



Information for advisors and interested persons: Request for compensation for disadvantages in study and examination achievements

Students with a physical, mental or sensory disability can request compensation for disadvantages in coursework and examinations at the relevant departmental examination office. You should submit the informal application as early as possible – at the latest four weeks before the examination. It is not possible to start a request after the start of the examination. There is no such thing as a general compensation for disadvantages and there are no ready-made templates. The following aspects should be listed in the written request for compensation for disadvantages:

1: Notification of symptoms

First, the symptoms of the disability are described. It is important that it becomes clear how the disability manifests itself.

2: Description of the effects in relation to coursework and examinations

It is then necessary for applicants to explain in detail how the symptoms described in step 1 affect their studies and what disadvantages they face in their studies due to the disability.

3: Explanation of appropriate adjustments

In the following, students describe which specific adjustments may be appropriate for certain study and examination situations in order to ensure equal opportunities. Examples of this can be found in the [Brochure on compensation for disadvantages](#) in study and examination achievements for students with disabilities at Münster University of Applied Sciences. The measures can relate to several study and examination assessments in the semester and should be stated very clearly if possible (example: "Extension of writing time by XY percent).

Specialist letter

The request must be accompanied by a differentiated letter from a medical specialist. Such a letter (or other suitable evidence) contains a description of the current situation and the medical symptoms – without stating a diagnosis. It also includes statements about the duration, severity and effects on study and examination performance. The medical certificate should also explain which restrictions affect the studies in a way that is comprehensible for medical laypersons. It can also contain suggestions for specific adjustments for exams or coursework (if possible in quantified form). Further evidence (such as a certificate of severe disability) can also be submitted.

Decision on the request for compensation for disadvantages and data protection

The examination board of the respective subject area decides on the approval of the request. To ensure data protection, requests are discussed by the examination board without personal data. All parties involved are obliged to maintain confidentiality towards third parties. A response to the request for compensation for disadvantages will be made in writing.

Advice on the request for compensation for disadvantages

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