



APPLICATION FOR THE EXTENSION OF STUDY ENTITLEMENT

Please include attachments of certificates in support of the application (e.g. medical certificates), transcript of records and receipt of the paid handling fee (50 €).

You can apply for Extension of Study Entitlement if you have started your studies after 1.8.2015 and maximum 60/210cr is missing.

Name:		Social security number:	
_____		_____	
Street address, zip code and city:			

Phone:		E-mail:	
_____		_____	
Campus:		Started in group:	
_____		_____	
Degree programme:			

Start date of studies:		Number of credits completed:	
_____		_____ ECTS	

I am applying to extend my study entitlement for the period: _____

Estimated date of graduation: _____ **Missing studies in total:** _____ ECTS

REMAINING STUDIES:

Study module:	ECTS	When to be completed:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Information regarding studies:



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Reason for delayed progress (enclose supporting documents, if necessary):

- Transcript of records, receipt of handling fee and other certificates attached
- I have read and understood the instructions and terms on page 3.

Student's signature:

Date: _____

STUDY GUIDANCE COUNSELLOR'S STATEMENT

- I recommend extension for the period: _____
- I recommend against extension of the study entitlement.

Explanation:

Study Guidance Councillor's signature:

Date: _____



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INSTRUCTIONS

SUBMIT THIS APPLICATION TO YOUR STUDY GUIDANCE COUNSELOR

Send the signed application to your Study Guidance Counselor via email. Enclose a transcript of records and the receipt of the paid handling fee (50 €). You will receive the decision to your email.

THE HANDLING FEE FOR THE APPLICATION FOR REINSTATEMENT OF RIGHT TO STUDY IS 50 EUROS.

Direct the fee to the Diaconia University of Applied Sciences bank account: **OP Yrityspankki Oyj FI86 5000 0120 4797 60**. Include the message "Extension of right to study" in the text box. Please enclose a receipt of the paid handling fee with the application. Applications without a receipt of the handling fee or with otherwise insufficient information will not be processed.

EXTENSION OF STUDY RIGHT IN DIAK DEGREE REGULATIONS

Diak can grant an extension upon the student's application. The student must submit a goal-oriented and realistic plan for completing their studies. The extension application must be made before the regular time expires, and the application is subject to a €50 administration fee. The fee is based on the Government Decree on administration fees for universities of applied sciences (Decree 1440/2014, Section 3).

PREREQUISITES FOR AN EXTENSION:

- the scope of the uncompleted courses is no more than 60 ECTS credits in a Bachelor's degree programme or 40 ECTS credits in a Master's degree programme, and
- the student will be able to complete the courses within one academic year.

The decision on the discretionary extension is taken by the vice-rector based on the guidance counsellor's proposal. Extensions are granted at the institution's discretion based on the student's expected capacity to successfully complete the degree. The maximum length of the extension is one year. Students cannot register as non-attending during the extension period.

A STUDENT WHO IS DISSATISFIED WITH THE DECISION HAS THE RIGHT TO SUBMIT A CLAIM FOR A REVISED DECISION.

The claim must be made within 14 days of receiving the decision. The claim shall be addressed to the **Diaconia University of Applied Sciences Board of Examiners, Kyläsaarenpolku 2, 00580 Helsinki**. Submit the claim to a Study Guidance Counsellor of your campus.