



Application for a temporary interruption of studies

To be filled in by the student * = mandatory information

Personal identity number (YYMMDD-XXXX) *		The form should be sent to: Högskolan i Borås, Student Reception, 501 90 Borås or handed in to: Student Reception, B3	
Last name *			
First name *		Telephone/Mobile number	
Address			
Postal code		City	
Email (student account SXXXXXX) *		Email (alt.)	
@student.hb.se			

Information about the temporary interruption of studies*

Programme		Admitted (semester and year)	
Period. State semester and year or date interval		<input type="checkbox"/> Extension of previous granted interruption of studies	
Reason for the temporary interruption of studies		The following document(s) support(s) the application (witnessed copy)	
<input type="checkbox"/> Parental leave, care of child		<input type="checkbox"/> Child's birth certificate	
<input type="checkbox"/> Medical reasons		<input type="checkbox"/> Doctor's certificate	
<input type="checkbox"/> Military or civilian service		<input type="checkbox"/> Certificate	
<input type="checkbox"/> Social reasons		<input type="checkbox"/> Other:	
<input type="checkbox"/> Student union assignment		<input type="checkbox"/> Certificate from student union	
<input type="checkbox"/> Other:		Note! Documents sent to the university are deemed to be public and may be issued if anyone so requests. After a decision has been made the documents will be archived.	
Other information to the university			
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Place, date and student's signature *

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- ! Remember to notify the university that you intend to resume studies, according to the decision about a temporary interruption of studies. Please use the form "Application to resume studies after a temporary interruption of studies".

Information about temporary interruption of studies

A temporary interruption of studies means a break of studies about which the university is notified by the student. Special reasons for being allowed to continue studies after a break in studies may be social, medical or other special circumstances, such as care of a child, military or civilian service or a student union assignment. The University's approval for a student to continue his/her studies after a break in studies shall be given for a fixed period. (UHRFS 2013:3).

Note! Documents sent to the university are deemed to be public and may be distributed to anyone upon request. After a decision has been made the documents will be archived. Alternatively, the certificates can be displayed to an administrator at the university.

The following applies for the University of Borås

A decision regarding a break in studies will normally apply until the next start of the course element in question (the next semester the course starts), and must include information about how and when the studies are to be resumed. Following a temporary interruption of studies, the student shall state his/her intention to resume the studies to the department according to the decision to resume studies.

DECISION

Filled in by the university

- ☐ **Approval.** The student has been granted a break in studies with **a guaranteed place**, semester and year according to the application.

The studies shall be resumed (semester and year) _____, on condition that a form for resumption has been submitted no later than (year and date) _____.

- ☐ **Rejection.** The application for a temporary interruption with **a guaranteed place** is rejected. The University of Borås has registered the student's application for a break in studies without a guaranteed place. A rejection means that the studies can only be resumed if there is a place free. A rejection may be appealed (see below).

After the temporary interruption of studies a form shall be filled in about
Request of Return or prolonged break in studies no later than (filled in by the decision-maker): _____

Registration on programme courses during the temporary interruption of studies is allowed: ☐ Yes ☐ No

Justification of the decision (mandatory in case of rejection):

Date, decision-maker's signature

Clarification of signature and position

Decision notified to student (date, signature): _____

The temporary interruption of studies has been registered in Ladok (date/signature): _____

Appeal. A rejection may be appealed against to the University's Appeals Board. The appeal shall be made in writing. The appeal should state the decision you are appealing against, the change in the decision you are requesting and why you are requesting the change. The appeal shall be addressed to the University's Appeals Board, but be sent to Registrator, Högskolan i Borås, 501 90 Borås. The appeal must be received by the university no later than three weeks after the day you were notified of the decision. For further information, please contact the Student Reception at the University of Borås, phone number: 033-435 40 00.