

Application for a Leave of Absence

We refer to section 3.4 of the regulations concerning studies at the Oslo National Academy of the Arts.

About leave

A student who has a child during his or her studies is entitled to a leave of absence during pregnancy and to provide care for their children, cf. section 4.5 of the University and University College Act.

Sick leave requires a medical certificate. For a sick leave application to be processed, the “Doctor’s Statement” form (see the back) must be attached to it.

Other grounds for leave include carrying out demanding duties for student organisations or performing military service or national service when the National Service Administration, or a corresponding authority, does not grant a deferral/ exemption.

In exceptional cases, leave may be granted for other reasons than those mentioned above, following a specific recommendation from the academic administrator at your programme. The recommendation must be attached to your application.

Leave is granted for either a semester or a year, depending on the programme the student is attending. In exceptional cases, shorter or longer leaves may be granted.

Last name:	First name:	Student no.:
Address:	Postal code:	City/town:
E-mail:	Tel.:	Applied before (yes/no):
Academic programme:		From date/to date:

I am applying for leave because of the following (tick a box):

Pregnancy /childcare	<input type="checkbox"/>	Position in a student organisation	<input type="checkbox"/>
Illness (medical certificate must be attached)	<input type="checkbox"/>	National service	<input type="checkbox"/>
Military service	<input type="checkbox"/>	Other reasons (recommendation from an academic administrator must be attached)	<input type="checkbox"/>

I have read and understood the following

Your right to study and take exams is suspended while you are on leave. Courses and programmes may also be changed in such a way that may make it harder to adapt once you return from leave. It will not always be possible to continue your studies immediately upon your return. As far as is practically possible, however, the Academy will assist you in resuming your studies as quickly as possible.

I understand that I am personally responsible for giving notice of my return to school no later than by either 1 May (for the semester beginning in August) or 1 November (for the semester beginning in January). I also know that if I fail to give such notice, I may no longer be entitled to study at the Oslo National Academy of the Arts.

Place and date

The student’s signature

The form should be sent to postmottak@khio.no with the subject line “Studieseksjonen/ Søknad om permisjon” (“Section of Academic Affairs/ Application for a leave of absence”).¹

¹ The normal processing time is two weeks after the application and documentation have been received.

Doctor's Statement

This statement is to be used in conjunction with an application for leave.

The information in this form is exempt from public disclosure pursuant to section 12 of the

Freedom of Information Act and section 13.1(1) of the Public Administration Act.

To be filled in by a doctor/specialist:

Personal ID no. (11 digits):				
First name:		Last name:		
Description of the illness/ disability/ diagnosis:				
Does the illness significantly impact the student's ability to study? (tick a box):			Yes	No
Is the student being treated? (tick a box):			Yes	No
The condition is (tick a box):	Chronic	Acute	Showing signs of improvement	
The illness entails a need for sick leave during the period:		From (date):	To (date):	

Date: _____ Doctor's signature and stamp: _____