



Rules and instructions on approved leave from studies

In order to plan and provide education in the best and most economical way, Kristianstad University benefits from knowing how many admitted students plan to pursue their studies during any given semester.

Approved leave from studies is regulated in the Higher Education Ordinance (1993:100), Council of Higher Education regulations UHRFS 2013:3 and in the local rules and instructions of Kristianstad University (the present document).

Provisions

pursuant to the Higher Education Ordinance (HEO)

Deferment of studies and approved leave from first or second-cycle studies
Chapter 7 Section 33

If special grounds exist, a higher education institution may decide that students admitted to first or second-cycle studies at the institution:

1. may defer commencement of their studies, or
2. may continue their studies after an approved leave of absence.

The provisions of the first paragraph also apply to students pursuant to Section 11c of Chapter 6 if the component of the programme organised at the higher education institution is within the first or second cycle.

The Swedish Council for Higher Education may issue regulations concerning deferment of studies and approved leave of absence from studies.

Definition of student
Chapter 1 Section 4

In this ordinance 'student' refers to those who have been admitted to and pursue higher education studies, 'third-cycle student' to those who have been admitted to and pursue third-cycle studies, in both cases in so far as not otherwise specifically stated.

pursuant to Council of Higher Education regulations (UHRFS 2013:3) on deferment of studies for admitted students and approved leave from studies

Section 3 ‘Approved leave from studies’ refers to leave during studies of which the university has been notified by the student.

Section 4 Special grounds for being allowed to continue studies after approved leave from studies may be social, medical or other special circumstances, such as care of a child, compulsory military or civilian service or service as a student union representative.

Other special grounds may be fixed-term probationary employment under Section 12 of the Act concerning certain positions in the Swedish armed forces (2012:332) or service in the Swedish armed forces for a person employed as a periodically serving section commander, soldier or sailor under this Act.

Section 5 The decision of the higher education institution to allow a student to continue their studies after approved leave from studies shall be for a specific time period.

A decision allowing a student to continue their studies after approved leave from studies may be made subject to conditions concerning notice prior to the date when the studies are to continue.

General rules at Kristianstad University

A student planning to take a temporary break from studies can apply for approved leave from studies, in accordance with the procedure adopted at Kristianstad University. The procedure is described in the present document. Approved leave from studies refers to leave applied for by the student and approved by Kristianstad University.

Leave applied for on the special grounds specified in the Council of Higher Education regulations is normally approved. Leave applied for on other grounds is approved subject to the specific conditions of the relevant programme. If requested by the University to do so, the student shall provide certificates supporting the grounds.

Leave is approved for a fixed period and entails that Kristianstad University must provide the student with a place on the relevant programme at the end of the leave. When granted approved leave from studies, the student is responsible for notifying CSN.

A student on approved leave from studies is to notify the University of his or her return to studies in accordance with instructions included in the decision. The student is to register on the course according to the relevant procedure at Kristianstad University.

If the relevant programme is changed during the student's approved leave from studies, the student may need to acquire additional qualifications prior to or in conjunction with the return to studies. In such cases, an individual study plan may need to be drawn up. Changes within a programme may cause the period of study after approved leave from studies to be extended.

The student is to pursue studies in accordance with the course/programme syllabus valid at the student's return to studies. Leave from studies is approved subject to the possibility that the course/programme may have been discontinued when the student returns to studies.

A student on approved leave from studies wishing to extend the leave must submit a new application. A student failing to comply with the established procedure of applying for leave risks losing his or her possibility to return to studies at the time desired.

Tuition fee-paying students

Approved leave from studies does not entitle a student to repayment of the tuition fee.

Student finance through CSN

A student granted approved leave from studies is responsible for notifying CSN.

Instructions

Processing of applications for approved leave from studies

It is the responsibility of the student to apply for approved leave from studies. The application is to be made on a special form and submitted to the administrative office of the relevant School.

Applications for approved leave from studies are to be processed at the School offering the course or programme concerned.

Applications are to be stamped with the date of receipt and assigned a registration number.

Applications for approved leave from studies are to be processed promptly and a decision is normally to be taken two months after the receipt of a complete application. The decision is to be taken by the programme area director by delegation from the head of School.

The decision is to include a justification. A rejection must include information about how to appeal the decision.

The original decision document is to be sent to the student and a copy is to be filed at Kristianstad University.

The application and decision are to be submitted to the registrar.

Appeals

Pursuant to HEO Chapter 12 Section 2 point 3, a decision on approved leave from studies may be appealed to the Higher Education Appeals Board.

Pursuant to HEO Chapter 12 Section 5, no appeal may be made against a decision of the Higher Education Appeals Board.