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**SPECIAL ARRANGEMENTS REQUEST FORM**

**APPLICANT DETAILS**

|  |  |
| --- | --- |
| Surname and given name(s):      | Student ID number:      |
| Faculty:      | Degree and study programme/major subject:      |
| Email:        | Telephone:      |
| Address:      | Further information:       |

**Grounds for the request for special arrangements:**

Appendices: original statement from a physician, psychologist, speech therapist or similar healthcare practitioner (will be sent back to the student to the above-mentioned address).

Voluntary appendices: Recommendations/memos issued by the university staff or the accessibility network.

The student’s own proposal for special arrangements:

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name in block letters

**THE HEAD OF ADMINISTRATION’S DECISION:**

(Faculty)

The request for special arrangements is approved [ ]

and the following special arrangements will be made for the student:

The request for special arrangements is partially approved [ ]

and the following special arrangements will be made for the student:

The requested special arrangements cannot be implemented [ ]

The grounds on which the request has been partially or fully rejected:

The purpose of special arrangements is to guarantee each student the opportunity to learn and demonstrate their competence. The special arrangements must not prevent the achievement of the learning outcomes set for the course.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name in block letters

**INSTRUCTIONS:**

*Note! Documents containing information on the state of health of the applicant are secret official documents (Section 24 of the Act on the Openness of Government Activities).*

**Further information is provided by and the request form delivered, in person or by post, to:**

**Philosophical Faculty:** Henni Nevalainen, Study Coordinator

 Futura building, room 208, Joensuu Campus

**Faculty of Science and** Kaisa Laitinen, Head of Training

**Forestry:**  Natura building, room 348, Joensuu Campus

**Faculty of Health Sciences:** Mervi Silaste, Head of Student Services

 Medistudia, Kuopio Campus

**Faculty of Social Sciences and** Minna Paronen, Amanuensis

**Business Studies:** Metria building, room 253, Joensuu Campus

 Katja Lötjönen, Amanuensis

 Snellmania building, room 3072, Kuopio Campus

**RECIPIENTS**: the student, the student’s academic subject/personal study plan supervisor (without the appendices).

When the decision is made, the student is informed of the recipient at the faculty.

An entry will be made of this decision in the WinOodi system.

Appeal instructions are appended to this decision.