

Guide to requesting reasonable accommodations on the grounds of a health condition

This guide is designed to help students with the process of formally requesting reasonable accommodations for their health condition. Please read it carefully before completing your application.

When you first enrol on your degree course and at the beginning of each semester, we recommend you check which modules and classes you intend to complete with an examination or assessment (Prüfungsleistung or a Studienleistung), and which form of assessment you will be expected to complete (such as a written examination or written paper to be completed at home). This will help you work out which types of accommodations you may need. It can also be helpful to read the provisions on special circumstances and reasonable accommodations in the Course and Examination Regulations (Studien- und Prüfungsordnung) for your course. If your condition changes, it may be necessary to submit a new request for further accommodations alongside those that have previously been approved. You may also need new or different accommodations when it comes to completing your degree thesis.

Here are some examples of accommodations you may wish to request.

- Extra time in written exams (e.g. 20 % more time than the usual time allowed)
- An extension to deadlines for written papers (e.g. by 4 weeks)
- Additional breaks during examinations (e.g. 10 minutes' break after every 60 minutes of a written examination)
- Permission to use specific aids (e.g. a magnifying glass, a stress ball, a laptop, ear defenders) or to have an assistant in an exam or assessment to support you
- A separate room to complete examinations, or screens around your desk
- Permission to complete an examination or assessment in a form other than the one usually stipulated. For example, you may wish to take an oral rather than a written examination or vice versa, or take an oral examination alone rather than in a group. Usually, those responsible for making the decision will first try to identify whether it is possible to adapt the stipulated type of examination or assessment for all candidates. If doing this would not result in a reasonable accommodation for you, the decision-makers will go on to consider adapting or changing the form of examination/assessment in your case only. Please note: A written paper to be completed at home is usually not a substitute for a written examination.

In the section of the form entitled 'Reasons for your request', please explain as specifically as possible, in a way that non-experts will be able to understand, how your condition puts you at a disadvantage compared to other students. Give precise details of how your condition affects activities you have to complete in the course of your studies or during exams and assessments, such as sitting, writing, reading, group work, giving presentations, concentrating, or engaging in class.

If your condition is permanent or long-term, such as a disability or a chronic health condition, it is advisable for you to request accommodations to cover a period of time, or possibly the entire duration of your degree course. Please give the period of time for which you need the

accommodations in the section of the form on the accommodations you are requesting, in the column marked 'Accommodation(s) requested'. Your supporting documents (see below) should give an indication of how long your treating practitioners expect your condition to affect you in this way.

Please provide supporting documents along with your request, giving information on your condition and its impact on the examinations or assessments for which you are requesting accommodations. Supporting documents should usually have been issued within the last six months; a less recent document may be acceptable if your condition is permanent. You can redact (by blocking out) any information in your supporting documents which is not relevant to your request. We recommend you submit a medical report issued by a doctor, preferably a specialist in the area of your condition, or, if appropriate, a report from a psychotherapist. If you have a recognised disability, you can submit your disability ID card (*Nachweis einer Schwerbehinderung*), with the appropriate code, and/or the document/letter from the appropriate authority that confirms you have the disability. Other supporting documents that may be acceptable, depending on your particular condition and situation, include documents confirming you were given reasonable accommodations or adjustments at school or during vocational training, and reports by physiotherapists, occupational therapists or speech and language therapists. Remember that the healthcare practitioners and medical institutions treating you may need some time to complete a medical report. You can provide your treating healthcare practitioners with our guide to completing a medical report .

Ideally, you should submit your request no later than six weeks before the examination or assessment concerned begins; it is helpful if you can submit it earlier. Please submit your request to the Chair of the Examinations Committee (*Prüfungsausschuss*) in your department (see 'list of all Chairs of Examinations Committees'). The Examinations Committee is required to maintain confidentiality about your request and all details of it. You will receive written notification of the Committee's decision. If it has rejected your request, you can appeal.

Please note: Submitting a request for accommodations in consideration of special circumstances does not mean you have automatically registered for the exam or assessment! You still need to register separately, using the regular process.

Depending on the arrangements in place in your department, you will need to tell the academic staff responsible for the exam or assessment, or the relevant Faculty Service Office (FSB), that you have had accommodations approved. Make sure you do this in plenty of time so that they can make the appropriate arrangements. Check the letter confirming acceptance of your request or contact the Examinations Committee or the FSB to find out who to inform and by when you need to have done this.

If you have questions this guide does not answer, or you would like individual advice, please contact:

<p>Meike Butenob Advisory services and projects supporting students with disabilities and long-term health conditions meike.butenob@haw-hamburg.de</p>	<p>Prof. Dr. Dieter Röh Designated advisor for students with disabilities and long-term health conditions at HAW Hamburg dieter.roeh@haw-hamburg.de</p>
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<https://www.haw-hamburg.de/inklusion/beratung-und-kontakt/>

Formal request for reasonable accommodations on the grounds of a health condition

To the Examinations Committee specified below:

Name of Chair:	Department:

Student making the request

Last name, first name	Address
Telephone	Email
Degree course	Student number (<i>Matrikelnummer</i>)

I wish to request the following reasonable accommodation(s), in consideration of my special circumstances, for the following examinations, assessments and other required components of my degree course (*Prüfungs- und Studienleistungen*):

Type of examination/assessment (attendance requirement, written examination, pre-assessment qualification (<i>Prüfungsvorleistung</i>), written paper, portfolio, oral presentation, lab report, oral examination, practical placement/internship, extramural course/excursion, Bachelor or Master thesis, etc.)	Accommodation(s) requested; duration of accommodation(s) (see guide to making your request)

Reasons for your request

Please explain here how your condition disadvantages you in each of the specific types of examination or assessment for which you are requesting reasonable accommodations. (How exactly does your condition affect activities you would have to perform in the course of the examination or assessment, such as sitting, writing, reading, carrying out group work, giving a presentation, concentrating or engaging in class?)

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Supporting documents

The following supporting documents (such as medical reports; see guide to making your request) are enclosed with this form:

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I confirm that the above information is correct and accurate to the best of my knowledge.

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Date

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Signature

This form was issued by the designated advisor for students with disabilities and long-term health conditions at HAW Hamburg (pursuant to Section 88 HmbHG) Prof. Dr. Röh. Last updated 4/2023