

Request for Extension of Matriculation

Name	Swedish National Insurance Number
Street address	Postal code, City
Telephone number	E-mail

I have been accepted to programme / course:

I am unable to begin my studies due to:

- | | | |
|--------------------------|---|--|
| <input type="checkbox"/> | Parental leave | ATTACH an attested copy of a certificate showing the calculated date of delivery or documentation of parental leave. |
| <input type="checkbox"/> | Student Union commitments | ATTACH an attested copy of a document verifying your commitment. |
| <input type="checkbox"/> | Postponed leave pursuant to the Law Protecting an Employee's Right to Education | ATTACH an attested copy of a document verifying your situation. |
| <input type="checkbox"/> | Social or medical reasons | ATTACH a detailed, written account of your situation and attested copies of documentation that support this account. |
| <input type="checkbox"/> | Military service | ATTACH a detailed, written account of your reasons for requesting an extension and attested copies of documentation that supports this account. |

I am requesting to begin my studies beginning in (year): _____ term: _____

If your request for an extension exceeds 18 months, you must cite extraordinary circumstances. In this case, attach a detailed account of your reasons for requesting this longer extension.

I have read the information on page 2.

The request should be sent or handed to: the Registrar's Office, University West, 461 86 Trollhättan

Date	Signature
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Excerpt from the Higher Education Ordinance, Chapter 7 (SFS 1993:100):

Postponement of studies and taking time off from studies for first- or second-cycle students

Section 33 If there is justified cause, a university may, in individual cases, decide that the person who is admitted to a first-cycle or second-cycle programme at university

1. may postpone matriculation, or
2. may continue his or her studies after taking time off.

The University and Higher Education Council may issue more detailed regulations regarding postponement of matriculation and taking time off from studies.

Regulation (2012: 712).

University and Higher Education Council provisions for postponement of studies and time off from studies 2013:3

Postponement of studies for accepted applicants

Section 1: Special reasons for postponing matriculation may be social, medical or other circumstances such as parental leave, civil or military service, student union commitments or postponed leave pursuant to the Law Protecting an Employee's Right to Education Leave (1974: 981). Special reasons may also include probation period employment under Section 12 of the law regulating certain types of employment by the Armed Forces or a limited term of military service as an officer, soldier or sailor under this law (2012: 332).

Section 2: The postponement may not exceed 18 months unless extraordinary circumstances pertain. A decision regarding postponement must be in accordance with any provisions regulating notification before the date on which studies were to begin.

Postponement of Matriculation – Instructions

If you have been admitted to a programme at University West but are unable to begin your studies due to special circumstances, you may apply for an extension of matriculation.

In your request for a postponement you should make it clear which programme you have been accepted to and your reasons for requesting a postponement.

The reasons you give must be verified by copies of relevant documents such as certification of pregnancy, military orders, an employer's statement, etc. You may need to describe your situation in more detail in an attached letter.

If you are granted an extension and thereby a guaranteed study place, you should communicate your intention to begin your studies by submitting a new application at www.antagning.se before the application deadline for the relevant academic term. Upload the original decision (extension of matriculation) before the deadline for sending in supplementary documents. Remember to follow the instructions that you receive with your letter of acceptance.

Note that certain programmes do not take new applicants every year.

Also note that distance programmes do not normally begin at the same location every year, which often means that we cannot guarantee a place at the same location after an extension; nor can we guarantee that programmes will remain unchanged from year to year.

APPEALING a DECISION

According to the Higher Education Ordinance (SFS 1993:100 Ch.12.Section 2) any person wishing to appeal a decision regarding an extension of matriculation can do so at the Swedish Higher Education Appeals Board (Överklagandenämnden för högskolan or ÖNH). The appeal must be in writing and it should indicate the decision being appealed, the change to the decision that is being requested, and the reasons for appealing the decision.

The appeal should be addressed to ÖNH but sent to University West, Registrar's Office, 461 86 Trollhättan within three weeks of receiving the decision being appealed. Decisions made by ÖNH cannot be appealed (SFS 1993:100 Ch.12 Section 5).