

KARELIA UNIVERSITY OF APPLIED SCIENCES**APPLICATION FOR READMISSION TO STUDIES****Return address:**

Karelia University of Applied Sciences
Student Services

The student has started his/her studies after 1st August 2015. Use this form if your right to study or a discretionary extension period has ended/you have neglected your obligation to enroll as a student/you have resigned from the university of applied sciences.

The application must be in Student Services on 15th of December (studies start in January) or 15th of May (studies start in August).

Arrived

PERSONAL DETAILS

Surname	Social security number	
First names	Student number	
Address		
Postal code	City	
Phone	E-mail	
Degree programme		

ENCLOSURE to this application**to be filled in by the student**

APPENDIX 1	Up-to-date transcript of record	total	credit(s)
APPENDIX 2	Study plan accepted by student counsellor. The plan must include the titles of the courses, number of ECTS, and estimated time for completing the course	total	credit(s)
APPENDIX 3	A statutory (Government Decree) processing fee of 50 € is charged before submitting the application. RECIPIENT: Karelia Ammattikorkeakoulu BANK ACCOUNT: FI68 5770 0520 2808 16, BIC: OKOYFIHH You must add Uusi opiskeluoikeus to the message field.		

Date	Student's signature
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Application processing fee

As defined by the Government Decree (1440/2014), 3 §, an application processing fee of EUR 50 will be charged of each application regardless of the application being approved or rejected.

FINAL PROTOCOL OF SINGLE AUTHORITY

Matter and the clarification for it

Application for readmissions to study

Applicant/the person concerned

Decision

I grant extension of study time until ____/____ 20____.

I do not grant extension of study time

Argumentation for the decision

Signature

Head of Educational Development

Notification

Party Student Counsellor

Date, signature and further information of the decision

____/____ 20____ _____

INSTRUCTIONS FOR A CLAIM FOR CORRECTION

Decision-maker KARELIA UNIVERSITY OF APPLIED SCIENCES
Head of Educational Development

The right to claim for a correction

A student who is dissatisfied with a judgment may claim for correction in writing. The person (party) at whom the decision has been directed or whose right, duty or benefit the decision directly influences has the right to claim for correction.

The authority of a claim for correction

Board of Karelia University of Applied Sciences, Tikkarinne 9, 80200 Joensuu

Time for a claim for correction and date for commencement

A claim for correction has to be made within 14 days from the receipt of the decision. A party is considered to have received information about the decision, unless otherwise shown, after seven (7) days the letter has been sent, at the time shown on an advice of receipt or at the time marked on a separate certificate of service/notification.

The content of a claim for correction and delivery

A claim for correction shall include a claim with statements of the reason and it has to be signed by the writer. A claim for correction has to be delivered to the authority of a claim for correction before the termination of the time of a claim for correction.