

## Information on Applying for Compensation for Disadvantages – The Procedure

Dear students,

The purpose of the instrument “Compensation for Disadvantages” anchored in the Examination Regulations is to allow you equal conditions, particularly in relation to coursework and exams, but also regarding what you require in order to organise and implement your studies. You must submit an application for compensation for disadvantages or have an application effected that was already approved earlier. Please note that you must submit a separate application for your thesis (Bachelor’s or Master’s). You should please use the same form for this.

### What do you need to know about submitting an application for compensation for disadvantages?

It is best to seek advice from KIS Disability Resource Centre before submitting an application. KIS can advise you on which measures are possible for you as compensation for disadvantages. Please submit your application to the examination committee responsible for you. You can find a list of the examination committee chairpersons on the website of the Examination Office. When applying, please use the form that can be downloaded from the Examination Office and KIS websites:

(<https://www.uni-wuerzburg.de/studium/pruefungsamt/prfungsausschse/>)

Please include suitable documents with your application that substantiate which specific disadvantages you have in which study/exam-related activities or due to which requirements and which measures could compensate for these disadvantages.

Please submit your application for compensation for disadvantages in good time, preferably at the beginning of a semester. In line with the Examination Regulations, the application must be submitted at the latest four weeks before the exam for which the compensation for disadvantages should apply. (This rule can be found in the General Academic and Examination Regulations for Bachelor’s and Master’s Degree Programmes (ASPO) as well as in the Examination Regulations for Law).

Depending on the individual case, an application can be processed at short notice by way of exception if the specific health condition on which the application for measures as compensation for disadvantages is based has occurred very suddenly, e.g. in the case of an initial diagnosis or changes in a long-term illness that is episodic or relapsing-remitting. However, it might then be the case that the compensation for disadvantages can no longer be implemented at such short notice, but will instead only apply in the next exam period.

Having reviewed your application, the chairperson of the examination committee responsible for you will reach a decision. If the decision is negative, you will receive notification from the Examination Office with instructions on the legal remedies available. If your application has been rejected, you can submit an application for an amendment or a new decision or take legal action immediately. Requesting an amendment or a new decision has no influence on the time limit for taking legal action, which is indicated in the information on legal remedies.

**You are obliged to present the approval of compensation for disadvantages to the examiners yourself.**

### **What do you need to know if measures as compensation for disadvantages have already been approved and are going to be implemented for you?**

The implementation of measures as compensation for disadvantages often means that additional rooms, invigilators or aids have to be made available for in-person exams. This applies above all for written exams, but also partly to oral exams. Especially for room and staff planning, but also in order to make other arrangements, your examiners generally need a reasonable lead time. It is otherwise not possible to guarantee that the measures foreseen for you as compensation for disadvantages can be implemented.

In your own interest, it is recommended that you inform your examiners which exams you would like to take at the time of submitting your application, but at the latest **four weeks** before the start of the respective exam period.

Since – for your protection – the Campus Management System does not store any data on health conditions or resulting compensation for disadvantages, implementing the measures foreseen for you necessitates your active cooperation.

Of course, you still have the right – like all other students – to register for / deregister from exams during the respective registration and deregistration period or to withdraw from exams after the end of the deregistration period for important reasons. In this case, you should additionally inform your examiners without delay.

### **Data privacy**

As already mentioned above, no data on health conditions are recorded in the Campus Management System. Measures as compensation for disadvantages may not be documented on the exam certificate or in the transcript of records.

## Information on Preparing a Medical or Psychotherapeutic Certificate

The purpose of the medical certificate or opinion is to substantiate towards the chairperson of the examination committee responsible that the recommended support measures are necessary.

The **medical certificate should be recent** (no older than 6 months). **The original** should be presented and contain the following:

1. **Stamp** of the medical / psychotherapeutic practice, name and signature of the attending physician / therapist, date of issue.
2. Description of the **functional limitations** in relation to academic performance, in particular perception, cognition, behaviour and physical functionality depending on the health condition (the diagnosis can be indicated).
3. Description of the **likely development** of the disability / chronic illness.
4. If it is a permanent condition with a **constant** functional impairment, this should be noted in the medical certificate.
5. If possible, a recommendation on suitable measures as compensation for disadvantages.

If the requirements are met, students have the **right to compensation for disadvantages**, but not necessarily in the form they prefer. **Suitable measures** for exams can be, for example:

- Time extension in percent for written and / or oral exams and / or coursework with a time limit
- **Extension of deadlines** by weeks or months in
  - *Grundlagen- und Orientierungsprüfung, GOP/Kontrollprüfung* (achievement of minimum ECTS score requirement / corresponding status check)
  - Assignments completed at home (e. g. term papers and theses, research reports, lab reports ...)
  - Maximum period of study
- Use of **aids** (e. g. notebook, magnifying glass ...)
- Approval of a **separate room** (e. g. in the case of autism spectrum disorder)
- Change to the **exam format** (e. g. from oral to written, e. g. in the case of autism spectrum disorder)
- Permission for third-party **assistance** (e. g. sign language interpreter, reader / scribe)
- **Breaks** during the exam time (without counting towards the time allowed for the exam)

Information and advice on “Compensation for Disadvantages”

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