# APPLICATION FOR INDIVIDUAL STUDY ARRANGEMENTS

**TO BE KEPT CONFIDENTIAL**

Act on the Openness of Government Activities, section 24, subsection 1(25)

|  |
| --- |
| Last name and first names:  Click or tap here to enter text. |
| Student number:  Click or tap here to enter text. |
| Academic unit:  Academy of Fine Arts Theatre Academy  Sibelius Academy  Open Campus / Open University |
| Degree and degree programme:  Click or tap here to enter text. |
| Street address:  Click or tap here to enter text. |
| Postal code and post office:  Click or tap here to enter text. |
| Phone number:  Click or tap here to enter text. |
| Email address:  Click or tap here to enter text. |
| Grounds for the application for individual arrangements:  Click or tap here to enter text. |
| Appendices to the application: (provide one of the two options in your application)  Expert statement (a statement signed by a doctor, psychologist, physiotherapist or a speech therapist; a certificate signed by a special education teacher is sufficient in case of dyslexia)  Recommendation signed by a study psychologist |
| Your own proposal concerning individual study arrangements:  Click or tap here to enter text. |
| Date:  Click or tap here to enter text. |
| Signature:  Click or tap here to enter text. |
| Name in block letters: |

Deliver your application, along with the necessary appendices, to the head of academic affairs at your academy by encrypted email, by post or in person:

* Academy of Fine Arts: Pinja Metsäranta tel. 050 339 8026, pinja.metsaranta@uniarts.fi
* Sibelius Academy: Susanna Ketola tel. 050 324 6252, susanna.ketola@uniarts.fi
* Theatre Academy: Sanna Suonsyrjä, tel. 0400 792 175, sanna.suonsyrja@uniarts.fi
* Open Campus / Open University: Sanna Takala, tel. 040 710 4399, sanna.takala@uniarts,fi

Distribution: The student and the persons who require the information on the decision (in addition to the head of academic affairs, also a teacher or teachers whose teaching the arrangements will involve, the head of the department/degree programme, planning officer, PSP advisor), excluding the appendices to the application. The student will receive prior notification on the identity of the persons who require the information.

FURTHER INFORMATION:

Please read Uniarts Helsinki’s guidelines on granting individual study arrangements before sending your application. The guidelines are available at <https://student.uniarts.fi/general-info/individual-study-arrangements-and-accessibility/>

In accordance with section 15 of the Non-discrimination Act, (1325/2014) individual arrangements mean due and appropriate adjustments that are necessary in each situation and that an education provider, employer or provider of goods and services has to make for a person with disabilities to be able, equally with others, to deal with the authorities and gain access to education, work and generally available goods and services, as well as to manage their work tasks and to advance their career. In reference to the UN Convention on the Rights of Persons with Disabilities (CRPD, art. 1), disability is understood as a person’s relationship to the surrounding society. A disability is not diagnosis-based or a person’s quality. At Uniarts Helsinki, individual study arrangements can also entail arrangements that are separate from the adjustments referred to in section 15 of the Non-discrimination Act and made due to other reasons based on the university’s discretion and not due to a statutory obligation.

Individual study arrangements refer to individual support for learning in an effort to promote equal studying. In the context of teaching and studying, individual study arrangements can mean arrangements where a disability, challenge or an obstacle that affects a student’s studying or studies is taken into consideration. The arrangements depend on the case-specific situation, needs and subject of studies. Arrangements do not affect the evaluation, requirement level or the competence requirements of study units or degrees, and instead, they are a means to support the student and help them achieve the agreed-upon competence requirements.

Everyone who is involved in carrying out students’ individual study arrangements and processing related data is bound by the obligation to observe secrecey and maintain confidentiality. In order to carry out the necessary arrangements, the persons mentioned in the distribution list of the application for individual study arrangements may often need to discuss the student’s situation. In any case, the student will be informed in advance on the identity of the persons with whom the situation should/needs to be discussed. With the consent of the student and if deemed necessary, other persons who participate in making the arrangements may also discuss the situation of the student. Teachers often have a central role in determining and carrying out the arrangements. With the consent of the student, it may sometimes be necessary to arrange a meeting with various experts so that they can discuss the support measures that are needed together with the student. Depending on the student’s situation, the attendees may be e.g. a teacher, head of academic affairs, study psychologist, and a representative of the student’s health care provider, such as the FSHS.

Documents concerning the arrangements (incl. application, expert statements and recommendations and decision on the arrangements) are also confidential, and all related information is kept secret (Act on the Openness of Government Activities, section 24, subsection 1(25)). Expert statements and recommendations are not copied or archived, and instead, documents containing information on a student’s health are returned to the student. Correspondingly, documents concerning a student’s state of health that are sent through an encrypted email or by mail to the head of academic affairs are deleted / destroyed in a secure way.

The student will receive a separate decision on individual arrangements that have been granted for them. If it is not possible to offer individual study arrangements, the decision will state the grounds for the negative decision. The student has the right to submit an appeal against a negative decision to an administrative court.

A note of the individual study arrangements that have been granted will be recorded on a general level in the university’s electronic student information system. If the individual study arrangements have been granted for a fixed period, the duration, too, will be recorded in the student information system. Data on individual study arrangements will be deleted after the expiration of the student’s right to study in the studies, for which the individual study arrangement has been granted. Applications and signed decision documents on individual study arrangements will be stored by the academy’s academic affairs team in accordance with the university’s regulations concerning document management.