following semester

Personal Data

Last name _____ First name _____
Date of birth _____ Place of birth _____
student number _____

Reason for leave of absence

Place, Date

Signature

Confirmation by supervisor (for research stays abroad)

Place, Date

Stamp and signature