



Procedure for adjustments to compensate for disabilities *(Nachteilsausgleichsverfahren)*

Advice provided by the officer for students with disabilities

Before applying for adjustments to compensate for disabilities, students are welcome to contact the advisory service for students with disabilities, chronic illnesses and impairments to learn about all available options and the processes behind the measures and obtain support for completing the application form.



Application to the chairperson of the board of examiners

The student must submit a written application including relevant proof (e.g. medical certificate) to the chairperson of the responsible board of examiners. The signed application with the enclosed medical certificate can be sent ahead via e-mail. Please make sure you then also submit the original medical certificate. A blank form is available for this purpose.



Decision by the chairperson of the board of examiners

Once the chairperson of the board of examiners has received the application form with all relevant supporting documents, they will decide on the student's application. If necessary, they will also involve the officer for students with disabilities, chronic illnesses and impairments in this process.



Communication of the decision

The student will receive a letter from the chairperson of the board of examiners in which the approved adjustment to compensate for the disability is confirmed. The Examinations Office will receive the application form and all supporting documents including a copy of the notification letter to be filed in the student's examination file.



Notifying responsible examiner of decision taken by chairperson of the board of examiners

For the granted adjustments to be implemented, the student must notify the responsible examiner of the decision and show him the notification letter in due time.