



Dnr:

Applicant

Personal number	Given name	Family name
Address (street and number)		
Post code and city		
Telephone number	E-mail address	

Studies

Admitted to (programme)	Year of admission
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Approved leave from studies refers to a temporary discontinuation of the studies, of which the student has notified the university in advance. Under certain circumstances, the university may grant the student a guaranteed place in the program for a later semester after a study break.

My study break application refers to the period

<u>From:</u> Month..... Year.....	<u>To:</u> Month..... Year.....
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According to 7 chap. 33 § Higher Education (1993:100) a university can, in individual cases, and under certain circumstances, decide that a student admitted to education at a basic or advanced level can continue the studies after approved leave from studies. Guaranteed admission after approved leave from studies is granted for a limited time, often one to three semesters. Guaranteed admission means that the Institute allows the student to reenter the programme upon the end of the leave from studies. If guaranteed admission is rejected the student must, at the resumption of studies, apply to enter the later part of the programme. Approval of such reentry *is subject to availability*.

Notification of resumption of studies after an interruption is to be submitted at the latest by April 15th for fall semester and October 15th for spring semester respectively.

<input type="checkbox"/> Applying for approved leave from studies with guaranteed admission, see page 2.	<input type="checkbox"/> Applying for approved leave from studies even if I do not get guaranteed admission.
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Dnr:

For the application with guaranteed admission to be approved, specific reasons are required. Examples of such specific reasons include but are not limited to social and medical factors, child care, military or civic service, or student union mission.

Reasons for leave of study:

Motivation:

Signature of the applicant

Date	Signature
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Decision

Decision on approved leave from studies with guaranteed admission <input type="checkbox"/> Approved <input type="checkbox"/> Rejected	Decision on approved leave from studies without guaranteed admission <input type="checkbox"/> Approved
Comment to decision:	

Making an appeal The student has the right to appeal a rejection of an application. The appeal must be in writing. The letter must state what decision is being appealed and how the decision should be changed. The reason why the decision should be changed must be clearly stated. The appeal should be made out to the attention of Higher Education Appeals Board (Överklagandenämnden för högskolan) but mailed to

registrar at Umeå universitet. The appeal must reach the public authority within three weeks of the notification of the decision and be sent to:

Registrator vid Umeå universitet
Universitetsförvaltningen
901 87 Umeå

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Signature of Programme Director

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(name in block letters)