

### **Information on possible compensatory measures for disadvantages in course assignments and examinations in the case of students with disabilities and/or chronic illness**

Students may seek compensation only if their impaired health or their disability has been of long standing or is permanent and the examination or assignment required of them cannot or can only partially be taken or achieved in the prescribed form. The modifications do not make the examination or assignment easier since the modifications are intended only to compensate for disadvantages on account of illness and/or disability. The content of the examination or assignment must remain identical; it is only the form of the examination/assignment or the framework of same which may be adapted.

An application for compensatory measures should be submitted by the student to the Chair of the Examination Commission. It must be accompanied by a specialist's medical certificate and/or the student's disabled ID card must be presented in order to prove the existence of the disability or impairment.

Examples of possible compensatory measures:

- Extension of the duration of an examination or the period of time for course assignments
- Extra supervised breaks during an examination
- Extension of the periods between the individual course work assignments and examinations
- Work may be split up into smaller assignments
- Conversion of an assignment into another form, e.g. converting written assignments into oral assignments and vice versa, written term paper instead of a talk
- Use of technical aids
- Assistance from staff with oral and practical examinations
- Examination may be conducted in a separate room
- Participation in deciding on dates for examinations
- Compensation for attendance of fewer class sessions by producing other assignments

**The form of compensatory measures always depends on the individual case.**

Examination Commission (Prüfungsausschuss)  
for the Study Programme (Studiengang)

...

Attn.: Chair of the Examination Commission  
(z.Hd. des/der Prüfungsausschussvorsitzenden)  
Prof. Dr. ...

Name/First Name  
Address

Student ID No. ("Matrikel-Nr.")

Date

Dear Professor ...

In order to pursue my degree course according to the regulations, I must produce the following course work and take the following examinations:

Owing to my chronic illness/disability, I am not able to take the examinations in the form stipulated on account of the following limitations:

***(Describe the limitations in full.)***

I would therefore like to apply for the following compensation for disadvantages in the form of:

***(Detailed description)***

Yours sincerely,

Signature

Enc.: Specialist's medical certificate and/or copy of disabled ID card