
Surname, forename, enrolment number

Street, e-mail

Post code and town, telephone number

Department, degree programme, current subject-specific semester



Hochschule für
Wirtschaft und Recht Berlin
Berlin School of Economics and Law

Updated: 21/12/2016

Application for intermission (§ 10 HWR Berlin Study regulations)

Application for intermission (**with cause**) for

Winter semester 20____/20____

Summer semester 20____

I advance the following cause (please cross):

<input type="checkbox"/> Military or civilian national service*	<input type="checkbox"/> Illness
<input type="checkbox"/> Internship outside Berlin* **	<input type="checkbox"/> Care for a child under the age of 18 or supervision of a dependent requiring care
<input type="checkbox"/> Study abroad*	<input type="checkbox"/> Other reason (please provide specific details):
<input type="checkbox"/> Pregnancy or maternity leave*	_____
<input type="checkbox"/> Parental leave	_____
<small>* These reasons release the student from liability for the <i>Studierendenwerk</i> social contribution. ** This does <u>not</u> include compulsory internships but only additional (voluntary) internships.</small>	_____

The granting of intermission does not in itself release the applicant from paying the semester fee. § 2 section 1 and 2 of the *Verordnung über Sozialbeiträge zum Studierendenwerk Berlin (Sozialbeitragsverordnung – SozVO)* does however foresee that students can be released from the requirement to pay the contributions to the *Studierendenwerk* should they seek intermission for the purposes of:

- Military or civilian national service
- An internship **outside** Berlin
- Study abroad
- Pregnancy or maternity leave

Any overpaid contributions will be refunded. In all other cases of intermission, students remain liable for payment of the social contribution; the semester fee must be paid in full.

Those granted intermission cannot receive student grants paid in accordance with the *Bundesausbildungsförderungsgesetz (BAföG)*. An exception to this provision is study abroad. In such cases, recipients of *BAföG* are required to inform the responsible *Amt für Ausbildungsförderung* **before** the start of the intermission semester.

Applicants are also usually not eligible for payment of *Kindergeld* (exception is made for those studying abroad). All those engaged in paid employment during the intermission semester are liable to pay Social Insurance.

Date and applicant's signature

P.T.O.!

Excerpt from the HWR Berlin Study regulations

§ 10 Intermission

(1) Students unable to continue their studies can make an application for intermission. This application must have been received eight weeks before the end of the current semester.

- (2) Grounds for intermission include:
- a) Illness
 - b) Pregnancy, parental leave
 - c) The provision of care for a minor
 - d) The need to care for a dependant
 - e) National service or voluntary service.

Decisions regarding the granting of an intermission semester for reasons other than those stated are to be made by the Academic Director of the degree programme concerned.

(3) Applications for intermission are to be made to the office responsible for admissions and enrolment to the degree programme in question. The application is to state the reasons for the application; proofs are to be included.

(4) Intermission will be granted for one semester. Intermission will be granted for two consecutive semesters only in well-founded exceptional cases. Intermission can be granted for a maximum total of four semesters.

(5) In deviation from section 4, section 2 b), c), or d), permits the granting of intermission for a maximum of six semesters.

(6) As a rule, intermission will only be granted for the first subject-specific semester in cases involving pregnancy. Applicants unable to commence their studies based on the grounds outlined in section 2 will be given preferential consideration in the subsequent admissions procedure. Sentence 1 applies to the first and second subject-specific semester of degree programmes with once-annual enrolment.

(7) As a rule, the student is not permitted to attend any classes, sit any examinations or be awarded any credits. Exceptions to this provision, especially those covered by section 2 b), c), and d), are decided upon by the competent examination board. An intermission semester is not counted as a subject-specific semester. Intermission will be noted on the student ID.

(8) Decisions pertaining to applications for intermission will be communicated to the applicant by the office responsible for admissions and enrolment to the degree programme in question.

(9) Supplementary or diverging regulations regarding intermission are possible for the following degree types:

- Distance learning Bachelor's degree programmes
- Master's degree programmes of continuing education and distance learning Master's degree programmes.

Excerpt from the *Sozialbeitragsverordnung*

§ 2

(1) Students are released from liability for contributions if they have been granted a minimum of one intermission semester on the following grounds:

1. Military or Civil national service
2. Pregnancy or maternity leave

(2) Students are also released from liability for contributions if they are absent from the university or are granted intermission (of min. 1 semester) to study abroad or complete a company internship outside Berlin.