

- All claims and rights expire after the deadlines specified here -

## Please Note

<b>When do I apply for Academic Leave?</b>	If specific, important reasons compel you to interrupt your studies (see below). An academic leave of absence allows you to retain your student status.
<b>What are the consequences of an Academic Leave for my studies?</b>	You will <b>not</b> 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.)
<b>Length approvable:</b>	Academic leave of absence is granted for one semester. Application for an extension of one semester is possible, provided the important reason still applies.
<b>Proof:</b>	Suitable proof confirming the reason, plus an explanatory statement where applicable (please find a list of suitable proofs below)
<b>Application deadline:</b>	<b>10 May</b> for the summer semester/ <b>10 November</b> for the winter semester (Requests due to illness or pregnancy may be filed after these deadlines)
<b>Re-registration/ Semester fee:</b>	You are required to pay the semester fee specified in your <u>HIS studentportal</u> account within the re-registration deadline.
<b>SemesterTicket:</b>	If your academic leave of absence has been approved, an exemption from the SemesterTicket fees is possible. However, there will be no automatic refund. If you do <b>not</b> wish to use the SemesterTicket during Leave, you must submit a - <u>Request to waive the fee of the regional and NRW ticket*</u> as well as - a <u>Refund request*</u>  Please Note: Application deadline for a ticket fee waiver request is the re-registration deadline (15 January SuSe/15 June WiSe) or in exceptional cases the official start of lectures** at the very latest, and it is a prerequisite for the refund. Please find more details about the applying deadline in the respective application.
<b>Where to send my Request?</b>	To Student Services By email: <a href="mailto:stu@hsrw.eu">stu@hsrw.eu</a> By post: Hochschule Rhein Waal, Marie-Curie-Straße 1, 47533 Kleve
<b>No approval possible:</b>	- for the first semester, unless reasons a), b) or c) apply - retroactively for a past semester

## Important reasons for academic leave of absence include\*\*\*:

### a) Undertaking a year-long voluntary ecological service or voluntary social service

<b>Suitable proof:</b>	Corresponding proof that confirms your voluntary ecological service or voluntary social service
<b>Application deadline:</b>	10 May for summer semester/ 10 November for winter semester (including proofs)

\* Application forms at: <https://www.hochschule-rhein-waal.de/en/academics/students/forms-and-deadlines>

\*\* Official start of the lecture period (set by the Ministry of Culture and Science (MKW) NRW)

\*\*\* In acc. with Section 9 of the Enrolment Regulations of Rhine-Waal University.

<b>b) Illness</b>	
<b>Suitable proof:</b>	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)
<b>Application deadline:</b>	Applications due to illness may be filed after the above stated deadlines.

<b>c) Pregnancy</b>	
<b>Suitable proof:</b>	Prenatal record [Mutterpass] or a medical certificate issued by a doctor
<b>Application deadline:</b>	Applications due to pregnancy may be filed after the above stated deadlines.

<b>d) Active involvement in the care and upbringing of children</b> according to Section 25 (5) of the German Federal Training Assistance Act [Bundesausbildungsförderungsgesetz]	
<b>Suitable proof:</b>	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
<b>Application deadline:</b>	10 May for summer semester/ 10 November for winter semester (including proofs)

<b>e) Enrolment at a foreign university or language school</b> , unrelated to the mandatory study abroad semester required by the relevant examination regulations	
<b>Suitable proof:</b>	Copy of the admission letter of foreign university or language school
<b>Application deadline:</b>	10 May for summer semester/ 10 November for winter semester (including proofs)

<b>f) Committing to practical training which serves the aims and objectives of your degree</b> (not the mandatory internship semester)	
<b>Suitable proof:</b>	e.g. copy of the work contract with the company including a task description and specified time frame
<b>Application deadline:</b>	10 May for summer semester/ 10 November for winter semester (including proofs)

<b>g) Providing medical care and support for spouse, registered partner or next of kin</b>	
<b>Suitable proof:</b>	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.
<b>Application deadline:</b>	10 May for summer semester/ 10 November for winter semester (including proofs)

<b>h) Serving a prison sentence</b>	
<b>Suitable proof:</b>	Proof of the date the prison term is to take place
<b>Application deadline:</b>	10 May for summer semester/ 10 November for winter semester (including proofs)

# Academic Leave of Absence Request

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

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

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

<input type="checkbox"/> <b>Summer semester</b>	<input type="checkbox"/> <b>Winter semester</b>	<b>Matriculation number</b>
<b>Last name, first name</b>		<b>Degree programme</b>
<b>Current address</b>		<b>Email</b>
<b>Place, date</b>		<b>Signature</b>
<b>I request Academic Leave of Absence for the following important reason:</b>		
<b>Please tick as appropriate</b>		<b>Please include the following documents</b>
Voluntary ecological service or voluntary social service <input type="checkbox"/>		Corresponding proof that confirms your voluntary ecological service or voluntary social service
Illness <input type="checkbox"/>		Medical certificate issued by a doctor, stating that you're unable to pursue your studies in the above mentioned semester. Details of the medical condition(s) are not required
Pregnancy <input type="checkbox"/>		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 <input type="checkbox"/>		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) <input type="checkbox"/>		Copy of the admission letter of foreign university or language school
Practical training serving the aims and objectives of your degree programme (not the mandatory internship semester) <input type="checkbox"/>		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 <input type="checkbox"/>		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 <input type="checkbox"/>		Proof of the date the prison term is to take place
Including proofs: 10 May for the summer semester/ 10 November for the winter semester (requests due to illness or pregnancy may be filed after these deadlines)		
<input type="checkbox"/> I do <b>not</b> wish to use the SemesterTicket during my Leave semester. I have enclosed: (Exemption/Refund only possible until the official, State-set start of lectures at the latest!)		
- a <u>Request to waive the fee of the regional and NRW ticket</u> (Deadlines: compare Leaflet) as well as <input type="checkbox"/>		
- a <u>Refund Request</u> (Deadline: official start of the lecture period (set by the MKW NRW)) <input type="checkbox"/>		

<b>Bearbeitungsvermerk für den Studierendenservice</b> (for internal use / please leave blank)	
Eingangsdatum des Antrag (Datum & Kürzel) :	
Antrag bewilligt + in STU eingetragen:	Ja <input type="checkbox"/> nein <input type="checkbox"/>
Rückmeldesperre in STU geprüft (ggf. erhöhen):	<input type="checkbox"/>
Bescheid versendet am (Datum & Kürzel) :	