

Last name, First name: _____

Address: _____

Student ID #: _____

Hochschule Pforzheim
Studentische Abteilung
Tiefenbronner Str. 65
75175 Pforzheim

Application for Permission of leave of absence (holiday semester)

for the

SS _____

WS _____ / _____

Reason for leave of absence (please check)

Reason for leave	Include required proof (Please only submit a complete application!)
<input type="checkbox"/> Sickness	Doctor's note about the length of sickness
<input type="checkbox"/> Internship	Contract of certificate of business
<input type="checkbox"/> Stay abroad	Proof of foreign university
<input type="checkbox"/> Pregnancy	Doctor's note with preliminary delivery date
<input type="checkbox"/> Parenting	Copy of birth certificate of the child to be taken care of
<input type="checkbox"/> Other reasons	Detailed explanation

Application deadlines

The application has to be submitted after the re-enrollment in the relevant semester, but no later than the beginning of the respective semester, which is 01 Mar (summer semester) or 01 Sept (winter semester). An immediate request is to be made for later receipt of the reason for being absent. A leave of absence in the 1st semester is only permitted in case of illness.

Please note the information on page 2 of this application!

(Date)

(Signature))

For Office use only

Antrag wird stattgegeben ja nein _____

Fehlende Unterlagen : _____ WVL: _____

Befreiung Studiengebühren
(nicht-konsekutiver Master-Studiengang): ja

Notes

A leave of absence is **no longer** possible if an admission to the degree program or a registration required is not required any more according to the study and examination regulations of the Pforzheim University of Applied Sciences.

A leave of absence cannot be granted for the period in which the thesis is taking place.

Length and implications of leave of absence:

The time of leave of absence throughout the course of your studies shall typically not exceed **two** semesters.

Leave of absence counts as university semesters, but they do not count in the calculation of semesters for the course of studies.

During a leave of absence students are not entitled to attend lectures or use university facilities with the exception of the library and the computer lab. Students do not participate in the self-administration of the university; their active and passive voting rights are suspended.

During a leave of absence students are not entitled to take examinations. Following exceptions apply:

Semester abroad:

A leave of absence is not hindering a credit transfer from studies completed at a foreign university. As an exception from the non-entitlement to take examinations in Pforzheim, up to two examinations can be completed in Pforzheim during a semester at a foreign university during a leave of absence. The exception requires prior review and approval by the university. This is done with the approval of the respective learning agreements by the respective program director.

Pregnancy or Elternzeit / Parenting:

During pregnancy and parental leave, students can, in accordance with a binding agreement, participate in study courses and take examinations. In particular, individual examinations of courses already attended in previous semesters can be taken. In addition, all resources and services of the University may be used.

Contributions:

The contributions for the student union, the administrative costs and for the student body are also payable in the case of a leave of absence.

Tuition fees (non-consecutive master programs):

No tuition fees are charged in case of a leave of absence.