

Students Service Center
Office of Admissions and Enrolment

Application for an Exeat Semester

Last name: Student ID number:
First name: Study programme:
Postal address: Phone number:

I herewith apply for an exeat for the Summer Semester Winter Semester/.....
An exeat subject to § 16 Hochschulordnung (university regulations) of HTW Berlin will be granted only upon good cause shown. You have to submit proof of your good cause together with your application form.

The exeat semester(s) shall be granted for the following good causes:

- 1. National service as defined in § 11 Hochschulzulassungsverordnung (university admissions regulations) (e.g. military or civilian service)
- 2. Study semesters abroad (only if they are not an obligatory part of your programme)
- 3. Internships outside of Berlin (only if they are not an obligatory part of your programme)
- 4. Severe illness
- 5. Pregnancy or maternity leave
- 6. Participation in academic or student self-administration

If none of the above mentioned "good causes" is applicable in your case, please specify your individual reasons for the exeat semester(s) here:

7. Other
.....
.....

Did you already file the application for your final examination? Yes No
(If yes, please contact the examinations office.)

Berlin, dated
Signature of the Student

Important Information for your exeat application

Applications for an exeat must be done in writing and have to be submitted to the Office of Admissions and Enrolment together with paper copies of the required proofs of good causes **BEFORE** the initial period for online registration of exams has started. Please see the academic calendar for applicable dates and deadlines:

http://www-en.htw-berlin.de/studying/academic_calendar.html

As a general rule, exeat semesters will not be granted for the first subject-related semester.

An exeat is only possible for full semesters and may, apart from exceptional cases, not be granted for more than two consecutive semesters in a row. During the complete duration of your studies at HTW, you are allowed a grand total of four exeat semesters.

Before the exeat is granted you must first be officially re-registered for the exeat semester. This means you must have first paid in the respective semester fee into the account of HTW. Depending on the reasons for your exeat you might be partially exempted from the semester fee, please see our homepage for details on the applicable fee:

http://www-en.htw-berlin.de/studying/enrolment_issues/semester_fee/index.html

If you are not exempted you may, after having paid in the full semester fee, apply for a refund of the semester ticket fee directly at the semester ticket office of the students union (AStA):

http://www-en.htw-berlin.de/service/student_union/index.html

During your exeat semester(s), you remain a fully immatriculated student of HTW. However, you explicitly **do not have the right to earn any credits or sit for any exams during the time of your exeat.**

Exeat semesters are counted as full university semesters (but not as subject-related semesters).

You have to duly re-register for the semester following your exeat by paying in the respective semester fee within the official period of re-registration:

http://www-en.htw-berlin.de/studying/enrolment_issues/reporting_back.html

Names and contact details of your competent contact person at the Office of Admissions and Enrolment can be taken from our homepage: http://www-en.htw-berlin.de/studying/enrolment_issues.html

Special note for Diplom students:

Owing to the transfer from Diplom programmes into Bachelor- and Master programmes, you may not be able to re-enrol into your applicable subject-related semester after your exeat semester, because this respective subject-related Diplom semester may no longer be offered at HTW. A completion of your Diplom programme may, thus, be at risk or even impossible. Therefore, please contact the Examinations Office or the General Course Guidance early before applying for your exeat.