

INSTRUCTIONS FOR MAKING A REQUEST FOR RECTIFICATION

- AGAINST A DECISION CONCERNING THE RECOGNITION OF STUDIES COMPLETED ELSEWHERE OR OF PRIOR KNOWLEDGE DEMONSTRATED IN SOME OTHER MANNER

A student who is dissatisfied with the above decision may apply for a rectification of the decision in writing or orally from the person who made the decision on recognition within fourteen (14) days of receiving notification of the decision.

A student who is dissatisfied with the decision made on the basis of his or her request may apply for a rectification of the decision from the Board of Appeal of the University of Eastern Finland within fourteen (14) days of receiving notification of the decision. The date of receiving notification will not be included in the deadline for making a request for rectification. If the decision is sent to the student as a regular letter, the student shall be deemed to have received notification of the decision in seven days from sending of the letter, unless it is otherwise proven. If the decision is sent to the student electronically, the student shall be deemed to have received notification of the decision in three days from sending of the message, unless it is otherwise proven.

If the decision is sent to the student as an electronic message, the student shall be deemed to have received notification of the decision in three days from sending of the message, unless it is otherwise proven.

The request for rectification addressed to the Board of Appeal must be delivered to the registry office of the University of Eastern Finland no later than the last day of the appeal period by 3 pm (Finnish time). Any requests for rectification arrived after the deadline will be dismissed. A request for rectification sent by email or fax must arrive in the university's receiver or information system before the deadline closes.

The rectification documents may be delivered to the university's registry office personally during the opening hours, or they can be sent, at the risk of the sender, by mail, fax or courier service, or emailed to kirjaamo@uef.fi.

The opening hours of the registry offices of the University of Eastern Finland are Mon-Fri 9 am – 3 pm.

Contact information for the registry offices:

Joensuu Campus

Mailing address: P.O. Box 111, FI-80101 Joensuu, FINLAND
Street address: Yliopistokatu 2, Aurora Building, 3rd floor.
Telephone: +358 2944 511 111 (switchboard)
Fax: +358 13 318 039

Kuopio Campus

P.O. Box 1627, FI-70211 Kuopio, Finland
Yliopistonranta 1 E, Snellmania 2nd floor.
+358 2944 511 111 (switchboard)
+358 17 162 131

Email: kirjaamo@uef.fi

The request for rectification should have the following information:

- The name and home municipality of the person making the request. If the right of action of the person requesting for rectification is used by his or her legal representative or attorney, or if the request is drafted by someone else, the name and home municipality of the person in question has to be indicated in the request for rectification.



- A postal address and telephone number where notifications concerning the matter may be delivered to the person requesting for rectification. An email address may also be given in the request of rectification for the above mentioned purpose.
- The decision against which the request for rectification is made.
- The alterations which are demanded to be made.

- The grounds for rectifying the decision.

The person making the request for rectification, or his or her legal representative or attorney, must sign the request. Requests for rectification submitted electronically need not be signed, provided that the request contains information on the sender and there is no reason to doubt the originality or integrity of the request.

The request for rectification must include:

- The decision which is requested to be rectified, either in the original or as a copy.
- A certificate or explanation of the date on which the student received notification of the decision.
- The documents the person making the request for rectification refers to in order to support his or her request.

Attorneys, who are not attorneys-at-law or public legal aid attorneys, shall include in the request for rectification a letter of authority from the person making the request for rectification. If the authority of the attorney is specified in the electronically submitted request for rectification, no separate letter of authority needs to be delivered, provided that the university has no reason to doubt the attorney's authority or its extent.