

APPLICATION FOR EXTENDED STUDY PERIOD FOR COMPLETION OF STUDIES

The University may grant an extension to study rights in order to enable completion of studies to a student who so applies and has not completed their studies within the period specified under Section 41 in the Universities Act, provided that the student presents a viable study plan with specified goals regarding the completion of their studies. The application shall be submitted to the student's own Faculty Study Affairs. At the University of Oulu, the decision on the extension of a study period is made by the **Vice Rector for Education**, and starting from autumn 2017 the **Education Deans** in phases.

Personal Information and Studies

Family name and given name	Social security number or student id
Street address	Post code and city
Email address	Telephone No.
Faculty	Study programme/major subject
The degree to be completed	The study credits I have completed for the degree ECTS cr
I am applying for an extension period of _____ semesters.	

Attach the following documents to the application: a copy of your transcript of studies and an up-to-date study plan specifying the studies to be completed within a given schedule. The plan must be approved by your PSP (personal study plan) instructor or your tutor/study counsellor. The plan must indicate which courses will be completed as well as the timescale during which they will be completed. A disclosure concerning the reasons as to why the completion of studies has been delayed must also be attached to the application, along with any relevant attachments relating to these (a medical certificate, for example).

Date: ____ / ____ 20____ Signature: _____

The decision:

- ☐ Extension period granted as applied for, until 31st / ____ 20____.
- ☐ Extension granted; the period differs from the one specified in the application.
Extension granted until 31st / ____ 20____. (See: grounds for the decision).
- ☐ Extension period not granted. (See: grounds for the decision)

Grounds for the decision:

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Oulu ____ / ____ 20____

Signature of the Vice Rector for Education	Signature of the Lead Specialist, Academic Affairs
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Distribution of the decision:

The student

Lead Specialist, Academic Affairs

INSTRUCTIONS ON HOW TO APPLY FOR AN EXTENDED STUDY PERIOD

How to Apply for an Extended Period

If a student has proof of **legal grounds for absence from studies** (maternal or paternal leave, voluntary military or obligatory military service or equivalent), he or she is not obliged to apply for an extended study period using this application form, but instead will fill in a form entitled "Notification of the extension of degree studies period" and submit it with the necessary certificates concerning the relevant absences to **the Lead Specialist, Academic Affairs, of student's own faculty**, where the information will be filed in the student records. The form is available at the University's web pages in the following address: <http://www.oulu.fi/yliopisto/opiskelu/lomakkeet>

Extensions to the study period can be applied for by filling in a form available on the University's web pages, see: <http://www.oulu.fi/yliopisto/opiskelu/lomakkeet> and by then submitting it to **the Lead Specialist, Academic Affairs**. If it is likely that a student will not be able to complete their studies within the given study period, they may apply for an extended study period in advance, according to the following conditions:

- If the right to study expires on the 31st of July, the extension must be applied for **by the end of March**.
- If the right to study expires on the 31st of December, the extension must be applied for **by the end of October**.

Information concerning an individual student's study rights can be viewed in WebOodi. The Lead Specialist, Academic Affairs is responsible for submitting the information about a student's previous applications for extended study periods as well as any decisions concerning these to the decision maker when the application is presented.

Delivering address:

The applications are delivered to the Lead Specialist, Academic Affairs, of student's own faculty. More information on Faculty Study Affairs: <http://www.oulu.fi/university/faculty-study-affairs>

Address the application to:

Name of the Lead Specialist, Academic Affairs, in student's own faculty
Faculty name
Postal Address (or internal address)

Required Attachments:

- A copy of transcript of studies,
- An up-to-date study plan specifying the studies to be completed within a given schedule. The plan must be approved by your PSP (personal study plan) instructor or your tutor/study counsellor. The plan must indicate which courses will be completed as well as the timescale during which they will be completed.
- In addition, a disclosure on the reasons as to why the completion of studies has been delayed must also be attached to the application, along with any relevant attachments relating to these (for example, a medical certificate).

Basis for Granting an Extended Study Period

An extended study period is granted on the basis of the study plan and taking into consideration the extent of the studies already completed and the amount and extent of studies yet to be completed, taking into consideration that the student is in a position to complete their studies within a reasonable time period.

Any illness or other difficult circumstances in the applicant's life during their studies, participation in social activities or international exchange studies or a traineeship, or systematic elite sports training support the decision to grant an extension. An expired right to study can be reinstated with an extension period to whomsoever thus applies. If a student's right to study has already expired when the extension is applied for or the student has not complied with faculty instructions on the application dates and has as a result lost their study rights before being granted an extended study period, then the reinstating fee is 35 euros.

If an extended study period is found inadequate for the completion of studies, and the applicant applies for another extension, an extension can be granted for a maximum of four semesters. When applying for an extension for the second time or more, the applicant's graduation plan must include a report of the studies completed during the previous extension period. If the studies have progressed according to the original graduation plan, no further reporting is required. If the studies have progressed slower than intended in the original graduation plan, the applicant must revise the graduation plan. The revised graduation plan will be assessed according to the same criteria as the original graduation plan. If the only incomplete study attainment is the applying student's thesis, the student must submit a report on the thesis, and the progress of the thesis will be monitored on the basis of the report. In addition to this, the University may request that a report be submitted on the progress of the thesis, for instance, by the consultant of the thesis. A new extension period cannot be granted if the applicant's studies have progressed significantly more slowly than intended in the original graduation plan, and the applicant has not presented a satisfactory reason for the delayed progress.

The Duration of Extension

Extensions to study periods are granted as full semesters. When granted, the minimum extended period shall be one semester, and the maximum extension is four semesters. The maximum duration of the extended period can only be four semesters – this is the case even when the completion of the studies requires more than four semesters according to an approved graduation plan. The remaining additional semesters must be applied for in a new application.

Decision on the Extension of Study Right

The decision on the extension is made by the Vice Rector for Education, and starting from autumn 2017 the Education Deans in phases.

APPEAL INSTRUCTIONS

Public authority

Anyone who is dissatisfied with the decision can appeal in writing to the Administrative Court of Northern Finland. The Appeal shall be delivered to the Administrative Court of Northern Finland within the appeal time limit.

Time limit

The appeal shall be delivered within 30 days from the date of service of the decision. Recipient is expected to have received the information within seven days of sending the letter, unless shown otherwise. The date of service is not taken into account when determining the time limit of the appeal. If the last date of the appeal is a public holiday, Saturday, Independence Day, May Day, Christmas Eve or Midsummer Eve, the appeal time continues the following business day.

Appeal document

The appeal document must indicate:

- The appellant's name and municipality of domicile,
- The decision that are appealed against, which amendments are demanded, the grounds on which the amendment is required,
- The address and phone number where communications in the matter can be directed.

If the appellant has empowered an attorney or a public legal aid to file the appeal, the appeal must also state their name and municipality of domicile. The appellant or a legal aid must sign the appeal.

Appendices of the appeal

The following shall be appended to the appeal document:

- The decision challenged, in the original or as a copy,
- A certificate on the date of notice of the decision, for example a copy of the acknowledgment of receipt, or other evidence on the date when the appeal period began to run,
- The power of attorney,
- The documents on which the appellant relies in support of his demand, unless these have already earlier been delivered to the authority.

Delivery of the appeal

The appellant or a representative may deliver the appeal document to the registry of the administrative court. The registry of the Administrative Court of Northern Finland is open from 8 a.m. to 4.15 p.m. Appeal documents can also be sent to the court at one's own risk by mail, e-mail, telefax or delivered by a courier. For an appeal to be admitted, it must have reached the administrative court on the last day of the appeal period, before 4.15 p.m. The documents sent by e-mail or telefax must reach the authority's information system before the time limit of the appeal.

Appellant is required to pay a court fee for the decision by the Administrative Court of Northern Finland. The charges collected by the courts, the process servers and the local prosecutors are governed by the Act on the Charges for the Performances of the Courts and Certain Organs of Judicial Administration (701/1993) and in the corresponding Decrees.

Administrative Court of Northern Finland

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