|  |  |  |
| --- | --- | --- |
|  |  |  |
| 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: |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

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**Signature**