



What to do when I have been granted reasonable accommodations

Information sheet No. 4 on reasonable accommodations

1. Implementation of reasonable accommodation measures

There is no uniform rule for implementing reasonable accommodations in the faculties or degree programs. If you are enrolled in a dual-subject bachelor's degree program, or a cross-university or teacher training degree program, you will probably be faced with different procedures.

When being granted reasonable accommodations, you will usually be notified by the examinations board or the academic office responsible about the further course of action, especially regarding examinations. If you have not yet received this information, get in touch with the degree program coordinator in the [academic office](#) responsible.

2. Register for and withdraw from examinations

Reasonable accommodations often require the provision of additional rooms, invigilators, or assistive devices for in-person examinations. This mostly affects written examinations, but sometimes oral examinations as well. The academic office and your examiner require lead time to organize appropriate measures and to schedule a room and staff. Otherwise, we cannot guarantee your reasonable accommodations will be implemented. This is partly because STiNE, our campus management system, does not include any information about your health situation or resulting reasonable measures to ensure data protection and privacy. Implementation of your reasonable accommodations requires your active participation.

That means you should inform your academic office or your examiner by 30 November (winter semester), 31 May (summer semester), or—at the latest—four weeks prior to the commencement of the examination period you wish to take part in. This is the only way to ensure your reasonable accommodations are implemented in time. Like any other student, you have the right to register for and withdraw from examinations during the registration and withdrawal period—or with good reason if the withdrawal period has ended (see paragraph 3). Make sure to inform the academic office and examiners immediately.

3. Withdrawal from an examination due to acute health reasons

If you are unable to take part in upcoming examinations due to acute health reasons, you can withdraw from these examinations. You must, however, withdraw immediately. Get in touch with the academic office responsible right away. Illness of children or of assistants are also acceptable reasons but require proof.

Besides acute health impairments, there are other compelling reasons for withdrawal, including unforeseeable circumstances, such as the death of a close relative or a defective assistive device.

Make sure to immediately inform the academic office and the examiners that you are unable to take the exam, so they can cancel accommodations such as separate rooms or invigilators.

4. Laptop and assistive devices loaning and invigilator support

The Office for Students with Disabilities can provide you with a non-internet-enabled laptop for examinations if necessary. Contact us well in advance so that we can reserve a laptop and make further necessary arrangements. We also loan out assistive devices. Email us at beeintraechtigt-studieren@uni-hamburg.de.

In special cases we may also assume invigilator roles.

5. 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. 2: [How can I seek reasonable accommodations for my degree program?](#)
- Information sheet No. 3: [Required proof for requesting reasonable accommodations](#)

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