

## **Rules and conditions for granting leave of absence from studies at the University of Stavanger**

*Stipulated by the Education Committee on 25 May 2016 pursuant to the Regulations relating to studies and examinations, Section 3-4. The rules enter into force on 1 August 2016.*

1. The Dean of the faculty to which the student has been admitted grants leave of absence upon receipt of a written application. If leave is granted, this means that the time assigned for the studies must be extended accordingly.
2. Students who have a baby during the course of their studies are entitled to leave of absence in accordance with Section 4-5 of the Universities Act. In addition to this, students may be granted leave of absence for up to 2 years (4 terms). If a student is granted leave of absence after the start of a term, the leave of absence granted will apply to the entire term.
3. Only students who have been admitted to a study programme may apply for leave of absence. External candidates or students admitted to single courses may not be granted leave of absence. Similarly, exchange students may not be granted leave of absence; however, they may apply for this at their home institution.
4. Students must have been registered as students on the applicable study programme for a minimum of one term before they can apply to be granted leave of absence without grounds.
5. Students may apply for leave of absence without grounds for up to a year. The following cases may not be entitled to leave of absence without grounds:
  - a. Students admitted to study programmes at the Department of Music and Dance.
  - b. Students admitted to study programmes that include work experience, if this will result in considerable extra work to coordinate the work placement.
  - c. The Dean may reject the application if the institution has particularly special reasons.
6. Students may apply for leave of absence with grounds for up to two years in the following cases:
  - a. Military service
  - b. Full-time honorary student positions
  - c. Long-term illness of the student themselves, their child or their spouse/marital partner/ cohabitee
  - d. Significant professional, social or personal reasons
7. For students admitted to the Department of Music and Dance, leave of absence in accordance with Section 6 may be granted on a limited basis, if there are special grounds for maintaining a level of skill. If such leave is granted, the University may stipulate that the student must submit documentary evidence that they have achieved the level of skill required in order to continue their studies after the leave of absence has ended.
8. Students are required to submit documentation that provides the administration with sufficient information to assess the validity of the grounds.
9. Students are no longer entitled to study and sit exams for the study programme from which they have been granted leave of absence. Any examination registrations will automatically be cancelled when leave of absence is granted. This does not apply to re-sits, deferred exams or extraordinary exams.
10. It is the student's responsibility to keep abreast of any changes in programme descriptions and study plans that result in further delays to study. After the leave of absence has ended,

students are responsible for contacting the department if their individual education plan needs to be updated.

11. Any term fees, Kopinor fees and fees for teaching materials will be refunded if the student submits an application for this by 1 September for the autumn term and by 1 February for the spring term.

*Applications will be found in the digital student service desk*