

APPLICATION FOR AN EXTENSION OF DEGREE COMPLETION TIME

Name	
Student ID number	
Postal address (street and number)	
Post code and city; country (if other than Finland)	
Telephone (daytime)	e-mail address

I apply for an extension of time to complete my degree:

Degree	
Major subject	The year you began your studies

I apply for an extension

for the first time	I have already applied for an extension once or more often
The extension period applied for: academic terms.	

Reasons for not completing the degree within the set time (please attach proof, for example a medical certificate, stating why you have been unable to make normal progress with your studies):

A graduation plan must be attached to the application.

Date and the student's signature

____/____/20____ _____
Date Signature

Faculty's decision:

Extension of time to complete the degree is granted until ____/____/20____.

The period applied for notwithstanding, extension of time to complete the degree is granted until ____/____/ 20____ (See reasons and grounds for the decision)

No extension of time to complete the degree is granted. (See reasons and grounds for the decision).

Reasons and grounds for the decision:

Date

____/____/ 20____

Head of Study Affairs

Dean

Notification of the decision: The Student (The Applicant) and the Student Services

APPEALING AGAINST THE DECISION

The applicant may appeal against the decision on the extension of degree completion time by submitting an appeal to the Faculty within 14 days of notification of the decision. The date of notification is not included in the period of appeal. A decision rejecting an appeal may be appealed against by submitting an appeal to the Administrative Court within 30 days of notification of the decision. When submitting your written appeal to the Administrative Court of Northern Finland (Pohjois-Suomen hallinto-oikeus), state the decision against which you are appealing, specify which part(s) of the decision the request for rectification concerns and what changes to the decision are requested to be made, and state the reasons and grounds for the request. The decision in original or copy form, proof of the date of notification of the decision or other evidence of the starting date of the period of appeal, and possible documents that should be considered in processing the appeal must be attached to the appeal. It is not possible to appeal against a decision of the Administrative Court.

Graduation plan

Approvals of graduation plans to complete the minimum scope of the degree may be given for the maximum duration of two years at a time. In order to be approved, a graduation plan must demonstrate the steps in completing the degree. If the plan cannot be approved, the Faculty will present the decision to the student in writing, stating the reasons and grounds for the decision.

In the table below, enter all studies of your Master’s degree that have not been completed yet, the scope and credits of each course, and the planned schedule for the completion of the degree. If needed, please continue on a separate sheet or the reverse side of the application form.

Please attach your graduation plan to the application.

Estimated date of graduation ____/____/ 20____

THE DEGREE STUDIES THAT HAVE NOT BEEN COMPLETED (please indicate the courses)	Uncompleted credits	The academic term of planned completion of the course