

REQUEST FOR RECTIFICATION

If you are dissatisfied with this decision, you have the right to request rectification with a written document addressed to Lappeenranta-Lahti University of Technology LUT.

The deadline for the request is fourteen (14) days from the date on which this decision was given. If this deadline is not complied with, the request will be dismissed. The date of the decision is not included in the fourteen-day period. If the final date for the request is a bank holiday, Sunday or Saturday, the period is continued until the next regular working day.

The written document shall be submitted by the deadline to the registry of Lappeenranta-Lahti University of Technology LUT:

Lappeenranta-Lahti University of Technology LUT
Record Services
P.O. Box 20
53851 LAPPEENRANTA, FINLAND
tel: +358 294 462 111
e-mail: asiakirjat@lut.fi

Street address: Yliopistonkatu 34, 53850 Lappeenranta
(Record services is located at LUT in 7-building, 3rd floor, room 7352.1)

The claimant or his/her representative may personally deliver the document or, at their own responsibility, also by courier, mail or in electronic form. The document shall be in the possession of the university during opening hours of the registry by the final day of the request period.

The document shall indicate:

- the name and place of domicile of the claimant
- the postal address and telephone number at which the claimant can be reached in issues regarding the document
- the decision against which the request for rectification is made
- the rectification requested
- the grounds for the request.

The request for rectification shall also include any documents to which the applicant wishes to refer and which have not been previously submitted to Lappeenranta-Lahti University of Technology LUT.