



This is a translation of the German original. In the event of any discrepancy,
the German text prevails.

Applying for reasonable accommodations

Application to

the examinations board

via the academic office and the examinations

Contact

Personal data of applicant

Last Name, First Name

Date of Birth

Telephone Number

Email

Student ID Number

Degree Program (Incl. Degree Component or Minor)

Subject Semester

Information on the requested reasonable accommodations

Information

Describe the reasonable accommodations you are applying for as precisely as possible. Indicate which coursework and examination formats (e.g., written examination, term papers, presentation, excursion, internship) and the dates or time frames for which you require reasonable accommodations. For written examinations requiring the production of text or calculations, you may request an extension of 20 percent more time until the end of Summer Semester 2024.

End of the information text

Reasonable accommodations (free text for five measures)

- 1.
- 2.
- 3.
- 4.
- 5.

Grounds for the application

Information

You must provide reasons for these accommodations that can be understood by third parties. This information must outline the impairments you face and the associated disadvantages or difficulties with regard to studying and examinations or requirements for the course of study. In particular, you should explain how the (health) impairments affect your study activities (e.g., writing by hand, typing, sitting, reading, presenting, participating, concentrating, working in groups).

End of the information text

Grounds for the application (free text field)

Attached documentation (please tick)

Information

Indicate which documents you have attached to your application. You must have at least one attachment. Note the evidence requirements set forth in the relevant examination regulation.

End of the information text

- certificate from medical specialists (i.e., specialist opinion or report of findings)
- certificate or opinion from a licensed psychological psychotherapist
- assessment test from the pensions office (Versorgungsamt) certifying a disability or severe disability or the front and back of the disabled person's pass
- confirmation letter from a funding body (e.g., under services provided pursuant to Sections 53 and 54, Book XII of the German Social Security Code [SGB XII])
- (extracts from a) treatment report (e.g., from inpatient care or partially inpatient care)
- statement or report from a rehabilitation provider
- recommendation from the Office for Students with Disabilities and Chronic Illnesses pursuant to Section 88 Hamburg higher education act (Hamburgisches Hochschulgesetz, HmbHG), which is generally accepted as sole evidence
- other, namely (free text)

Place, Date

Signature of Applicant

Information on reasonable accommodations—specific process

Dear students, the instrument of reasonable accommodations provided for in your examination regulations¹ is intended to offer you equal opportunities particularly during your studies and examinations and also in terms of designing and conducting your studies. You must apply for these reasonable accommodations or have a previously approved application implemented.

¹The right to reasonable accommodations is usually provided in Section 11 of the bachelor's and master's examination regulations. Students may always call on Article 3 paragraph 1 of the Basic Law for the Federal Republic of Germany (Grundgesetz für die Bundesrepublik Deutschland, GG) independent of a provision in the examination regulations.

What should you know if you are going to apply for reasonable accommodations?

Apply to your examinations board through your academic office. More information is available from your degree program coordination. If your application for reasonable accommodations is for coursework and examinations in your major and in the minor subject or in several course components, you will usually need to submit it to each of the examination's boards responsible.

The application should be made in writing. You can set out your application yourself or use this form.

Attach relevant documentation stating which coursework, examination activities, or requirements specifically impede your ability to participate as well as the measures that would reasonably accommodate your needs. If you have a recommendation from the representative for students with disabilities and chronic illnesses, this document can usually be used as sole evidence.

Many examination regulations do not have application deadlines. However, you should submit your application in good time. In particular, if your application relates to written or oral examinations, submitting your application later may not give the examinations board enough time to process your application, meaning that reasonable accommodations cannot be implemented in time for your next examination; as a result, you will have to complete the examination under standard conditions. Therefore, we recommend that you make your application six weeks before the examination period, four weeks at the latest. This recommendation also applies when registering and deregistering for examinations is possible only a few days before the examination in question.

Of course, you may apply later. In exceptional circumstances, swifter processing of an application may be possible for individual cases if the specific impairment for which the application is being made has only just been diagnosed or where a long-term illness has relapsed or occurs episodically.

The examinations board will make a decision after reviewing your application. You will receive notification of the reasonable accommodations that will be provided for you. A rejection of your application will be provided with justification and information on your legal rights and remedies.

What do you need to know when previously approved reasonable accommodations will be implemented for you?

The implementation of reasonable accommodations often requires the provision of additional rooms, supervisors, or aids for in-person examinations. This is particularly the case for written examinations, but also partly for oral examinations. The academic office and your examiner require adequate time to organize appropriate measures, particularly in terms of room and staff planning; otherwise, implementation of your reasonable accommodations cannot be guaranteed.

As STiNE, the campus management system, does not include any data about your health situation or resulting impairments in order to protect your privacy, implementation of your reasonable accommodations requires your active participation.

That means you should inform your academic office or your examiner by 30 November (winter semester), 31 May (summer semester), or—at the latest—four weeks prior to the commencement of the examination period you wish to take part in. This is the only way we can ensure your reasonable accommodations will actually be available.

Of course, you have the right to register and deregister for examinations during the registration period (or where good reasons call for it, after the registration period), just as every other student does. Inform your academic office, faculty, or degree program coordinator and your examiner that you wish to make use of reasonable accommodations.

Data protection and privacy

As mentioned above, STiNE does not record any health data. Reasonable accommodations may not be documented on the diploma or transcript of records.

Information and advice on reasonable accommodations

Universität Hamburg

Büro für die Belange von Studierenden mit Beeinträchtigungen

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[Studying with Impairments : Universität Hamburg \(uni-hamburg.de\)](#)