



DEPARTMENT OF LANGUAGES AND LITERATURES

Form updated
30 June 2021

APPLICATION FOR APPROVED LEAVE FROM STUDIES/ DECISION ON APPROVED LEAVE FROM STUDIES

Name:		Personal identity number:
Address:		Telephone:
Postal code:	Location:	E-mail address:

Information about the programme from which you are seeking approved leave from studies:

Programme (tick the appropriate option):	Semester when studies started:
<input type="checkbox"/> International Language Programme (ISP)	
<input type="checkbox"/> Language and Intercultural Communication (SIK)	
<input type="checkbox"/> German Contemporary Literature and Culture	

I hereby apply for approved leave from studies for the period:

Spring semester (year):	Autumn semester (year):	Change dates:

Signature of applicant:

Signature:	Date:
Name in block letters:	Place:

Further instructions for this application are on the following page.

(To be completed by the department)

Approved by, signature:	Title:
Name in block letters:	Date:

SEND YOUR APPLICATION TO

Send your completed form by e-mail to utbildningshandlaggare@sprak.gu.se or send it to the Education Officer, Department of Languages and Literatures, University of Gothenburg, Box 200, 40530 Gothenburg, SWEDEN.

APPROVED LEAVE FROM STUDIES IN PROGRAMMES

Applications for approved leave from studies in a programme must be submitted to the Department in good time, but at least three weeks before the start of the period of leave applied for.

Students who apply for approved leave from their studies can be guaranteed the right to return to the programme at a predetermined time subject to a decision by the programme coordinator. Where leave from studies is approved, it is approved for a limited period of time, but a maximum of two semesters.

AFTER THE DECISION, A COPY WILL BE SENT TO:

- Records Management (original)
- The student
- Study Counselling for the programme
- Programme coordinator
- Student Office

The student must contact CSN themselves regarding any repayment of study finance that may be due.

DECISION AND HOW TO APPEAL

If you believe that the University's decision is incorrect, you can appeal against it.

Your appeal must be in writing and you must include in your letter which decision that you wish to appeal against, the change in the decision that you want, and why you want the decision to be changed. In addition, the letter must contain the registration number of your case, and your contact details (name, postal address, e-mail address, telephone number and mobile phone number).

Your letter should be addressed to the Higher Education Appeals Board, but you should send it to

Registrar (Records Management)
University of Gothenburg
Box 100
SE-405 30 GÖTEBORG, SWEDEN

The appeal can also be sent by email to registrator@gu.se.

Your appeal must be lodged with the Records Management (*Registrator*) within three weeks from the day you were notified of the decision.

The University determines whether the appeal has been received within this timeframe. If the appeal is received too late, it cannot be considered.

Provided that your appeal has been received in time, it will be sent together with an opinion from the Department where applicable to the Higher Education Appeals Board (*Överklagandenämnden för*

högskolan, www.onh.se) which is a separate government agency. This agency will make the final decision.