

SAMK / Application for continuation of studytime

Last name and first names:		Student number:	
Street address:	Zip code:	City:	
Faculty:			
Degree programme:			
Date of the beginning of studies:		Credits:	
I am applying for the continuation of my study time to . .201 . . (If the decision is positive, the study time will be continued to the end of July/December.)			
Plan for finishing my studies:			
<input type="checkbox"/> I'm applying for continuation of study time for a longer time than one semester or my study time has been continued at least once before this application. With my teacher I've made a plan for finishing my studies which will be attached to this application form before making the decision.			
<p>Explain clearly why you request continuation of study time and fill in all the reasons as to why you have not been able to complete your degree in time. Some of the grounds to grant continuation of study time are: the student needs to get 20 credits (ECTS) or less in order to complete his/her studies, maternity leave, student or member of his/her family has been suffering from some chronic illness. Attach copies of all needed documents (eg. medical certificate) to your application.</p>			
Date: . .201		Signature:	
Written decision will be sent to you by post.			
Return address:			
Satakunta University of Applied Sciences Student Administration Office PL 1001 FI-28101 PORI			

APPLYING FOR CONTINUATION OF STUDY TIME

Student has the right to apply for continuation of study time, when it is ending or has ended. Application form has to be left at latest six months after the study time has ended. SAMK can grant extra time for completing the degree, if there is a special reason for the delay in studies and if it is proven with official papers.

If the student applies for continuation of study time only through the semester that follows the ending of the regular study time, it is not necessary to attach a plan for finishing the studies to the application form. If the student applies for a longer extra study time or if he/she has been granted extra time before, he/she is required to fill a plan for finishing the studies with his/her teacher. The faculty will deliver the handled plan to the Student Administration Office.

Student fills the application form and delivers it with attachments to the Student Administration Office.

The return address is:

Satakunta University of Applied Sciences
Student Administration Office
Satakunnankatu 23
28100 PORI

The decision will be posted to the student.

A positive decision: The student can carry out studies in SAMK.

A negative decision: The student loses his/her study right in SAMK when the study time ends.

A person who is not satisfied with the decision concerning the continuation of study time can apply for rectification from the Board of SAMK in 14 days after receiving the information about the decision. A person is considered to have received the information 8 days after the decision is posted to the student. There are instructions for making a demand of rectification attached to the decision letter.