

# Instructions for submitting an application

Please read the instructions and further information on special arrangements:

<https://guide.student.helsinki.fi/en/article/special-arrangements-support-studies>

The special arrangements expert panel convenes two to four times a term depending on the matters to be discussed.

If you are seeking a statement from the special 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
- Postal address (the address to which you wish the recommendation to be sent)

## 2. Faculty information (indicate one or more faculties for whose studies you require special arrangements)

- Biological and Environmental Sciences
- Veterinary Medicine
- Pharmacy
- Arts
- Educational 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

Special arrangements applied for (indicate what kinds of special 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 special arrangements:

- ADHD/ADD
- Autistic spectrum disorder/Asperger's
- Hearing disability
- Physical disability
- Dyslexia
- Mental health reasons
- Visual impairment
- Strong tension or anxiety
- Other, please specify

## **4. Application**

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

## **5. 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 special 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 special arrangements.

Submit the application with its enclosures to Erityisjärjestelyiden asiantuntijaryhmä, PL 4 (Yliopistonkatu 3), 00014 Helsingin yliopisto.