

## Guidelines for requesting accommodation for special needs

If you would like to request accommodation for special needs, please submit a general request to the head of the respective programme at the earliest possible opportunity.

This general request should contain the following elements:

- Date
- Name
- Student identification number
- For what type of assessment or situation would you like to request accommodation?
- What would help you to cope with the situation in question?
- Please enclose a doctor's certificate with the request. This certificate must meet the following requirements:
  - Must be issued by a specialist doctor, a specialist psychologist or a disability insurance (IV) office
  - Must be no more than one year old at the start of study
  - Must include a detailed and dated diagnosis
  - Must include the implications for everyday study routines
  - Must state the recommended accommodation

You will then be invited to an interview with the respective programme head and a study adviser.

Use the following questions to prepare for the interview:

- In what situations during your studies do you experience or anticipate impairments due to your disability or illness?
- Are you already using any aids? What must/should be taken into account in this regard?
- What support do you need? What measures have been helpful so far?
- What are you doing to compensate for your special-needs situation?
- Put together the syllabi, study regulations and deadlines for your coursework.

During the interview, the interviewers will analyse your situation and define the further procedure for your modules and coursework together with you.

Subsequently, you must submit an explicit request for each special need (including the reasons); the lecturers concerned will then be informed once the request has been approved.

These requests must be submitted to the head of the respective programme by 1 March (Spring Semester) and 15 September (Autumn Semester), respectively.