



VAASAN AMMATTIKORKEAKOULU
UNIVERSITY OF APPLIED SCIENCES

APPLICATION FOR EXTENSION OF STUDY TIME / RESTORING OF RIGHT FOR STUDYING

PROCEDURE:

- 1) Discuss the required extension of time with Head of Degree Programme or study counsellor.
- 2) Fill in the application form and pay the handling fee to the University of Applied Sciences' bank account. You must return the form and a receipt of the payment to the student office. Applicant's study plan, transcript of records and report of the student's progress will be enclosed with the application in the student office.
- 3) The student office sends the application to the department for processing. The Director of Unit makes the decision for extension of study time/restoration of study right on the basis of a proposal from the Head of Degree Programme.
- 4) The decision will be sent to the student by e-mail.

PERSONAL DETAILS

Name	Student number
Street address	Identity number
Postal code, town	Phone
Email	Degree programme

I APPLY FOR THE

EXTENSION OF STUDY TIME, study right ends on _____.____.20_____ Studies not completed cr

RESTORATION OF STUDY RIGHT, study right has ended on _____.____.20_____

My estimation of the required extension of study right: 1 semester (½ year) 1 academic year
As a rule, a maximum of one year of extension can be granted

REASONS OF THE DELAY IN THE STUDIES / NEED FOR RESTORING THE RIGHT FOR STUDYING

PLAN TO COMPLETE THE REMAINING STUDIES (Use a separate enclosure if required.)

Course	Scope	Plan
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

I have paid the handling fee and enclosed a receipt of the payment with the application

Date and signature _____

THE HANDLING FEE OF THE APPLICATION

The application's handling fee is 50 euros (A1440/2014, 3§). The fee must be paid beforehand into the University of Applied Sciences' bank account mentioned below, and a receipt of this payment must be enclosed with the application. Please write the following information into the message field: **1000, the student's name**. The handling fee is collectable.

Pankki IBAN BIC
Danske Bank FI29 8119 9710 0086 91 DABAFIHH



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EXTENSION OF STUDY TIME

The extension of study time has to be applied for when the student still has the right to study. The study time depends on the scope of the degree programme. After this time, the continuation of studies requires a separate decision. Registered semesters of non-attendance (2 years at max, or 4 semesters) do not use the study time.

When the student has received notice of the termination of the study right time, the student can for special reason, based on application, be granted the maximum of one year of extension to the study right time to complete the studies. For exceptionally weighty reasons, the previously extended study right time can be further extended, in case the approved discontinuation time has exceeded one year. The rule is applied, providing the studies have progressed during the earlier granted extra study right time, and the amount of remaining studies is reasonable and the termination of study right time would lead to an unfair solution from the viewpoint of the student's life situation. The discretionary extension of study time is granted by the Director of the Unit. If all studies required for the degree are completed, extension will not be granted. If the application will not be approved or student does not graduate within the granted extension of study time but s/he wants to complete her/his studies, s/he is recommended to discuss about the alternatives with student counsellor. (Possibly completing of studies within the Open University of Applied Sciences and after that applying for the restoration of the right of study, return of study right or seek readmission using the normal admission procedure.

RESTORING OF RIGHT FOR STUDYING

A degree student who has lost his/her study right can apply for its restoration in order to complete the degree requirements. This is possible if they have

- A) neglected the enrollment as present or non-present
- B) discontinued their studies.

-the number of uncompleted credits must be 30 ECTS at the most

-restoration of study right will not be granted to students who have voluntarily resigned from the University of Applied Sciences. In this case it is possible to seek readmission through the normal admission procedure.

STUDY OFFICE FILLS IN

Scope of the degree (cr)	
Completed compulsory studies (cr)	
Remaining studies total (cr)	
Semesters of attendance	
Semesters of non-attendance	
Handling fee paid bank account	

HEAD OF DEGREE PROGRAMME'S PROPOSAL

Extension of study time / restoring of study right accepted until	31. July	31. December	20
Extension of study time / restoring of study right not accepted			
More information			
Date	Signature		

DIRECTOR OF UNIT'S DECISION

Accepted	Not accepted	as proposed by Head of Department
Accepted	Not accepted	see "more information"
More information		
Date	Signature	Cedision number

STUDY OFFICE FILLS IN

Student informed of decision by dean's secretary (date)	Entered into study register by study secretary (date and signature)
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CLAIM FOR RECTIFICATION

The student can apply for the rectification in accordance with the Degree Regulations.