



Re-enrolment application

Application submitted (date) ____/____/20____

During the enrolment period at the beginning of every academic year, the student must enrol as present or absent in a manner prescribed by the Sibelius Academy. Failing to enrol leads to loss of study right. If you wish to continue your studies, you must apply to the academy in writing for the right to be readmitted as a student. The Head of Academic Affairs decides on readmittance in accordance with the general guidelines approved by the Rector after hearing the relevant department head.

Personal data

Last and first names (<i>underline preferred name</i>)		Date of birth
Address		
Phone	Email	Student number

Re-enrolment

Programme / Major Subject	Year of registration
Target degree <input type="checkbox"/> Bachelor of Music <input type="checkbox"/> Master of Music <input type="checkbox"/> Licenciate of Music <input type="checkbox"/> Doctor of Music	
I began my current degree in (year) _____	
I wish to registrate for <input type="checkbox"/> the academic year 20____–20____ <input type="checkbox"/> the autumn term 20____ <input type="checkbox"/> the spring term 20____	
The application must include * An account of the reasons for the neglect of enrolment. * A feasible and target-oriented plan for the completion of studies that is in accordance with the current individual study plan guidelines. The plan must specify the study units and/or courses to be completed and a schedule for graduation.	
____/____/20____	_____
Date	Applicants' signature

To be submitted to the stydy plan advisor

Further information: siba.opintopalvelut@uniarts.fi

Application procedure for re-enrolment

Programme
coordinator
fills in

- The student's individual study plan has been checked and has been found to be in accordance with the degree structure and the guidelines for an individual study plan (HOPS).

If the study plan includes recognition and validation of prior learning (RPL) examinations to compensate for expired study modules, the programme coordinator will need to see certification provided by the person in charge of the RPL examination in addition to the certification provided by the head of the department.

- The study plan includes expired study modules. I have attached _____ certifications.

_____/_____/20____

Date

Programme coordinator's signature

Department
head fills in

- I am in favour of granting the application.
 I am not in favour of granting the application (opinion attached).

If the department head's opinion is negative, the student who is applying for re-enrolment will be given an opportunity to state his or her case.

_____/_____/20____

Date

Department head's signature

Decision

Head of
Academic
Affairs fills
in

- Application approved**
 Application not approved (see attachment)

This decision cannot be appealed, but the student can submit an amendment request to the Helsinki Administrative Court by appealing as stated in the Universities Act (Section 83). The appeal directions are attached.

_____/_____/20____

Date

Head of Academic Affairs's signature

The decision will be posted to the student. Instructions for paying the re-enrolment fee (EUR 35) and the student union membership fee will be attached to the decision.