

Local regulations for Halmstad University (ref. L 2016/79).

7.1 Leave of absence

Before leave of absence, the application must be made on the forms provided, 3 weeks at the earliest, after the course has started.

Before the university makes its decision regarding leave of absence, it is recommended that the student has a meeting with the study and careers advisor. After such meeting, the student can then contact the appropriate programme coordinator / director of studies or equivalent. It will be regarded as non-completion of studies if no application for leave of absence or registration for the following term is made. However, the student can resume their education if sufficient places are available. Guaranteed admission of return at a given time may be acknowledged at the time of application.

HOW TO LODGE AN APPEAL

If you wish to lodge an appeal against the decision, this shall be made in writing to the University's board of appeal(s) (ÖNH). The letter should be sent or delivered to the Registrar at Halmstad University, Box 823, 301 08 Halmstad.

Your appeal must be received by the Registrar at Halmstad University no later than three weeks from the date you received the initial decision.

The letter should specify the decision to be appealed (ref.), the change of decision you request, and why such change is requested.