

Extension period application

Guide for students

Opiskelu-oikeuden valinta

Kirjautunut sisään: [nimi] | OAMK OULUN AMMATTIKORKEAKOULU | 25.08.2017

Valitse opinto-oikeutesi, jolle olet hakemassa lisäaikaa:

- Liiketalouden ammattikorkeakoulututkinto
- Liiketalouden ammattikorkeakoulututkinto**
- Liiketalouden ylempi ammattikorkeakoulututkinto

Valitse ja jatka >

1.

If you have more than one degrees programs with right for study, the page will direct you to choose a degree program you want to apply the extension period.

If you have only one degree program with right to study, the page will direct you to [Basic information –page \(page 3\)](#).

Instructions:

1. Choose from the dropdown box the degree program you want to apply.

[Basic Information](#)
[Personal Study Plan](#)
[Payment](#)
[Send Application](#)

Basic Information

Name	Matti Meikalainen	Student number	12345
Address	Opiskelukatu 1	Postal code and city/town	90100 Oulu
Phone number 1	044 000 0000	Email	opiskelija@students.oamk.fi
Phone number 2	044 000 0000	Degree programme	Liiketalouden ammattikorkeakoulututkinto
Group ID	Test175nl	Period of eligibility	30.08.2013-31.07.2019
Option	testi suuntautumisvaihtoehto	Number of terms you have enrolled as absent	0
Scope of degree (credits)	240	Date of terms you have enrolled as absent	0

If your contact information above is not up to date, please update them in [here](#) ← 1.

Parts marked with a star (*) are required

Explanation of reasons for delay in studies*

Selitys

I apply for extension period for *

 One Term
 Two Terms

If an extension period for completing my studies is granted I will enrol as a present student.

Use of counselling services

I have actively used counselling services during the studies * No Yes

My counselling discussions have been realized with following persons

- The basic information –page will display your basic information.
- If the information is out of date, please update the information from link under the basic information section (1.)
- Parts marked with a star (*) are required.

Summary of studies

Already Completed: 232.0 To be done: 3 Credits In total: 235 Credits Previous 12 months: 77.0 Credits

Incomplete Courses *

Below is listed all your incomplete courses in which you have enrolled. If the course is unnecessary or you are not going to complete it, you can remove the course by pressing the red cross. Add the courses into the list that are missing from your degree. You can add new courses with Search courses-box.

Code of course	Name of course	Scope credits	Earlier part performance cr	Performance missing from course cr	What is missing (e.g. practical report)	With whom has it been agreed	When i perform	To whom i perform
<input type="text" value="YY00BB29"/>	<input type="text" value="Opiskelijana amm"/>	<input type="text" value="3"/>	<input type="text" value="0"/>	<input type="text" value="3"/>	<input type="text" value="Whole Course"/>	<input type="text" value="Testi Teacher"/>	<input type="text" value="5.9.2017"/>	<input type="text" value="Testi Teacher"/> X

1.



Search course by code (e.g YY00) or by name.

X

Student's additional information about Personal Study Plan

If you wish to add more information to your application you may insert attachments below. There is no need to attach Transcript of Records and medical certificate to the application.

+ Add new attachment

3.

Choose File No file chosen

2.



Save and continue >

- On the Personal Study Plan –page your personal plans for study plan are to be filled.
- The rows will display your courses that have to be completed. The page will automatically display courses that have earlier part of performance.
- You can search and add courses you need to accomplish by name or code with search field (1).
- Every textbox under the Personal Study Plan section are required.
- You can add attachments by Choose File -button(2).
- If you need more attachments, you can add new attachment by Add new attachment -button(3).



Go to payment 

- There is an application processing fee of 50 euros (Decree 1461/2015, section 3).
- This is paid via a Paytrail payment when filling in the application. The payment is required for the processing of the application to proceed..

Basic Information

Nimi:	Matti Hakalanen	Opiskelijanumero:	02345
Katuosoite:	Oysokekatu 1	Postinumero ja postitoimipaikka	Datu
Puhelinnumero1:	044 000 0000	Sähköpostiosoite:	opiskelijap@students.oamk.fi
Puhelinnumero2:	044 000 0000	Tutkinto-ohjelma:	Lähetalouden ammattikorkeakoulututkinto
Ryhmätunnus:	Tou1758	Opiskeluajankausi:	01.08.2017-31.07.2019
Suuntautumisvaihtoehto:	johti suuntautumisvaihtoehto	Poissaololukukausien määrä:	0
Tukinnan laajuus (op):	040	Poissaololukukausien ajankohdat:	0-0

Reasons and duration of the extension period

Explanation of reasons for delay in studies*

Selitys

I apply for extension period for *

Kahdeksi lukukaudeksi

Personal Study Plan

Already Completed: 292,0 op	To be done: op	In total: op	Previous 12 months: 77,0op
-----------------------------	----------------	--------------	----------------------------

Code of course	Name of course	Scope credits	Earlier part performance cr	Performance missing from course cr	What is missing (e.g. practical report)	With whom has it been agreed	When i perform	To whom i perform
YY00829	Opiskelijana ammattikorkeakoulussa	3	0	3	Whole Course	Tehti Teacher	5.9.2017	Tehti Teacher

Student's additional information about Personal Study Plan

4. → [Print the Personal Study Plan](#)

Use of counselling services

I have actively used counselling services during the studies *

My counselling discussions have been realized with following persons

Payment accomplished ✓

Attachment(s)

[Edit attachments](#)

Signature

Date: 01.08.2017 I assure that the information I provide is true: Matti Hakalanen

Choose a person with whom you will have a counselling discussion about the approval of your Personal Study Plan. Book a counselling meeting with him/her after sending the application.

The person with whom I will have the counselling discussion

Matti Yli-Korpela | ADMIN ← 2.

When your Personal Study Plan has been accepted, you will get an email. After this the processing of your application will continue and You will be contacted if needed to get additional information.

After sending the application, you cannot return to edit it.

3. → [Print the application](#) [Send the application](#)

- On the send application –page your filled information will be displayed.
- If you need to change the filled information, edit the information by changing tabs Basic information-, Personal Study Plan -, Payment- and Send application- links(1).
- At the bottom of the page you need to choose a person, whom will accept your Personal Study Plan. You must also arrange meeting with the selected Person (2).
- You can print the application from print the application -button(3).
- You can also print Personal Study Plan from Print Personal Study Plan -button (4).