

APPLICATION/NOTIFICATION FOR STUDY BREAK

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	

Study programme _____ **Campus** _____ I am applying for a study break with a specific reason (certificate/equivalent must be attached) for guaranteed place on return. I enclose _____ I am applying for a study break without a specific reason and therefor no guaranteed place on return.

The study break applies from (autumn/spring and year) _____ semester _____

If the study break is for the current semester, kindly state the last day of attendance _____

I intend to resume my studies (autumn/spring and year) _____ semester _____

CONFIRMATION of study break without specific reasons for autumn/spring is received. Sign. _____**All eligibility requirements for admission must be met before the start of the particular semester for which the application for return is intended.****Application/notification to resume studies must be made on a specified form.**The application/notification should be received by the Faculty of Medicine and Health Sciences not later than **April 15** for return in the autumn semester and **October 15** for return in the spring semester.**Application/registration should be sent to the study counsellor for your programme.**_____
Date_____
Student's signature**DECISION****Date:** _____ Granted a study break with specific reasons
autumn/spring _____ semester _____**Dnr:** _____ Study break with specific reasons is rejected._____
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.