

Initial Application for a Semester Break

For the following semester: _____ (please note that you can only take a break for a full semester, not parts of it.)

Last name, First name: _____

Student Number: _____

Course and current semester: _____

Please note:

This application for a leave of absence must be submitted the latest two months before the start of the new semester to the student service Studierendenservice.HSHA@srh.de . The application must be submitted in due time before the start of the fourth semester.

During the semester break, you can continue to use the semester ticket at your own expense. In this case please inform the student service (Studierendenservice.HSHA@srh.de) and you will receive an invoice. Otherwise, the ticket will be blocked by the the student service by the beginning of the semester break.

All examination results up to and including the third semester must have been achieved. A maximum of one examination may still be open.

After two months at the latest, the employment contract or internship contract signed by both parties must be submitted. Otherwise your request will be declined automatically.

Your application will be processed, and you will receive further information.

I am applying for a semester break for the following reason:

Internship that is not a required element of study and examination regulations

Important information!

1. The data on your leave of absence will be collected, stored, processed, and – provided that the necessary legal preconditions have been fulfilled – passed on (SRH GDPR serves as the legal basis for collecting, storing and processing this personal data).

2. The semester break always covers the entire semester. It is not possible to receive a leave of absence for part of a semester.

3. Pursuant to the NRW Higher Education Law, students on leave cannot participate in student government. They are not permitted to take courses or use university facilities (except for information centres).

Caution: Students on leave are not permitted to take final examinations or submit final theses.

Place/ Date, Signature