

Student fills out

Family name	Given names
Student ID number	Degree programme
Phone	E-mail

I apply for an additional retake of the following examination:

Course Code	Course name	Name of teacher responsible	Exam date (in exam schedule)
Reason for application			

Place and date	Student's signature
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Teacher fills out / assignment
 Discussion between student and teacher, date _____

 Assignments to be completed by the student: _____

Deadline for assignments: _____

 Other, please specify _____

Teacher fills out / decision
 Assignments completed and permission for examination granted.

 Assignments not completed as agreed, permission for examination denied. Additional information:

Place and date	Teacher's signature
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LUT Student Services fills out

Registered in Oodi, date	Registered by	Decision given to student, date
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APPLICATION PROCEDURE

A student may apply for an additional retake of an examination if he or she has taken the examination three times.

The student fills out the application, including the date of the planned examination. **The date must be one given in the examination schedule.**

In the field "Reason for application", the student may write why he or she is submitting the application.

The student submits the application in person to the teacher responsible for the course well before the examination date (see the figure above). Example: *If the assignment is a discussion with the teacher or an examination feedback session, the second, third and fourth stages of the process can be merged.*

The student leaves the application at the LUT Student Services no later than week before the examination date. Also denied applications are submitted to the LUT Student Services, where copies of all decisions are filed.

If the student is dissatisfied with the teacher's decision, he or she may request correction as defined in LUT's regulations on education and the completion of studies. A correction request shall be submitted within 14 days of the date the decision was made known.