

Checklist - Application for disadvantage compensation at HSB

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- ✓ Before submitting an application: You can arrange a meeting with a staff member of the Advisory Office for Inclusive Studies at HSB, the respective faculty member or directly with the person in charge of the examination board.
- ✓ Provide your personal data (name, matriculation number, course of study, address, e-mail address). You can either use our online application form for disadvantage compensation (German only) or submit an informal application yourself – whichever you prefer! Submit the application no later than the end of the module registration period.
- ✓ Address the request to the person in charge of the examination board for your Faculty.
- ✓ Provide information about the examinations and study requirements for which you are requesting an examination modification. For this, you will need to specify the module names and module codes.
- ✓ Describe the symptoms of your impairment and clarify the ways in which the impairment manifests for you.
- ✓ Provide the examination modification you are requesting to compensate for the disadvantages that exist due to your impairment. (Example: "Writing time extension")
- ✓ Provide a certificate from a medical specialist, a psychotherapeutic statement or, if necessary, other suitable evidence with your letter. If possible, a recommendation will be made for the type and manner of the examination modification (example: "Writing time extension in the amount of XY percent").
- ✓ Sign the application (place, date and name of the person applying).
- ✓ Submit the application either directly to the examination board or to the responsible staff member in the Enrollment and Examination Office - usually this can be done by e-mail.
- ✓ Once approval has been granted, no information is automatically forwarded to your respective lecturers! As a student, you are obliged to inform all lecturers with each of whom you are taking modules about the approval of your compensation for disadvantages immediately by e-mail!