

SAMK / Application for individual study arrangements

Arrangements for individual support may relate to, e.g. teaching and guiding/mentoring situations, arrangements concerning learning environments or exam situations. Individual arrangements can include, e.g. extra time for exams or assignment submissions, a quiet exam room, and the possibility to demonstrate skills orally. The reasons behind the arrangements may be physical or mental illness, disability, learning difficulty, problems dealing with tension, life management challenges or crisis situations.

The form is sent using SAMK e-mail to the address erityisopettaja@samk.fi

The first page of the form is filled in by the student, the second page by the Special Needs Teacher.

Names (last, first, middle):	Student number:
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E-mail address:	Phone number:
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Student's campus:

Degree programme:	Credits completed:
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Study right period (Check from Loki, when your study right period has started and when it ends):

I give the Special Needs Teacher permission to be in contact with the Teacher Tutor/Student Counsellor/Specialist teacher in matters related to my individual support. yes no

Guidance discussion concerning the need for individual support. Write down the date of the discussion and the name of the Teacher Tutor/Student Counsellor.

Special Needs Teacher's proposal concerning the individual support

The proposed individual arrangements and reasons for the proposal, the period of validity of the individual arrangement, recommended number of hours for the individual support and the courses the arrangement concerns.

Contact persons/Teachers for the use of individual support:

Period of validity (the entire period of study right, a specified time period):

Head of Teaching's decision

An electronic signature from the Head of Teaching coincides with a favourable decision for individual support.