



Application for approved leave from studies

Please note! An approved leave from studies means that you are guaranteed a place to the course or program in question for a specific semester, provided that you apply correctly when you want to resume your studies. Find rules about how to apply on the last page. The application is submitted to the department, or equivalent, responsible for the course or programme. Students who receive student aid from CSN should notify them about the approved leave from studies without delay.

1. Personal details

First name	Last name	Civic registration number
Address		
Postal code and city		
Mobile number	E-mail address	

2. Leave from studies

Specify whether your application is for a course or a programme, and when you want to resume your studies.

2.1. Leave from studies - course

I apply for leave from studies, and then I want to resume my studies on the course:	Study location for the course:

2.2. Leave from studies - programme

I apply for leave from studies on the programme:	
Currently studying on semester number:	Study location for the programme:
I want to resume my studies on the course:	

2.3. After approved leave from studies, I want to resume my studies

Spring term:	Autumn term:	Year:	
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3. I want to start my leave from studies

Date:	
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4. Specific reasons for approved leave from studies (can be stated in appendix)

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5. Signature of applicant

Date	Signature	Clearly printed name

Submit the application for approved leave from studies to your department or the person responsible for the course or study programme.



The university's decision

The leave from studies has been approved and a place is guaranteed as follows:			
Spring term:	Autumn term:	Year:	
Course or courses:			
Programme (if the application concerns a programme):			
<i>The studies may be resumed as above, provided that:</i>			
<ul style="list-style-type: none">• The course or programme is on offer at the time when the student enrolls to resume studies.• The student re-enrolls for studies in line with the procedure specified in the rules for study administration at first- and second-cycle levels (see last page).• The student fulfils the entry requirements for the course or courses.			
<i>If the programme or course syllabus in question has been changed at the time when studies will be resumed after the leave from studies, the student is offered a course of education according to the decision above.</i>			

Application for leave from studies has been rejected (this decision can be appealed)	
Reasons for rejection of the application (must be specified here or in an appendix)	
<i>If the application is rejected, the student can choose to appeal to the University Appeals Board. In that case, the student shall be given the information on page 3 about how to appeal (appeal reference). Students can also choose to continue their studies by completing a new application for an approved leave from studies or by notifying a non-completion of studies.¹</i>	

Decision taken by the undersigned by delegation of the Vice-Chancellor

Date	Signature	Clearly printed name

Rapporteur, if different to the decision maker		
Date	Signature	Clearly printed name

¹ Rules for study administration at first- and second-cycle levels FS 1.1-340-16, see <http://www.umu.se/regelverk>



UMEÅ UNIVERSITET

Rules for reapplying

Approved leave from studies on a programme

In order to resume studies within a study programme following an approved leave from studies, you shall apply to the relevant programme courses via Universityadmissions.se. Contact your department if you are unsure on what courses you should apply to. You shall apply no later than 15 April before the forthcoming autumn semester or no later than 15 October before the forthcoming spring semester.²

Approved leave from studies on a course

If you have an approved leave from studies on a course and want to resume your studies, you shall apply to the course on Universityadmissions.se no later than 15 April before the forthcoming autumn semester or 15 October before the forthcoming spring semester. **Please note!** You must upload the decision on approved leave from studies at Universityadmissions.se to be guaranteed a seat on the course.³

If not granted an approved leave from studies

If you are not granted an approved leave from studies, you can read more in the rules for study administration at first- and second-cycle levels regarding the possibility of notifying a non-completion.

Appeal the rejection of an application for approved leave from studies

If Umeå University's decision regarding approved leave from studies goes against you, you can appeal to the University Appeals Board.

Appeals must be made in writing. The appeal must be received by Umeå University within three weeks of the date you received the decision.

The letter should specify:

- the decision you want changed
- how you want the decision to be changed
- the circumstances and evidence you want to invoke
- civic registration or corporate ID number
- address particulars of your home and workplace and possible other address at which you can be reached
- e-mail address and telephone number at which you can be reached during the daytime

The letter should be addressed to the University Appeals Board, but is to be sent to Umeå University. Appeals must be sent to the Registrar, Umeå University, SE-901 87 Umeå, Sweden. Umeå University will then consider whether the document has been received at the correct time. If the document has been received in due time, it must be submitted to the University Appeals Board for consideration on its merits.

² For complete rules, see Rules for study administration at first- and second-cycle levels FS 1.1-340-16, see <http://www.umu.se/regelverk>

³ For complete rules, see Rules for study administration at first- and second-cycle levels FS 1.1-340-16, see <http://www.umu.se/regelverk>