

## Notification for approved leave from studies and application for guaranteed place

New notification for approved leave from studies <input type="checkbox"/>	Change of ongoing approved leave from studies <input type="checkbox"/>
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Name	Personal identity (ID) number
Street address	Postcode, district
Mobile no./Telephone no.	Email
Studying on programme	Independent course

I apply for approval of leave from studies from and including:	up to and including:
<p><b>Reason for seeking approved leave from studies</b></p> <p><input type="checkbox"/> care of child      <b>ATTACH</b> certified copy of certificate of expected date of confinement or certificate of parental leave</p> <p><input type="checkbox"/> students' union post      <b>ATTACH</b> certified copy of certificate</p> <p><input type="checkbox"/> social or medical grounds      <b>ATTACH</b> document describing your grounds in detail and certified copies of documents confirming them</p> <p><input type="checkbox"/> compulsory military service      <b>ATTACH</b> document describing your grounds in detail and certified copies of documents confirming them</p> <p><input type="checkbox"/> other      <b>ATTACH</b> document describing your grounds in detail and certified copies of documents confirming them</p>	

I apply for a guaranteed place on the course:	semester:
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**If your application for a guaranteed place is rejected, you can only resume your studies to the extent that places are available.**

I have read and considered the information on page 2.

Send or submit your application to: Registry Clerk, University West, SE-461 86 Trollhättan, Sweden

Date	Signature
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## UHRFS 2013:3

### Swedish Council for Higher Education's regulations on deferment of studies for enrolled students and approved leave from studies

#### Approved leave from studies

**Section 3** 'Approved leave from studies' means leave during studies of which the university has been notified by the student.

**Section 4** Special grounds for being allowed to continue studies after approved leave from studies may be social, medical or other special circumstances such as, for example, care of child, compulsory military or civilian service or students' union post.

Special grounds may also include probationary employment for a fixed term under Section 12 of the Act concerning Certain Positions in the Swedish Armed Forces (2012:332) or service in the Swedish Armed Forces for a person employed as a periodically serving section commander, soldier or sailor under this Act.

**Section 5** The University's decision to allow a student to continue their studies after approved leave from studies shall be for a specific time period. A decision allowing a student to continue their studies after approved leave from studies may be made subject to conditions concerning notice prior to the date when the studies are to continue.

**Instructions** You must have special grounds to be granted approved leave from studies with a guaranteed place; as shown in the above extract from the Swedish Council for Higher Education's regulations.

The application must state the course or study programme on which you are studying and your grounds for approved leave from studies with a guaranteed place. You must verify these grounds. You should therefore please attach copies of the documents to which you would like to refer, e.g. certificate of pregnancy, parental leave, call up for military service, medical certificate or other. You may need to provide a slightly clearer explanation of your situation in a separate appendix.

Please contact a study adviser before submitting your application in order to plan your return to studies.

If you are granted a guaranteed place after your approved leave from studies, you may resume your studies in accordance with the course and date stipulated in the decision. Contact the education officer at the respective department in accordance with the instructions contained in the decision.

If your application for a guaranteed place is rejected, you may resume your studies to the extent that places are available.

A new application must be submitted for any extensions to approved leave from studies. Please note that some courses and study programmes do not start annually, but sometimes at longer intervals. Please also note that distance education does not generally start at the same location each year, which usually means that we cannot guarantee that you will be able to continue your studies at the same location following approved leave from studies.

We also make a reservation for any changes that may be made to a study programme that could entail difficulties after approved leave from studies.