

**Please submit to STUDIS Studierendenservice
by the reregistration deadline.**

Sachbearbeiter/in: --
Telefon: 040 42878-0 (Zentrale)

Zuständigkeiten und Sprechzeiten entnehmen
Sie bitte www.tuhh.de. In dringenden Fällen kann
ein gesonderter Termin vereinbart werden.

E-Mail: study@tuhh.de
Internet: www.tuhh.de

Besucheranschrift

Postanschrift

Am Schwarzenberg-Campus 3 21071 Hamburg
21073 Hamburg

LEAVE OF ABSENCE REQUEST

Surname, first name: _____

Course of study: _____

for the semester (WS 2020/21 e.g.): _____

Registration no. _____

I request leave of absence / a sabbatical semester for the following reason:

- | | | |
|--|--|--|
| <input type="checkbox"/> Internship
(<input type="checkbox"/> Germany / <input type="checkbox"/> abroad) | <input type="checkbox"/> High-level sporting
activities | <input type="checkbox"/> Illness / disability |
| <input type="checkbox"/> Committee work | <input type="checkbox"/> Business venture
(supported by TUHH) | <input type="checkbox"/> Pregnancy / maternity or
parental leave* |
| <input type="checkbox"/> Study abroad | | <input type="checkbox"/> Private/no reason given |

Notes:

During a leave of absence, students are exempted from the study requirements at the TUHH. It is possible, upon request, to take all forms of examinations. Please contact the relevant [examination office](#) in good time for this.

Under some circumstances, a leave of absence may result in an individual study plan that diverges substantially from the standard study plan. In such cases, delays are unavoidable as the TUHH's annual plan does not allow for classes being offered in every semester and there may be timetable clashes with other classes.

Please also note that the semester contribution is still to be paid during a leave of absence and that a leave of absence may affect other financial allowances (child benefits e.g.). Please pay the semester contribution two days after submitting this request at the earliest, and by the reregistration deadline at the latest. Should there be reason to reject your leave of absence request, we will contact you immediately. If this is your first semester of leave in the respective program (Bachelor/Master), you will not receive any re-registration or confirmation of receipt of your application. After payment of the semester fee, you will see on your enrollment certificates that you are on leave of absence. (number of semesters remains the same)

We also refer you to the [website "sabbatical semester"](#) and the current version of the [TUHH's study regulations](#).

By signing this form, you agree that you have read and understood the above notes.

* has to be proven from the first sabbatical semester by submitting corresponding documents

Date, signature: _____

(Without a signature, the request shall be deemed not to have been filled.)

Bearbeitungsvermerke des Studierendenservices:

Sperrvermerk / Datum, Handz.: _____

Genehmigung / Datum, Handz.: _____

Ablehnung / Datum, Handz.: _____