



Application for Pedagogical Support

 Name

Personal identity number

 Street address

Telephone

 Postcode and city

Email

I agree to my personal details being handled in accordance with the Personal Data Act.

I have read and approve the information on the back of this form.

What are you studying? _____

What support do you require?

Note-taking

Alternative exam arrangements:

Extra time Separate room Exam in small group Computer

Other examination requests: _____

Student tutor No of hours a week: _____

Advice on study techniques from special needs teacher

Other: _____

If this is the first time you have applied for learning support, you must contact a coordinator and be able to provide a doctor's certificate confirming your disability.

I have been instructed to contact the study adviser for my programme/course

I have been instructed that my request for alternative examination arrangements will be handled by the examiner.

 Place and date

Signature

Handling of personal data

In order to process your application for learning support for students with disabilities, we need to handle personal information about you (name, personal identity number, disability). By filling in and signing the application form, you agree to the personal data you submit in the application being registered so that we can keep statistics on the number of students in need of learning support. The register is also used as a tool in processing payment of fees to those who work for us.

Recall of consent

Under section 12 of the Personal Data Act (1998:204) you can recall your consent at any time. This means that further personal information about you may not be handled after that point. Information that has already been collected may still be handled, but may not be supplemented or updated

Accessing your personal data

You can apply once per calendar year to access the personal data that we hold about you. The application is free of charge and shall be made in writing and signed by you. This is regulated in section 26 of the Personal Data Act.

Correction of incorrect personal data

If you consider that the personal data held about you is incorrect, incomplete, irrelevant or otherwise in violation of the regulations and requirements of the Personal Data Act, you can request that it be corrected in accordance with section 28 of the Personal Data Act.

Lund University is responsible for the handling of your personal data in this context. If you have questions or comments concerning the handling of your personal data at Lund University, please write to:

Personuppgiftsombudet
Lunds universitet
Box 117
221 00 LUND