

Request for leave of absence

valid for 1 semester

Requirements for a leave of absence for an internship or language study abroad program

- Internship: It must be related to the study program, but it may not be counted toward the degree or required by the study plan.
- Language study abroad: It must be self-organized (not part of an exchange program), not count toward academic credits, and be related to the student's field of study.

To be eligible for a leave of absence, the student must be unable to attend classes for at least 4 weeks during the lecture period. The leave of absence is valid for one semester at a time. Within a degree program, the duration of a leave of absence is limited to a maximum of two semesters:

- Students on leave of absence may not attend courses or take exams. Written assignments may be submitted; however, these must not require any additional supervision, such as meetings, grading, etc.
- Students on leave of absence may not earn a degree.
- A leave of absence is not possible:
 - At the beginning of your studies
 - between a Bachelor's and a Master's degree program
 - after completing a master's program and before taking a doctorate / PhD
 - during a doctoral or PhD program

Please send the fully completed leave of absence application, including supporting documentation, to the Admissions Office at info.zib@unibe.ch by the following deadlines:

Deadlines for electronic applications via Selfservice

- Fall semester: August 31
- Spring semester: January 31

Deadlines for submitting the required documentation

- Fall semester: September 15
- Spring semester: February 15

Student information

Matriculation number

Name and first name/s

Angaben zum Studium

Semester: fall spring

Program objective:

Internship *or*
 Language study abroad field of study:

I confirm that I have read and understood the terms and conditions for a leave of absence and that I do NOT wish to have the internship/study abroad program counted toward my degree.

Place	Date	Signature
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The application must be submitted, along with proof of the internship (copy of the contract) or language study abroad program (copy of the school confirmation), to the Dean's Office of the relevant department for review.

To be completed by the Dean's Office of the relevant faculty:

Confirmation

The internship/language study program is related to your studies but does NOT count toward your degree.

Place and date

Dean's Office stamp and signature