

# PROLONGATION OF APPROVED LEAVE FROM STUDIES / RESUMPTION OF STUDIES

*Please send the form to the responsible programme officer Please write clearly.*

Name:

\_\_\_\_\_

Swedish personal ID: \_\_\_\_\_ - \_\_\_\_\_ Phone: \_\_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_

Address:

\_\_\_\_\_

Postal code: \_\_\_\_\_ City/ town: \_\_\_\_\_

\_\_\_\_\_

Enrolled in programme since:

\_\_\_\_\_ Spring/autumn term 20\_\_\_\_

I wish to prolong my approved leave of studies from \_\_\_\_/\_\_\_\_ 20\_\_\_\_ to \_\_\_\_/\_\_\_\_ 20\_\_\_\_

I wish to resume my studies with the course: \_\_\_\_\_ if there are places left.

If you plan to resume your studies

Spring term \_\_\_\_ Please send in this form to the Director of studies at the latest on Oct 15 of the previous term.

Autumn term \_\_\_\_ Please send in this form to the Director of studies at the latest on Apr 15 of the previous term.

\_\_\_\_\_

\_\_\_\_\_

City/ town and date

Signature of the student

Decision \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

City/ town and date

Study counsellor

If you disagree with the decision on approved leave from studies/ resumption of studies, you have the right to appeal to the Higher Education Appeals Board (Swedish: Överklagandenämnden för Högskolan, ÖNH). An appeal has to be in writing and be directed to the Higher Education Appeals Board . The letter must state which decision the individual is appealing against and which change is desired. The letter must be directed to the department of Mid Sweden University that made the decision and it must reach Mid Sweden University within three weeks of the date that the individual received notification of the decision.

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