



Date of arrival

Application for approved leave from study programme

First name	Surname	Birth date (YYMMDD)
Address	Postal code	City
Phone number	E-mail	

Approved leave from studies

Study programme	
Now registered at semester	The campus city of the programme

I apply for approved leave

From (YYYY-MM-DD)	
Untill YYYY-MM-DD)	
Return to study programme takes place in consultation with student counselor or programme coordinator depending on the case	

Reason for my application

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Student's signature

Date	Signature

The completed application should be submitted to the studenttorget@mdu.se or
 Mälardalens universitet, Box 883, 721 23 Västerås
 Mälardalens universitet, Box 325, 631 05 Eskilstuna

Decision (signed by the school)

<input type="checkbox"/> Application granted. There is a study place reserved for you at	
<input type="checkbox"/> Autumn semester	<input type="checkbox"/> Spring semester
Course/courses	
Date for return	
Programme semester	
Programme Year	
<input type="checkbox"/> Application rejected	
Reason for rejection	

Decision maker

Date	Signature
Name in print	

Administration

Approved leave registered in Ladok (signature)	
Change of programme year registered in Ladok (signature)	
Administrated by VFU (signature)	

If you are enrolled to a study programme where you are expected to apply for courses, you are obliged to do this through antagning.se towards the upcoming semester no later than April 15 before an autumn semester and October 15 before a spring semester. If you have any questions, please contact the study counselor.

If you are enrolled to a study programme where you have agreed upon an individual study plan, please contact the programme coordinator in due time before your return to the programme.

Appeal reference

The decision can be appealed to the Appeals Board for the university.

How to appeal:

The appeal must be in writing.

The appeal must be addressed to the Higher Education Appeals Board, but must be submitted to Mälardalen University, Box 325, 631 05 Eskilstuna or registrator@mdu.se

In the appeal, the person appealing must state which decision is being appealed and in what way he or she wants the decision to be changed. It is also important to justify why this change should be made.

The appeal must have been received by Mälardalen University within three (3) weeks from the day on which the person making the appeal learned of the decision through Mälardalen University.