

University Notes En 1:3 Dnr:

Application for approved leave from studies

A		/*	\		The form is sent to	
Applicants personal i		on (* = mandator	(y)		Högskolan i Skövde, Antagningen,	
Personal ID-no* (yymmdo	l-xxxx)				Box 408, 54128 Skövde or left to	
_					Student Affairs Office, level 2, Hall E	
Given name*			Sur name*			
Address*		<u> </u>	Postal code and City*			
E-mail					Telephone-/mobile number	
Approved leave from						
Programme						
☐ Leave from studies of studies from (date) to (date)						
Reason for approved leave of one's studies can be social, medical or other specific ones as taking care of one's child, military or civil service or sabbatical posts in the Student Union (HF 7 chapter, 33 §). An approved leave of studies is granted for a certain period of time, the maximum period is two semesters. More information on page 2						
I am unable to continue m	ny studies	due to:				
☐ Military service						
□ Illness						
☐ Birth of a child						
□ Other						
Give a detailed description and enclose certified copies	-					
Applicant's signature	!					
		Signature of the a	applicant*			
University notes						
Decision:			Comments:			
\square Approved leave from s	ranted in					
accordance with application						
☐ Approved leave of studies in accordance with						
application is not granted	ordanice with					
How to appeal, se page 2						
Date Signature		е	Clarification of signature			

Reasons for leave of studies
Reasons for leaving studies. Certificates which verify the reasons are to be enclosed.

Information

Before you apply for approved leave of studies, we recommend a contact with Student and Career Counsellors. Approved leave is granted for a certain period of time, the maximum period is two semesters. Before resuming your studies after a period of approved leave you have to contact the programme responsible before October 15 for spring semester and before April 15 for autumn semester. You follow the Education plan which is valid for the semester when the studies is resumed. We make a reservation to changes in the programmes or to the fact that a programme can cease to exist. In that case can you shall contact Student and Career Counsellor to plan Your continue of studies. If you cannot continue your studies after approves leave, a new application of approved leave of studies shall be sent to University of Skövde. University of Skövde need to have the new application, not longer than one week after the first period of approved leave is ended. A rejection of approved leave from studies can be appealed.

Appeal

According to the Higher Education Ordinance (SFS 1993:100, chapter 12) an appeal may be made to the Board of Appeal for Higher Education against a decision of an institution of higher education not to allow a person admitted to an undergraduate education to resume his/her studies after an interruption. This appeal has to include the decision in question, in what way it should be changed as well as the grounds for such a change.

The written appeal is to be addressed to the Board of Appeal for Higher Education, but it is to be sent to: University of Skövde, Dept. for Student Affairs, P O Box 408, S-541 28 Skövde within three weeks after the receipt of the decision. Should the appeal be submitted later it will not be taken up for examination by University of Skövde. The decision made by the Board of Appeal of Higher Education cannot be appealed.