



## FORM FOR STUDY PLAN

University of Helsinki, Faculty of Science

Lastname (also former ones)	<input type="text"/>	Identification number	<input type="text"/>
First names	<input type="text"/>	Student number	<input type="text"/>
E-mail address	<input type="text"/>	Phone number	<input type="text"/>
Postal address	<input type="text"/>		
Postal code and city	<input type="text"/>	Degree	<input type="text"/>
Degree programme / major subject	<input type="text"/>		
Year of beginning of studies	<input type="text"/>	I have completed	<input type="text"/> credit units

I am using this form as an appendix when applying for

- ☐ extension for the duration of studies
- ☐ re-enrolment
- ☐ the removal of the registration block, because I am in the Etappi-system

### Study plan. NB! Write your study plan overleaf.

The plan must aim for the completion of your degree and the studies should progress at least 45 credits / year.

The study plan must give the following information:

- planned structure of the degree: degree program/major subject, specialisation option, minor subjects and other studies
- individualized list of the remaining studies for completing the degree
- estimated duration of studies and timetable for completing the studies (per semester)

Date and signature \_\_\_\_\_.\_\_\_\_\_.\_\_\_\_\_

### To be completed by the department:

<p><input type="checkbox"/> The department approves the applicant's study plan</p> <p>The study plan is valid until: _____._____._____</p> <p>To be filled in for those who apply for extension for the duration of studies or are in the Etappi-system.</p> <p>When applying for extension for the duration of studies the plan will be valid for a maximum of four semesters. Set the end of the validity period to end of the semester, i.e., 31 July or 31 December.</p> <p>In the Etappi-system the plan will be valid for a maximum of two academic years. Set the end of the validity period to the end of the academic year, i.e., 31 July.</p> <p><input type="checkbox"/> The study plan must be improved no later than _____._____._____ The study plan must be improved as follows:</p> <p><input type="checkbox"/> The department rejects the applicant's study plan. Grounds for rejection:</p> <p>Date and signature _____._____._____ Name printed in block letters _____</p>
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## Study plan

### INSTRUCTIONS

It is highly recommended that you submit your study plan well before the closing of the registration period to the university. The registration period to the University begins on 1 May and ends on 31 August. In case 31 August falls on a Saturday or a Sunday, the last day for registration will be the first following weekday.

Return the form to the supervisor in charge of personal study plans at your major subject department or the student adviser at the department either personally or by mail.

The contact information for the student advisers and personal study plan supervisors can be found at <http://www.helsinki.fi/facultyofscience/studies/advice.html>

The decision will be given to you either personally or by mail. In case the department does not approve your study plan, you will be given a reasonable time to improve it. If, after that, the plan can still not be approved, the department will return the plan, with reasoning, to the Faculty Office. The dean will make a decision on the matter.

#### Additional information

Etappi: [www.helsinki.fi/facultyofscience/studies/etappi](http://www.helsinki.fi/facultyofscience/studies/etappi)

Duration of studies: [www.helsinki.fi/facultyofscience/studies/durationofstudy](http://www.helsinki.fi/facultyofscience/studies/durationofstudy)

Registration: [www.helsinki.fi/studying/enrolment\\_and\\_registration](http://www.helsinki.fi/studying/enrolment_and_registration)