

How to apply for compensation for disadvantages

1. When applying for compensation for disadvantages students with disabilities or chronic illness must address the board of examiners and submit their application to the responsible examination office.
2. The application should be submitted by the end of the fourth week of lectures to be processed on time, that is by the end of the semester for the next examination.
3. Requests regarding the further procedure are managed by the examination office.
4. The responsible examination office forwards the application to the board of examiners of the respective department.
5. The respective elected board of examiners decides upon the student's application.
6. The examination office informs the student about an approval or a rejection of a compensation for disadvantages.
7. In the case of approval, a compensation for disadvantages is applied. The examination office is responsible for organising compensatory means, such as access to a separate room, prolonged invigilation, or an aiding laptop. All necessary arrangements are made by the examination office.
8. If the application is rejected, students have the option to resubmit an application with modified or identical claims for compensation for disadvantages, or to object to the rejection notice. In support of their objection, they may refer to their freedom of expression and the press.



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