

## Step-by-step guide

# Application for alternative examination method(s)

(UG 2002 § 59 para. 1 no. 12)

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### Step 1

#### Contact your Study Program Director

Please contact your responsible Study Program Director 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 email

Support and advice is available from the Servicepoint "Accessible studying".

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### Step 2

#### Obtain a (current) medical specialist confirmation

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 "(Medical specialist confirmation (without diagnosis))".

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 Study Program Director

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

MODE: In person, by post or by email

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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.

Servicepoint "Accessible studying"

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