

Guidelines for granting compensation for disadvantages at Otto von Guericke University Magdeburg

Students with a disability or chronic illness are often directly affected in their studies. It is possible to apply for compensation to counteract disadvantages. This can include measures such as:

- Longer processing times for exams or assignments
- Recovery breaks in written and oral examinations
- Shortening the duration of examinations
- Replacing written examinations (in whole or in part) with oral examinations - or vice versa
- Replacing written exams with term papers - or vice versa
- Personal or technical assistance
- Examinations in separate rooms
- Provision of scripts
- Individual timetable (please consult the respective student advisor)
- Part-time study (for further information see here:
<https://www.ovgu.de/Studium/Studienorganisation/Teilzeitstudium.html>)

This overview is not exhaustive and is primarily intended to provide assistance in describing the specific measures to compensate for disadvantages. Which measure is taken depends on the specific case and can also be discussed in advance with the respective contact person.

Compensation for disadvantages does *not* lead to a reduction in the demands of the examination, i.e. the examination requirements are lowered. Also, written examinations may only be replaced by term papers (or vice versa) in exceptional cases, as the two types of examination generally test different skills.

Seek advice and submit an application

Contact the relevant inclusion officer at your faculty and seek advice on how to submit your application. The faculty's examination board will decide on the application. Below is an overview of the process and procedure for submitting an application:

1. Describe the disadvantages in your studies resulting from the health impairment(s). It is not necessary to refer to a clinical diagnosis. Rather, the aim should be to make it clear what disadvantages exist in the course of studies and how these can be compensated for with concrete assistance and support services (see "Application for compensation for disadvantages"). Specific possibilities for change can be discussed in advance with the inclusion officers or student advisory services. It is advisable to include several measures if necessary, so that there is room for the examination board to make decisions.
2. A medical certificate (general practitioner, specialist; in the case of mental illness, certificates from psychologists and psychological psychotherapists also apply) must also be submitted. The certificate does not have to go into the diagnosis, prognosis or medical history. However, the following three aspects should be taken into account:
 - a) *Form of impact of the disability/illness on the following study and/or examination achievements*
A specialist medical/psychological assessment is required here of the examinations or coursework for which the student is at a disadvantage compared to other students (e.g.

"more time is needed for examinations"; "long distances cannot be covered on foot during excursions", etc.).

b) Recommendation for compensation

A specialist medical/psychological assessment is required here as to what measures can be taken to compensate for the disadvantage described above ("writing time extension of xx %"; "breaks after xx minutes"; "exam tasks in font size xx", ...)

c) Duration of validity

An assessment of the duration or whether no changes are to be expected for the duration of the course (standard period of study) is presented here.

3. The application is submitted to the responsible examination office, which forwards it to the examination board. The application should be received by the examination Office two weeks before the respective meeting date of the examination board. You can find the dates of the examination board meetings on the website of your examination office.
4. After the examination board has decided on the application, the student will be notified in writing.

Application for compensation for disadvantages

Initial application Follow-up application

Name		
First name		
Date of birth		
E-Mail		
Postal address		
Matriculation number		Semester:
Course of study		

Details of the disadvantage-compensating measure(s) applied for

Extent: *(please indicate the exact extent to which the application relates, e.g. module title, semester)*

Compensatory measures: *(please state your proposal for the type of compensation, e.g. technical aids, extension of the processing time, change of examination format (written to oral), etc.).*

Justification of the application

(The justification must contain comprehensible information on the impairment or the reasons for the impairment as well as related disadvantages and difficulties with regard to study or examination-related activities (reading, writing, lecturing, participation in seminars, ...)).

Enclosed evidence (please mark with a cross)

- (Specialist) medical certificate/psychological report
- Statement from a licensed psychological psychotherapist
- Copy of the severely disabled person's pass
- Assessment notice from the pension office
- other

place, date

signature of the applicant