

Instructions for submitting an application

Please read the instructions and further information on individual arrangements:
<https://studies.helsinki.fi/instructions/article/individual-arrangements-support-studies>

The individual arrangements expert panel convenes two to four times a term depending on the matters to be discussed during academic terms.

If you are seeking a statement from the individual arrangements expert panel, please submit the following information in the application:

1. Contact details:

- First names
- Last name
- Date of birth (dd.mm.yyyy)
- Email address
- Phone number
- Mailing address (the address to which you wish the recommendation to be sent)

2. Faculty (indicate one or more faculties for whose studies you require individual arrangements):

- Biological and Environmental Sciences
- Veterinary Medicine
- Pharmacy
- Arts
- Behavioural Sciences
- Medicine
- Agriculture and Forestry
- Science
- Law
- Theology
- Social Sciences
- Swedish School of Social Science
- Language Centre

Please also indicate the degree programme and optional studies..

3. Application information

Individual arrangements applied for (indicate what kinds of individual arrangements you require):

Permission to use special tools in an examination

- Separate examination room

- Additional time to complete course assignments
- Additional time to complete an examination
- Teaching materials need to be received in advance
- Teaching materials need to be received electronically
- Permission to use a computer in an examination
- An alternative completion method
- Other, please specify

Please indicate the grounds for your application for individual arrangements: ADHD / ADD

- Autism spectrum disorder/Asperger syndrome
- Hearing disability
- Mobility disorder
- Dyslexia
- Mental health reasons
- Sight disorder
- Anxiety
- Other reason, please specify

4. Application

Please indicate in your own words 1) why you require the individual arrangements requested, 2) how the individual arrangements requested would support your studies.

Submission of the application and required enclosures

Please enclose the required certificates with your application.

You must prove that you have a genuine need for individual arrangements with a certificate from a physician or other healthcare professional, such as a psychologist, a speech therapist or a physical therapist. With regard to dyslexia, the certificate can also be provided by a special needs teacher. The certificate must contain the grounds for the individual arrangements.

Submit the application with its enclosures to Individual arrangements expert panel, Yksilöllisten järjestelyjen asiantuntijaryhmä, PO Box 4 (Yliopistonkatu 3), 00014 University of Helsinki.