

STUDENT INSTRUCTIONS FOR APPLYING FOR INDIVIDUAL ARRANGEMENTS

We strive to consider individual arrangements for the entire duration of your studies, as much as possible.

If you need individual arrangements, please read the instructions below and complete the application. Return the application to **yksilolliset.jarjestelyt@ulapland.fi.s.**

Examples of Individual Study Arrangements:

- Extra time for exams or submission of independent assignments
- The possibility to take exams on a computer and use proofreading software while writing
- The possibility of an alternative method of examination. Alternative assessment methods to traditional exams include, for example, oral exams, presentations, and computer-based take-home exams or remotely supervised take-home exams.
- A quiet exam room
- Larger writing space
- Consideration of mobility impairments

Instructions for Students Applying for Individual Study Arrangements:

These instructions are intended for students who need individual arrangements during their studies due to an illness or disability. The need for individual arrangements may arise from physical or mental illness, disability, learning difficulties, or issues such as anxiety. Individual arrangements can be made for students with a reading disability if the difficulty is severe or moderate. Individual arrangements can also be applied for with a doctor's certificate when the impairment is temporary, for example, due to an accident.

The application for individual arrangements should be submitted via encrypted email to **yksilolliset.jarjestelyt@ulapland.fi**. The application should include expert statements (e.g., from a doctor, psychologist, etc.). Health-related statements will be destroyed after processing. Original statements are not accepted. The application is confidential, and the applicant's information will be kept private (Act on the Openness of Government Activities, section 24, paragraph 25). Individual study arrangements can be applied for throughout the academic year, as needed.

Head of Study Affairs Janette Tolppi provides guidance and makes decisions regarding individual study arrangements for students. If needed, an appointment can be arranged to discuss the appropriate forms of individual arrangements for the specific student. To book an appointment, please send an email to **yksilolliset.jarjestelyt@ulapland.fi.s.**