

Suspension of Studies

Want to carry out a personal project or have a new experience during your studies? uB gives you the opportunity to temporarily suspend your studies for 6 to 12 months in order to help you achieve your goals.

What is a *Suspension of studies*?

Definition

Suspension of studies is defined as a pause in a registered student's studies during which they are not required to engage with their studies but to use the time to acquire personal experience, whether independently, within a French organism or one abroad.

You can request to carry out a suspension of studies from the first year of higher education till the penultimate year of your study programme.

Take note that the suspension can last a semester or an academic year, with the ultimate aim being to carry out training in a domain other than your principal study subject.

Duration

The duration of a suspension can vary from 6 to 12 months and must start at the same time as a semester at uB.

Who can carry it out?

All students registered in a higher education study programme. During the suspension period, the student will be issued a card to prove their student status and to keep their student rights.

Different types of suspension of studies

Types of suspension:

- programme in a domain other to that of your uB study programme;
- volunteering work;
- volunteering for charity or for solidarity;
- internship the length of a semester at university;
- european volunteering service;
- carrying out an entrepreneurial project under student status;
- working a fixed term contract;
- civic service;
- volunteering in administration or in a business.

How to suspend your studies at uB?

In order to suspend your studies, you must file a request through the University of Burgundy who will approve or decline your proposal using their fixed and published criteria.

Request for suspension period

It is carried out by the student themselves through the faculty of their study programme via a printed document. The printed copy is accompanied by a CV and a cover letter outlining the project* and stating its link to the student's

current studies. When possible, the students can also attach an acceptance letter from the host institution. The student should also provide a copy of their identity document and of their registration certificate from the establishment (uB).

If the planned suspension period is for the 1st semester, the request must be carried out between the 1st and 30th April of the academic year prior to that of the proposed suspension.

If the planned suspension period is for the 2nd semester, the request must be carried out between the 1st and 30th October of the academic year in question**.

- *Students can benefit from [FVU office](#) (office for study programmes and student life) services to help them, in particular in relation to constructing a project.
- ** Consequently, the layout of the suspension period is not suited to those carrying out professional degrees (licence professionnelle) or any selective study programme carried out in one academic year.

Response to request

The response is given after the pedagogic committee from the student's study programme have examined the student's application and documents. In the case of a proposed suspension period in-between the Bachelor and Master degrees; the Master degree committee must also be informed.

- The response can be unconditionally positive: in this case, the establishment means it's on board with the proposed suspension period, signing the reintegration document, detailing the educational requirements and appointing a referent for the student. Furthermore, the establishment checks the student's social protection will be in place during the suspension period and thus identifies them in the establishment's information system.
- The response can be positive under certain conditions: especially when the student's proposed study programme following the suspension period has particularly selective entry requirements, the period is authorized on the condition that they are accepted into the said study programme.
- The response can be negative. In this case, the student will receive a written refusal. The student can lodge an appeal in front of the commission in the 8 days following the date of response. The commission is made up of two students; two teaching representatives, and two [BIATSS](#) staff representatives. It is overseen by the vice president of the [CFVU](#) (Commission for study programmes and student life); these members have been designated by presidential decision.

In all cases, the response by the president of uB is given at the latest a month following the request deadlines (either end of May or of November).

Dates for the year 2018-2019

Requests for the first semester of 2018/2019 are open from 3rd to 27th April 2018.

Requests for the second semester of 2018/2019 are open from 1st to 31st October 2018.

More information

- Download the [charter for a suspension period at uB](#) (in French).
- Download the [application printout](#) (in French).
- [All you need to know about a suspension of studies](#) (content in French).