

Memo – Leaves of absence

VRA 2020-01/01

Purpose and scope

Students enrolled in a bachelor or master programme of the University can, under specific circumstances listed in article 20 of the Study Regulations of the University of Luxembourg of 17 September 2021 (hereinafter “the Study Regulations”), be granted a leave of absence.

A student on leave continues to be enrolled, 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, remains eligible for student housing, 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 conditions¹, 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.

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 acquiring at least 25 per cent of 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.

For semesters during which the counter is thus stopped, progression in the sense of article 19 of the Study Regulations is suspended.

Requesting a leave

Students wishing to request a leave or an extension of an existing leave must do so by filling in the [respective form](#) and submitting it, together with adequate documentation attesting to the circumstances put forward, to the Director of their study programme.

The form lists all eligible reasons for being granted a leave of absence as foreseen by article 20 of the Study Regulations. If the circumstances for which a student is requesting a leave are not listed, students must describe and document the reasons for which they are requesting the leave, and explain why these reasons can be expected to be temporary.

The University assesses each request individually and in light of the student’s prior study trajectory. It will only authorise leaves that are well motivated and documented, and contain evidence of a commitment to resume studies at 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.

Catherine Léglu
Vice-Rector for Academic Affairs

¹ In particular with the condition to be authorised to reside in Luxembourg; see the law of 27 June 2018 (amended) on the organisation of the University of Luxembourg (hereinafter “the Law”), article 32(6).