

## STUDENT

Family name		Given names		Student ID
E-mail			Phone	
Postal address				
Degree, major subject, programme, specialisation				
Previous applications for extension, number		Previous extensions (period/s of time)		
Credits completed in the degree		Estimated graduation (month, year)		
Master's thesis topic			examiner / supervising professor	

**Goal-oriented and feasible graduation plan:** description of studies missing (course code, name, credits and planned completion time). Present a plan of the time available for the remaining studies and of the possibility to participate in teaching. Individual study plan attached.

Reasons for delayed studies, grounds for the extended study right, explanation of the use of any previous periods of extension granted and as necessary, reasons for the delay in studies.

 \_\_\_\_\_  
 Date

 \_\_\_\_\_  
 Student's signature

## APPENDICES REQUIRED:

- \* Individual study plan (updated)
- \* Grounds for granting the extended study right (attach official documents)  
 (see <https://uni.lut.fi/en/web/lut.fi-eng/applying-for-an-extension-to-the-study-right-and-the-grounds-for-granting-it>)
- \* Scheduled plan for the completion of unfinished master's thesis approved by the thesis supervisor.

Study right (attending/non attending/revoked)	Credits completed	Information on final thesis	Graduation plan/revised study plan attached
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**DECISION**

Extension granted for the period \_\_\_\_/\_\_\_\_ \_\_\_\_ - \_\_\_\_/\_\_\_\_ \_\_\_\_

According to the personal study plan student is yet to complete \_\_\_\_ credits. During the extension period student must complete studies according to the personal study plan and in accordance with LUT grounds for granting extended study right.

Student is granted extension for completing master's thesis / completing courses lacking from degree. We assess that the student has a realistic possibility to complete his or her master's thesis/complete courses lacking from degree and graduate during extension period. After this period extensions cannot be granted without extremely cogent reasons.

Extension not granted;

The studies required during the previous extension period are not completed. We assess that the student has no possibility to complete his or her studies in a reasonable period of time. Prior decisions on extending the study right have also been taken into account.

Student has no grounds related to LUT policy on extension to duration of studies and we assess that the student has no possibility to complete his or her studies in a reasonable period of time. Prior decisions on extending the study right has also been taken into account.

Further information:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_  
Head of degree programme

Decision given to the student on \_\_\_\_/\_\_\_\_ \_\_\_\_ by an e-mail or otherwise \_\_\_\_\_.

Handled by \_\_\_\_\_

If no extension is accorded, the student has the option of completing his or her studies in LUT by applying for the Open University or in case the course is not available in the Open University by applying for the separate study right for a certain course.

Student may apply for the reinstatement of the study right from then rector when all the courses are completed and the n student can submit an acceptable thesis manuscript to the examiner.

Students dissatisfied with the decision regarding their application may lodge an appeal with the rector. A written appeal including grounds must be submitted to the Registry of LUT within 14 days of the date on which the student received the decision.