

## TEACHER INSTRUCTIONS REGARDING INDIVIDUAL ARRANGEMENTS

- Individual arrangements do not affect the learning objectives or content of the course, but they may impact the delivery and assessment methods of the course.
- The principles of an accessible university and accessible teaching should be considered in course planning and in the pre-course materials.
- Once the student has notified the teacher about the individual arrangements, the teacher should discuss the possible individual arrangements for the course with the student.
- If you are unsure how to proceed, ask for help (janette.tolppi@ulapland.fi or opintopsykologi@luc.fi).
- Arrangements are recommendations, but the teacher makes the final decision regarding their course. Arrangements must be made, but the teacher decides what kinds of arrangements are reasonable for their specific course.
- Accessible teaching arrangements (e.g., timely delivery of course materials, scheduling adjustments, etc.) can already accommodate a lot and benefit all students, not just those needing individual arrangements.

Our students are very heterogeneous group, and we must be sensitive in all our actions. We are bound by equality and non-discrimination laws and strive to ensure equal opportunities for all students to study and progress in their studies at our university. Some of our students have been granted accessibility passes, and it is good to follow the recommendations outlined in them. However, it is important to remember that, for example, granting endless extra time for independent assignments may not always serve the student, and sometimes a clear deadline can also help get things done. It is good to discuss the learning objectives with the student. Generally, students want to learn the same things as their fellow students. The teacher has the final authority and responsibility to decide on the arrangements—while the teacher cannot refuse to make any arrangements, they can set limits on what is reasonable within the context of the course.

**Main advice for teachers:** If you have any questions regarding individual arrangements, ask. Do not handle the issues alone. You can get assistance from Head of Study Affairs Janette Tolppi (janette.tolppi@ulapland.fi) or Study Psychologist Aino Kärpänniemi (opintopsykologi@luc.fi). The Study Psychologist also serves as the university's accessibility contact person.

It is important to note that timely delivery of clear course schedules and advance provision of course materials help all of our students progress in their studies, not just those facing challenges in their studies. Course materials, deadlines, etc., should be provided, for example, on Moodle well before the course starts. You should also communicate whether the course will be hybrid, remote, or in-person, and clarify the assessment methods. This is also the place to inform about attendance requirements, flexible assessment formats, and whether students can discuss with the teacher about absences or other study-related challenges after the first class.

In communicating course practices, clarity and multi-channel communication are key. Instructions should be available in writing, but it is important that they are also discussed orally at the start of the course, so that students can ask questions if they have any uncertainties, for example, about the assessment methods. Clear initial instructions will save both students and teachers from unnecessary email inquiries.

Students have diverse life situations, and flexibility is necessary to ensure that students in challenging circumstances do not drop out of their studies. It is worth considering if there could be a clear and uniform way of compensating for, for example, a few absences. If there are multiple teachers or visiting lecturers in the course, it is important to carefully go through the course practices (assessment methods, compensations, etc.) in advance. This reduces student stress and ensures they do not receive conflicting or inconsistent information about the course.

Read more on the topic: <https://www.luchyvinvointi.fi/monenlaisia-oppijoita/>

Read more about accessibility: <https://sites.google.com/lapinamk.fi/saavuttettavuus/etusivu>