

Student Centre
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Guidelines and procedures for deferment of studies for students who have been accepted to a programme

1. Introduction/background

In order to optimally plan and implement programmes of study and thereby efficiently manage the resources of Kristianstad University (HKR), it is important that HKR is fully informed of how many students intent to use their study place in a particular programme in a given term.

Rules governing deferment of the start of studies can be found in the Higher Education Ordinance (1993:100), the Higher Education Regulations UHRFS 2013:3, as amended in UHRFS 2016:1, and the University's own local guidelines and procedures (the present document), as amended in UHRFS 2016:1

2. National rules

2.1 Pursuant to the Higher Education Ordinance (HF), the following applies:

2. 1.1 Deferment of studies and interruption of studies in undergraduate and graduate-level programmes

Ch. 7, Section 33 If there are special reasons, a university may, in individual cases, decide that a student who has been accepted to a particular undergraduate or graduate-level programme at a university

1. may be granted a deferment of the start of his or her studies, or
2. may continue his or her studies following an interruption.

That which is stated in the first paragraph applies also to a student as referred to in Ch. 6, Section 11c, if that portion of the education that the university is to provide is of an undergraduate or graduate level. The Swedish Council for Higher Education may announce further requirements on deferment of studies and interruption of studies.

2.1.2 Definition of student

Ch. 1 Section 4 In this regulation, “student” refers to a person who has been accepted to and is engaged in pursuing a programme of study, while “PhD candidate” refers to a student who has been accepted to and is engaged in pursuing a programme of education on the postgraduate level, providing no other information to the contrary is stated.

2.2 Pursuant to the Higher Education Regulations (UHRFS 2013:3, as amended in UHRFS 2016:1) concerning deferment of studies for students who have been admitted to a programme, and interruption of studies, the following applies:

Section 1 Special grounds on which to grant a deferment of the start of studies could be social, medical or other special circumstances, such as the need to care for a child, national military service or civil defence service, student union obligations, or deferred leave of absence pursuant to the Employee’s Right to Education Leave Act (1974:981).

Section 2 The deferment period may extend to not more than 18 months unless exceptional reasons warranting a longer period exist. A decision to grant a deferment may be made conditional on the requirement of registration before the planned time of the start of studies.

3. Local guidelines at HKR

Any student who has been accepted to a programme of study and who for special reasons is unable to commence his or her studies when a course or a programme of study starts may apply for a deferment of the start of studies. The procedure for this is described in this document. The granting of a deferment implies that the student is permitted to commence his or her studies at a later date.

A student who has been accepted to a particular programme of education at HKR and who intends to apply for a deferment must accept his or her place in the order shown on the acceptance notice. The application for deferment is to be sent to HKR and should be received not later than the date of the start of the course or programme.

A deferment is normally granted if the student has any of the special reasons specified in the Regulations of the Swedish Council for Higher Education. Deferments for other reasons may be granted in consideration of the conditions of a particular programme. The student must, if HKR so requests, provide documentation substantiating the reasons he or she has adduced. A deferment may be granted for not more than 18 months. In the presence of exceptional reasons, a deferment for a longer period may be granted.

A student who has been granted a deferment of the start of studies must apply again, via antagning.se/universityadmissions.se, not later than the last day for application for the specific installment of the programme that is specified in the deferment notice. The deferment notice must be saved and appended to the new application.

The student will pursue his or her studies in accordance with the syllabus/curriculum that applies when the studies in question are commenced. The granting of a deferment is subject to the possibility that the course/study programme will no longer be offered when the student is to commence his or her studies.

The Swedish Board of Student Finance (CSN)

Students who are granted a deferment are themselves responsible for notifying CSN of this.

4. Administration

Administration of applications for deferment of studies

It is the student's responsibility to apply for a deferment of studies. To facilitate the process for students who wish to apply for a deferment, HKR provides a special application form that can be accessed from on the university's website. Applications are to be submitted to the Student Centre in any of the following ways:

- Handed in to the reception in Building 7
- Emailed to student@hkr.se
- Sent by regular mail

Applications are date-stamped upon arrival and given a Reference No.

Applications for deferment of the start of studies are to be processed as soon as possible and a decision made normally within two months of receipt of a complete application. Decisions to grant deferment are made by the Head of the Student Centre as delegated by the Vice-Chancellor.

The reasons for the decision are to be stated in the deferment notice. Decisions to grant deferment are registered and communicated to the student. If an application is rejected, instructions on how to appeal are appended to the notice.



Appeals

Pursuant to Ch. 12, Section 2, point 8 of the Higher Education Ordinance, Kristianstad University's deferment decisions may be appealed to the Higher Education Appeals Board (ÖNH)

Pursuant to Ch. 12, Section 5 of the Higher Education Ordinance, decisions of the Higher Education Appeals Board (ÖNH) may not be appealed.