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| **APPLICATION FOR LEAVE**  **for summer semester 20****/for winter semester 20** |

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| **To the admission and examination office**  **of the University of Applied Sciences Emden/Leer** | Matriculation number: |

**Important: Please note the information on page 2**

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| Surname, first name: |  | | |
| Date of birth: |  | Place of birth: |  |
| Nationality: |  | Telephone no.: |  |
| Street, house no.: |  | | |
| Postcode, town/city: |  | | |
| Email address: |  | | |
| Study programme: |  | | |

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| --- | --- | --- |
| Reason for leave: (Please cross as applicable) | | |
|  | 01 | Health reasons |
|  | 02 | Preparing for an examination |
|  | 03 | Internship |
|  | 04 | Period abroad |
|  | 05 | Voluntary military service / *Bundesfreiwilligendienst* [German Federal Volunteers’ Service] |
|  | 06 | Manual training |
|  | 07 | Maternity leave (pregnancy) and parental leave |
|  | 08 | Other reasons |

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| **Leave has already been granted for the following semesters** by the University of Applied Sciences Emden/Leer: |
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| I have **not** re-registered | I have re-registered |
|  | If you have already re-registered, you must also submit a claim for reimbursement! |

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| **I confirm that the statements I have made are complete and correct.** | | |
| **I have read the information on page 2.** | | |
|  | | |
|  |  |  |
| Place, date |  | Signature |
|  |  |  |

**Notes about the period of leave**

**Contributions**

The student union contribution (AStA) and the administration cost contribution do not need to be paid in the event of leave. Students on leave who are completing a period of study abroad are released from paying the student union contribution for this semester if they request this. For the current applicable contributions, please see the admission and examination office website: <https://www.hs-emden-leer.de/einrichtungen/immatrikulations-und-pruefungsamt/semesterbetrag-rueckmeldung/>

**Re-registration**

You must also re-register for an application for leave.

**Application for leave**

If you wish leave to be granted for two consecutive semesters, an application for leave must be submitted for each semester. Leave for the first study semester is not permitted.

**For BAföG recipients**

To avoid overpayments, please inform the BAföG office without delay that you have been granted leave.

**Excerpt from the matriculation guidelines**

Section 8 (2) 1Students may be granted leave before or within one month after the beginning of lectures (official beginning of lectures of the university of applied sciences) based on a written application if evidence of an important reason is provided. 2The leave is only permitted for full semesters and normally only for a maximum of two consecutive semesters. 3Students may not be granted leave for more than four semesters throughout the duration of one study programme. 4Leave in accordance with paragraph 1 is not counted towards the first four semesters.

(5) 1During a period of leave, the students retain their rights as members; however, they are not entitled to attend lectures or provide proof of achievement during this time. 2An exception to this is stated in paragraph 8. 3The mandatory student contribution is not affected by the period of leave provided no other determination is made by the contribution regulations, fee regulations and the provisions of the NHG. 4The administration cost contribution in accordance with Section 11 and the long-term study fee in accordance with Section 13 NHG are not charged. 5Students on leave who are completing a period of study abroad are released from paying the student union contribution for this semester if they request this.

(6) 1For pregnancy or maternal leave or parental leave, the number of semesters of leave is not limited. 2They do not reduce the entitlement to semesters of leave in accordance with paragraph 2 line 2 for other reasons.

(7) 1Semesters of leave are not counted as study semesters.

(8) 1Semesters of leave release the student from mandatory resits of examinations intended according to the respective examination regulations. 2*Students who have been granted leave because of a semester abroad may participate in resit examinations by submitting an application to the examination committee.*