**Personal data**

|  |  |
| --- | --- |
| Surname and first name      | Date of birth      |
| Mobile phone      | E-mail address      |

 **Study programme**

|  |
| --- |
| The application concerns the following study programme     sjaäjäj |
|  **SApplication** |
| I apply for an exemption from the eligibility requirements and conditions for the following coming course/s:      | In term      |
|       |       |
|       |       |
| Write the course/s and/or part of unfinished course you lack to fulfil the eligibility criteria: | Credits |
|       |       |
|       |       |
|       |       |
|       |       |
| Please briefly describe the knowledge and skills you possess that prove that you have the ability to complete the course/s despite not meeting the eligibility criteria (you can add text in an attachment if needed):      |

Supporting documents must be attached to the application**. For the application to be processed before the start of the course, it must be received in due time.** The application does not need to be signed. **Send the application by e-mail to the Programme Study counsellor.**
For contact information to the Study counsellors see the programme web
[All course and programme websites at KI | Karolinska Institutet Utbildning](https://education.ki.se/all-course-and-programme-websites-at-ki)

**Appeals**

In accordance with the Higher Education Ordinance chapter 12, § 2, you may appeal rejected applications for exemption from the qualifying conditions for courses/higher terms within programmes to the Board of Appeals for Higher Education. Appeals should be made to the Board in writing. When making an appeal, you should state which decision you are appealing, who took the decision, the desired change and the reasons for this. The written appeal should be received by the registrar, Karolinska Institutet, 171 77 Stockholm, within three weeks of the date when you were notified of the decision. In the event of an appeal, Karolinska Institutet (KI) may either change its decision in the applicant’s favour or adhere to its previous decision. If KI adheres to its decision, KI will refer the matter to the Board of Appeals for Higher Education, together with a statement.

**DECISON (TO BE FILLED OUT BY THE UNIVERSITY)
Beslut (ifylls av universitetet)**

*Negativt beslut ska motiveras.*

*Beslutet, inkl. motivering delges studenten via e-post.*

**THE DECISION CONCERNS** Beslutet gäller för kurstillfället ht/vt      .

**PERSONAL DATA** Personuppgifter

Efternamn och förnamn:

Födelsedatum:

[ ]  **APPLICATION FOR EXCEMPTION FROM QUALIFYING CONDITIONS IS APPROVED.** Ansökan om undantag från behörighetsvillkor beviljas.

CONDITIONS FOR THE DECISION Villkor för beslutet:

[ ]  **APPLICATION FOR EXCEMPTION FROM QUALIFYING CONDITIONS IS DENIED.** Ansökan om undantag från behörighetsvillkor avslås.

**JUSTIFICATION OF THE DECISION** Motivering till avslagsbeslut:

**DATE OF DECISION** Beslutsdatum

**DECIDED BY** Beslutsfattare

 **ADMINISTRATOR** Föredragande