

Application for disadvantage compensation

Please complete the form electronically, sign it digitally, and send it via email along with the medical certificate(s).

Examination Board of the Faculty	
Chairperson Examination Board	

Last Name	
First Name	
Matriculation Number	
Study Programme	
E-Mail	

I hereby apply for compensation for disadvantages for the following exams (see information on compensation for disadvantages):

in the winter term

in the summer term

permanent

A request for disadvantage compensation can be granted on a permanent basis under certain conditions, for example in the case of a chronic and stable impairment. A consultation with the responsible representative is required to submit the application.

The applicant commits to reporting the planned examinations each semester within the official registration period using the examination registration form. This form must be submitted to the examination planning office of their degree program as well as to the chairperson of the examination board. The type of requested and approved accommodation must be specified in the form.

Describe the nature of your impairment:

Describe as precisely as possible the type of compensation for disadvantages you are applying for. Explain how the requested measure mitigates the impact of your impairment.:

Is there a disability within the meaning of the Severely Disabled Persons Act in accordance with § 2 SGB IX:

Yes

No

If yes, GdB

A copy of the disabled ID card is enclosed.

I am aware that only information supported by current evidence can be taken into consideration. I have enclosed the original or certified copies of the justifications and supporting documents required for the decision on the application. These documents will be filed in the student file after completion of the procedure.

Data Protection Notice

Heilbronn University collects and processes the personal data required in connection with applications for reasonable accommodations and support services for students with disabilities or chronic health conditions. This is done to assess eligibility for support measures and to ensure equal access and participation in academic studies.

The legal basis for processing this data is Article 6(1)(c) GDPR in conjunction with the applicable higher education regulations.

Where health-related data is processed, the legal basis is Article 9(2)(b) and (g) GDPR.

Providing the required information and supporting documentation is voluntary. However, it is necessary for the University to assess the application and implement appropriate support measures. The collected data will be used exclusively for these purposes and will only be accessible to those individuals who require it to perform their duties.

The data will be stored for the duration of the student's studies and in accordance with applicable statutory retention periods. After these periods have expired, the data will be deleted.

Data subjects have the right to obtain information about the personal data stored concerning them, to request the rectification of inaccurate data, the deletion of data, and the restriction of processing. They also have the right to lodge a complaint with a competent data protection supervisory authority.

Statement by the Representative for Students with Disabilities

(Prior consultation is strongly recommended for the granting of your disadvantage compensation).

A counselling interview has been held.

Approval of the application: Yes No

Statement of the Representative:

Decision Chairperson Examination Board:

Application approved: Yes No

Once the application has been approved, the examination office and examination planning of the degree programme must be informed. Please note the different types of examinations when granting compensation for disadvantages.

The reasons for rejection or if the compensation for disadvantage was not approved as requested are given in a separate letter. For chairperson examination board: A template for the cover letter is available at <https://www.hs-heilbronn.de/intranet/a-bis-z>

After the decision has been made, the application for compensation for disadvantages is sent to the following offices:

Examination office for filling in the student file	pruefungsamt@lists.hs-heilbronn.de
Representative for students with disabilities	Inklusiv-studierend@hs-heilbronn.de
Applicant	