



Checklist for students: Request for compensation for disadvantages due to a disability

If you have a physical, mental or sensory disability that prevents you from taking an examination or acquiring a participation requirement, you can request compensation for disadvantages at the examination board of your department (§ 64 Section 2 NRW Higher Education Act). In this way, study and examination achievements can be adapted and barriers that exist for you due to your disability can be removed. It is best to submit the informal request to the examinations office as early as possible – at the latest four weeks before the examination. Please include the following aspects in your request for compensation for disadvantages:

- ☐ You provide your personal data (name, matriculation number, degree program, address, e-mail address).
- ☐ You submit the request to the person who chairs the examination committee in your department.
- ☐ You describe the symptoms of your disability and explain how the disability manifests itself. You do not have to state a diagnosis.
- ☐ You explain how the symptoms described affect the respective examination situation.
- ☐ You state which examination modification you are applying for in order to compensate for the disadvantages resulting from your disability (example: "Writing time extension of XY percent").
- ☐ You provide information about the examinations and coursework for which you are applying for an examination modification (for specific examinations and coursework or for all examinations of the entire degree program).
- ☐ You enclose a document with your letter confirming the existence of a health problem (such as a medical certificate or psychotherapeutic statement). The document must describe the symptoms of the disability as well as the effects on study and examination performance – without stating a diagnosis. The letter should also contain suggestions as to which specific compensation for disadvantages is appropriate. You can also submit further evidence (such as a certificate of severe disability).
- ☐ You sign the request (place, date and name of the person making the application).
- ☐ Please contact the examination office of your department to find out in which form the request should be submitted (as an original by post, by e-mail, etc.).

The examination board of your department decides on the approval of the application. To ensure data protection, applications are discussed by the examination board without personal data. All parties involved are obliged to maintain confidentiality towards third parties. A response to the requested compensation for disadvantages will be provided in writing.

Advice on the application for compensation for disadvantages

If you have any questions or need advice, the Student Counselling & Information Centre (ZSB) at Münster University of Applied Sciences will advise you on the possibilities and limits of compensation for disadvantages (Tel.: 0251 83-64150, studienberatung@fh-muenster.de; www.fhms.eu/kon-takt-zsb). You can also contact the [Disabilities Officers](#) in the respective departments.