

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

Date of arrival: .....

**Approved leave from studies**

I study programme .....

Specialisation ..... Admission year .....

**and apply for approved leave from studies autumn/spring ..... and autumn/spring ..... , programme semester..... and ..... or (if leave concerns other than whole semester) present semester from / to /**

*For the present semester this means that:*

I will not complete the course .....

and not begin the course/courses .....

I will, however, complete the course .....

**Personal details**

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

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

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

Address during summer holidays .....Telephone number ...../.....

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

**I plan to return to programme semester .....autumn year.....spring year.....**

I have particular reasons for the leave and therefore apply for a guaranteed place on my I return.  
Certificate/corresponding document enclosed.

Other information for order of precedence at return (for our statistics).....

I will study abroad.....

Wish to be given credit for .....

No application for credit transfer

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

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**DECISION**

**Date**

Approved leave from studies registered – place reserved for return autumn/spring..... to programme semester .....

Approved leave from studies registered – no place guaranteed/reserved for declared date/semester of return

***The entry requirements for admission to the particular programme semester must be met.***

On the Faculty of Arts and Sciences' behalf

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

Programme coordinator/Equiv.

Original: The student

Copy: Concerned study adviser

## **DIRECTIVES**

### **Approved leave from studies**

Approved leave from studies means that the studies are left for a certain time but will be resumed/continued. Application for approved leave from studies should be handed in before the leave begins. The application should include information on when the studies are to be continued. No application, and no registration, regarding the semester the leave concerns means that the leave will be considered as non-completion.

The application for approved leave from studies regarding the first programme semester demands presentation of the same reasons as in the case of deferment of studies. If the motives are not adequate, the admission decision expires, meaning loss of study place and report of non-completion.

Approved leave from studies may be applied for either for a whole semester, or part of semester, but only for max two semesters at a time. If the approved leave from studies concerns part of semester, the application must include information that is needed for the correction of present semester's registration.

In the case of particular reasons as, for example, illness, pregnancy, care of infants, military service or other cogent matter, the approved leave from studies may be extended and applied for on the form: Return after approved leave from studies/Extended leave from studies (Sw: "Återkomst efter studieuppehåll/Förlängt studieuppehåll").

After an approved leave from studies, a student may have to wait to resume the studies until a place can be prepared within the programme. Guaranteed admission for a certain point in time may, however, be given already in connection with the application after an examination of the presented reasons. Reasons given priority are, for example, pregnancy, care of infants, military service and studies abroad.

At the return, students showing/reporting particular reasons are prioritized. If all students in the particular selection group cannot be given study places, the admissions depend on an assessment of the particular reasons.

***Students who do not announce that the studies will be resumed or report extended approved leave from studies must observe that non-completion will be registered. To resume the studies, therefore, it is necessary to apply for a return to the programme.***

***Students who leave studies without applying for an approved leave from studies, and do not register the next semester, are deemed to have interrupted their studies.***

According to the Higher Education Ordinance, chapter 12, section 2 (Sw: *SFS 1998:1272*), it is not possible to appeal against decisions concerning approved leave from studies.