

## **Guidelines for leave of absence and studies at other schools**

As a student on leave of absence, you do not pay tuition fees, and BAS cannot register you as a student at the school. This means that BAS also loses the state subsidy for you, which is calculated based on the number of students.

Since you are not involved in paying for the operation of BAS and are not a student at the school, we cannot provide any services while you are on leave of absence.

**The application deadline** for applying for leave of absence is November 1 for the spring semester, and April 1 for the fall semester.

If you wish to extend your leave of absence, it must be done within the same deadlines. A student who does not renew their leave of absence for 2 years automatically loses their study place.

You must also confirm within the same deadlines if you wish to return to your studies at BAS. If you register for the study again too late, BAS cannot guarantee that there will be a place.

It is very important that BAS has an overview of the number of students when determining the study plan for the next semester.

**Storage of student work** at BAS is at your own risk. You should take models and drawings with you if you are going to be away from school for longer periods. BAS is not responsible for material that is destroyed or lost, either when you are an active student or when you are on leave. Contact the janitor for possible storage at the school.

If you are considering traveling abroad to work/take an **internship** at an architectural office, contact the administration for more information about the opportunity to apply for an Erasmus scholarship. You will then have the status of being on leave since internships are not part of the study program at BAS.

If you are going on exchange, you are an active student and pay tuition fees to BAS.