

Application for leave of absence



Case

As a student, I would like to be able to submit a leave of absence application for one or two semesters paperlessly so that I do not have to visit the secretariat.

Submit application for leave of absence

- / I would like to be able to apply for either a semester of leave or a year of leave (= 2 semesters) at one time.*
- / I would like to see that I am filling out this application for myself.*
- / I would like to see for which semester(s) I am requesting leave.*
- / I would like to be able to select the reason for leave from a list.*
- / I would like to be able to upload any supporting documents that may be required.*
- / If I have filled out the form incompletely or have not uploaded a required document, I would like to be notified immediately of what is wrong.*
- / After submitting the application, I would like to receive a saveable confirmation.*

Submit application for leave of absence

/ The student should be identified/authenticated when entering the GUI.

/ There are 2 text fields: 1. deadlines, 2. instructions.

/ The following personal data of the student is automatically displayed: Last name, first name, date of birth, level of study, program of study.

/ The previously taken and the previously approved but not yet taken semesters of leave in this billing limit or in this degree program are displayed. In addition, the previously rejected semesters of leave are displayed. The semester and the reason for the leave of absence are displayed.

/ For the selection of the leave semester, the next semester is displayed. When the deadline for a semester expires, the next semester is automatically displayed.

/ Additionally a checkbox is displayed. By clicking on it, the leave duration of 1 year can be selected.

/ The selection of the reason for leave of absence is done by dropdown field.

/ Additionally, there is a remark field that the student can fill in.

/ A button "Important information" displays a large free text field.

/ Depending on the reason for the leave of absence, the student must be able to upload a document that will be sent with the application.

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/ The terms and conditions can be displayed via a link

/ The box "I have read and understood the terms and conditions" must be checked before sending the form.

/ If the form is incomplete or a required document is missing, the student will receive a clearly understandable error message and the application cannot be submitted.

/ **Completeness Criteria:**

// A reason for leave must be selected

// For leave reason with proof requirement, proof must be uploaded

// The confirmation that the "Terms and Conditions" have been read must have been clicked on

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/ Reasons for vacation:

/ internship

/ Military service / Civilian service / Civil defense

/ Illness, accident, pregnancy

/ Other reasons for leave

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Deadlines
An application for leave shall be made in accordance with the following deadlines:

For the autumn semester: by the end of calendar week 33
For the spring semester: by the end of calendar week 03

Instructions

1. Please arrange an interview with the programme director before submitting the application.
2. Please fill out this form completely and press the "Send" button.

Important information for an application

Application for leave of absence

Name:
Mustermann

First Name:
Max

Date of birth:
01.01.1999

Study stage:
Bachelor

Study program:
Interaction Design

Leave semesters already taken:
HS 2019

Previously rejected semesters of leave:
HS 2021

Application for leave of absence

Requested Leave Semester:
FS 2022

Duration of leave 1 year

Reason:
Please select

Please upload the certification here:
Upload certification

Comment:

I have read and understood the terms and conditions.

send