

## Formal request for approval of an internship, an exchange semester or leave of absence

Deadline, request for approval of an internship: End of January  
Deadline, request for approval of an exchange semester: End of February for the autumn semester / End of September for the spring semester  
Request leave of absence: At least 4 weeks before the start of the semester

**Formal request for**                      Internship                      Exchange semester                      Leave of absence

### Name of applicant

First Name

Last Name

Academic Year

Specialisation

Students remain enrolled at the Lucerne School of Art and Design during their absence.

Beginning of Leave of absence / Internship / Exchange semester

Planned return

### Reason

Date                      Signature student                      \_\_\_\_\_

Date                      Signature Head of specialisation                      \_\_\_\_\_

Date                      Signature Vice Dean                      \_\_\_\_\_

### Attachments:

Internship: motivational letter, learning agreement

Exchange semester: motivational letter, learning agreement, reservation of place of study

Leave of absence: medical certificate (if applicable), military attestation, etc.