

# Application for extension to the right to study

[Suomeksi] [på svenska]

 Extension to the right to study is applied via Sisu as of March 11, 2022.

If you have applied for extension this Spring before Sisu application was available, your application will be processed and you do not need to make a new application in Sisu.

See more information at:

- [Application for extension to the right to study - Student life - Into \(aalto.fi\)](#)
- [Aalto University policy on extension to duration of studies - Academic policies and regulations - Into](#)

Degree programmes will give more instructions during the Spring term how to apply for extension if needed.

- [Summary of the steps to applying for an extension](#)
- [In what situation are extension applications not made on Sisu? When is it impossible to apply for an extension?](#)
- [1 When your right to study is about to expire](#)
- [2 Applying for an extension when your study right is still valid](#)
  - [Applying for an extension when your right to study has already expired](#)
  - [Getting your right to study back, and a limited duration of studies](#)
- [Making an application](#)
- [3 Personal study plan \(HOPS\)](#)
- [4 Scheduling your studies](#)
  - [Course scheduled to a teaching period that has ended and course attainment has not been registered yet](#)
- [5 Applying for an extension](#)
  - [Length of the extension](#)
- [6 After you submit your application](#)
- [7 How to submit attachments](#)
  - [Health records and other sensitive information](#)
  - [Other attachments](#)
  - [How to submit printed attachments](#)
- [8 Decision on your extension application](#)
  - [Positive decision](#)
  - [Negative decision](#)
- [Appealing against the decision](#)

## Aalto university policy on extensions to study right

See the Aalto University policy on extensions to study rights whose period of validity is limited: <https://into.aalto.fi/pages/viewpage.action?pagelid=1183858>

## Summary of the steps to applying for an extension

1. Sisu's frontpage displays a notification to let you know that your right to study will expire at the end of the ongoing term.
2. If you are unable to graduate by that date, apply for an extension to your right to study.
3. Update your primary study plan (HOPS) or create one.
4. Schedule the courses you still need to complete by putting them on your timeline.
5. Fill in an application for an extension and submit it.
6. If you still want to update your HOPS, you can cancel your application.
7. Submit the required attachments as instructed. Use the following email subject line: '[Your school: ARTS, BIZ, CHEM, ELEC, ENG, SCI], [your name], attachment to application for extension'
8. You will receive a message on Sisu as soon as your application is accepted or rejected.

## In what situation are extension applications not made on Sisu? When is it impossible to apply for an extension?

You cannot use Sisu to apply for an extension if:

- Your Aalto username has expired, making it impossible for you to log in to Sisu. In this case, you need to apply for an extension through eAge ([contact the learning services staff of your programme](#)).
- Your right to study has already expired AND your education path has been personalised. In this case, you cannot make an extension application on Sisu. You need to apply for an extension through eAge instead ([contact the learning services staff of your programme](#)).
  - Update your HOPS on Sisu even though its status will be **Selections against the rules**. The learning services staff will use your HOPS when processing your application.
    - In My Profile, in your study right you can see, if the education path has been personalised:

### Education path

**i** Your education path has been personalised. The phase of education that has been changed: Bachelor's Degree and Master's Degree. [View grounds](#)

#### LEARNING OPPORTUNITY

Kauppatieteiden kandidaatti ja maisteri



You cannot apply for an extension at all if:

- the status of your right to study is 'revoked', 'waived' or 'graduated'; or
- you are transferring to another educational institution.

## 1 When your right to study is about to expire

If your right to study will expire at the end of the ongoing academic term, Sisu's frontpage will display a notification and a link to an extension application. If you click on the link, the system will guide you to apply for an extension and to create:

- a personal study plan (HOPS) and
- a schedule for your studies.

You should not use Sisu to send in any other documents related to your application. Send them to the university using other channels (read more below).

- Note: You cannot apply for an extension to your right to study if the status of all parts of your degree is **Parts completed**. In this case, and if you have completed all studies included in your degree, you can apply for graduation.

You cannot use Sisu to apply for an extension to your right to study if:

- Your Aalto username has expired. In this case, do not use Sisu to apply for an extension or to create a HOPS.
- Your right to study has already expired AND your education path has been personalised on Sisu. In this case, do not use Sisu to apply for an extension.

## 2 Applying for an extension when your study right is still valid

If your right to study is going to expire within the ongoing term, Sisu's front page will display the following notification: ***If you will not graduate before the study right ends, you must apply for an extension. Make sure you have time for the graduation process.***

- The way you should apply for an extension depends on the degree programme for which you have a study right. If you are pursuing both a bachelor's and a master's degree and you have not yet completed your bachelor's degree, you should apply for an extension for both degrees.
- If you have several rights to study that are about to expire, Sisu will display a notification for each of them.
- To go to the extension application, click on the button **Apply for an extension** below the notification.

**i** Your study right (Bachelor's and Master's in Chemical Technology) ends on 31.12.2021.  
If you will not graduate before the study right ends, you must apply for an extension. Make sure you have time for the graduation process.  
[Apply for an extension](#)

## Applying for an extension when your right to study has already expired

If your right to study has expired, causing your study time to end, Sisu's front page will no longer display a notification. You can still apply for an extension through the **My profile** section which contains information about your right(s) to study.

- To log in to Sisu for the application process, your Aalto user account still has to be valid (see the image below).

## My profile

Study rights

Course enrolments

Completed credits

Applications and requests

Groups

Payments and scholarships

Personal information

FORM A CERTIFICATE OF STUDENT STATUS

> Bachelor's and Master's in Electrical Engineering ACTIVE, NON-ATTENDING

APPLY FOR AN EXTENSION

## Getting your right to study back, and a limited duration of studies

If you may have lost your right to study because it has expired (in other words, the maximum duration of your studies has elapsed) and you have not applied for or been granted an extension, you do not need to apply for the reinstatement of your study right or pay a re-enrolment fee. You only need to apply for an extension to your right to study. This will enable you to complete your degree.

Alternatively, you may have lost your right to study because you failed to enrol as an attending or non-attending student and the maximum duration of your studies has elapsed. (The terms for which you fail to enrol as attending or non-attending will count against the time you have left to complete your studies.) In this case, you need to apply for an extension to your right to study. You do not need to submit a separate application for the reinstatement of your right to study. Instead, Aalto will consider the reinstatement when processing your extension application. If Aalto grants you an extension, your right to study will automatically be reinstated at the same time. You will need to pay a re-enrolment fee.

### The academic terms for which you fail to enrol count towards the duration of your studies

In order to get your right to study back (in other words, to have it reinstated), you cannot have exceeded either the maximum duration of your studies or the extension that you have been granted to your study right. Please note: if you fail to enrol as an attending or non-attending student for an academic term, the term still counts towards the maximum duration of your studies. You can only enrol as a non-attending student for a certain amount of terms before this starts to affect the time you have left to complete your degree. The number of terms you may spend as a non-attending student depends on the reason for your non-attendance and the year when your right to study entered into force. Further information about [the way the permissible duration of studies is defined](#).

## Making an application

To summarise, to be able to apply for an extension to your right to study, you first need to have a study plan (HOPS) and a schedule for the studies you still have to complete. If you do not have these two things, you cannot apply for an extension.

### Applying for a study right extension

×

In order to apply for a study right extension, you must finish your primary study plan on the Structure of studies page. Finish planning your Bachelor's and Master's in Chemical Technology studies so that your plan is in the Selections done state.

You must also place the studies you added to your plan onto the timeline before submitting the application.

VIEW THE STUDY PLAN

## 3 Personal study plan (HOPS)

To apply for an extension to your right to study, you do not need to create a new HOPS. Instead, you can update your existing HOPS. The status of your HOPS should be **Selections done**.

- If this is not the case, Sisu will first ask you to complete your HOPS.
- As soon as the status of your HOPS is **Selections done**, navigate back to the notification box on Sisu's front page to make an application.
  - You can make an application for an extension even if your HOPS includes study modules that require separate approval. However, you should apply for separate approval for these modules at the same time as you apply for an extension.

If your HOPS contains one or several study drafts, they must comply with the rules of the HOPS: A study draft can only be included in a study module whose rules permit it. Alternatively, the study module must have been conditionally approved.

- If necessary, use the Free edit mode to apply for approval.
- see [Detailed instructions on how to make a personal study plan \(HOPS\)](#)

## 4 Scheduling your studies

If you have not scheduled the courses you are going to take by adding them to your timeline, Sisu will ask you to do so.

**Applying for a study right extension** ✕

There are courses in your plan that have not been timed yet. You must add them to the timeline before you can apply for an extension.

There are study drafts in your plan that have not been timed yet. You must add them to the timeline before you can apply for an extension.

[VIEW THE TIMELINE](#)

- Schedule your upcoming courses for the ongoing teaching period or future terms.
  - *Example: If you are applying for an extension during Period II in December, you cannot schedule any courses for Period I in the past autumn.*
- If your degree has a two-cycle structure (bachelor+master) and you have not yet completed either degree, you need to add the courses you plan to include in each degree to your timeline.
  - You can schedule studies more than four terms/two academic years into the future although this is the maximum length of the extension that you can apply for at a time.
- You also have to add your study drafts to your timeline.

## Course scheduled to a teaching period that has ended and course attainment has not been registered yet

If you have courses scheduled to a teaching period that has just ended and the course attainment has not been registered, you are likely receive the following remark in Sisu when trying to submit the application: "There are courses in your plan that you have not completed and that are timed in the past on the timeline. Please correct the timing."

**Applying for a study right extension** ✕

There are courses in your plan that you have not completed and that are timed in the past on the timeline. Please correct the timing.

[VIEW THE TIMELINE](#)

In the picture below the course marked in red is on teaching period IV which has ended. Attainment has not yet been registered. By editing the timing so that the course continues to period V or by transferring it to period V, you can submit the application.

spring 2022		
Completed	Planned	
-	63 / 30 cr	
III	IV	V
	5 TAI-E3150 Questions o	3 TAI-E3009 Thesis Semi
		5 TAI-E3156 Approaches
		0 ARTSa.mat Maturity Tes
		5 TAI-E3152 Studio as La
		10 TAI-E3148 Curating in t
		5 TAI-E3151 Science Fict
		30 TAL.thes Master's Thi

You can either

- correct the timing of the course to continue for the current period, or
- wait for the course attainment to be registered and then apply for extension.

See [Detailed instructions on adding courses to your timeline.](#)

## 5 Applying for an extension

After you have put your HOPS in order and scheduled your studies, it is time to make the actual application for an extension to your right to study.

The upper part of the application displays the details of your study right, the terms you have spent as an attending or non-attending student, your statutory absences, any past failures to enrol as a student, the credits you have earned so far, the credits you still need to earn, and the average number of credits you have earned per term.

Progress	
STUDY RIGHT	VALIDITY PERIOD OF THE STUDY RIGHT
Bachelor's and Master's in Electrical Engineering	1.8.2014–31.12.2021
ATTENDED TERMS	NON-ATTENDING TERMS
10	-
STATUTORY ABSENCES	TERMS WITH NO REGISTRATION
1	4
COMPLETED / REQUIRED CREDITS	CREDITS PER ATTENDED TERM (AVERAGE)
Bachelor's Degree 113/180 cr	13,8 cr
Master's Degree 25/120 cr	

The **Spent semesters** section lists the academic terms included in your right to study that you have already used. The section also indicates whether you were enrolled as an attending or non-attending student for each term and the number of credits you completed.

Spent terms		
<i>Listed below are the terms spent and credits completed in the study right.</i>		
TERM	ATTENDANCE	COMPLETED CREDITS
autumn 2014	Neglected	0 cr
spring 2015	Neglected	0 cr
autumn 2015	Neglected	0 cr
spring 2016	Neglected	0 cr
autumn 2016	Non-attending, statutory absence	0 cr
spring 2017	Attending	0 cr
autumn 2017	Attending	0 cr
spring 2018	Attending	0 cr
autumn 2018	Attending	0 cr
spring 2019	Attending	0 cr
autumn 2019	Attending	28 cr
spring 2020	Attending	23 cr
autumn 2020	Attending	11 cr
spring 2021	Attending	30 cr
autumn 2021 current	Attending	46 cr
	TOTAL	138 cr

In the **Planned studies** section, you can see your timeline in the form of a list. You can click on each term to see the courses you have scheduled for it. The sum total of the planned and missing credits is displayed at the bottom. Any study drafts are also included in the list.

Planned studies	
Listed below are the terms during which the student is planning on finishing the studies.	
STUDIES BY TERM	PLANNED CREDITS
> AUTUMN 2021 (CURRENT)	5 CR
> SPRING 2022	25 CR
✓ AUTUMN 2022 CS-A1141 Data Structures and Algorithms Y ELEC3013.kand Bachelor's Thesis and Seminar ELEC-E8412 Power Electronics ELEC-E0110 Academic skills in master's studies ELEC.kyys Maturity Test ELEC-E8413 Power Systems ELEC-C4140 Field Theory Study draft Kesävalinto Tallinnassa 2022	5 cr 10 cr 5 cr 3 cr 0 cr 5 cr 5 cr 8 cr

## Length of the extension

You can apply for an extension of a **maximum of four terms (two academic years) at a time**. Your application also needs to explain the reasons why your studies have been delayed and include a plan on how you are going to finish them.

As is the case with all applications in Sisu, you can select the way you wish to be informed when your application is accepted or rejected.

### Extension applied for

✓ AMOUNT OF EXTENSION APPLIED FOR

4 semesters

Please note that the fields below should not include sensitive personal data, such as data concerning health. If necessary, this type of information should be delivered in some other way.

✓ ADDITIONAL INFORMATION ON THE DELAY

I had personal reasons, more in the attached documents.

Add an explanation for the delay

✓ ADDITIONAL INFORMATION ON FINISHING THE STUDIES

Now I have time and resources to finish the degree.

Add an explanation on how you plan to finish your studies after your study right has been extended

✓ DECISION AND ITS DELIVERY

The decision is registered in the Sisu system and you will receive a system notification regarding the decision. If you so choose, the decision can also be mailed to you.

I accept that the decision will only be delivered electronically in the Sisu system

I would also like to receive the decision by mail

[EXIT](#)
[SUBMIT APPLICATION](#)

## 6 After you submit your application

After you submit your application, any updates you make to your HOPS and/or timeline will not be reflected in your application. If you need to, you can cancel your application. As all other applications you make, you can view your extension application in the **My profile** section, under **Applications and requests**.

If you need to edit your application, cancel it and send a new application that contains the necessary edits.

Note:

- A cancelled application cannot be reactivated for processing.
- You cannot make a new application until your previous application has been either processed or cancelled.

### Study right extension application: Annikan testi: koulutus 1 REQUESTED

Code: 0kyq-sttd

[WITHDRAW THE APPLICATION](#)

! You can still submit attachments to your application until it is handled.

Tähän tulisi ohjeet lisäajan hakemiselle

#### Application info

You have applied for a study right extension with the following information:

<small>STUDY RIGHT</small>	<small>RECEIVED</small>
<small>Annikan testi: koulutus 1</small>	<small>7.12.2020</small>

## 7 How to submit attachments

Send the necessary attachments to Aalto University using channels other than Sisu.

### Health records and other sensitive information



**IMPORTANT!** Use the following email subject line: '[Your school: ARTS, BIZ, CHEM, ELEC, ENG, SCI], [your name], attachment to application for extension'

How to send us health information (for example medical certificates) or other sensitive information in an encrypted email:

- If the attachments contain sensitive information, use your [aalto.fi](mailto:yourname@aalto.fi) email address to send them to [confidential@aalto.fi](mailto:confidential@aalto.fi).
- **use only this method to send email securely!**

If you are using an email address other than your [aalto.fi](mailto:yourname@aalto.fi) address, do this: First, sign in to the portal at <https://securemail.aalto.fi>. Then follow the instructions in the portal to send your attachments to this address: [confidential@aalto.fi](mailto:confidential@aalto.fi)

### Other attachments



**IMPORTANT!** Use the following email subject line: '[Your school: ARTS, BIZ, CHEM, ELEC, ENG, SCI], [your name], attachment to application for extension'

Other attachments should be sent to [studentservices@aalto.fi](mailto:studentservices@aalto.fi).

### How to submit printed attachments

If you want to submit attachments as printed versions, bring or send the documents to the learning services of your school. Their contact information is available on Into: <https://into.aalto.fi/display/contact/Contact>

## 8 Decision on your extension application

When your application for an extension has been processed, you will receive a message on Sisu.



### Positive decision

If you receive a positive decision (your application is accepted), you can see it in **My profile Applications and requests** and in the details of your study right.

### Basic information

**VALIDITY PERIOD**  
1.8.2015–31.7.2022

**GRANTED EXTENSIONS**  
4 terms , 1.8.2020–31.7.2022  
[Show details](#)

**ORGANISATION**  
Aalto University School of Science  
  
[Show details](#)

### Study right state

Active  
[Show all study right states](#)

### Progress

**STUDY TIME**  
1/4 extensions available. The original study time has ended (8 terms).

0/4 non-attending terms available. (0/4 non-attending terms used.) 2 statutory non-attending terms have been used

(After an extension has been granted, non-attending terms do not extend the validity period of the study right)

## Extension decision ✕

**STUDY RIGHT**  
Master's Programme in Visual Cultures, Curating and Contemporary Art

VALIDITY PERIOD OF THE EXTENSION	EXTENSION IN SEMESTERS
1.1.2021–31.7.2021	1 semester

**FOUNDATIONS**  
Perustelut pitää kirjata

## Negative decision

You can also see a negative decision (your application is rejected) in **My profile Applications and requests**. The decision includes the grounds of the decision and appeal instructions.

Home > My profile > Applications and requests >

### Study right extension application: Annikan testi: koulutus 1 REJECTED

Code: v23a-03by

Application info

Decision info

<p><b>DECISION</b> Rejected</p> <p><b>ADMINISTRATIVE REVIEW</b> Not reviewed</p> <p><b>DECISION DATE</b> 4.12.2020</p>	<p><b>FOUNDATIONS</b> Kielteisen päätöksen perustelut kirjataan tähän.</p> <p><b>DECISION MAKER</b> Kati Vuotilainen, planning officer</p> <p><b>APPEAL INSTRUCTIONS</b> Oikaisun hakeminen lisäihakemukseen: lorem ipsum lorem ipsum lorem ipsum</p>
--	---

## Appealing against the decision

If you are unsatisfied with the decision you received and want to request rectification, follow the appeal instructions included in the decision.

