



Application for exception from required knowledge

Applies only to programme students at the University of Borås

Filled in by the student * = mandatory information

Personal identity number (YYMMDD-XXXX) *		The form should be sent to: Högskolan i Borås, Student Reception, 501 90 Borås or handed in to: Student Reception, B3	
Last name *			
First name *		Telephone/Mobile number	
Address			
Postal code		City	
Email (student account SXXXXXX) *		Email (alt.)	
		@student.hb.se	

Information about the course applied for etc.*

Course name and course code
Course/courses/examinations not passed which are required knowledge for the course applied for.
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Justification that I have the knowledge needed to pass the course despite missing the formal entry requirements.
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I am studying the following programme
<input type="checkbox"/> Ladok transcript attached * (Must be Ladok printout UT10, which can be collected from the Student Reception)

Place, date and student's signature *

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Rules

The required knowledge for admission to the course is shown in each course plan. The application for exemption from required knowledge is assessed by the department. Ladok transcript (UT10) and the justification form are the basis for the decision.

Case procedure

- The student fills in the form and hands it to the Student Reception.
- The form is submitted to the department where a decision is made.
- The decision is passed to the administrator for the programme.
- The decision is announced to the student.

Note! Documents sent to the university are deemed to be public and may be issued if anyone so requests. After decision has been made the documents will be archived.

DECISION

Filled in by the university

Approval. You are granted an exemption from entry requirements for the course applied for.

Registered in Ladok (date, signature):

Rejection. Your application for exemption from entry requirements has been rejected.

Justification of the decision (mandatory for rejection):

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Date and decision-maker's signature

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Clarification of signature and position

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The decision has been announced to the student (date, signature):

Appeal. A rejection may be appealed to the University's Appeals Board. The appeal must be made in writing. The appeal should state the decision you are appealing, the change in the decision you are requesting and why you are requesting the change. The appeal must be addressed to the University's Appeals board, but be sent to Registrar, Högskolan i Borås, 501 90 Borås. The appeal must be received by the University no later than three weeks after the day you were notified of the decision. For further information, please contact the Student Reception at the University of Borås, phone number 033-435 40 00.