

GUIDE FOR RECTIFICATION REQUESTS

This guide applies to the rectification procedure relating to administrative decisions made by the University of Applied Sciences, which may be applied for a written appeal to a body designated by the University of Applied Sciences:

Rectification request regarding student selection (Universities of Applied Sciences Act 932/2014, section 57)

- rectification requests are handled by Humak's Board of Examiners

Rectification request regarding forfeiture of the right to study (University of Applied Sciences Act 932/2014, section 32)

- rectification requests are handled by the President of the University of Applied Sciences

Decision on a rectification request regarding evaluation of a study performance or recognition of prior learning

- rectification requests are handled by Humak's Board of Examiners

For questions regarding student selection, you should first contact Humak's **applicant services** by email at hakijapalvelut@humak.fi, or by calling 029 294 5300. If the issue is not solved after discussion and you think that the student selection has not been made according to the selection criteria, you can write a rectification request for Humak's Board of Examiners.

Making a rectification request

The time period for making a rectification request is fourteen (14) days. The time starts after receiving notification of the decision. The interested party is seen to have been notified of the decision seven days after the letter has been sent off, if there is no evidence to the contrary. When using common digital notification, the interested party is seen to have been notified of the decision on the third day after the message was sent.

The day of receiving the notification is not included in the rectification request period. If the final day of the rectification request period is a Sunday or a religious holiday, Independence Day, May Day, Christmas Eve, Midsummer Eve or a Saturday, the rectification request can be made on the first working day after it.

The rectification request must be delivered to the University of Applied Sciences before the end of the appeal period. Delays caused by the actions of the postal service or other representatives do not remove the sender's responsibility to deliver the documents in time.

The rectification request must be made in written form. A digital document fulfils the requirement of written form.

The rectification request can be submitted digitally with an e-form at <https://elomake.humak.fi/lomakkeet/346/lomake.html?rinnakkaislomake=RectificationRequest>.

A written rectification request can be sent to the address
Humanistinen ammattikorkeakoulu
Opintotoimisto
Ilkantie
4 00400 HELSINKI

The rectification request must include reports of:

- the decision which is applied for rectification
- how the decision is wished to be rectified
- the grounds on which the rectification is requested.

The rectification request must also include the author's name, street address and phone number. If the decision on the rectification request can be sent by a digital message, the author's email address is also requested as a contact detail.

With the rectification request, there must be attached a copy of the decision that is being appealed, as well as a document from the day the appeal period has started.