



How to request reasonable accommodations for studies and examinations or guidelines for designing and conducting your studies

If you are a student with longer-term health problems, you can request reasonable accommodations to have certain course and examination conditions adapted to your needs. To do so, you must meet certain requirements, for instance, indicate and prove which conditions of your coursework, examination activities, or requirements specifically impede your ability to participate. We recommend that you proceed as follows in requesting reasonable accommodations:

1. Seek advice

Our Office for Students with Health Impairments is the first port of call if you need advice on reasonable accommodation measures and possible alternatives. Use our [in-person or telephone hours](#) or arrange for an appointment outside of office hours.

2. Recommendations for reasonable accommodation measures

After that, we usually provide a recommendation for reasonable accommodation measures which is generally accepted as sole evidence for your application. You must, however, provide us with proof of how your health issues are affecting your studies, as we must attest to this in our recommendation. All proof you submit remains confidential—we are not allowed to pass any proof on to the academic office or the examinations board.

3. Submission of applications: via the academic office to the chair of the examinations board

If available, use the input screen provided on your academic office webpage. Use the [reasonable accommodations form on our website](#) if no input screen is offered. You must send the form together with our recommendation to the responsible academic office or chair of the examinations board.

Remember to register for examinations and cancel examination registrations well before the announced deadlines. Note: Your request for reasonable accommodations does not replace your examination registration.

Be aware that, alternatively, you can also contact the responsible examinations board directly. In that case, your request must include proof, such as a certificate from medical specialists or a certificate or opinion from a licensed psychotherapist.

4. Decision regarding your request

The examinations board, i.e., the chair of the examinations board decides on your request. You will be notified about the decision; this notification will only describe the approved measures without disclosing any health-related information.

5. Implementation of approved measures

Procedures for implementing reasonable accommodations can vary depending on the faculty. Get in touch with your degree program coordination if your notification does not answer all of your questions.

Information and advice on reasonable accommodations

We gladly advise you in person, by phone or in a Zoom meeting. See Section 1 and find more information about [reasonable accommodations](#) on our website.

Last updated: June 2023