

Request for the compensation of a disadvantage or adjustments for students with disabilities or impairments in the examination and assessment process

in accordance with §20 (2) of the Principles of Assessment [*Prüfungsverfahrensordnung*]

To the Examinations Office of Flensburg University of Applied Sciences

Please note:

This request for adjustments to compensate a disadvantage in regards to assessments refers to examinations, coursework and assessments that are pre-requisite to an exam. Adjustments are granted individually, based on the disadvantages to be compensated and the form of assessment. There is no general granting of adjustments. A disability or impairment does not have to be recognised officially for an application to be filed (an official “degree of disability” [*Grad der Behinderung*] is not necessary). This means that students with chronic diseases or physical or mental disadvantages can be granted adjustments for students with disabilities or impairments.

The request for the compensation of a disadvantage or adjustments is to be filed in due time and in written form including all necessary documents and addressed to the Examinations Office no later than at the time the student registers for an assessment.

Applications can only be processed if they are complete. It is your obligation to provide the necessary documents and proofs within the required time-limits and meeting the formal requirements.

The Examinations Office will inform you about the decision regarding your application with an official letter.

Information on the applicant:

Last name	
First name	
Student ID no.	
Degree programme	
FUAS e-mail address	
Street name and no.	
Post code and city	

Evidence justifying the request

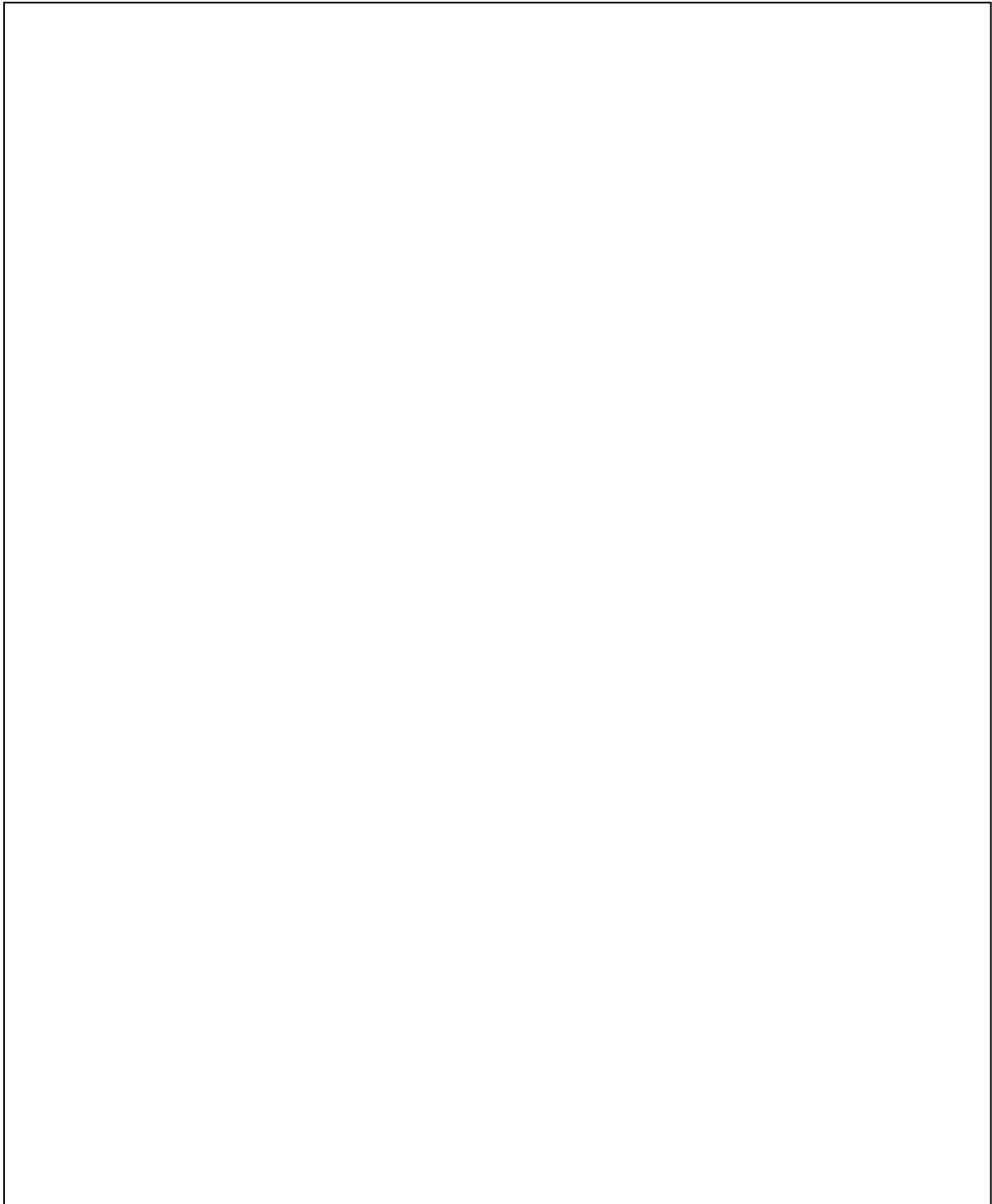
1. Form of disability or impairment:

The evidence has to include reasons that are comprehensible for a medical layperson; usually evidence is given in the form of a certificate issued by a doctor specialised in the field in question. Please describe the disadvantages resulting from the disability, chronic, mental or physical impairments. What are the difficulties and disadvantages that you expect for the specific assessment you are filing this request for? Please describe them as specifically as possible, e.g. in regards to writing, reading, sitting, giving an oral presentation, staying focused, working in groups etc.

2. Measures you are requesting to compensate your disadvantage:

Which specific form(s) of adjustment are you applying for that are suitable to compensate your disadvantages as comprehensibly as possible?

e.g. through extending the time given to write an exam (by a percentual ratio or by a number of minutes), use of certain auxiliary tools (e.g. writing an exam using a computer), adjustment of the exam documents (e.g. font size)...

A large, empty rectangular box with a thin black border, intended for the user to provide specific details about the requested adjustments to compensate for their disadvantage.

The following documents (e.g. medical certificate, expert opinion, school certificate) are included with this request:



Date & place

Signature