

The form is sent/handed to the concerned programme coordinator
Address: Linköpings universitet, 581 83 Linköping

Date of arrival.....

RETURN AFTER APPROVED LEAVE FROM STUDIES/

EXTENDED APPROVED LEAVE FROM STUDIES

(The form should be handed to the university no later than 15 May for autumn semester and 15 November for spring semester. Please, mark **one** of the alternatives below:

I wish to resume the studies autumn/spring semester

Programme..... Semester.....

Specialisation.....

I wish to **extend** the approved leave from studies autumn/spring..... and semester aut./spr.

Reason for approved leave of studies (for our statistics).....

I wish to **extend** my approved leave of studies according to the above and have *special* reasons for the leave. I therefore apply for a guaranteed place on my return. Certificate/equivalent enclosed.

Personal details

Social security number.....Name.....

Address.....Telephone number.....

Post code..... City.....E-mail.....

Admitted to (programme/specialisation etc).....

.....Admitted year

Date Signature

DECISION

Date

Diarium

(in the case of refusal)

Place given for return autumn/spring..... to programme semester

According programme syllabus (valid year) Diarium

All existing entry requirements for admission to this programme semester must be met.

Place can not be offered autumn/spring..... to programme semester.....

Extended approved leave from studies is registered

On the Faculty of Arts and Sciences' behalf

.....Reported in "Ladok"/Signature:

Programme coordinator/Equiv.

Original: The student

Copy: Concerned study adviser; copy of decision acc. to paragraph 1 to the Division for student services ("Studentcentrum, LiU")

DIRECTIONS

Ranking of return

If all students who have reported return after approved leave from studies cannot be given places when students with guaranteed places have been given theirs, the first mentioned students will be ranked according to their shown reason(s) for the leave.

Order of priority:

1. 1. Own illness, pregnancy, care of infants, military service, other cogent matter, studies abroad on scholarship- or exchange basis, "catch-up studies" (Sw: återhämtningsstudier) (requests certificate from study adviser/equiv.), research participation, doctoral programme studies, and student union commission.
2. 2. Other reasons than those given in item 1 above.

If all students within a ranking group cannot be given places, their ranking will depend on examination of individually given reasons and, lastly, drawing (of lots).

In the case of approved leave from the first study term of a programme, the same demands apply concerning given reasons as in the case of respite. If the reasons are judged to be insufficient, the admission decision lapses (becomes invalid), implying that the student loses the study place and that non-completion is noted.

The decision concerning return after approved leave from studies/ extended approved leave from studies is delegated to the programme coordinator/equivalent.

Information on the right of having a decision reconsidered

In the case a student is discontent with this decision, the student has the right to write to the university and demand that the decision is reconsidered. State the decision by referring to the diarium on the first page of this document (see lower half of paper). Please describe the reason for the discontent and explain why the decision should be reconsidered and changed.

The request for a reconsideration of decision should be sent/handed to the university's registrar at the latest three weeks after this decision has been received (see date for decision on the first page of this document). A request sent/handed in later will not be handled.

If the decision is changed, information will be given as soon as possible. If the decision is not changed within the university, the request is handed to The Higher Education Appeals Board (Sw: ÖNH). The student is later given information from this board as regards its standpoint.

The request for a reconsideration of decision should be sent to :
Linköpings universitet, registrator, 581 83 Linköping.

For more information, please contact the authority signing the decision, telephone number 013-28 10 00 (LiU switchboard)