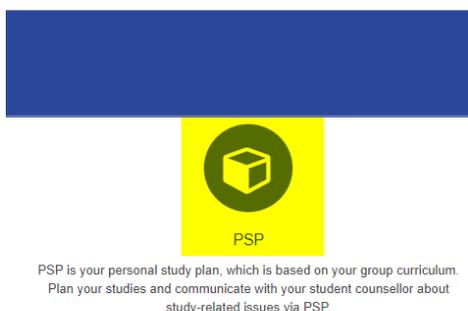
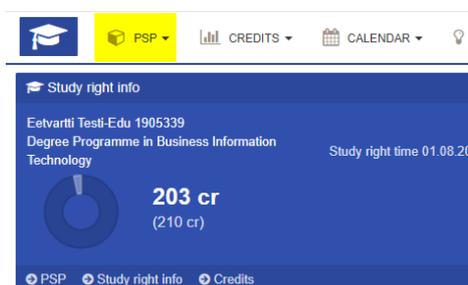


Student's guide

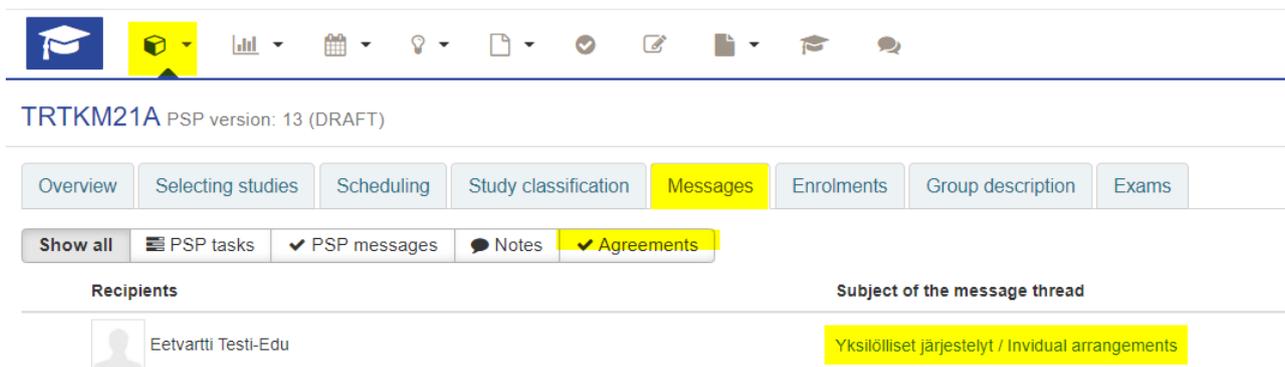
Once you have received a decision on your application for individual arrangements during your studies, **it is your responsibility to inform your teachers of the decision.**

The decision of the individual arrangements will be registered in the Pakki within approximately one week of the decision being made. To see the details of the decision, log in to the student's Pakki desktop at pakki.hamk.fi.

1. Select PSP



2. Go to the **Messages** tab in PSP, select **Agreements**, and click the **subject link** of the message to open the decision.



3. The agreement opens and you can see the information of the decision

Contract info

🕒 Yksilölliset järjestelyt / Individual arrangements

4. Validity time and sharing the information to the teachers

- You can see here how long the special arrangement decision is valid
- The Edit button allows you to share the agreement with the teachers or remove the previously shared decision from their view

VALIDITY
Valid 23.08.2021 - 31.05.2022
Created 23.08.2021

PARTIES OF THE AGREEMENT
Student Eetvartti Testi-Edu
Teacher responsible Satu Lohtander
Teachers

MODULES ATTACHED TO THE AGREEMENT

ATTACHMENTS

+ Lisää liite

 Edit  Approve  New message [Close](#)

Enter the teacher's name in the **Other teacher's** field. After entering at least three letters, you will receive a selection list. **Be careful that you share the decision with the right person and save.**

You can also remove the decision from the teacher view when the course is over. You can delete teachers from the Other Teachers field (the cross in front of the teacher's name). Save

Contract info

Edit agreement data	
Name	<input type="text" value="Erityisjärjestely / Special arrangement"/>
Description	<input type="text" value="Lisäaika 20 min / tunti tentteihin
Extra time 20 min /hour for exams"/>
End data	<input type="text" value="31.05.2022"/>
Student	Eetvarti Testi-Edu
Other teachers	<div style="background-color: yellow; padding: 5px;"><input type="text" value="× Yrli Testi-Opo (yrli20100@student.hamk.fi)"/> <input type="text" value="× Luova Testi-Opo (luova20100@student.hamk.fi)"/></div>
Modules	<input type="text" value="Valitse opintojakso"/>
<input type="button" value="Save"/>	

At the end, approve the contract:

<input type="button" value="✎ Edit"/>	<input checked="" type="button" value="✓ Approve"/>	<input type="button" value="✉ New message"/>	Close
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After your approval, the teacher will receive an email message about the arrangements you can get.