



## APPLICATION FOR EXTENSION TO THE RIGHT TO STUDY TO COMPLETE A DEGREE PROGRAMME

Surname and forenames	Date of birth/student number
Street address	Postal code and town
E-mail	Telephone number
Degree and major subject/degree programme, for which you are applying for extension:	
School:	

### Compulsory attachments:

- a viable and scheduled study plan for completing the degree programme
- reasons for applying for the extension and estimate of the amount of time needed (use the attachment form).

Return the application together with its enclosures to the University Registry: Registry, 33014 University of Tampere.

Date: \_\_\_ / \_\_\_ 20\_\_\_ Signature: \_\_\_\_\_

### DECISION OF THE DEAN \_\_\_\_\_

<p><b>Extension is granted for</b> 1 semester / 1 academic year / 2 academic years (delete as appropriate)</p> <p><b>If the extension period is granted, the student must enrol at the University according to the University instructions for enrolment.</b></p>
<p><b>No extension is granted, reasons:</b></p>

Tampere \_\_\_ / \_\_\_ 20\_\_\_

Dean: \_\_\_\_\_

Presenting official: \_\_\_\_\_

**Recipients:** Student, Registrar's Office, School Office

## INSTRUCTIONS FOR THE APPLICATION

A degree student with a restricted time to complete the degree can apply for an extension of the right to study to complete the degree using this form before his/her right to study expires. Those students whose right to study expires **at the end on July** must apply for an extension **by mid-April**. Those students whose right to study expires **at the end of December** must apply for an extension **by the end of October**. The restricted time to complete the degree concerns rights to study beginning after 1 August 2005.

If the student has not completed the degree studies in the given time, he/she will lose the right to study. The student may be granted an extension of right to study to complete the degree, if he/she can present to the School a viable and scheduled plan for completing the degree. Primarily the right to study may be extended for one academic year. More information on the right to study and target times for completion is given at:

<http://www.uta.fi/studies/targettimes/>.

**The application must be accompanied by** a viable and scheduled study plan for completing the degree, reasons for applying for the extension and estimate of the time needed. For this purpose there is a separate attachment form, which is to be enclosed with the application ('Study plan for completing the degree') **The student must send the application and the attached study plan for completing the degree to the University Registry (Kirjaamo), 33014 Tampereen yliopisto.**

The decision will be mailed to the applicant. **If the extension period is granted, the student must enrol at the University according to the University instructions for enrolment.** More information on the enrolment at the University is given at <http://www.uta.fi/studies/registration.html>. If the extension period is not granted and the applicant is dissatisfied with the decision, it is possible to submit a written adjustment request to the School Board no later than 14 days after the decision is sent to the applicant. The applicant may appeal against the decision of the School Board by making a formal administrative appeal to the Administrative Court in Hämeenlinna (Hämeenlinnan hallinto-oikeus) as prescribed in the Administrative Judicial Procedure Act (586/1996).

### **Legislative background for applying and granting the extension for the right to study:**

This is a paraphrase and not a legally binding rendering of the content of the legislation (Amendment to the Universities Act (556/2005, 18 §)):

According to the law the university may grant more time to a student who has not completed his/her studies if a viable plan for the completion of the studies is provided. In this the student should provide detailed information on how s/he plans to complete the studies.

The right to study may be extended if, once due consideration has been given to the amount of studies taken and studies still undone and to earlier decisions of allowing extra time, it seems feasible that the student can indeed complete the degree. The university is required to take note of the student's life situation when making the decision on granting extra time.

A student who does not complete his/her studies in the extra time allowed under 18 e § 1 of the legislation, and also a student who has not been granted extra time for the completion of studies will lose their right to study. If such a person, who has lost the right to study, should subsequently wish to continue his/her studies, the application must be made for regaining the right to study