

## Rules for deferment of studies and approved leave from studies

Governing document	
<b>Heading</b>	Rules for deferment of studies and approved leave from studies
<b>Classification</b>	Rules
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<b>Decision maker</b>	Vice-Chancellor
<b>Responsible for document</b>	C FUS
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<b>Period of validity</b>	Until further notice, the document should however be checked no later than: 31/12/2023
<b>Document that is replaced</b>	<ul style="list-style-type: none"> <li>• Ö 599/2018 Rules for deferment of studies and approved leave from studies</li> <li>• Ö 532/2016 Rules for deferment of studies and approved leave from studies</li> </ul>
<b>Brief summary</b>	<p>Decision regarding application for approved leave from studies with a guaranteed place.</p> <p>These rules cover students on first and second-cycle courses and study programmes. Participants in contract education are not covered.</p>

## 1. National Regulations

### **Provisions under the Higher Education Ordinance chapter 7 section 33:**

If there are any special reasons, a university may for individual cases decide that the individual admitted to education at first and second cycle level at the university

1. is granted a deferment of studies, or
2. may continue his or her studies after approved leave from studies.

/.../ The Swedish Council for Higher Education may issue more specific regulations about deferment of studies and approved leave from studies.

### **Regulations by the Swedish Council for Higher Education about deferment of studies for admitted students as well as approved leave from studies (UHRFS 2016:1):**

#### Section 1

Deferment of studies referred to in these regulations means a deferment to the start of studies for students admitted as decided by the university.

#### Section 1 a

Special reasons for deferment of starting the studies can be social, medical or other special circumstances like for example care of children, conscription or civil service, student union assignments, military basic training in accordance with the regulation (2015:613) regarding military basic training or deferred leave in accordance with the Act (1974:981) regarding employees' rights to leave for training.

Special reasons may also be a time-limited trial period in accordance with section 12 of the Act (2012:332) regarding certain Swedish Armed Forces employments or service in the Swedish Armed Forces for the person serving occasionally in an officer cadet group, as a soldier or seaman in accordance with this act.

#### Section 2

The deferment period can last up to a maximum of 18 months if there are no exceptional circumstances for a longer period. A decision on deferment must be reconciled with the condition of notification before the start of the studies.

#### Section 3

In these regulations approved leave from studies means an approved leave from commenced studies that the university decides.

#### Section 4

Special reasons for continuing the studies following an approved leave from studies can be social, medical or other special circumstances like for example care of children, conscription or civil service, military basic training in accordance with the regulation (2015:613) regarding military basic training or student union assignments.

Special reasons may also be a time-limited trial period in accordance with section 12 of the Act (2012:332) regarding certain Swedish Armed Forces employments or service in the Swedish Armed Forces for the person serving occasionally in an officer cadet group, as a soldier or seaman in accordance with this act.

#### Section 5

The university's decision that a student may continue studies following an approved leave from studies must relate to a specific period of time. A decision that a student may continue studies following an approved leave from studies may be reconciled with the condition of notification before the date when the studies are to continue.

## 2. Local rules

### 2.1 Deferment of studies

An applicant who has been admitted to higher education at the Swedish Defence University who is unable to start at the semester referred to in the admission decision, can be granted a deferment to start the studies.

#### *Reasons for granting deferment*

Deferment of studies may be granted for special reasons (UHRFS 2016:1). Special reasons can be social, medical or other special circumstances like for example care of children, conscription or civil service, student union assignments, military basic training in accordance with the regulation (2015:613) regarding military basic training or deferred leave in accordance with the Act (1974:981) regarding employees' rights to leave for training.

Special reasons may also be a time-limited trial period in accordance with section 12 of the Act (2012:332) regarding certain Swedish Armed Forces employments or service in the Swedish Armed Forces for the person serving occasionally in an officer cadet group, as a soldier or seaman in accordance with this act.

Anyone admitted to the Swedish Defence University's Officers' Programme and who intends to carry out international service in the Swedish Armed Forces can be granted deferment of studies.

Research, other studies and other work, which is not related to a time-limited trial period in accordance with section 12 of the Act (2012:332) regarding certain Swedish Armed Forces employments or service in the Swedish Armed Forces for

the person serving occasionally in an officer cadet group, as a soldier or seaman is not normally reason enough to be granted a deferment of studies.

Each application is assessed individually. The assessment also takes into account the possibilities of starting the studies following the specified time.

In accordance with chapter 12 of HF Section 2, a decision on deferment of studies can be appealed to the Higher Education Appeals Board (ÖNH).

With a rejection decision or a decision to dismiss or write off an application, applicants shall be informed of how the decision can be appealed. An appeal shall be made to ÖNH and sent to the Swedish Defence University no later than three weeks after the date on which the appellant received the decision. The appeal must be in writing and contain information regarding what decision is being appealed and what change to the decision is requested.

The appeal is sent to The Registrar, Försvarshögskolan, Box 27805, 115 93 Stockholm.

According to chapter 12 section 5 of HF, decisions by ÖNH may not be appealed.

#### *How to make the application*

The application can be done by using the online form at [www.fhs.se](http://www.fhs.se) in such good time as possible and be received by the Swedish Defence University before study start. The reason shall be specified and documents/certificates that substantiate the reason must be enclosed with the application.

#### *Deferment period*

The decision regarding deferment of studies must relate to a specific period of time. The deferment period can last up to a maximum of 18 months if there are no exceptional circumstances for a longer period. Normally, deferment is granted to the next course/programme start.

#### *Prior to start of study*

Anyone who prior to the end of the deferment period wants to take their place must notify this via [antagning.se](http://antagning.se). Notification to the programme in question must be made within the notification period specified at [www.fhs.se](http://www.fhs.se). The deferment decision must be enclosed with the notification.

If the notification prior to start of studies has not been made within the specified notification period the programme place can no longer be guaranteed; starting studies can then only happen subject to available resources and availability<sup>1</sup>.

The person who has been granted deferment of studies has the right to start his/her studies only if the education is provided in the semester the decision relates to.

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<sup>1</sup> Restrictions regarding available resources or availability can for example be caused by a lack of space in premises or vehicles, lack of teaching resources, lack of financial resources or that the number of places on the course cannot be exceeded.

Date  
25/03/2021

FHS designation  
Ö 172/2021

Reservations are made because the education may have changed, is not offered or has ceased during the period of deferment.

If the education has changed during the period of deferment, the person granted deferment may need to supplement before or after return to the studies.

*Supplementary regulations prior to the start of studies in the Officers' Programme*

According to the Ordinance (2007: 1164) for the Swedish National Defence University, the general entry requirements for the Officers' Programme are that a student has obtained security clearance and fulfil the requirements laid down in the Protective Security Act (2018: 585) and the Protective Security Ordinance (2018: 658). Those who have been granted a deferral with the start of studies in the Officers' Programme must carry out an approved renewed security check that includes a security clearance interview and register check before the studies begin.

## 2.2 Approved leave from studies

A student who has been admitted to and has started his/her higher education at the Swedish Defence University may apply for an approved leave from studies with a guaranteed place.

### *Approved leave from studies with a guaranteed place*

If there are special reasons (see UHRFS 2016:1) an approved leave from studies can be granted with a guaranteed place. Special reasons can be social, medical or other special circumstances like for example care of children, conscription or civil service, student union assignments, military basic training in accordance with the regulation (2015:613) regarding military basic training or deferred leave in accordance with the Act (1974:981) regarding employees' rights to leave for training.

Special reasons may also be a time-limited trial period in accordance with section 12 of the Act (2012:332) regarding certain Swedish Armed Forces employments or service in the Swedish Armed Forces for the person serving occasionally in an officer cadet group, as a soldier or seaman in accordance with this act.

Research, other studies, international service with the Swedish Armed Forces and other work, which is not related to a time-limited trial period in accordance with section 12 of the Act (2012:332) regarding certain Swedish Armed Forces employments or service in the Swedish Armed Forces for the person serving occasionally in an officer cadet group, as a soldier or seaman is not normally reason enough to be granted an approved leave from studies with a guaranteed place.

The decision regarding an approved leave from studies must relate to a specific period of time. An approved leave from studies is normally granted for a maximum of 12 months. Applications for an extension to an approved leave from studies will be subject to an assessment before a decision is made.

Each application is assessed individually. The assessment also takes into account the possibilities of starting the studies after the specified time.

In accordance with chapter 12 of HF Section 2, a decision on an approved leave from studies can be appealed to the Higher Education Appeals Board (ÖNH).

With a rejection decision or a decision to dismiss or write off an application, applicants shall be informed of how the decision can be appealed. An appeal shall be made to ÖNH and sent to the Swedish Defence University no later than three weeks after the date on which the appellant received the decision. The appeal must be in writing and contain information regarding what decision is being appealed and what change to the decision is requested.

The appeal is sent to Registrar, Försvarshögskolan, Box 27805, 115 93 Stockholm.

According to chapter 12 section 5 of HF, decisions by ÖNH may not be appealed.

The person who has been granted a guaranteed place has the right to start his/her studies only if the education is provided in the semester in question. Reservations are made because the education may have changed, is not offered or has ceased during the period of approved leave from studies.

#### *How to make the application*

The application for an approved leave from studies with a guaranteed place can be made via the online form at [www.fhs.se](http://www.fhs.se). Applications for an approved leave from studies with a guaranteed place must include the reason and documents/certificates that substantiate the reason must be enclosed with the application.

#### *During the approved leave from studies*

Those who have an approved leave from studies and receive study funding are themselves responsible for informing the Swedish Board of Student Finance - CSN.

Decisions regarding an approved leave from studies in the Officers' Programme are also sent to the Cadet Battalion at Military Academy Karlberg and, if necessary, to the relevant VFU-school in the Armed Forces.

During the approved leave from studies, supplementary qualification and re-examinations can be completed within the educations that started prior to the approved leave from studies. Those who have an approved leave from studies are themselves responsible to notify the study counsellor in question in good time before the examination date in order to gain access to premises, receive help with study planning, re-register on courses in order to complete examinations and reactivation of student account and access to support systems.

### **2.3 Return to studies**

Notification/application to return to the studies can be completed via the online form at [www.fhs.se](http://www.fhs.se). Students who want to apply for return to studies after a leave from studies must make their application no later than two months prior to study start.

Students in the Officers' Programme must notify battalion officers at the Cadet Battalion when they want to return to their studies.

If the notification of resumption of studies is not completed by the stated time the programme place can no longer be guaranteed; resumption of studies can then only happen subject to available resources and places<sup>2</sup>.

If the education has changed during the approved leave from studies, the student may need to supplement before or after return to the studies.

Students who have been absent for a minimum of one semester without having applied for or been granted an approved leave from studies with a guaranteed

place, do not have automatic right to resume their studies. A place can only be prepared taking into account available resources as well as availability of a place<sup>2</sup>. This also applies if resumption of studies happens at another point in time than that stipulated in the decision regarding approved leave from studies with a guaranteed place.

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<sup>2</sup> Restrictions regarding available resources or availability can for example be caused by a lack of space in premises or vehicles, lack of teaching resources, lack of financial resources or that the number of places on the course cannot be exceeded.