



(Date + initials)

SPECIAL ARRANGEMENTS OF STUDIES
Application for Special Arrangements of Studies

Secret official document
(Act 621/1999, Chapter 6, Section 24)

PERSONAL DETAILS AND RIGTH TO STUDY

Family name and given names	Student number
School and degree	
Programme/major subject	
Address	
Postcode and city	
Student e-mail	Phone number

APPLICATION (applicant fills / completes this part of the questionnaire, read the instructions on page 3)

I apply for the following special arrangements:

The reasoning for the application: (if needed, you can use the separate enclosure)

I wish to apply for the special arrangements for the following period of time _____ / _____ 20____ – _____ / _____ 20_____

I apply for the special arrangements at the University of Vaasa for the first time.

I have applied for the special arrangements at the University of Vaasa before.

ATTACHMENTS: Enclose the application the original expert statements (such as doctors, psychologists, speech therapists or other experts' certificate) that indicates the arguments for the special arrangements. The Study Psychologist returns the original certificates to you to the address you have informed above.

The information concerning the applicants' health is confidential (Act 621/1999, Chapter 6, Section 24)

Date: _____ / _____ 20_____

The applicant´s signature: _____

FOUNDATIONS FOR THE RECOMMENDATION (Study Psychologist fills/ completes this part of the questionnaire)

APPLICANT'S CONTACT INFORMATION (applicant fills this part of the questionnaire)

Family name and given names	Student number
School and degree	
Programme/major subject	

RECOMMENDATION OF SPECIAL ARRANGEMENTS (Study Psychologist fills this part of the questionnaire)

c Recommendation of special arrangements:

The term of the recommendation: ____ / ____ 20____ – ____ / ____ 20____

c Special arrangements are not recommended to be granted.
 Grounds and further details:

Vaasa ____ / ____ 20____

Signature

Name clarification & position Official stamp

Applicant has received the recommendation ____ / ____ 20____
 At the same time the applicant has received the original expert statements.

Applicant is required to inform the course teacher about the special arrangements needed for the study period. The teacher evaluates and defines the implementation of special arrangements on the basis of the objectives of the course.
 The purpose of special arrangements is to ensure students' opportunity to learn and demonstrate his/hers knowledge. Special arrangements must not prevent achieving the learning objectives of the course.

Applicant receives a copy of his/hers application and the recommendation. Furthermore, the contact person of the study programme _____ receives a copy of the recommendation section of the application (i.e. the second page of the application). If the recommendation is related to examination arrangements the Assistant in Education Services who is in charge of exam arrangements will also receive the recommendation section of the application.

FILING: The Study Psychologist archives the original application and recommendation. The recommendation is stored for the duration of students study-right at the most, unless its removal is requested by the student from the archive at an earlier stage.

INSTRUCTIONS ON APPLYING SPECIAL ARRANGEMENTS FOR STUDIES

Submit the application for Special Arrangements of Studies in person to the study psychologist Ray Ohtonen (Luotsi-building, 1st floor, room L125, firstname.lastname(at)uva.fi, tel. +358 29 449 8407). Remember to make an appointment with the study psychologist in advance!

Enclose with the application the original expert statements (such as doctors, psychologists or other experts' certificate). The study psychologist will send you the original expert statements to the address you have informed. The application is confidential and information on health is classified (Act 621/1999, Chapter 6, Section 24).

Submit the application to the study psychologist either before your studies begin or before a course starts. If it is a question of a short term/sudden need (e.g. a hand fracture), contact the study psychologist as soon as possible after the incident, so that there will be time to make special study arrangements.

The study psychologist discusses the special arrangements with you. After the discussion the study psychologist presents a recommendation of special arrangements and sends a copy of the 2nd page of the application to the contact person of your own study programme. You will find contact persons details from: univaasa.fi (Studies > Accesible study > Contact persons) www.univaasa.fi/en/for/student/studies/accessibility/contact/.

The validity period is specified in the recommendation. If required, you can apply for special arrangements again, if e.g. your status changes or your studies continue and you need special arrangements after the validity period.

Use the recommendation when you discuss special arrangements with teachers. You can show the teacher only the second page i.e. the actual recommendation. It is, however, important to realise that the teacher evaluates and defines the implementation of special arrangements on the basis of the objectives of the course.