

## Application for Programme Study Break

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

**Print the form out and email the completed form back to Emma West (emma.west@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 study break from term ..... through term .....	
Starting date for study break:	Expected date of return:
State the reason you are applying for a study break. See the second page of this document for a list of specific reasons for which study breaks are granted. (attach certificates or letters of proof as needed)	
<input type="checkbox"/> I have read and understood the information provided on study breaks and discontinuing studies as stated on the second page of this document.	

<b>When returning from an approved study break:</b> Contact the programme administrator no later than: April 1 <sup>st</sup> in order to return during an autumn term October 1 <sup>st</sup> in order to return during a spring term  For more information on study breaks see The Higher Education Ordinance 2013:3
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Date and Signature
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<b>Decision (completed by responsible authority at the Department of Education)</b>	
Application for study break and a guaranteed place in programme has been <b>approved</b> <input type="checkbox"/>	
Student is guaranteed a place in the programme through term:	
Application is <b>denied</b> due to insufficient reason <input type="checkbox"/>	
Responsible authority:	Date:
The student must fulfill the admissions criteria for the term in which they will re-join the programme.	

<b>Appeal</b> According to 12 chap. 2 § in The Higher Education Ordinance (1993:10) if your application for a study break 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 Study Break or Application to Discontinue Studies

### What is a Study Break?

Specific reasons for being allowed to continue studies following a study break can be found in 7 chap. 22 § in The Higher Education Ordinance (1993:10). A study break 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 a study break 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 a study break should include certificates or letters of proof. Approved study breaks are registered in LADOK. Students receive a certificate which can be used when contacting other government agencies such as CSN or Försäkringskassan. They will also receive information on how and when to confirm with the department that they will be returning from a study break. During the study break, 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 a study break, 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 discontinuing studies* and the student can re-apply for the programme/course in the future through [universityadmissions.se](http://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.

## Department of Education