

Application for approved leave from studies

An application for approved leave from studies shall be sent to the Principal Supervisor who will take a decision on leave from third-cycle studies for a limited period of time. Approved leave from studies is to be taken into consideration when reporting the degree of activity in the Doctoral Student Records (*forskarLadok*) for each semester. If approved leave from studies applies to a whole semester the degree of activity will be zero (0). When the decision is made the document shall be sent to the School for approval and signed by the Dean of School. Thereupon the original document is sent to the executive officer for third-cycle studies at the Division of Education and Research Administration.

Details of the applicant

Given name		Family name	
Personal identity number			
Postal address			c/o
Postcode	City	Telephone	
Email address			

Third-cycle subject area

Period of approved leave from studies

I apply for leave from and including Date (yymmdd)	I apply for leave up to and including Date (yymmdd)
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Reason

Signature of applicant

.....
Signature

.....
City and date

DECISION

Your application for approved leave from third-cycle studies at Mälardalen University has been granted

From and including.....

Upp to and including.....

By no later than.....you must, together with your Principal Supervisor, update your individual study plan prior to resuming your studies. The Principal Supervisor will ensure that the updated plan is sent to the executive officer for third-cycle studies at the Division of Education and Research Administration.

.....
Principal Supervisor

.....
Date

.....
Name in block letters

.....
Dean of School

.....
Date

.....
Name in block letters

Application in the original to be sent to:

Mälardalens högskola
Forskarutbildningen
Utbildnings- och forskningssektionen
Box 883
721 23 Västerås