

Application for individual study arrangements

APPLICANT'S PERSONAL INFORMATION AND STUDY RIGHT

Last name and first names
Student number
Address
Postal code and city
Email and phone number
Faculty
Study program or major

APPLICATION (the student fills)

I am applying for the following individual study arrangements for the following reasons

Appendices: Your doctor's, psychologist's, speech therapist's etc. statements justifying the need for the individual study arrangements. Deliver the copies of the statements via secure email with this application form.

Date ____ / ____ 20 ____ Signature _____

DECISION (filled by the Head of Study Affairs)

Individual study arrangements are granted: Validity period: ____ / ____ 20__ - ____ / ____ 20__ For the duration of your studies
Individual study arrangements are not granted due to following reasons

In Rovaniemi ____ / ____ 20__

Head of Study Affairs Aleksanteri Rahkonen

Address your rectification request to the Dean of the faculty. Deliver it to the Head of Study Affairs within fourteen (14) days from the time when the decision was announced.

Instructions for applying for individual study arrangements

These instructions concern students who need individual study arrangements during studies based on a disability or illness. Your need for individual study arrangements may be due to a physical or mental illness, an injury, learning impairment, problems caused by nervousness, and so forth. You may also be entitled to individual study arrangements based on dyslexia, provided that the impairment is moderate or severe. You may also apply for individual study arrangements based on a doctor's certificate if you have a short-term impairment caused by an accident, for instance.

Email the application to the Head of Study Affairs Aleksanteri Rahkonen. Remember to attach the doctor's, psychologist's, etc. statement(s) to the application. You can also attach an earlier decision for individual study arrangements from another university if you are e.g. an exchange student in the University of Lapland. The application is confidential and your information will be kept secret (Act on the Openness of Government Activities, section 24, paragraph 25).

Deliver your application for individual study arrangements preferably during the first weeks of the autumn or spring semester. Should your need for individual study arrangements arise later during the semester, deliver the application immediately after your injury or illness has been verified. If your application only concerns a certain exam, turn it in two weeks in advance. If you turn in your application too late, you may take the exam, but the faculty cannot make any individual study arrangements for you.

The Head of Study Affairs Aleksanteri Rahkonen provides more information if needed and makes the decision on the individual study arrangements. If individual study arrangements are granted, you will receive an Accessibility Pass that you must show each time when agreeing on individual study arrangements. The pass describes the arrangements to which you are entitled, but it contains no health-related information.

Individual study arrangements for examinations can be e.g. extra time, a quiet exam room or possibility to use computer. In electronic examination system Exam extra time can only be granted for exams that last from 1 to 3 hours. **For studies in the Faculties of Education, Art and Design or Social Sciences**, the student is required to inform the course teacher about the individual study arrangements regarding examinations at least two weeks before the date of the examination. Individual study arrangements can only be implemented if the need for them has been announced within the aforementioned schedule. The student is also required to cancel their examination registration if they are not able to attend the examination. **For studies in the Faculty of Law**, the student is required to inform the faculty study office about individual study arrangements regarding examinations at latest on the end date of examination registration at 14:00 via email: otk.opinto@ulapland.fi. The faculty can only implement individual study rights if the information has been delivered within the aforementioned schedule.

The individual study arrangements and the Accessibility Pass are in effect during the time specified in the decision. You may also renew your application if your situation changes, your studies continue, and you need special arrangements after the specified period. If you have received the Accessibility Pass in the University of Lapland or in the Lapland University of Applied Sciences, you are entitled to individual study arrangements in both institutions.