

# How to Appeal

## Deadline and procedure for an appeal

If you decide to file an appeal against this decision, you must write to the Administrative Court in Linköping. The Administrative Court is to be specified as recipient of the letter, but it is to be sent or delivered to Linköping University. The appeal must reach the university within three weeks of the day on which you were informed of the decision by the university.

Send the appeal to either of these addresses:

- Registrar, Linköping University, 581 83 Linköping, *or*
- [registrator@liu.se](mailto:registrator@liu.se)

If the deadline for filing an appeal is a Saturday, Sunday, public holiday, Midsummer's Day, Christmas Eve or New Year's Eve, it is sufficient that the letter is received by the university on the next working day.

## Contents of an appeal

You are to include in the appeal:

- your name and your contact details (address and telephone number)
- which decision you are appealing against and its case number, if relevant
- the date of the decision
- the change that you are requesting and the reasons for this, and
- any evidence that you are submitting in support of the appeal.

## The appeals procedure

When the university receives your appeal, it first checks that it has been received before the deadline. An appeal that has not been submitted in time will be rejected.

If your appeal has been received before the deadline, the university will investigate whether the decision can be changed in the manner that you have requested.

Independently of whether the university decides to change the decision or not, your case will subsequently be passed on to the Administrative Court. When the Administrative Court has processed your appeal, its decision will be sent to you.