

# Memo - Leaves of absence

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## Purpose and scope

Students enrolled on a bachelor or master programme of the University can, on the basis of art. 35(8) of the law of 27 June 2018 (amended) on the organisation of the University of Luxembourg (hereinafter "the Law") and under specific circumstances listed in article 20 of the Study Regulations of the University of Luxembourg of 6 September 2022 (hereinafter "the Study Regulations"; s. below), be granted a leave of absence.

A student on leave continues to be enrolled on the study programme, but does not have the right to follow courses, attend class, benefit from supervision or participate in exams, including resits, or other forms of assessment. While on leave, a student may not be awarded ECTS credits or grades.

A student on leave may not participate in elections for student representatives, pose as a candidate for such elections, or act as a student representative as part of the Student Delegation, as a Study Programme Representative or in a committee of the University.

The student on leave keeps his or her student card, and continues to have access to general University facilities, including the Learning Centre, restaurants, and sports facilities. He or she must continue to comply with eligibility conditions<sup>1</sup>, is subject to the general health insurance obligation for students of the University, as well as to the *Charte des usagers* and disciplinary procedures and sanctions in the case of infractions.

Students on leave may remain eligible for student housing. The decision is taken by the Student Department on a case-by-case basis, according to the personal situation of each student and the available student housing.

The counter for the calculation of the maximum study duration is stopped for a student on leave:

- for each full semester of leave granted;
- for each semester during which a student has been on leave part of the semester, if the leave prevents the student from participating at exams and completing courses over at least 25 per cent of the credits foreseen for the respective semester in the study plan of the programme, taking into account the status (full- vs part-time) of the student.

## Conditions

A leave of absence may be granted by the Director of the study programme on which a student is enrolled in the following circumstances:

- Documented illness or other medical condition preventing the student from following studies;
- Responsibility for relatives of first degree (parents, children) who require intensive care;
- Pregnancy and maternity/paternity, within 3 months of birth or adoption;
- Parental leave before the 3rd birthday of the child;
- Military or compulsory civil service.

Other circumstances must be exceptional to qualify for a leave and are assessed on a case-by-case basis by the Vice-Rector for Academic Affairs.

A leave of absence may be granted for a period of one year maximum. It may be extended or renewed under the conditions laid down in article 20 of the Study Regulations.

Whenever possible, leaves start at the beginning of the semester and must be requested at least four (4) weeks in advance of the start of the semester. Requests for leaves from newly admitted students for their first semester of enrolment are not accepted.

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<sup>1</sup> In particular with the condition to be authorised to reside in Luxembourg; see article 32(6) of the Law.

Exceptions can be granted by the Study Programme Director in the case in which the reason(s) for the leave were not known to the requester before the start of the semester.

The University does not grant leaves of absence without a compelling reason, i.e., voluntary leaves for, e.g., travelling or work. Students who decide not to re-enrol on their study programme lose their student status as well as the right to re-enrol on the study programme without a new application and a renewed admission to the programme (cf. art. 12(6) of the Study Regulations).

## Requesting a leave

Students wishing to request a leave must do so by filling in the [respective form](#) and submitting it to the Director of their study programme. The request must include adequate documentation/proof of the circumstances put forward. It should also explain the requested duration of the leave.

Study Programme Directors forward eligible requests to the Admissions Office of the Student Department (SEVE) for a risk assessment in view of the impact of the leave on the status of the individual student before taking a decision.

Requests based on the statutory reasons of article 20(1) of the Study Regulations (as listed on the request form and above) are decided by the Study Programme Director.

Other, non-statutory circumstances must be explained by the requester. They are eligible if exceptional and temporary, and if there is evidence of a commitment to resume studies at the end of the leave. Study Programme Directors forward such requests, together with their recommendation, for risk assessment to the SEVE. Once the SEVE has assessed the impact of the leave on the status of the individual student, it forwards the request for approval to the Vice-Rector for Academic Affairs.

Students can request the extension of an ongoing leave by using the above-mentioned form at least four weeks before the end of the leave.

Students wishing to end an ongoing leave before the agreed date must send a request for termination of the leave to the Admissions Office of the SEVE. The SEVE informs the Study Programme Director accordingly. If the leave ends during the semester, Study Programme Directors can decide whether or not to offer the student the possibility to attend ongoing courses and sit for exams.

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