Leaflet – Requesting Academic Leave of Absence

- All claims and rights expire after the deadlines specified here -	
Please Note	
When do I apply for Academic Leave?	If specific, important reasons compel you to interrupt your studies (see below). An academic leave of absence allows you to retain your student status.
What are the consequences of an Academic Leave for my studies?	You will **not** be eligible to earn credit points via completing coursework or examinations. This rule does not apply if the reason for granted Leave is either the care and upbringing of children or providing medical care and support for next of kin.
Length approvable:	Academic leave of absence is granted for one semester. Application for an extension of one semester is possible, provided the important reason still applies.
Proof:	Suitable proof confirming the reason, plus an explanatory statement where applicable (please find a list of suitable proofs below)
Application deadline:	**15 January** for the summer semester/ **15 June** for the winter semester (Requests due to illness or pregnancy may be filed after these deadlines)
Re-registration/ Semester fee:	You are required to pay the semester fee specified in your HIS studentportal account within the re-registration deadline.
Deutschlandsemester-ticket:	Please select in the application form whether you would like to receive the Deutschlandsemesterticket or not. If you do not wish to receive the Deutschlandsemesterticket, please select in the application form and indicate whether you would like the fee for the Deutschlandsemesterticket to be refunded to your deposit account or to another account.
Where to send my Request?	To Student Services By email: stu@hsrw.eu By post: Hochschule Rhein-Waal, Marie-Curie-Straße 1, 47533 Kleve
No approval possible:	- for the first semester, unless reasons a), b) or c) apply - retroactively for a past semester

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Important reasons for academic leave of absence include*:	
Application deadline: 15 January for summer semester/ 15 June for winter semester (including proofs); except: b) illness and c) pregnancy	
a) Undertaking a year-long voluntary ecological service or voluntary social service	
Suitable proof:	Corresponding proof that confirms your voluntary ecological service or voluntary social service
b) Illness	
Suitable proof:	Medical certificate issued by a doctor, stating that you're unable to pursue your normal studies in a specific semester (details of the medical condition(s) are not required)
Application deadline:	Applications due to illness may be filed after the above stated deadlines.
c) Pregnancy	
Suitable proof:	Prenatal record [Mutterpass] or a medical certificate issued by a doctor
Application deadline:	Applications due to pregnancy may be filed after the above stated deadlines.
d) Active involvement in the care and upbringing of children according to Section 25 (5) of the German Federal Training Assistance Act [Bundesausbildungsförderungsgesetz]	
Suitable proof:	A birth certificate and, if applicable, a current confirmation of registration for an address [Meldebescheinung] indicating that both you and your child are registered at the same address
e) Enrolment at a foreign university or language school, unrelated to the mandatory study abroad semester required by the relevant examination regulations	
Suitable proof:	Copy of the admission letter of foreign university or language school
f) Committing to practical training which serves the aims and objectives of your degree (not the mandatory internship semester)	
Suitable proof:	e.g. copy of the work contract with the company including a task description and specified time frame
g) Providing medical care and support for spouse, registered partner or next of kin	
Suitable proof:	A medical certificate issued by a doctor, indicating that the student is the designated caregiver. The anticipated length of care must also clearly be indicated.
h) Serving a prison sentence	
Suitable proof:	Proof of the date the prison term is to take place
i) Starting a business	
Suitable proof:	Proof from the commercial register
j) Other important reason e.g. community service, justified exceptional situation	
Suitable proof:	e.g. proof of community service to be completed, letter of justification

Academic Leave of Absence Request

according to Section 9 of the Enrolment Regulations of Rhine-Waal University

→ Before completing this application: Please read the relevant leaflet carefully.

HOCHSCHULE RHEIN-WAAL
Rhine-Waal University of Applied Sciences

Der Kanzler
Dezernat Studienangelegenheiten
– Studierendenservice –
E-Mail: stu@hsrw.eu

☐ summer semester ☐ winter semester	**Matriculation number**
Last name, first name	**Degree programme**
Current address	**Email**
Place, date	**Signature**

I request Academic Leave of Absence for the following important reason:		
Please tick as appropriate	**Please include the following documents**	**Deadline**
Voluntary ecological service or voluntary social service ☐	Corresponding proof that confirms your voluntary ecological service or voluntary socialservice	Including proofs: **15 January** for the summer semester/ **15 June** for the winter semester (requests due to illness or pregnancy may be filed after these deadlines)
Illness ☐	Medical certificate issued by a doctor, stating that you're unable to pursue your studies in theabove mentioned semester. Details of the medical condition(s) are not required	
Pregnancy ☐	Prenatal record [Mutterpass] or a medical certificate issued by a doctor	
Care and upbringing of children according to Section 25 (5) of the German Federal Training Assistance Act ☐	A birth certificate and, if applicable, a current confirmation of registration for an address [Meldebescheinung] indicating that both you and your child are registered at the same address	
Enrolment at a foreign university or language school (not the mandatory study abroad semester) ☐	Copy of the admission letter of foreign university or language school	
Practical training serving the aims and objectivesof your degree programme (not the mandatory internship semester) ☐	e.g. copy of the work contract including a task description and specified time frame	
Providing medical care and support for spouse,registered partner or next of kin ☐	A medical certificate issued by a doctor, indicating that the student is the designated caregiver. The anticipated length of care must also clearly be indicated.	
Serving a prison sentence ☐	Proof of the date the prison term is to takeplace	
Starting a business ☐	Proof from the commercial register	
Other important reason e.g. community service, justified exceptional situation ☐	e.g. proof of community service to be completed, letter of justification	
Deutschlandsemesterticket		
I would like to receive the Deutschlandsemesterticket:	**Yes** ☐	**No** ☐

Academic Leave of Absence Request

according to Section 9 of the Enrolment Regulations of Rhine-Waal University

→ Before completing this application: Please read the relevant leaflet carefully.

Der Kanzler
Dezernat Studienangelegenheiten
– Studierendenservice –
E-Mail: stu@hsrw.eu

Please select the bank account to which the refund of the Deutschlandsemesterticket fee should be made:	
☐ I ask for a refund back to the bank account of which the contribution was transferred	☐ I request a refund to the following Bank account:
Please Note: Possible bank charges for foreign transactions are to be borne by the recipient	
Name of account holder:	
IBAN (account no., if IBAN unknown)*:*	SWIFT-BIC:
Name of the Bank:	
Date	Signature

Interner Bearbeitungsvermerk (bitte frei lassen)	
Eingangsdatum des Antrags	Datum & Kürzel:
Antrag beschieden + in STU eingetragen	Datum & Kürzel:
Rückmeldesperre in STU geprüft (ggf. erhöhen)	Datum & Kürzel:
Bei Rückerstattung	
In STU bearbeitet und Worklow in E-Akte gestartet	Datum & Kürzel:
Gegenzeichnung in E-Akte	Datum & Kürzel:
Schlusszeichnung in E-Akte und ab an Dez. I	Datum & Kürzel: