

**APPLICATION FOR EXEMPTION FROM ENTRY REQUIREMENTS
AT THE FACULTY OF ARTS AND SCIENCES**

Date received.....

Name..... Personal identity number.....

Address..... Telephone.....

Postcode, Town..... Email.....

Application for exemption from entry requirements for term..... in programme.....

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An exemption is requested for the following (give details of parts not completed):

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.....

Date

Signature

DECISION

The exemption IS NOT GRANTED, which means that you do not have the right to start term
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Contact the study adviser to draw up an individual study plan.

The exemption IS GRANTED for term..... , provided the following conditions are met:

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.....

On behalf of the Faculty Board, Faculty of Arts and Sciences

Date:.....

.....

Entered into Ladok/signed:

Programme Director

Original: To the student

Copy: To the relevant study adviser

The form is to be sent or given to the study adviser.

Address: Linköping University, SE-581 83 Linköping, Sweden.

Application for exemption for transfer to a higher term

Transfer and entry requirements

The term “transfer” describes the procedure in which a student who is registered for a certain term registers for the subsequent term. For transfer, it is necessary that the student has achieved study results such that the currently valid entry requirements are satisfied. It is your responsibility as student to know the entry requirements and admission requirements for your programme. Information about entry requirements is given in the programme syllabus for the relevant cohort. They are also published on the programme website.

Exemption for transfer to a higher term

If you have not satisfied the entry requirements for transfer to a higher term, you may apply for an exemption. The application is to explain why you are applying for an exemption. You must be able to support the reasons you give, by certificates or references. You should also specify when you are planning to complete the entry requirements for transfer. Factors that can influence the assessment are sickness, social problems, your study situation, resit of exams where relevant, and whether equivalent prior knowledge has been acquired in another way.

You must present the application to the study adviser before the start of term. The study adviser will discuss your case with the programme director, who takes the formal decision. Each application is individually assessed.

If an exemption is granted, you will be transferred to the higher term. If an exemption is not granted, you will not be transferred. You may, however, re-register for the preceding term and complete your old courses. Contact the study adviser to plan how your studies can progress.

Appeals

If you are not satisfied with the decision, you can write to the university and request that it be reassessed. A request for reassessment of the decision is to be sent to: Linköping University, Registrar, SE-581 83 Linköping, Sweden.

Specify the decision for which you are requesting reassessment by giving the reference number present in the decision box of this document. Give also the reasons you are dissatisfied with the decision, and why you consider that the decision should be changed. A request for reassessment must be received within three weeks of you having received the decision. A request that is submitted after the deadline will not be considered. If the decision is changed, you will be informed of this as soon as possible. If a decision to change the decision is not taken within the university, your request will be sent to the Higher Education Appeals Board. If this occurs, a copy of the documents sent will be also sent to you. You will then receive information from the Higher Education Appeals Board about the decision it reaches.

The decision of the programme director remains in force until a different decision is passed down. This means that if you do not satisfy the entry requirements or have been granted an exemption, you do not have the right to start the new term while waiting for information from reassessment by LiU or from the Higher Education Appeals Board.

For more information, contact your study adviser or the person who has signed the decision.