

Notes by the University

Acknowledgement of receipt, date:

APPLICATION AND DECISION FOR APPROVED LEAVE FROM STUDIES

In accordance with Chapter 7, Section 33 of the Higher Education Ordinance, Mid Sweden University may decide that a student admitted to a first or second-cycle education may continue his or her studies after a period of approved leave from studies. At Mid Sweden University, this is done by completing the application below for approved leave from studies.

An approved application means the applicant is guaranteed a place on the course when the period of approved leave from studies is over, provided that he/she

- fulfils the entry requirements for the courses to be taken during the semester in which the studies are resumed,
- that the education is offered at the time when the applicant registers that he/she wants to resume the studies, with the same form of teaching and location as the education the applicant has an approved leave from at the time when the applicant registers that he/she wants to resume their studies,
- that the applicant notifies the department no later than 15 April for the autumn semester and 15 October for the spring term that he/she intends to return to studies.

On page 3, there is information on the rules for approved leave from study as well as decisions, appeals and processing of personal data.

The application is sent to the department responsible for the course or programme.

Study leave may lead to changes to the student aid. You as a student must notify the changes yourself to the Swedish Board of Student Finance (CSN).

Please use block letters.

Personal details – to be filled in by the applicant

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

Application for approved leave from studies – to be filled in by the applicant

Education (course code if applicable)	The semester education began	The study location of the education
The education's teaching method Normal <input type="checkbox"/> Distance <input type="checkbox"/>		
I wish to apply for approved leave from studies Autumn term 20 ____ alt. Spring term 20 ____	I wish to resume studies Autumn term 20 ____ alt. Spring term 20 ____	

Reason for application (can also be specified in a separate appendix) – to be filled in by the applicant

Reason for application (certificate must be attached)

Other information – to be filled in by the applicant

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Contact

Telephone 010-142 80 00
Webb www.miun.se

Campus

Sundsvall Holmgatan 10, 851 70 Sundsvall
Östersund Kunskapens väg 8, 831 25 Östersund

Updated 2024-11-12/Ladok

Signature of applicant

Date	Signature
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DECISION – to be filled in by the department

<input type="checkbox"/> Approved Starting 20__-__-__ Ending 20__-__-__ Education: _____
A place is offered in the programme as described above, provided that: <ul style="list-style-type: none">• you meet the entry requirements for the courses to be taken in the semester when your studies are resumed• the education is offered at the time that you have registered that you wish to resume your studies• the education is offered with the same form of teaching and location as the education you have a break from at the time you have registered that you want to resume your studies• you notify the department no later than 15/4 for the autumn semester and 15/10 for the spring semester that you intend to return to your studies. If you do not register in time, you will lose your guaranteed place and can only return upon availability.

<input type="checkbox"/> The application for an approved leave from studies is rejected Motivation:

Other information – to be filled in by the department

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Decisions have been made by:

Date	Decision-maker, signature
Decision-maker title/role	Decision-maker, clarification of signature

Applications and decisions are preserved and archived each department.

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For those who apply for an 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, civil service or student union assignments. 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 2013:3 §4).
2. The University's decision that a student may continue their studies after leave of study must relate to a fixed period of time. A decision that a student may continue their studies after leave of study may be subject to conditions regarding the registration before the time when the studies are to continue. (UHRFS 2016:1 §4)
3. Approved study leave is reported in Ladok.
4. PLEASE NOTE! This may lead to changes to the student aid. You as a student must notify the changes yourself to the Swedish Board of Student Finance (CSN).

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).

More information: <https://www.miun.se/en/contact/personaldata/>

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