

REQUEST FOR RECTIFICATION FROM THE DEGREE BOARD

Students dissatisfied with the assessment of their dissertation, Licentiate thesis or other corresponding final project, or Master's thesis or other corresponding final project may request for rectification with **the degree board** within 14 days of having received the assessment decision.

Students dissatisfied with the assessment of study attainments other than those referred to in the previous chapter (e.g. Bachelor's thesis) or studies completed in another institution or the accreditation of prior learning and credit transfer may **submit an oral or written appeal against the assessment to the teacher who gave the assessment or made the credit transfer decision**. The appeal must be made within 14 days of when the student had the opportunity to obtain the assessment results and information on how the assessment criteria were applied to the work. Appeals concerning credit transfer must be made within 14 days of having received the decision.

Students dissatisfied with the correction decision have the right to request rectification from **the degree board** with a written document addressed to Lappeenranta-Lahti University of Technology LUT. Please, contact degree board's secretary Minna Ranta, minna.ranta(at)lut.fi, for further information.

The deadline for the request

The deadline for the request is fourteen (14) days from the date on which this decision was given. If this deadline is not complied with, the request will be dismissed. The date of the decision is not included in the fourteen-day period. If the final date for the request is a bank holiday, Sunday or Saturday, the period is continued until the next regular working day.

The document shall indicate:

- the name and place of domicile of the claimant
- the postal address and telephone number at which the claimant can be reached in issues regarding the document
- the decision against which the request for rectification is made
- the rectification requested
- the grounds for the request.

The request for rectification shall also include any documents to which the applicant wishes to refer and which have not been previously submitted to Lappeenranta-Lahti University of Technology LUT.

Submitting the rectification

The written document shall be submitted by the deadline to the registry of Lappeenranta-Lahti University of Technology LUT:

Lappeenranta-Lahti University of Technology LUT
Record Services
P.O. Box 20
53851 LAPPEENRANTA, FINLAND
tel: +358 294 462 111
e-mail: asiakirjat@lut.fi

Street address: Yliopistonkatu 34, 53850 Lappeenranta

(Record services is located at LUT in 7-building, 6th floor, room 7632)

The claimant or his/her representative may personally deliver the document or, at their own responsibility, also by courier, mail or in electronic form. The document shall be in the possession of the university during opening hours of the registry by the final day of the request period.