

## APPROVED LEAVE FROM STUDIES

According to the Higher Education Ordinance Chapter 7 Section 33 Mid Sweden University is entitled to decide on continued studies for students admitted to first- or second-cycle studies following a leave of absence on a case to case basis. At Mid Sweden University this is done by filling out the below form for study leave. Approved application means the applicant is guaranteed a place on the programme upon return, provided that the applicant meets the entry requirements of the courses starting the semester of the return.

Please use block letters.

### APPLICATION

#### Personal details – filled out by the applicant

Name	Personal identity number
E- mail	Postal address
Phone number	

#### Application – filled out by the applicant

Programme	
I wish to apply for a study leave	
Starting semester _____ ending semester _____	
Or	
Starting 20____-____-____ ending 20____-____-____	
I wish to return to the following course:	
I wish to return the following semester:	
My programme studies began	
Autumn semester 20 _____ or Spring semester 20 _____	
Reason for application (enclose any certificates):	
Date	Signature

Submit the form to the faculty administrator of the programme in question. For rules etc. for study leave and decision, see next page.

## Information to the applicant

1. Special circumstances to continue studies after a leave could be **social, medical or other special circumstances such as care of children, military service or civilian service or work for the student union.**

Special circumstances could also include temporary employment according to Section 12 Act (2012:332) regarding certain armed force employment or service in the armed forces for those who are presently employed as group commander, soldier or sailor according to this Act. (HSVFS 2012:8).

2. Decision on whether you may continue your studies after a leave refers to a certain period in time. (HSVFS 2012:8).
3. Approved study leave is registered in Ladok.
4. Note! This means changes for your student aid from CSN. You are responsible for notifying CSN of these changes.

## DECISION

### Decision – filled out by the department

Application for study leave		
Approved <input type="checkbox"/>		
<ul style="list-style-type: none"> <li>- Provided that you no later than <b>15 April</b> for the autumn semester and <b>15 October</b> for the spring semester notify the department of your return. If you do not notify the department in good time you could lose your place and may only return if there are available places.</li> </ul>		
Rejected <input type="checkbox"/>		
Reason:		
Date	Decision-maker, signature	Decision-maker, clarification of signature

You are entitled to appeal the decision. The appeal must be in writing and made out to the Higher Education Appeals Board. In your letter you will state which decision you are appealing, why you consider this decision to be incorrect and how you would like it changed. You sign the letter, including a clarification of signature, state your personal identity number, postal address and phone number. If you have any documents or information supporting your position you should include these. Submit the letter to the Student Office of the department from which you received your decision. The faculty administrator will forward your appeal to the decision-maker who in turn will process the appeal and submit it to the Higher Education Appeals Board. Note: The letter/appeal must have been received by Mid Sweden University within three weeks from the day you received the decision.