**APPLICATION AND DECISION FOR RESUMPTION OF STUDIES**

This application is sent to the administrator of the programme.

Please use block letters.

**Personal details** (on the next page you will find information about how we handle the personal data we collect about you when you submit this application)

|  |  |
| --- | --- |
| Name | Personal identity number |
| Address | Postal code and city/town |
| E-mail | Phone number/mobile number |

**Programme**

|  |  |
| --- | --- |
| Programme | Started the programme  Autumn 20\_\_ Spring 20\_\_ |

**Resumption of studies**

|  |
| --- |
| I wish to resume my studies  Name of course:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, if places are available.  Spring semester 20\_\_\_  Notify this no later than 15 October the semester before  Autumn semester 20\_\_\_  Notify this no later than 15 April the semester before |

|  |  |
| --- | --- |
| Date | Signature of applicant |

**DECISION**

**DECISION – to be filled out by the department**

|  |  |  |
| --- | --- | --- |
| Application for resumption of studies  Granted | | |
| Application for resumption of studies  Rejected  Motivation: | | |
| Date | Decision-maker, signature | Decision-maker, clarification of signature |

The application is deleted 2 years after the information is registered in Ladok.

**Right to Appeal**

If you are not satisfied with the decision of Mid Sweden University, you have the right to appeal to the Board of Appeals. The appeal must be in writing and be addressed to the Board of Appeals, Box 7249, 103 89 Stockholm, Sweden. In this official letter you must state which decision you are appealing and the reason of your appeal. The letter must include your address, phone number, personal identity number and your signature. The letter must be sent to the department you received your decision from, and the administrator will forward the case to the decision-maker who, after consideration, send the appeal to the Board of Appeals. PLEASE NOTE: The letter/appeal must be received by Mid Sweden University within three weeks from the day you received the decision.

**Information about the processing of personal data**

We need to save and process personal information about you, such as your name, address, and social security number. The purpose of such processing is to be able to handle the matter that the filling in of this form results in. We apply current privacy legislation to all processing of personal data. The legal basis for processing your personal data is that the processing is necessary to be able to perform a task of general interest or for the exercise of authority. Your personal data is processed in accordance with the regulations for archiving in terms of records preservation and appraisal. You can find information about how this is applied at Mid Sweden University in the current document management plan. If you have questions regarding our processing of personal data, please contact Mid Sweden University's data protection officer.

Mid Sweden University is an authority and as such, it has an obligation to follow the rules for public documents, government archives and official statistics. Therefore, the university will also process personal data in the ways required to comply with current legislation. If someone requests a public document that contains your personal information, Mid Sweden University may disclose it, unless the document is /can be classified. Your personal data is also stored for as long as required by legislation regarding public documents and government archives.

The entity responsible for personal data is Mid Sweden University. You have the right to contact us if you want to know what information we have about you, to request correction, transfer or to request that we limit the processing, to object to, or request a deletion of your information. The easiest way to do this is to contact our data protection officer. You will find information about our data protection officer at <https://www.miun.se/en/contact/personaldata/> If you have a complaint about our processing of your personal data, you have the right to file a complaint to Mid Sweden University's data protection officer or to the supervisory authority, the Swedish Authority for Privacy Protection (IMY).

You will find further information here: <https://www.miun.se/en/contact/personaldata/>