

APPLICATION FOR EXEMPTION FROM REQUIREMENTS
Faculty of Medicine and Health Sciences, Linköping University

Name		Personal ID number	Telephone number
Address		E-mail address at LiU @student.liu.se	
ZIP code	City		

I am applying for an exemption from the requirements for program

_____ **Campus** _____

I do not fulfill following requirements _____

for semester _____ (enter autumn/spring and year) _____

Reasons for the application: _____

_____ **Date**

_____ **Student's signature**

The application is sent to the study counselor for your programme.

DECISION **Date:** _____ **Dnr:** _____

Application for exemption from requirements is rejected.

Reasons for the decision: _____

Exemption from requirements to course _____ is granted for _____

until (date) _____ Additional exemption will not be granted during the current

semester. Admission to the next course only if the student has met the eligibility requirements.

_____ **Programme Director/Representative: Full names & signature**

_____ **Administrator's signature**

In the event of a negative decision, the student has the right to appeal the decision within 3 (three) weeks from the day the student received the decision. See Appendix.

How to Appeal

Deadline and procedure for an appeal

If you decide to file an appeal against this decision, you must write to the Higher Education Appeals Board (Överklagandenämnden för högskolan). The Higher Education Appeals Board is to be specified as recipient of the letter, but it is to be sent or delivered to Linköping University. The appeal must reach the university within three weeks of the day on which you were informed of the decision by the university.

Send the appeal to either of these addresses:

- Registrar, Linköping University, 581 83 Linköping, *or*
- registrator@liu.se

If the deadline for filing an appeal is a Saturday, Sunday, public holiday, Midsummer's Day, Christmas Eve or New Year's Eve, it is sufficient that the letter is received by the university on the next working day.

Contents of an appeal

You are to include in the appeal:

- your name and your contact details (address and telephone number)
- which decision you are appealing against and its case number, if relevant
- the date of the decision
- the change that you are requesting and the reasons for this, and
- any evidence that you are submitting in support of the appeal.

The appeals procedure

When the university receives your appeal, it first checks that it has been received before the deadline. An appeal that has not been submitted in time will be rejected.

If your appeal has been received before the deadline, the university will investigate whether the decision can be changed in the manner that you have requested.

Independently of whether the university decides to change the decision or not, your case will subsequently be passed on to the Higher Education Appeals Board. When the Higher Education Appeals Board has processed your appeal, its decision will be sent to you.