

Date of arrival: .....

The form is sent/handed to the programme director of the study programme.  
Address: Linköpings universitet, 581 83 Linköping.

**Application for admission to latter part of programme (change of study venue/programme/part of programme/specialization)**

(The form should be handed in at the latest 1 May for autumn semester and 1 November for spring semester.)

**I apply for admission autumn ..... alt. spring ..... to the following programme in Linköping:**

First choice, study programme .....Programme semester .....

Specialisation, etc .....

Second choice, study programme.....Programme semester .....

Specialisation, etc .....

**Present/ Previous education**

Programme/specialisation, etc .....Admission year .....

University/Higher education institution.....

**Personal information**

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

Address during semester.....Telephone ...../.....

Postcode .....City.....E-mail.....

Date..... Signature .....

Reasons for change of study venue are to be presented in writing and enclosed with this application. Documents proving the general and specific requirements, transcript of records and other documents referred to, should be attached. Note that application and tuition fee must be paid for certain students.

**Approval**

- First choice is approved
- Second choice is approved

Application declined

Explanation.....

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Date.....

On behalf of the Faculty of Arts and Sciences

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Programme Director

**Decision**

- First choice is granted
- Second choice is granted

Application declined

Explanation.....

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Date.....

On behalf of the Vice-Chancellor

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Admissions office LADOK

**Diarium**

Original to the applicant

Copy to the programme director/study counselor

## **DIRECTIONS**

### **Exchange of study venue**

An application for change of study venue demands an examination of whether the student fulfils the general and specific entry requirements that are demanded for an entry to the programme. This examination includes a trial of previous studies, that is, if these may be given credit for in the programme studies at Linköping university.

The applications are examined after the students who return from approved leave of studies have been given places. In the case of insufficient number of places, applications are ranked; in the first place after individual examination of given reasons, in the second place after previous learning outcomes and merits. In the third place, applicants equivalent to one another are selected on the basis of drawing.

### **Change of programme**

An application for change of study programme demands an examination of whether the student fulfils the general and specific entry requirements that are demanded for an entry to the programme. To change programme, the applicant must show the special reasons that have arisen or been intensified since the studies started.

The applications are examined after the students who return from approved leave of studies and students who have changed study venues have been given places. In the case of insufficient number of places, applications are ranked, in the first place after previous learning outcomes and merits.

### **Admission to latter part of programme**

Admission to later part of programme requires an examination of available places during the particular semester, and how/if the student fulfils the requirements for the semester that he/she applies to. In the case supplementary qualification is necessary; a final date should be given for this.

If all the relevant requirements are met and there are more applications than places, applications are ranked according to the following order: (a-d for students who apply from other universities/higher education institutions, c-d for students who apply within Linköping University) a) medical reasons, b) social reasons, c) ranking according to the applied programme's academic credits, d) drawing (of lots).

### **Information on the right of having a decision reconsidered**

In the case a student is dissatisfied with this decision, it is possible to write to the university and ask for reconsideration. State the decision by referring to the diarium given on the first page of this document. In writing, describe the reasons for the dissatisfaction and explain why the decision should be changed.

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

In the case that the decision is changed, the student will be informed of this matter as soon as possible. If the decision is not changed within the frames of the university, the request will be sent to The Higher Education Appeals Board (Överklagandenämnden för högskolan, ÖNH). Thereafter, this board (ÖNH) informs of their standpoint/decision.

A request for a reconsideration of decision is sent/handed to: Linköpings universitet, registrator, 581 83 Linköping.

For more information of this matter, please contact the undersigned, telephone 013-28 10 00 (LiU switchboard).