

STUDENT:

Last name	First name
Social security number or student ID number	Degree programme/programme
Street address	Town, code, country
E-mail address	Phone number

I REQUEST FOR REINSTATEMENT OF MY STUDY RIGHT IN LAPPEENRANTA UNIVERSITY OF TECHNOLOGY

REASONS FOR APPLICATION:

_____ Date _____ Student's signature

DECISION (LUT STUDENT SERVICES)

Approved Rejected

_____ Date _____ Head of LUT Student Services/Head of Degree Programme (extensions to the study right)

REASONS FOR DECISION :

ATTACHMENT: Updated Personal Study Plan (PSP)

Return the application to LUT Student Services
by email: opinto@lut.fi
by mail: Lappeenranta University of Technology, Student Services/Customer Service, P.O. BOX 20, FI-53851 Lappeenranta

REQUEST FOR RECTIFICATION

If you are dissatisfied with this decision, you have the right to request rectification with a written document addressed to the rector of Lappeenranta University of Technology.

The deadline for the request is fourteen (14) days from the date on which this decision was given. If this deadline is not complied with, the request will be dismissed. The date of the decision is not included in the fourteen-day period. If the final date for the request is a bank holiday, Sunday or Saturday, the period is continued until the next regular working day.

The written document shall be submitted by the deadline to the Record Services of Lappeenranta University of Technology:

Lappeenranta University of Technology, Record Services
Skinnarilankatu 34 / P.O. Box 20
53851 LAPPEENRANTA, FINLAND
tel: +358 294 462 111 fax: +358 5 621 2350
e-mail: asiakirjat@lut.fi

The claimant or his/her representative may personally deliver the document or, at their own responsibility, also by courier, mail or in electronic form. The document shall be in the possession of the university during opening hours of the record services by the final day of the request period.

The document shall indicate:

- the name and place of domicile of the claimant
- the postal address and telephone number at which the claimant can be reached in issues regarding the document
- the decision against which the request for rectification is made
- the rectification requested
- the grounds for the request.

The request for rectification shall also include any documents to which the applicant wishes to refer and which have not been previously submitted to Lappeenranta University of Technology.