

APPLICATION FOR READMISSION (RETURN OF THE RIGHT TO STUDY)
A005

School	Degree programme or research field (doctoral students)
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PERSONAL DETAILS

Family name and given names	Student number/ID-code
Address	Telephone number
Postal code and city	E-mail

DETAILS OF APPLYING FOR A RIGHT TO STUDY

In accordance with the Universities Act (Yliopistolaki 558/2009, sections 39 and 43), students who do not enrol in a manner decreed by the university shall forfeit their right to study. Such students are recorded as non-enrolled students in the student register and are not entitled to pursue any studies. You may apply for readmission as a student ('a return of the right to study') by submitting this form to the OOP (Student Services) Service Desk. If you have several rights to study towards a degree at Aalto University, please clearly indicate the degree programme you wish to be readmitted into. Students who have started their studies towards a bachelor's or master's degree in the academic year 2005–2006 or later have a limited permissible duration of studies. Such students can only be readmitted if they have not exceeded the maximum duration of studies or the extension granted to the right to study. Extension to the right to study is applied for with a different form.

If you are readmitted and given the right to enroll, you will be charged a re-admission fee of €35 for the processing of your application. (Government decree 1082/2009, Section 4 (Valtionevoston asetus yliopiston toiminnassa perittävästä maksusta (1082/2009)).

A If your period of non-enrolment has lasted for less than one academic year, you may apply for readmission simply by submitting this form without appendices. The period of non-enrolment is considered to have lasted less than one academic year also if you have failed to enrol during the set enrolment period in a maximum of two consecutive terms (e.g. in autumn term 2012 and spring term 2013) and apply for readmission before the end of the enrolment period following these (i.e. within the enrolment period for the autumn term of 2013).

B* If your non-enrolment has lasted for more than one academic year, you must append a goal-oriented and feasible plan for completing your studies within a reasonable time and an account of the reasons for failing to enrol (appendices).

I hereby apply for readmission to the Degree Programme in _____ leading to the degree of _____.

My last enrolment at Aalto University was in the academic year _____.

REQUIRED APPENDICES*

B* Please include:

- 1) a transcript of records
- 2) a goal-oriented and feasible plan for the completion of studies ('graduation plan')
- 3) Additional information and reasons leading to failure to enrol

SIGNATURE OF APPLICANT

Date	Signature
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SCHOOL DECISION

<input type="checkbox"/> The student is readmitted and re-registered as a student. The student shall enrol as either an attending or non-attending student.	
<input type="checkbox"/> The student is not readmitted. (See appendix for details)**	
Date	Signature and printed name of decision-making official
Date	Signature and printed name of presenting official

** Dissatisfied students may apply for rectification of a decision concerning the forfeiture of the right to study to the dean of the school within 14 days of receiving notification of the decision (Universities Act, Section 82 (2), Yliopistolaki (558/2009)). A decision sent to the recipient as a regular letter is considered to have reached the recipient within 7 days of the date of mailing of the letter. A rectification request addressed to the dean of the school shall be submitted to Aalto University Registry P.O. BOX 11000, FI-00076 AALTO by the closing time of the Registry on the due date. An appeal against a decision by the dean concerning a rectification request may be lodged with the Administrative Court of Helsinki within 30 days of receiving notification of the decision. No appeal may be lodged against a decision by the administrative court (Universities Act, Section 84 (3), (Yliopistolaki 558/2009)).