

Request for Restoration of the Right of Study

With this form you can apply for the restoration of the right of study form to the Student Services Manager.

If you have not enrolled for attendance or non-attendance at the University of Applied Sciences, and thus has lost your right of study, you has to apply for the restoration of the right of study later wishes to commence or continue your studies.

The request has to be submitted in good time to the Student Services. A favourable decision means that you can start your studies at the beginning of the following semester.

If the maximum study period has already been exceeded, the restitution of the right of study is no longer possible.

Please notice that there is an application processing fee in the amount of 50 €. The fee is to be paid into JAMK's bank account before submitting the application to the Student Services. The application processing fee based on the Government decree 1440/2014.

JAMK's bank account number IBAN: FI38 5290 0220 4210 34

BIC: OKOYFIHH

Reference number 1122

1 Student's Personal Details

Family name	
First name	
Date of birth	
Address	
Postal code	
City	
Phone number	
e-mail	

2 Study Information

Degree programme	
Group code	
Student number	
Nominal extend of degree	
The number of credits taken	
Missing credits	
The remaining part of the degree will be completed by	

3 Request

I hereby apply for the restoration of my right of study. Reasons for the loss of the right of study and justifications for the request. Please enclose documents supporting your justifications.

Date and place

Student's signature

4 Appendices

Appendix 1: Revised study plan (if studies have begun). The revised study plan contains a scheduled plan for the remaining studies. The revised study plan will have to be approved by Tutor Teacher /Programme Coordinator.

Appendix 2: A receipt of the 50 € payment.

Appendix 3: Other relevant documents/copies of documents pertaining to the justifications of the request.

5 Student Services

Student's information checked.

The 50 € application processing fee has been paid.

Right to study remaining semester.

Right to study ends:

Date and place

Study Affairs Coordinator's signature and name in title.

6 The Decision Proposal of the Head of the Department

I recommend the granting of the applicant's request: from spring / autumn

I do not recommend the granting of the applicant's request.

Reasons:

Date and place

Head of the Department's signature and name in title

7 The Decision of the Student Services Manager

Decision number /20

Approved as proposed by the Head of the Department.

Rejected as proposed by the Head of the Department.

Request is approved/rejected, reasons:

Date and place

Student Services Manager's signature

8 Appealing

The decision by the Student Services Manager may be appealed against to the Academic Board of JAMK University of Applied Sciences within 14 days of receiving of the decision. The claim is to be submitted to the following address:

The Academic Board of JAMK University of Applied Sciences

PL 207

40101 JYVÄSKYLÄ

Distribution

Student

Student services (PDF-form)

Study counsellor