

REQUEST FOR RECTIFICATION

If you are dissatisfied with the decision on your appeal the grading of your study performance, studies carried out elsewhere or competence demonstrated otherwise, you have the right to request rectification with a written document addressed to the Degree Board of LAB University of Applied Sciences.

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 or the person who prepared the document if the document was not prepared by the appellant 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 to and which have not been previously submitted to LAB University of Applied Sciences.

Submitting the rectification

The written document shall be submitted by the deadline to the registry of LAB University of Applied Sciences.

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.

Degree Board
LAB University of Applied
Sciences
Record Services
P.O. Box 20
53851 LAPPEENRANTA,
FINLAND
tel: +358 294 462 111

Visiting address, Lap-
peenranta:
Yliopistonkatu 34
53850 Lappeenranta

Record services is located at LUT
in 7-building, 3rd floor, room
7632.

Visiting address, Lahti:
Mukkulankatu 19
15210 Lahti

Rectification can be submitted at
LAB main lobby desk during busi-
ness hours (8-16).

e-mail: asiakirjat@lab.fi