

Information on compensation for disadvantage

Dear students,

the following is anchored in the general parts of the study and examination regulations (SPO) of Heilbronn University, see: <https://www.hs-heilbronn.de/en/studying-with-disability>

"If someone can credibly demonstrate that it is not possible for them to take preliminary examinations or examinations in whole or in part in the intended form due to a disability or chronic illness, the chairperson of the responsible examination board shall be authorised to take the examinations within an extended processing time or to take equivalent examinations in another form. It must be ensured that the competences that are to be demonstrated in the examination are also demonstrated in this other form. For this purpose, the submission of an expert opinion, e.g. a medical certificate, may be required." § Section 8 (3) Bachelor and Section 7 (3) Master: General regulations for conducting examinations

What is compensation for disadvantages?

Chronic illnesses or impairments can make it more difficult to complete coursework and examinations under the given conditions than for fellow students who are not impaired. The attempt to compensate for such a disadvantage compensates for impairment-related disadvantages as far as the specific conditions allow. This right is enshrined in law.

When can I apply for compensation for disadvantages?

A request for compensation for disadvantages must be made at the beginning of each semester. In order to ensure sufficient consideration in the examination performance, it should be submitted at the latest when registering for the examination. In the case of impairments that occur at short notice, the request can also be made when the impairment occurs.

An application for conversion to alternative examination forms must be submitted by the start of the lecture period. Otherwise the conversion cannot be realised.

The application for compensation for disadvantages can be made permanently under certain conditions, such as a chronically, unchanging impairment. If permanent compensation is granted, the student undertakes to inform the chairperson of the examination board and the examination planner of the degree programme at the end of each semester's registration period which examinations they have registered for.

Who can apply for compensation for disadvantages?

Students with impairments or chronic illnesses, e.g.

- Motor, visual, hearing or speech impairments
- Chronic mental illnesses
- Chronic physical illnesses.

How do I apply for compensation for disadvantages?

The application must be submitted to the relevant examination board. The form is available for download at

<https://www.hs-heilbronn.de/en/studying-with-disability>

It is strongly recommended that you consult with the representative responsible for your campus beforehand.

The application consists of:

- A description of the impairment with regard to an examination or coursework to be modified
- Appropriate evidence of the impairment (e.g. medical reports from specialists, statements from licensed psychotherapists, reports from hospitals or rehabilitation facilities)
- Suggestions for adjustments to coursework or exams.

Possible compensation for disadvantages

Depending on the specific impairment, the following measures may be useful:

- Extended time for written exams or granting of individual break times
- Exams in separate rooms with individual supervision
- Permission to use specific assistive tools or devices
- Extended deadlines for term papers or final theses
- Conversion to alternative forms of examination.

Information and counselling on the topic of 'compensation for disadvantages'

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