



Date received:

Registration number:

## Application for approved leave from studies

Approved leave from studies can be granted with or without guaranteed admission. To be granted study leave with guaranteed admission, you must have exceptional reasons for doing so. You can read more about this in "Rights and Obligations".

Guaranteed admission only applies if the courses you will study on your programme are offered in the semester/period in which you wish to return to your studies. You must inform your programme that you wish to start studying again by **15 April** for the next autumn semester, or **15 October** for the next spring semester. If you are studying a programme that has one intake each year, your study leave will usually need to be for at least one year. Please contact your course or programme for more information.

First name	
Surname	
Personal ID number	
Email address	

### The application is for:

Name of programme	
Freestanding course	
Requesting leave from studies in	Spring semester _____ or autumn semester _____
Or part of a semester	_____ - _____
Planning to return to studying	Spring semester _____ or autumn semester _____
<b>Complete this section if you are on a teacher education programme</b>	
Will you be retaking credits for a placement during your leave from studies? YES <input type="checkbox"/> or NO <input type="checkbox"/>	
Placement is at:	

Reg. no:

Reason for requesting leave from studies:

**COMPLETED BY THE UNIVERSITY**

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**Approved leave from studies is:**

- Granted. Leave from studies is registered in Ladok.
- Rejected. See reasoning in the attached document.

Decision made by	<div style="text-align: right; padding-right: 20px;">Date</div> .....
Signature	.....
Name in block capitals	.....

## **Rights and obligations – regulations for studying at first and second-cycle level at Södertörn University**

### **11.3 Approved leave from studies with guaranteed admission**

If there are exceptional circumstances, the university may grant a student approved leave from studies with guaranteed admission (Chapter 7, Section 33 of the Higher Education Ordinance). This means that the student has the right to resume studying at the time stated in the decision (Section 5 of the Statute Book of the Swedish Council for Higher Education 2013:3), provided that the course or programme is offered.

Approved leave from studies with guaranteed admission can be provided for both programmes and freestanding courses. Exceptional circumstances that allow a student to be granted approved leave with guaranteed admission may include social, medical or other exceptional circumstances, such as caring for a child, national service or students' union duties (Section 4 of the Statute Book of the Swedish Council for Higher Education 2013:3).

A student who wishes to take approved leave must apply for this in the manner described on Södertörn University's website (sh.se). The university's Delegation of Authority states who takes decisions on leave from studies.

A decision to reject an application for leave may be appealed to the Higher Education Appeals Board (Chapter 12, Section 2 of the Higher Education Ordinance). 2 §).

A person who wishes to recommence studying after being granted leave must inform the university of this in writing by 15 April for the autumn semester and 15 October for the spring semester. Other dates may apply in exceptional cases; if so, these will be provided by the department.

If the student cannot recommence studying at the time stated in the decision, the student must submit a new application for leave. A student who does not submit a new application risks losing their guaranteed place on the course or programme.

### **11.4 Other leave from studies**

A student who wishes to take study leave for reasons other than those stated in section 11.3 may only resume studying when places are available, i.e. there is no guaranteed admission, unless the course or programme says otherwise.

This information is available in "Rights and obligations – regulations for studying at first and second-cycle level at Södertörn University" <https://www.sh.se/rights-obligations>

Reg. no:

### **How to appeal:**

A decision to reject an application may be appealed to the Higher Education Appeals Board.

The appeal must be in writing and include the following:

- the decision you are appealing and the case registration number,
- how you wish the decision to be amended,
- additional information and circumstances you wish to present to appeal the decision,
- your name, personal ID number, address and daytime telephone number.

You must address the appeal to the Överklagandenämnden för högskolan (Higher Education Appeals Board) but send the appeal by email to [info@sh.se](mailto:info@sh.se) or post it to Södertörns högskola, Registrator, 141 89 Huddinge. When emailing: write Överklagande in the subject line. You may also hand in your appeal at Södertörn University's Infocenter in ME 5.

Your appeal must have been received by Södertörn University within three weeks of Södertörn University notifying you of the decision. If you received the decision via email or letter from the university, the time starts from the date the email/letter was sent.

Södertörn University submits your appeal and other case documents to the authority dealing with your appeal.