

Arrived: ..... Application for study leave  
 Administrator:..... Bachelor's Programme in Business and  
 Economics

File number/Diarienummer: O 20...../.....

Read the information on study breaks before submitting the application.

**Personal data**

|       |   |
|-------|---|
| Name  | Social security number (10 digits if Swedish) |
| Email | Phone   |

**Information of studies**

|   |   |
|---|---|
| I am admitted to (application code, name of education, credits)<br>S1EKA, Bachelor's Programme in Business and Economics, 180 credits   |   |
| I am applying for leave of absence from (semester and year)   | I plan to return to studies (semester and year):  |
| <b>Reason for leave of absence, tick in the box:</b>  |   |
| <input type="checkbox"/> Employer's decision on deferred leave under the Act on the right to leave for training.<br><br><input type="checkbox"/> Social reasons. Attach a cover letter and certified copies of documents supporting the reasons.<br><br><input type="checkbox"/> Birth of child/adoption/care of child. Attach a personal letter and a certificate of expected birth/personal document for you and the child. | <input type="checkbox"/> Medical reasons. Attach a certified copy of the medical certificate.<br><br><input type="checkbox"/> Military or civilian service/basic military training. Attach a certified copy of the call-up order, certificate of service or equivalent.<br><br><input type="checkbox"/> Student union assignment. Attach a certified copy of a certificate attesting to the nature and scope of the assignment. |
| <b>Contact the student counselling service to resume your studies:</b>  |   |
| <input type="checkbox"/> No later than the 1 October for the spring term!   | <input type="checkbox"/> No later than the 1 April for the autumn term!   |
| <b>If you do not respond in time, you will lose your opportunity to resume your studies in the Economics programme.</b>   |   |

To be completed by administrations staff at the department:

|                             |        |     |                                  |
|-----------------------------|--------|-----|----------------------------------|
| Inlagt i Ladok              | Datum: | Av: | <input type="checkbox"/> Telefon |
| Inlagt i Gudok              |        |     | <input type="checkbox"/> Mejl    |
| ICU-mappen                  |        |     | <input type="checkbox"/> Besök   |
| Beslut skickas till sökande |        |     | <input type="checkbox"/> Brev    |
|                             |        |     | 20xx-xx-xx/<br>xkonto            |

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| <u>Application sent/handed to:</u><br><br>Study counselling<br>Bachelor's Programme in<br>Business and Economics<br>School of Business, Economics<br>and Law.<br>Box 693, 405 30 Göteborg<br><br>study.be@handels.gu.se | <b>Decision</b><br><input type="checkbox"/> Application approved<br><br><input type="checkbox"/> Applicatin rejected (see desicion with<br>reference to appeal)<br><br><b>Date:</b><br><br><b>Decision maker:</b> |
| <b>Motivation:</b>  |   |
| The School registers decisions on study leave in Ladok. CSN has access to the<br>information in Ladok. You will also receive a written decision on your application.  |   |

## STUDY LEAVE

An interruption of studies means a break in studies notified to the university by the student. If there are special reasons, the university may, in individual cases, decide that a student may continue their studies after a study break. The decision shall relate to a specific period of time and may be associated with conditions regarding registration prior to the time when the studies are to be resumed. (HF 7 kap §33 samt UHRFS 2013:3 §§ 3,4,5).

## LOCAL RULES

Anyone who intends to take a study break must notify the responsible department. The faculty board/department concerned shall, upon notification of a study break, decide whether the student may continue their studies after the study break. The decision may relate to studies within a programme or a course. The decision shall include information about when the studies may be resumed and when and how to register for further studies.

If the student is not granted the right to continue their studies after the interruption, the decision must include information that it can be appealed. When deciding on continued studies after a study break, consideration shall be given primarily to social and medical reasons, care of children, student union assignments, military or civilian service or time-limited probationary employment or service in the Swedish Armed Forces in accordance with Section 12 of the Act on Certain Armed Forces Employment.

To be completed by administrations staff at the department:

|  |        |     |  |
|--|--------|-----|--|
| Inlagt i Ladok<br>Inlagt i Gudok<br>ICU-mappen | Datum: | Av: | <input type="checkbox"/> Telefon<br><input type="checkbox"/> Mejl<br><input type="checkbox"/> Besök<br><input type="checkbox"/> Brev |
| Beslut skickas till sökande                    |        |     | 20xx-xx-xx/<br>xkonto  |

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Those who wish to extend their study leave must notify this before the granted study leave expires and receive a new decision. Students who have not notified a leave of absence or have not been granted the right to continue their studies after the leave of absence may be allowed to resume their studies, subject to availability. If a programme is discontinued, students who have been granted a leave of absence with the right to resume their studies must be notified and given the opportunity to plan their further studies.

To be completed by administrations staff at the department:

|                             |        |     |                                  |
|-----------------------------|--------|-----|----------------------------------|
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| Inlagt i Gudok              |        |     | <input type="checkbox"/> Mejl    |
| ICU-mappen                  |        |     | <input type="checkbox"/> Besök   |
| Beslut skickas till sökande |        |     | <input type="checkbox"/> Brev    |
|                             |        |     | 20xx-xx-xx/<br>xkonto            |