



## 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 deadline for your request to reach LUT Records Services by e-mail is April 1, 2020 at 12:00 (UTC+3).

The request must be attached as a copy to an e-mail that is to be sent to the registry of Lappeenranta-Lahti University of Technology LUT at [asiakirjat@lut.fi](mailto:asiakirjat@lut.fi).

The claimant will deliver the document at his/her own responsibility.

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.