

Application for Programme Study Leave

****We prefer that you email the form to us.**

Complete the form and email it back to mastersprogramme@edu.su.se

PLEASE PRINT LEGIBLY

Diariennr:

Last Name and First Name		Personal Identity Number (YYMMDD-XXXX)
Telephone Number	E-mail Address	
Programme Name:		

I am applying for a leave from studies from term through term	
Starting date for study leave:	Expected date of return:
State the reason you are applying for study leave. See the second page of this document for a list of specific reasons for which study leave is granted. (attach certificates or letters as proof, as needed)	
☐ I have read and understood the information provided on study leave and discontinuing studies as stated on the second page of this document.	

When returning from an approved study leave, contact the programme administrator no later than: April 1st in order to return during an autumn term/ October 1st in order to return during a spring term For more information on study leave see The Higher Education Ordinance 2013:3

Date and Signature

Decision (completed by responsible authority at the Department of Education)	
Application for study leave and a guaranteed place in programme has been approved ☐ Student is guaranteed a place in the programme through term:	
Application is denied due to insufficient reason ☐	
Responsible authority:	Date:
The student must fulfill the admissions criteria for the term in which they will re-join the programme.	

Appeal According to 12 chap. 2 § in The Higher Education Ordinance (1993:10) if your application for study leave is denied, you can make an appeal to the Stockholm University Board of Appeals. Your appeal must be in writing. In the appeal, you should reference the decision you are appealing as well as what you are asking for. The written appeal should be sent to Stockholm University, Registrar, 106 91 Stockholm, within three weeks of being denied at the departmental level.
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Department of Education

Stockholm University
 Department of Education
 106 91 Stockholm

Visiting Address:
 Frescativägen 54
www.edu.su.se



Application for Programme Study Leave or Application to Discontinue Studies

What is Study Leave?

Specific reasons for being allowed to continue studies following a leave from studies can be found in 7 chap. 22 § in The Higher Education Ordinance (1993:10). Study leave is a planned break from programme studies for a minimum of one term and a maximum of two continuous terms. Specific reasons for being granted study leave include:

- Parental leave
- Caring for a child
- Medical leave during extended period of time
- National Service or Civil Defence duties
- Student Union duties
- Temporary position within the military

An application for programme study leave should include certificates or letters to support the application. Approved leave from studies are registered in LADOK. Students receive a certificate which can be used when contacting other government agencies such as CSN or Försäkringskassan. The student will also receive information on how and when to confirm with the department that they will be returning from a leave from studies. During a leave from studies, it is not possible to re-register for courses in the programme in order to complete unfinished courses. A student who does not request or is denied study leave can only re-join a programme if there is space available.

What is an application to Discontinue Studies?

Students should notify the university if they wish to discontinue their studies and do not plan to continue with a programme/course. This also makes it possible, in some cases, for students to re-apply for a programme/course. If a student does not notify that they will be discontinuing their studies, they cannot re-apply for the programme/course again in the future. Rather, *a student can only be re-registered if there is space available*. If it is a popular programme/course, it may be difficult to obtain a place in the programme/course. It is also important to inform CSN, A-kassan, etc...that a student has left a programme/course. There is a separate form for discontinuing studies in a programme.

If a student requests to discontinue their studies within three weeks of the start of term (and they have not yet received grades thus far), this is considered an *early withdrawal from studies* and the student can re-apply for the programme/course in the future through universityadmissions.se. If the request to discontinue studies is made later than three weeks after the start of term, the student cannot re-apply. In this case, the student can only be re-registered if there is space available. In order to be re-registered, they must contact the course administrator of the course.

The credit points completed during a programme/course will remain in LADOK. If a student re-applies for the same programme/course or another programme/course, the credit points may be transferable. The respective higher education institution makes decisions regarding transferring of credit.

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