

Instructions for submitting applications to the individual arrangements expert panel

Please fill in the application carefully; the expert panel will process only applications that include the details listed in these instructions and the required expert statements attached to the application.

Please check that your personal details are displayed in the expert statements you attach to your application. If necessary, the secretary of the expert panel can request supplements to your application. This may postpone its processing to the following meeting. The individual arrangements expert panel convenes approximately four to eight times per academic year.

Pay particular attention to item four (4) below to ensure that you will obtain the best possible individual arrangements suited to your specific circumstances. If you do not know what kind of individual arrangements could support your studies, or if you require other kinds of support, you should first contact the accessibility contact person of the relevant on-site service team. If necessary, they can direct you to, for example, a student advisor or guidance for individual arrangements provided by a counselling psychologist.

Further information is available in the Studies service:

- [Individual arrangements support studies](#)
- [Individual arrangements for examinations](#)

Details to be included in the application (fill in all sections):

1. Contact details

- First names
- Last name
- Student number
- Email
- Phone

2. Faculties and degree programmes

Indicate the faculties and degree programmes in which you require individual arrangements for studying (if necessary, remember to include the Language Centre and details on your optional studies).

3. Individual arrangements requested

- A quiet or separate examination room
- Additional time to complete an examination
- Permission to use a computer in an examination
- Additional time to return course assignments
- Advance or electronic access to teaching materials
- Alternative completion method(s), please specify
- Other arrangements, please specify

4. Grounds for individual arrangements

Describe in your own words

- 1) How your illness, disability or handicap affect your studies
- 2) How the individual arrangements applied for would support your studies and reduce the harm caused by your illness, disability, or handicap.

5. Matters to be included in the recommendation of the expert panel

In your application, indicate whether you wish to mention in the recommendation, in any way, your diagnosis or impediment. You have the right to have your recommendation state only that it is based on health reasons. However, the recommendation can include reference to, for example, visual impairment, difficulty related to reading or writing, difficulty with attention and executive function, or a pain state that affects concentration and work. In such cases, teachers can gain an understanding of the causes or background of your circumstances, making it possible for them to take your situation into consideration more broadly in teaching. In the recommendation, teachers are instructed to familiarise themselves with the guidelines for [individual arrangements in a range of circumstances](#), which are aimed at describing the consideration, in teaching, of various functional restrictions affecting studying.

6. Attachments

The application must be accompanied by a statement or certificate by a healthcare professional that you have a genuine need and a justification for individual arrangements. In the case of difficulty related to reading or writing, you can also submit a statement by a special needs teacher. Please make sure your personal data are indicated in the attachments.

Submitting the application

Please send your application and any attachments from your helsinki.fi email address via encrypted mail to the expert panel at erityisjarjestelyryhma@helsinki.fi. When using another email domain, you will have to independently find out about the encryption options. In such cases, emails are sent to erityisjarjestelyryhma@helsinki.fi. If you wish to submit your application by post, you can send it to the following address: Expert panel on individual arrangements (applications), Eva Neffling, PL 53 (Fabianinkatu 28), 00014 Helsingin yliopisto.