

Application for extension to the right to study

1. Make a goal-oriented and feasible graduation plan for completing your degree

Find out what courses or other study attainments are still missing from your degree and when you can complete them. List all of the missing courses and attainments as well as the timetable them to the time you are going to apply for extension. If you are unable to figure out what is missing from your degree, you may ask your programme's study coordinator for help.

- Note that the extension can only be granted on the basis of your graduation plan.
- Note that in applying for an extension, you commit yourself to completing your studies according to your plan.

2) Has your right to study been extended before? You need to provide an account of how you used any previously granted periods of extension.

- If your studies did progress according to the graduation plan you presented in your previous application, it is sufficient simply to state this in the report.
- If your studies progressed more slowly, you need to explain why you were unable to follow your plan and update your graduation plan. If you enclose a certificate of an illness issued by a doctor, it should state how the illness affected your ability to study.
- If the reason for the delay is health-related, for example, provide the necessary attachments (medical certificates, etc.) in paper form to Student Services. Never submit health information or other sensitive information through an eAge application!

3) Have you not yet completed your Thesis?

Ask your thesis supervisor for a statement confirming the thesis topic and evaluating the progress and timetable of the completion of Thesis.

If you have not started your thesis or are unsure about who your supervisor might be, contact your programme's study coordinator.

4) Submit your application and necessary appendices (aside from sensitive medical information) via the on-line application eAge

Please submit your application with appendices on the eAge system by 15 May, if during the spring term, or 24 November, if during the autumn term.

Processing usually takes no more than one month. If your application comes after one of the dates mentioned above, we might not be able to process it before your right to study ends. In addition, if you do not deliver all the necessary appendices, processing the application will be delayed or the extension may not be granted.

Note that any requests for additional information will automatically be sent to your aalto.fi email.

5) Supervisors statement

Students who are writing or who are just beginning their thesis must obtain a statement from the professor supervising the thesis. To obtain the statement, the student **must present to the supervisor the current state of the thesis work and a proposed timetable for its completion**. The supervisor presents his or her opinion on the accuracy of the reported state of progress and the feasibility of the planned timetable. The supervisor's statement or the student's account of it must make clear the current state of progress of the thesis work and professor's view on the feasibility of the student's graduation plan with respect to the thesis. The statement is submitted to the application processors as an appendix no later than the application deadline.

Remember to ask the statement well in advance!

6) Processors of the application

The application for an extension to the right to study will be processed by learning services staff at the School of Arts, Design and Architecture.

7) Additional information

If you are studying during a period of extended study time, you cannot enroll as absent during that time, as extensions are granted on the basis of a plan to graduate within a specific period.

If you have statutory reasons for enrolling as non-attending, such as performing military or national defence duties or taking maternity, paternity or parental leave, you need to perform a certificate for them when you are applying next extension. These reasons will be taken into consideration in determining the duration of studies only as regards the time in which the student was registered as non-attending.

You can find the instructions when you log in to on-line application system.

workbox on-line
application

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