

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 READMISSION

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 Learning Services. 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. If the maximum duration of your studies or a previously granted extension to your study right has been exceeded, apply for an extension to your study right, not for readmission. Please contact Learning Services for instructions.

You will be charged a handling fee of €50 for the processing of your application for readmission. (Government decree 1082/2009, Section 4 (Valtioneuoston asetetut yliopiston toiminnassa perittävistä maksuista (1082/2009))) Please attach a receipt of the payment to the application. Payment instructions can be found below.

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 and attaching a receipt of the handling fee payment. 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 2024 and spring term 2025) and apply for readmission before the end of the enrolment period following these (i.e. within the enrolment period for the autumn term of 2025).

B) If your non-enrolment has lasted for more than one academic year, you must attach a goal-oriented and feasible plan for completing your studies within a reasonable time ('graduation plan'). Doctoral students must attach research plan, credit plan, supervision plan, career plan and funding plan (DPSP).

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 _____.

Reason for the failure to enroll: ___ I forgot to enroll by the deadline ___ Other reasons

REQUIRED APPENDICES

A & B) Regardless of the duration of your non-enrolment, attach a receipt of the payment of the application handling fee. Payment instructions are below.

Account owner: Aalto University Foundation sr
IBAN: FI47 1660 3000 0735 05
BIC: NDEAFIHH
Reference number: 70000810
Amount: 50 EUR

B) If your non-enrolment has lasted for more than one academic year, you must attach a goal-oriented and feasible plan for completing your studies within a reasonable time ('graduation plan'). Doctoral students must attach research plan, credit plan, supervision plan, career plan and funding plan (DPSP).

SIGNATURE OF APPLICANT

Date	Signature
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SCHOOL DECISION

☐ The student is readmitted and re-registered as a student. The student must enrol as either an attending or non-attending student within 28 days of the decision date.

☐ 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

Filled in by school:

date of receipt ____/____ 20____

A student dissatisfied with the decision regarding the forfeiture of the right to study may submit a written request for an administrative review of the decision to the school dean in writing within 14 days of receiving the notification of the decision (Universities Act 558/2009, section 82, subsection 2). If the student is notified of the decision by an electronic message (by email), the notification is deemed to have been received by the student on the third (3) day after sending, unless proven otherwise. If the student is notified of the decision by mail, the notification is deemed to have been received by the student on the seventh (7) day after mailing unless proven otherwise. When calculating the appeal period, the day of notice shall not be included.

The request for administrative review shall be addressed to the dean and submitted either to the Registry's email address kirjaamo@aalto.fi or by post to its postal address: Aalto University, Registry, P.O. Box 11000, 00076 Aalto, Finland.

An electronically submitted request for an administrative review shall be received no later than on the last day of the 14-day appeal period. A request for administrative review submitted in paper form shall be received before the university registry's closing time (15.00 Finnish time) on the last day of the 14-day appeal period. It is the responsibility of the sender to ensure that the university receives the request within the time limit.

The request for administrative review shall specify at minimum: the name of the student; the decision and amendments requested to it; the reasoning for the claims; the email address of the student or other address for sending information regarding the request for administrative review.