

Application for special study arrangements

APPLICANT'S PERSONAL INFORMATION AND RIGHT TO STUDY

Last name and first names	Student number
Address	
Postal code and post office	
Email address	Phone number
Faculty and degree	
Training programme / major	

APPLICATION (If necessary, supply an appendix.)

I am applying for the following special study arrangements (also explain why):

Appendices: Your doctor's, psychologist's, speech therapist's, etc. original statement(s) justifying the need for the special arrangements. The original statements will be returned to you. Deliver the application to the Head of Study Affairs of your faculty. **Information concerning your health will be kept confidential (Act on the Openness of Government Activities, section 24).**

Date ____ / ____ 20____ Signature _____

Special arrangements are granted as follows (filled by the Head of Study Affairs):

Validity period: ____ / ____ 20____ - ____ / ____ 20____

Special arrangements are denied on the following grounds:

Rovaniemi ____ / ____ 20____

Head of Study Affairs (name in print)

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.

Application instructions

These instructions concern students who need special arrangements during studies based on a disability or illness. Your need for special 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 special arrangements based on dyslexia, provided that the impairment is moderate or severe. You may also apply for special study arrangements based on a doctor's certificate if you have a short-term impairment caused by an accident, for instance.

Send or email the application to the Head of Study Affairs of your faculty. Remember to attach the original doctor's, psychologist's, etc. statement(s) to the application. The statements will be returned to an address of your choice. 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 special study arrangements during the first week of the autumn or spring term. Should your need for special arrangements arise after the application deadline, 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 special arrangements for you.

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

In addition to ensuring your special arrangements, always confirm your exam attendance latest by 14.00 on the day when the registration period expires. Email your confirmation to your faculty at **ktk.hallinto@ulapland.fi**, **otk.opinto@ulapland.fi**, **ttk.opinto@ulapland.fi** or **ytk.opinto@ulapland.fi**. The faculty cannot make the special arrangements unless it receives your confirmation of attendance during the registration period. Also, remember to cancel your confirmation if you cannot attend the exam.

The special 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 of the University of Lapland or the Special Arrangements Pass of Lapland University of Applied Sciences, you are entitled to special arrangements in both institutions.