

## Step-by-step guide

# Application for alternative examination methods

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### Step 1

#### Contact your course director

Please contact your responsible course management as early as possible (at least 8 weeks before the examination) and discuss the necessary examination modification for you.

MODE: Verbally, by telephone or informally by e-mail

Support and advice is available from the Disabilities Officer for Students.

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### Step 2

#### Obtain a (current) certificate from a medical specialist

The confirmation of your current study-relevant functional impairment(s) will be issued by your medical specialist. Mental impairments can also be certified by clinical psychologists or psychotherapists.

Please use our template "(Diagnosis-free) Specialist confirmation".

The certificate must generally meet the following criteria:

- > Description of the impairment in the specific study or examination situation
- > Recommendation of the medically necessary type of compensation for the disadvantage (e.g. time extension, separate room, written instead of oral examination)
- > Indication of the (expected) duration of the study-related impairment (permanently impaired or expected to be temporary until...)
- > Signature and stamp of a medical specialist or clinical psychologist or psychotherapist
- > Timeliness: Proof must not be older than 6 months

Not suitable are:

- > Findings, medical histories, therapy plans, prescriptions, medication details or similar – as they are – apart from the data protection regulations – cannot be interpreted appropriately by the university.

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### Step 3

#### Submission of the application including enclosures to the responsible course management

Please submit (at least 6 weeks before the examination) the completed form "Request for alternative examination method(s)" together with the medical certificate and, if applicable, a copy of the disability pass.

MODE: In person, by fax or by e-mail

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### Step 4

#### Result of the application

You will be informed of the result of your application in writing.

#### Please note:

- > Compensation for disadvantages will NOT be noted on certificates of academic success, grade overviews, transcripts or similar.
- > In the event of a change in the individual illness situation, the application can be resubmitted. The prerequisite is a new medical certificate confirming the change.

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