

## **Information regarding applying for special arrangements for examinations**

Disabled students and students with chronic illnesses have a legal right to special arrangements during their studies and for examinations. These special arrangements are not preferential treatment. They are intended to compensate for a student's impairment on an individual basis and in a way that is specific to the situation. Such arrangements must be necessary and appropriate.

### **Recommended procedure:**

1. Read these notes.
2. Think about which special arrangements you would like to apply for and create a first draft of your application.
3. If necessary, you can discuss your thoughts, your impairment, the special arrangements and your first draft with someone at the Student Counselling Centre and/or your doctor.
4. Ask your doctor for a doctor's certificate. Remember that all special arrangements must be justified in the doctor's certificate.
5. Write your application and submit it to the Examination Office.

### **Recommendations for the content of the doctor's certificate for the doctor**

- Type of impairment
- Anticipated duration of your impairment
- How your impairment affects examinations
- Doctor's recommendation for how to compensate for your impairment

### **When can I submit my application?**

If you have a physical or mental impairment that will have a long-term effect on your studies and/or examinations, you can apply for special arrangements. This is particularly worthwhile if you have an idea of the kind of special arrangements that could help. You do not need to base this on what is "standard". Each impairment is individual and requires individual solutions. Think about what would help you personally to achieve your potential in your studies with your impairment. If you are not sure what would help in your case, consider making an appointment with the Student Counselling Centre. These meetings are confidential.

### **What form should the application be in?**

You can make your application in any form or use the form “Application for special arrangements”.

### **What should be included in the application?**

Describe your impairment/disability/chronic illness and the minimum length of time you are likely to have it. Then describe how your impairment affects examinations and/or particular classes. You may provide information specific to oral examinations, written examinations and team projects here. For written examinations, you can further differentiate between those where there is a lot to write, a lot to calculate and/or a lot to draw.

For examinations and/or classes where your impairment affects your participation, you can request special arrangements. (Please state the period of time, for which you are requesting these arrangements.)

Each impairment is individual and requires individual solutions. Extensions to preparation and/or writing time, enlarged font in examination papers or a change in the type of examination - these and other special arrangements are possible means of compensating for an impairment. The special arrangements vary depending on the impairment and must compensate for it appropriately. Please consider the following: What would help you personally to compensate for your impairment?

If you were granted special arrangements during your time at school or during previous studies, you may be able to use the associated documentation as a guide, or make reference to your application/the decision.

### **Are there special requirements regarding wording?**

We recommend that you make proposals that are as concrete as possible and, where necessary, indicate different possible arrangements depending on the type of examination. For example, if you need enlarged text on the examination paper, it is best to request *at least font size x or equivalent*.

### **What evidence must I include with my application?**

In general, it is necessary to include a doctor’s certificate with the application. This should justify your entire application and thus should include:

- Type of impairment
- Anticipated duration of your impairment
- How your impairment affects examinations
- Doctor’s recommendation for how to compensate for your impairment

**Who makes a decision regarding the application?**

You send your application to the examination board for your course. The board will reach a decision regarding your application.

**How early should I submit the application?**

Please bear in mind that the examination board only meets a few times each semester. As such, we recommend that you submit the application as early as possible and at least 2 weeks before the next examination board meeting.

**When does the examination board for my course meet?**

For some courses, the dates for examination board meetings are published. If you cannot find the dates, you can ask the Examination Office.

**How and when will I find out about the decision?**

An employee of the Examination Office will inform you of the decision in writing soon after the examination board meeting.

**What can I do when I am not satisfied with the examination board's decision?**

Please read the examination board's justification for its decision carefully. If, after this, you still consider the decision to be incomprehensible (e.g. because the examination board has not mentioned important elements of your application in their justification or because you have the impression that there has been a misunderstanding), you can appeal the decision.

**Who decides in the event of an appeal?**

In the event of an appeal, the responsible examination board first reviews your application alongside your concerns. If this does not resolve the appeal, i.e. if your application is still not granted and you want to pursue your appeal, a different body at the TUHH deals with this. In this case, it may be helpful for you to seek legal advice. You can also arrange a meeting with an AStA (General Students' Committee) representative here. There is a free legal advice session each week here:

<http://www.beratungsstellen.hamburg/recht-asta-tuhh.html> (Information only in German)

**Where can I find further information about special arrangements?**

The Information Office for Disabled Students within the Deutsches Studentenwerk (German National Association for Student Affairs, DSW) provides further information on this subject on its website.

<https://www.studentenwerke.de/de/content/nachteilsausgleiche-im-studium-und-pruefungen>

**Where can I find further information about studying with an impairment?**

You can find further information on studying with a impairment at BeSI in Hamburg.

[http://www.studierendenwerk-hamburg.de/studierendenwerk/de/finanzen/studienfinanzierung\\_in\\_besondere\\_n\\_lebenslagen/leistungen\\_fuer\\_studierende\\_mit\\_beeintraechtigung\\_behinderung/leistungen\\_fuer\\_studierende\\_mit\\_beeintraechtigung\\_behinderung.php](http://www.studierendenwerk-hamburg.de/studierendenwerk/de/finanzen/studienfinanzierung_in_besondere_n_lebenslagen/leistungen_fuer_studierende_mit_beeintraechtigung_behinderung/leistungen_fuer_studierende_mit_beeintraechtigung_behinderung.php)

You can also speak to someone at the Student Counselling Centre or the AstA. Where conflicts arise between you and your professor, you can speak to the professorial representative for students with impairments, who will mediate between you and your professor.