**APPLICATION AND DECISION ON EXTENDED APPROVED LEAVE FROM 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 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\_\_ |

**Extension of approved leave from studies**

|  |  |
| --- | --- |
| I wish to extend the period of approved leave from studies  Starting 20\_\_\_\_–\_\_\_\_–\_\_\_\_ Ending 20\_\_\_\_–\_\_\_\_–\_\_\_\_ | |
| Reason for extension  Reasons as previous application  Other reasons (certificates to be attached) | |
| I wish to return to the course: | I wish to return to semester: |

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

**DECISION**

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

|  |  |  |
| --- | --- | --- |
| Application for extension of approved leave from studies  Granted  Starting 20\_\_\_\_–\_\_\_\_–\_\_\_\_ Ending 20\_\_\_\_–\_\_\_\_–\_\_\_\_   * Provided that you notify the department no later than 15 April for the autumn semester and 15 October for the spring semester that you intend to resume your studies. If you do not register in time, you will lose your guaranteed place and can only return upon availability. | | |
| Application for extension of approved leave from studies  Denied  Motivation: | | |
| Date | Decision-maker, signature | Decision-maker, clarification of signature |

Applications and decisions are preserved and archived each department.

**For those who apply for an extension of approved leave from studies**

1. Special reasons for being granted an approved leave from studies can be social, medical, or other special circumstances such as childcare, military service or civil service, student union assignments, basic military training according to Ordinance (2105:613) on basic military training or deferred leave under the Employee’s Right to Educational Leave Act (1974:981). Special reasons can also be temporary probationary employment in accordance with Section 12 of the Act (2012:332) on certain positions of armed forces employment or service in the Swedish Armed Forces for those who are employed as part-time officers, soldiers, or sailors under this Act. (UHRFS 2016:1 §1a).
2. The University’s decision that a student may continue their studies after approved leave from studies must relate to a fixed period of time. A decision that a student may continue their studies after approved leave from studies may be subject to conditions regarding the registration before the time when the studies are to continue. (UHRFS 2016:1 §4)
3. The approved leave from studies is to be reported in Ladok.
4. PLEASE NOTE! This entail changes to the student aid. As a student, you must notify the changes to the Swedish Board of Student Finance (CSN) yourself.

**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 in 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 archives 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).