

Rules and Conditions for Granting Leave of Absence from Studies at the University of Stavanger

Adopted by the Education Committee on 25 May 2016 pursuant to Section 3-4 of the Regulations relating to Studies and Examinations at the University of Stavanger. Entered into force on 1 August 2016. Amended by the Chair of the Education Committee under delegated authority on 29 September 2022. Updated on 1 August 2025 in accordance with Regulation No. 1278 of 12 June 2025 relating to Studies and Examinations at the University of Stavanger.

1. The Dean of the faculty to which the student has been admitted grants leave of absence upon written application.

2. Conditions for applying for leave of absence

- 2.1 Only students admitted to a study programme may apply for leave of absence.
- 2.2 Students admitted to individual courses or as external candidates are not granted leave of absence.
- 2.3 Exchange students are not granted leave of absence.

3. Leave of absence without stated grounds

- 3.1 The student must have been registered in the relevant study programme for at least one semester before leave of absence without stated grounds may be granted.
- 3.2 Upon application for leave without stated grounds, the student shall be granted leave of absence for up to one year. In the following cases, the right to such leave may be excluded:
 - a) Students admitted to study programmes at the Faculty of Performing Arts.
 - b) Students admitted to study programmes with placement components if granting leave would entail significant additional work in coordinating placements.
 - c) Where “particularly weighty reasons” exist at the institution.

4. Leave of absence with stated grounds

- 4.1 Upon application for leave of absence with stated grounds, the student shall be granted leave for as long as the need persists in the following cases:
 - a) Pregnancy, childbirth, and care for children, in accordance with Section 10-6 of the Universities and University Colleges Act.
 - b) Military service pursuant to Section 17 of the Defence Act.
 - c) Full-time service in student political bodies or elected public bodies.
 - d) Other special reasons of an academic or personal nature, cf. Section 10-7 of the Universities and University Colleges Act. Examples include long-term illness of the student, the student’s child, or the student’s spouse/partner.
- 4.2. For students admitted to the Faculty of Performing Arts, the granting of leave under Section 4.1 may be limited if special considerations regarding maintenance of skill level apply. The student may be required to document that they have the necessary skill level to resume the programme after the leave.

4.3 The student is obliged to provide documentation that gives the administration sufficient information to assess the validity of the stated grounds.

5. Effect of granted leave of absence

- 5.1. Granted leave of absence entails that the allocated study period is extended accordingly.
- 5.2. The student retains the right to study and the right to sit examinations in the study programme from which leave has been granted. The student must pay the semester fee and meet the conditions for sitting examinations.
- 5.3. The student bears the risk of consequences arising from any changes to courses or study plans that may result in further delays. After the leave has ended, the student is responsible for contacting the faculty if the education plan needs to be updated.
- 5.4. Semester fees, the Kopinor fee, and expenses for learning materials already paid will be refunded if the student applies for a refund no later than 1 September for the autumn semester and 1 February for the spring semester.

Application forms for leave of absence are available in the digital student portal.