



## How can I seek reasonable accommodations during my studies and for examinations?

### Information sheet No. 2 on reasonable accommodation

If you are a student with longer-term health problems, you can request reasonable accommodations, that is, adaptations to certain coursework and examination conditions to suit your needs. You must, however, meet the relevant prerequisites by proving that the standard coursework and examination conditions cause undue hardship. You should take the following steps to request reasonable accommodations:

#### 1. Seek advice

Our Office for Students with Disabilities is the first port of call to get advice on potential reasonable accommodation measures and possible alternatives. Use our [in-person or telephone hours](#) or make an appointment if you wish to speak outside of our office hours.

#### 2. Get a recommendation for reasonable accommodation measures

Once we know your personal situation, we can provide a recommendation for reasonable accommodation measures which will generally be accepted as sole evidence for your request. You must provide us with proof of how your health issues are affecting your studies, so we can attest to this in our recommendation. All information that we hold about you is kept private and confidential. We do not share this with any third party such as the academic office or the examinations board. Our recommendation merely outlines your functional impairments and suitable accommodation measures.

Read [Information sheet No. 3](#) about required proof for requesting reasonable accommodations which also provides important information about data protection and privacy.

#### 3. Submit your request via the academic office to the chair of the examinations board

Contact your [academic office](#) for submission details. Some academic offices provide input screens on their website. Others use our [reasonable accommodation request forms](#). When using the short request form, submit this together with our recommendation to the academic office responsible. They will forward both to the examinations board.

Remember to register for and withdraw from examinations well before the announced deadlines. **Important:** Your request for reasonable accommodations does not replace your examination registration.

Be aware that, alternatively, you can also contact the responsible examinations board directly. In this case, you need to complete the long request form—the brief request form is insufficient. Your request must include proof, such as a certificate from a medical specialist or an assessment from a licensed psychotherapist.

#### 4. Decision on your request

The examinations board, i.e., the chair of the examinations board decides on your request. You will be notified about the decision. This notification describes the approved measures, but does not generally disclose information about your health impairments.

## **5. Implementation of approved measures**

Procedures for implementing reasonable accommodations can vary depending on the faculty. Get in touch with your degree program coordinator if your notification does not answer all of your questions.

## **Information and advice on reasonable accommodations**

We are happy to advise you in person, by phone, or via Zoom. Find more information on reasonable accommodations on the [Office for Students with Disabilities website](#).

## **6. Further information sheets on reasonable accommodations**

The following information sheets provide further details on reasonable accommodations:

- Information sheet No. 1: [What are reasonable accommodations?](#)
- Information sheet No. 3: [Required proof for requesting reasonable accommodations](#)
- Information sheet No. 4: [What to do when I have been granted reasonable accommodations](#)

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