



Application for approved leave from studies with guaranteed admission

Filed out by the student * = required field

Submit the form to the concerned Study and Career Counsellor, Karlstads universitet, 651 88 Karlstad.

Personal identity number (YYMMDD-XXXX) *	
Name *	
E-mail *	Telephone/mobile number
Address	
Postcode	City

Leave from studies means that you take temporary leave from studies that you have started, and that you have reported this to the university. You can apply for approved leave from studies with guaranteed admission based on social or medical reasons, or other special grounds such as care of a child, military duty or a student union assignment. Special grounds may also include a time-limited probationary period in accordance with the Act (2012:332) regarding certain Swedish Armed Forces employments, or service in the Swedish Armed Forces as someone serving occasionally in an officer cadet group, as a soldier or seaman in accordance with this Act. Approved leave from studies with guaranteed admission always applies to a limited, specific time period. (Statute Book of the Swedish Council for Higher Education (UHRFS); UHRFS 2013:3 and UHRFS 2016:1)

Leave from studies *

Programme/course (after 3 weeks of study)	
Time period. Enter semester and year, or dates.	
<input type="checkbox"/> Extension of approved leave from studies	
Reason for applying for leave from studies	Documents to verify my application
<input type="checkbox"/> Parental leave, care of a child	<input type="checkbox"/> Child's birth certificate
<input type="checkbox"/> Medical reasons	<input type="checkbox"/> Medical certificate
<input type="checkbox"/> Military duty	<input type="checkbox"/> Certificate
<input type="checkbox"/> Social reasons	<input type="checkbox"/> Other:
<input type="checkbox"/> Student union assignment	<input type="checkbox"/> Certificate from the student union
<input type="checkbox"/> Other, specify	Note! Documents submitted to the university are considered public and may be disclosed upon request.
Any additional information	

It is recommended that you contact the Office of Student Affairs prior to each application for approved leave from studies.

Approved leave from studies is granted for a fixed period of time and for a maximum of two semesters at a time. The student follows the programme syllabus that applies to the semester when studies are resumed. It is important to note that the programme or course may change or be terminated during the leave period. In such cases, the student should contact the study counsellor to plan for continued studies. If the studies cannot be resumed by the student after the end of the leave period, the student must apply for an extension or report non-completion.

2(2)

Place, date and student's signature *

! Remember to notify the university that you intended to resume your studies, in accordance with the decision on approved leave from studies. Otherwise, you risk losing your guaranteed place upon return. You must also remember to apply for the courses that you intend to take.

DECISION Filled out by the university

The student's **application for approved leave from studies registered** in Ladok (date/sign.):

Application approved. The student is granted approved leave from studies with **guaranteed admission** for the semester and year specified in the application.

The studies will be resumed (semester and year)....., provided that the student registers his/her resumed studies at the start of the semester at the latest.

Registration is made via universityadmissions.se by the application deadline at the latest.

Registration takes place by re-registration, at the start of the course at the latest, with the concerned course administrator/s.

Application denied. Application for approved leave from studies with **guaranteed admission** is denied. Karlstad University registers that the student has applied for leave from studies without guaranteed admission. This means that studies can only be resumed if there are available places. The student has the right to appeal (see below).

Grounds for decision (obligatory in case of denied application)

Date, decision-maker's signature

Study and Career counsellor, print name

Appeal. You have the right to submit an appeal against a decision to the Higher Education Appeals Board (Överklagandenämnden för högskolan, ÖNH). The appeal must be in writing. In the appeal, you state which decision you wish to appeal, the change you are requesting and the reason why you are requesting this change. The appeal should be addressed to Överklagandenämnden för högskolan but be sent to Registrar, Karlstads universitet, 651 88 Karlstad. Karlstad University must receive the appeal within three weeks of you being informed about the decision. For more information, contact the Office of Student Affairs, Karlstad University.