



Application for approved leave from studies

Dnr:

Send your application to:

Arrived at Konstfack:

Konstfack, Registrator
Box 3601, 126 27 Stockholm

Personal Details

First and last name	Swedish personal identification number/Date of birth
E-mail	Telephone
Name of Programme (of free standing course)	Year group in programme

Details of the approved leave from studies

<p>I'm applying for an approved leave of study</p> <p>From (year and semester): _____</p> <p>Plan to return to studies (year and semester): _____</p>	
<p>Reasons for approved leave of studies:</p> <p><input type="checkbox"/> Parental Leave, caring for a sick child (attach certificates)</p> <p><input type="checkbox"/> Medical Reasons (attach a medical certificate)</p> <p><input type="checkbox"/> Conscription and Civilian Service (attach certificates)</p> <p><input type="checkbox"/> Social Reasons (attach a letter and/or certificates if possible)</p> <p><input type="checkbox"/> Student Union Assignment (attach certificate)</p> <p><input type="checkbox"/> Other</p>	
Date	Students signature
<p>Information about approved leave of studies</p> <p>Approved leave of study refers to an authorised break in studies notified to the university by the student, and approved by the university. Special reasons for continuing studies after a study break may be social, medical or other special circumstances such as childcare, military or civilian service or student union assignments. The university's consent for the student to continue their studies after a study break must be given for a fixed period of time.</p> <p>NOTE! Documents sent to the university are considered to be public and may be disclosed if someone requests it. Certificates can also be shown to administrators at the university if you do not want to submit them. After the decision has been made, the documents are archived.</p> <p>Remember that you must notify the university that you intend to resume your studies, in accordance with the decision on approved leave of studies.</p> <p>Use the form "Application for re-entry to studies".</p>	

Decision (to be filled out by Konstfack)

Approved leave of study is granted.

A study place will be reserved for re-entry in (year/semester): _____

provided that the form "Application for re-entry to studies"

has been received by Konstfack by (date and year): _____

In addition, any eligibility requirements for admission to a specific course must be met before you can resume your studies.

Approved leave of study with a guaranteed place is rejected. A rejection means that studies can only be resumed if there are sufficient places available. A rejection can be appealed (see below):

Reasons for rejection:

Date

Signature and name of decision-making Dean of Department

Applications for re-entry are submitted to the Registrar: Konstfack, Registrar, Box 3601, 126 27 Stockholm.

Applications for re-entry must be received no later than 1 March (for the start of the autumn term) and 1 October (for the start of the spring term).

Appeals

A decision not to grant a study leave can, according to the Higher Education Ordinance Chapter 12 §2, be appealed to the Higher Education Appeals Board. In the letter, you must state which decision is being appealed and the change you are requesting. The appeal must be received within three weeks of you receiving the decision. The letter is addressed to the Higher Education Appeals Board, but is sent or given to the Registrar at Konstfack (Registrar, Konstfack, Box 3601, 126 27 Stockholm).

Read more on the Board of Appeal's website: www.onh.se.