Information regarding Approved Leave from Studies

Return to studies

To return to studies in the autumn semester 20[XX], spring semester 20[XX] you need to report your return to studies on or before April 15th/October 15th 20[XX] the latest (Note! Change the date in order for it to coincide with the current approved leave from studies).

You report your return to studies by contacting: [Contact details to the person who registers the return to studies].

Changes in courses

You need to be aware that, when taking an approved leave from studies, the course curriculum and/or course content may be changed, the course may be held during another study period than the previous year or may not be held at all. The right to resume studies on freestanding courses applies on the condition that a course offering in the current course starts within one calendar year from the end date of the approved leave from studies.

Information on examinations and the completion of assignments for previously started courses (applies to programme studies)

During your approved leave from studies, you have the possibility to complete assignments and participate in examinations for courses that you started before your approved leave (that you are already enrolled in). Regarding the completion of e.g. labs/tutorials, you must contact the course coordinator (examiner) to find out when and if it is possible to do this. The approved leave from studies will be registered in Ladok and visible in the registration history page in the personal menu. You will be able to register for exams via the personal menu at [www.kth.se](http://www.kth.se).

Specific prerequisites for further studies (applies to programme studies)

If you take an approved leave from studies after completing an academic year and do not fulfil the specific requirements for further studies, it is recommended that you complete the remaining modules. This in order for you to, when returning to studies after your approved leave from studies, be able to continue the studies. It is therefore important that you contact your study counsellor and make an individual study plan well in advance of your return to your studies.

Student financial aid

## If you have received student financial aid and during ongoing studies take an approved leave from studies, make sure to contact CSN to get information on what applies. For contact details, visit [www.csn.se](http://www.csn.se).

Important information for students holding a residence permit in Sweden

## Please note that an approved leave from studies might affect your residence permit in Sweden. [Please visit migrationsverket.se for more information](https://www.migrationsverket.se/English/Startpage.html)

Important information about tuition fee

## It is important that an application for an approved leave from studies is submitted to the study counsellor/master coordinator no later than the deadline for payment of the tuition fee. If an application for approved leave from studies is not submitted, you will be liable to pay tuition fees.

## Please note that if you have been granted or have applied for an approved leave from studies but still receives a tuition fee invoice you must contact info@kth.se as soon as possible with that information.