



APPLICATION FOR AN EXTENSION TO THE RIGHT TO STUDY FOR FINISHING STUDIES AT THE UNIVERSITY OF EASTERN FINLAND

Name of the student: \_\_\_\_\_

Student code or date of birth: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Degree to be completed: \_\_\_\_\_

Degree programme /major subject: \_\_\_\_\_

Starting date of the studies: \_\_\_\_\_Planned graduation date:\_\_\_\_\_

Have you been granted an extension to the right to study before? How many times and what is the total length of the extension granted to you?\_\_\_\_\_

Appendices to the application:

- A graduation plan (i.e. a PSP). The plan should indicate the courses to be completed and the intended times for completing them on an accuracy of one academic semester.
- Explanations and certificates relating to the reasons that have caused the delay of the studies.

The application should be delivered to the administration service centre of the student's faculty and be addressed to the Head of Academic and Student Affairs or to the Head of Administration in charge of academic administration. Decisions on extensions shall be made by the Dean. Faculty deliver the decision for the information of Student and Learning Services.

Decision of the faculty:

- The extension to the right to study will be granted as proposed in the application.
- The extension to the right to study will be granted differently than proposed in the application, until \_\_\_\_\_. (See Grounds)
- No extension to the right to study will be granted. (See Grounds)

Grounds: \_\_\_\_\_

Place and date \_\_\_\_\_

Person making the decision \_\_\_\_\_

Name in block letters and professional title \_\_\_\_\_

Further information can be obtained from (name and telephone number) \_\_\_\_\_



#### INSTRUCTIONS:

##### Applying for an extension

If the student has a certificate on his or her absence, which is defined in the Universities Act (maternity, paternity or parental leave, conscription or voluntary military service), the student is not required to apply for an extension on a separate application form. The student should deliver a certificate on the above absences to Student and Learning Services on his or her own campus, where the information will be entered into the student information system.

Extensions should be applied for on an application form, which is available on the university website at [www.uef.fi/opiskelu/lomakkeet](http://www.uef.fi/opiskelu/lomakkeet). The form should be delivered to the administration service centre of the student's faculty and be addressed to the Head of Academic and Student Affairs or to the Head of Administration in charge of academic administration. Decisions on extensions shall be made by the Dean. The student may and is recommended to apply for an extension already in advance, if it is likely that the student will not graduate by the expiration of his or her normative duration of study. If the student's right to study expires on 31 July, he or she should apply for an extension by mid June. If the student's right to study expires on 31 December, he or she should apply for an extension by the end of October. This enables the faculty to make its decision already before the right to study expires.

##### Appendices to the application

The student should append to the application an approved plan of the courses to be completed, which should be updated and include a timetable. The plan should indicate the courses to be completed and the intended times for completing them on an accuracy of one academic semester. The application should also include explanations and certificates relating to the reasons that have caused the delay in the progression of the studies.

##### Grounds for granting an extension

An extension will be granted if the faculty, based on the student's personal study plan, considers that the student has the necessary prerequisites to finish his or her degree within a reasonable period of time, considering the number and extent of the student's completed and remaining courses.

According to the relevant legislative history, specific reasons supporting the granting of an extension include suffering from an illness during the studies or being subject to other difficult conditions beyond the student's control, civic activity, participation in international student or trainee exchange, and systematic involvement in elite sports.

A terminated study right can be restored upon application and an extension to the right to study can be granted. A re-registration fee of €35 will be collected from the student if the right to study has already terminated when the student is applying for an extension or if the student has not followed the instructions given by his or her faculty on the application period and the right to study has terminated before an extension has been granted.

##### Length of the extension

The extension will be granted in academic semesters. The extension will be granted for a minimum of one and a maximum of four academic semesters at a time. Absences which are defined in the Universities Act and which are not included in the duration of study will also be considered in extensions. Should the approved graduation plan (the PSP) span more than four academic semesters, the extension will nevertheless be granted for a maximum of four academic semesters. The student will need to make a new application for the remaining semesters.

##### Appeal

A student who is discontent with the decision may request for its rectification in writing from the Board of Appeal of the University of Eastern Finland. The deadline for making the request for rectification is fourteen (14) days from being notified of the decision.

Enclosed instructions for making a request for rectification.



### INSTRUCTIONS FOR MAKING A REQUEST FOR RECTIFICATION

- against a decision concerning the grading of a doctoral dissertation, a licentiate thesis or a final thesis included in the advanced studies
- against a decision made by a teacher in response to a request to rectify the grading of a study attainment other than those mentioned above
- against a decision concerning the forfeiture of the right to study

A student who is dissatisfied with the above decision may apply for a rectification of the decision from the Board of Appeal of the University of Eastern Finland within fourteen (14) days of receiving notification of the decision. The date of receiving notification will not be included in the deadline for making a request for rectification. If the decision is sent to the student as a regular letter, the student shall be deemed to have received notification of the decision in seven days from sending of the letter, unless it is otherwise proven.

The request for rectification addressed to the Board of Appeal must be delivered to the registry office of the University of Eastern Finland no later than the last day of the appeal period by 3 pm (Finnish time). Any requests for rectification arrived after the deadline will be dismissed. A request for rectification sent by email or fax must arrive in the university's receiver or information system before the deadline closes.

The rectification documents may be delivered to the university's registry office personally during the opening hours, or they can be sent, at the risk of the sender, by mail, fax or courier service, or emailed to [kirjaamo@uef.fi](mailto:kirjaamo@uef.fi).

The opening hours of the registry offices of the University of Eastern Finland are Mon-Fri 9 am – 3 pm.

Contact information for the registry offices:

#### Joensuu Campus

Mailing address: P.O. Box 111, FI-80101 Joensuu, FINLAND  
Street address: Yliopistokatu 2, Aurora Building, 3rd floor.  
Telephone: +358 294 45 1111 (switchboard)  
Fax: +358 13 318 039  
Email: [kirjaamo@uef.fi](mailto:kirjaamo@uef.fi)

#### Kuopio Campus

Mailing address: P.O. Box 1627, FI-70211 Kuopio, Finland  
Street address: Yliopistonranta 1 E, Snellmania 2nd floor.  
Telephone: +358 294 45 1111 (switchboard)  
Fax: +358 17 162 131  
Email: [kirjaamo@uef.fi](mailto:kirjaamo@uef.fi)

The request for rectification should have the following information:

- The name and home municipality of the person making the request. If the right of action of the person requesting for rectification is used by his or her legal representative or attorney, or if the request is drafted by someone else, the name and home municipality of the person in question has to be indicated in the request for rectification.
- A postal address and telephone number where notifications concerning the matter may be delivered to the person requesting for rectification. An email address may also be given in the request of rectification for the above mentioned purpose.
- The decision against which the request for rectification is made.
- The alterations which are demanded to be made.
- The grounds for rectifying the decision.

The person making the request for rectification, or his or her legal representative or attorney, must sign the request. Requests for rectification submitted electronically need not be signed, provided that the request contains information on the sender and there is no reason to doubt the originality or integrity of the request.

The request for rectification must include:

- The decision which is requested to be rectified, either in the original or as a copy.
- A certificate or explanation of the date on which the student received notification of the decision.
- The documents the person making the request for rectification refers to in order to support his or her request.

Attorneys, who are not attorneys-at-law or public legal aid attorneys, shall include in the request for rectification a letter of authority from the person making the request for rectification. If the authority of the attorney is specified in the electronically submitted request for rectification, no separate letter of authority needs to be delivered, provided that the university has no reason to doubt the attorney's authority or its extent.