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.