

Information on disadvantage compensation

General notes

- **Objective:** Measures aimed at supporting students with disabilities or chronic diseases to help them cope with their studies. Disadvantages should be compensated for.
- **Who can make a claim?**
 - Students with disabilities, chronic diseases or mental illnesses.
 - Students with children or caregiving duties.
 - Pregnant women on maternity leave.
- **Some examples of disadvantage compensation** are:
 - Extended writing or completion time for exams or tests.
 - Special rules for taking breaks during written exams.
 - Provision of a separate examination room.
 - Individual exams instead of group exams.
 - Use of auxiliary materials.
 - Provision of adapted examination materials.
- **Examination formats suitable for disadvantage compensation:** Both written and oral (including during the semester).
- **Application period:** Each semester.
- **Examination results and graduation documents:** Approved disadvantage compensation will **not** be mentioned in transcripts or exam results.

Before applying for disadvantage compensation

- Please make sure to obtain the appropriate **relevant documents**¹ in a timely manner ((doctor's) certificates) to prove your disadvantage. Experience has shown that it can take some time for the relevant bodies to issue these documents.

¹ Any medical reports must not be more than one year old.

Possible relevant documents:

- Medical certificates and doctors' statements.
- Statements issued by board-certified psychotherapists.
- Statements issued by counseling centers.
- Treatment reports on stays at hospitals and rehab centers.
- Severe disability ID card or assessment notice from the pension office.
- Before submitting your application, we recommend you have a **consultation** with the [Representative of Students with Disabilities or Chronic Diseases](#).

How to apply for disadvantage compensation

- **Application period:** Please submit your application as early as possible, but no later than **the end of the registration period** set for exams during that respective semester.
- **Application documents:** Please send the **following** documents **via email** to the Examination Board ⇒ geschaefsstelle.PA@hshl.de
 - Go to ⇒ [Downloads](#) in the Campus Office Online service portal to download the application form for disadvantage compensation.
 - (Doctor's) certificates as proof of your disadvantage and the measures taken to counteract your disadvantage.
 - Consent form for data processing (attached to the "Application for disadvantage compensation" form).

Please note that an application cannot be processed until all the documents listed above have been provided in full. The Examination Board reserves the right to request the original documents if necessary.

After you have applied for disadvantage compensation

- **Processing and consultation by the Examination Board:** Your application will be decided at one of the next Examination Board meetings. This may take several weeks.
- **Decision:** You will receive an unsolicited response about the **result** of your application by (postal) mail.
- If your disadvantage compensation has been given **positive** approval, the persons responsible for conducting the examination (e.g., examiners, supervising proctors) will be informed about the disadvantage compensation measures granted in order to ensure that the procedure runs smoothly during the exams.

Contact

If you have any questions: Contact us as early as possible!

- Hamm & Lippstadt locations: geschaefsstelle.PA@hshl.de
- To visit in person: See our opening hours on the HSHL website