

- 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 <u>HIS studentportal</u> account within the re-registration deadline.
SemesterTicket:	Approval of the Academic Leave of Absence involves a waiver of the semester ticket fee. A refund of the overpaid semester ticket fee can only be made if the application is submitted within the given deadline in due form. Please select in the application form, whether the refund of the semester ticket fee should be retransferred to the deposit account or whether you would like it transferred to another account. ATTENTION: With the approved application of the Academic Leave of Absence, the entitlement to the semester ticket expires. Misuse of the semester ticket, in particular the passing on of the semester ticket, can be prosecuted. Therefore, the semester ticket for the semester for which the Academic Leave of Absence is requested must be submitted at the time of application, but no later than the deadline communicated by the university. The request to waive the fee can only be approved after the semester ticket has been submitted.
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

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

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

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

<input type="checkbox"/> Summer semester <input type="checkbox"/> 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 <input type="checkbox"/>	Corresponding proof that confirms your voluntary ecological service or voluntary social service	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 <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	
Starting a business <input type="checkbox"/>	Proof from the commercial register	
Other important reason e.g. community service, justified exceptional situation <input type="checkbox"/>	e.g. proof of community service to be completed, letter of justification	
Semester ticket: Please note that the application can only be approved if you submit the semester ticket to the university by the application deadline.		<input type="checkbox"/>

Academic Leave of Absence Request

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



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 Dezernat Studienangelegenheiten
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If your application for Academic Leave of Absence been received on time (see Leaflet), please select the bank account to which the refund of the semester ticket fee should take place :	
<input type="checkbox"/> I ask for a refund back to the bank account of which the contribution was transferred	<input type="checkbox"/> 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:
Semesterticket eingereicht	Datum & Kürzel:
Antrag beschieden + in STU eingetragen	Datum & Kürzel:
Rückmeldesperre in STU geprüft (ggf. erhöhen)	Datum & Kürzel:
Ggf. Überzahlung bearbeitet	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: