



APPLICATION FOR STUDY BREAK

(Approved Leave)

Name: _____ National Identity No: _____

Street address: _____

Postcode: _____ Telephone number: _____

Enrolled in
programme/course: _____

Email: _____

Specialist college: ☐ School of Health Sciences ☐ School of Education and Communication ☐ Jönköping International Business School ☐ School of Engineering

Have you previously been granted a study break? ☐ No ☐ Yes When _____

Study break from: _____

Reason

☐ Maternity/paternity leave ☐ Failed exam required for further studies
☐ Sickness ☐ Other

The student is required to contact the study adviser or the person responsible for the programme regarding the planned study break. This person fills out the reverse of this form together with the student.

Place and date

Signature

Decision

Request ☐ Approved ☐ Denied

Place and date

The decision maker's signature

The application should be sent to:

Registrar
Specialist college (state the relevant specialist college)
Box 1026
551 11 Jönköping

Distribution of the decision

The student
The person responsible for the course/ degree programme concerned
Ladok administrator
The registrar
Study adviser
Admissions Office (fee paying students only)
Accommodation Office (fee paying students only)
International Relations Office (fee paying students only)

Date/signature

Dnr

Remaining with the following examination/s:

Responsible for course or
degree programme

It is for the student to learn about the current time for the examination and to register for the examination.

Estimated time for continuation of studies:

Other items that have been agreed:

Notification of date for continuation of studies no later than:

Meeting with Study Adviser has been recommended: ☐ Yes ☐ No

Other contacts that have been made/have been recommended:

Place and date

Student

Responsible for course or degree
programme

Notification regarding continuation of studies

The student must, on their own initiative, give notice to the study administrator whether or not the studies will be continued on accordance with and at the time agreed above. If such notice is not provided Jönköping University reserves the right to unregister the student from the studies. A study break of maximum one (1) year will be granted unless extenuating circumstances exist. The student must notify CSN of the study break.

How to appeal against a decision

It is possible to send an appeal against a decision to the Board for Appeals at Jönköping (HJÖN). The appeal must be in written for, and must be submitted to the Board for Appeals at Jönköping University (HJÖN), Box 1026, 551 11 Jönköping, at the latest fourteen (14) days after the date of the decision. The appeal must state which part(s) of the decision that is/are appealed against, the desired correction and the reason for this.