



Application for approved leave from studies

Applicants personal information (* = mandatory)

*The form is sent to
Högskolan i Skövde, Student Affairs Office,
Box 408, 54128 Skövde or left to
Student Affairs Office, level 2, Hall E*

Personal ID-no* (yymmdd-xxxx)	
Given name*	Sur name*
Address*	Postal code and City*
E-mail	Telephone-/mobile number

Approved leave from

Programme
<input type="checkbox"/> Leave from studies of studies from (date) _____ to (date) _____
Reason for approved leave of one's studies can be social, medical or other specific ones as taking care of one's child, military or civil service or sabbatical posts in the Student Union (HF 7 chapter, 33 §). An approved leave of studies is granted for a certain period of time, the maximum period is two semesters. <p style="text-align: right;">More information on page 2</p>

I am unable to continue my studies due to:

- Military service
- Illness
- Birth of a child
- Other

Give a detailed description of your reasons on the back of this form and enclose certified copies of the documents for verification.

Applicant's signature

Date*	Signature of the applicant*
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University notes/Högskolans anteckningar

Decision/Beslut <input type="checkbox"/> Approved leave from studies is granted in accordance with application/Studieuppehåll enligt ansökan beviljas <input type="checkbox"/> Approved leave of studies in accordance with application is not granted./Studieuppehåll enligt ansökan beviljas inte. How to appeal, se page 2/Hur beslutet överklagas finns på baksidan.	Comments/kommentarer:	
Date	Signature	Clarification of signature

<p>Reasons for leave of studies Reasons for leaving studies. Certificates which verify the reasons are to be enclosed.</p>

Information

Before you apply for approved leave of studies, we recommend a contact with Student and Career Counsellors. Approved leave is granted for a certain period of time, the maximum period is two semesters. Before resuming your studies after a period of approved leave you have to contact the programme responsible before October 15 for spring semester and before April 15 for autumn semester. You follow the Education plan which is valid for the semester when the studies is resumed. We make a reservation to changes in the programmes or to the fact that a programme can cease to exist. In that case can you shall contact Student and Career Counsellor to plan Your continue of studies. If you cannot continue your studies after approves leave, a new application of approved leave of studies shall be sent to University of Skövde. University of Skövde need to have the new application, not longer than one week after the first period of approved leave is ended. A rejection of application of approved leave from studies can be appealed.

Appeal

You may appeal this decision to the Higher Education Appeals Board. The appeal must be in written form. In the appeal you should state the decision that you want to appeal, how you want it to be changed and your reasons for this. The appeal should be addressed to the Higher Education Appeals Board, but sent to the University of Skövde, Box 408, 541 28 Skövde. The appeal must be submitted to the University of Skövde within three weeks after you received the decision.