|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | |  | | |  |
| Surname | | First name | | |  |
|  | | |  | |  |
|  |  | |  | |  |
| Matriculation no.: |  | |  | |  |
| |  |  | | --- | --- | |  | | | Study course: | | | | |  |  | | --- | --- | | BA | MA | | |  |
|  | | |  | |  |
| Start of course: |  | | | Hamburg, 1 November 2019 | |

Application form is to be filled out on computer. Please cross where applicable and fill in as appropriate to your leave of absence and study course by using the drop-down menu!

**Examination Office / Registrar's Office**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Subject:** | Leave of absence from my course of study on account of | |  | | | |
| **Reference:** | |  | | from |  |

Dear Sir or Madam,

I request leave of absence from my study programme from       to       in accordance with Section 7 of the Enrolment and Deregistration Regulations of the Helmut Schmidt University.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | For the duration of my leave, I request to be deregistered from the following modular examinations:  ***NOTE:*** *I have understood that failure to deregister from an examination will result in it being graded 5.0 (fail).* | | | |
|  | |  |  | | --- | --- | |  | *(in case of illness)*  see attached my medical certificate to inability to participate at exams from | |  |  | |  | *in other cases (for example, in case of parental leave or study course change): please fill in below* | | | | |
| Exam no.: | Name of modular examination: | Examiner: | Date: |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  | | | |
|  | During my leave, I would like to take the following modular examinations: | | | |
|  | | | |
| Exam no.: | Name of modular examination: | Examiner: | Date: |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

..........................................

**Signature**