

# Compensation for disadvantages at EUF:

## Instructions for preparing the informal application letter

### Explanation

Students in so-called special situations can submit a written application for compensation for disadvantages in accordance with § 5 of the Framework Examination Regulations (“Rahmenprüfungsordnung”, or short RaPo), to the examination board responsible for them, provided that they provide suitable evidence. Special situations include long-term or chronic illnesses, disabilities, maternity protection periods, parental leave and care and nursing responsibilities. Suitable proof includes in particular:

- (Specialist) medical reports or medical certificates
- Disability certificates
- Psychological (test) reports
- Birth certificate(s) (for children under the age of 14)
- Proof of daycare center closure
- Care certificates

The disadvantage compensation will be decided on the basis of your individual documents. Compensation for disadvantages is always decided on a case-by-case basis.

### 1. General information/letterhead

The letterhead of your application should contain the following general information:

- the responsible examination office, contact person if applicable
- Personal details of the person submitting the application:
  1. surname, first name, date of birth
  2. address, telephone number, EUF e-mail address
  3. matriculation number, course of study (subjects and profile if applicable), semester of study

4. a one sentence description of your special situation in the subject of the letter

## 2. Text of application

The application text consists of the introduction, the reasons for the application, the requested measure(s) and the conventional close.

### 2.1 Introduction

Here you inform the examination board of your application and its legal basis.

e.g. "Dear members of the examination board, I hereby apply for compensation for disadvantages in accordance with the Framework Examination Regulations (RaPo), § 5 Recognition of special needs".

### 2.2 Reasons for the application

The need for disadvantage compensation is due to: (

- Disability(ies)
- Chronic illness(es)
- Care responsibilities for children under 14 years of age
- Relatives requiring care

(Multiple answers are possible; please specify if applicable)

The disadvantages that are to be compensated for by means of disadvantage compensation measures arise in

- my everyday study life
- the organization of my studies
- the completion of examinations
- the requirements of my course of study

(Multiple answers are possible, please name and explain where applicable)

The reasons given for the necessity of compensatory measures must be comprehensible to third parties who do not know anything about your chronic illness, disability, impairment or care responsibilities; the information must relate

to the impairment(s) and the associated disadvantages or difficulties in study and examination performance or requirements for the course of study. In particular, they should explain how the impairments affect aspects and activities relevant to studies and/or examinations, e.g. writing by hand, typing, sitting, reading, lecturing, participating, concentrating, sports activities, completing homework, working in groups, giving presentations, taking part in internships or excursions.

Generally, the examination board does not require a diagnosis for its decision, but rather a precise description of the disadvantages that are to be compensated for.

**Therefore, please do not state any diagnoses** except in cases where your text would not be comprehensible without a diagnosis (e.g. reading and spelling difficulties, a.k.a. dyslexia). Students applying for compensation for disadvantages have a right to privacy and data protection!

### 2.3 Measures requested

Name the measures you would like to apply for to compensate for disadvantages as specifically as possible, e.g. separate examination room, extension of the processing time by 25 %, use of a computer to take a written examination, rest breaks, cue sheets in oral examinations, support from an assistant, different form of examination, and so forth.

The measures applied for must clearly relate to the disadvantages described above.

For example: "Due to my dyslexia, I need more time to read a seminar text, as I have to read sentences several times to understand them and to decipher and put together certain words. I also have to take more time and care when taking notes and writing my own texts than students without dyslexia. For this reason, I am applying for an extension of 6 weeks for homework as compensation for disadvantages.

"As a single mother of a three-year-old physically disabled child, I have extensive care and nursing duties on a daily basis. In addition, my child needs regular therapy sessions. It is therefore not possible for me to attend courses on all working days. I also need more time to complete homework due to my family situation. I therefore apply for priority course selection for the duration of my B.A. studies and a 50% extension of writing time for assignments."

**Please note:** Extensions and breaks in written examinations must always be requested in minutes or percentages, for term papers in days or weeks.

e.g. "I request an extension of processing time in exams of 25%"

or "I request an extension of processing time for 60-minute exams of 20 minutes, for 90-minute exams of 30 minutes".

You can apply for the measures for a limited period of time or for your entire Bachelor's or Master's degree course. If you would like to apply for a measure for the duration of your entire course of study, your medical certificate or other proof must also certify your special situation for the duration of your entire course of study.

## 2.4 Conventional close

, The application letter concludes with a friendly or polite greeting, your signature and the place and date of application.

## 3. Attachments

1. When submitting your application, you must enclose a completed application cover sheet with your application, which you can find here under the document name "Antrag Nachteilsausgleich": <https://www.uni-flensburg.de/chancengleichheit/erkennung-besonderer-beduerfnisse-nachteilsausgleich>
2. Finally, you must enclose suitable evidence. In the case of chronic illness(es)/disability(ies), these are (specialist) medical reports which certify the impairment(s) resulting from an illness/disability with regard to aspects relevant to studies or examinations and - if possible - name suitable measures to compensate for them. **Ask your doctors not to list any diagnoses if possible.** If available, you can also submit a copy of your disability certificate.
3. In the case of dyslexia/dyscalculia or neurodiversity (e.g. ADHD, autism spectrum, etc.), please enclose appropriate test reports or meaningful psychological statements.
4. Suitable proof in the case of care responsibilities are birth certificate(s), proof of daycare closures, proof of care, etc.

If you have any questions when writing your medical report or reading these notes, you are welcome to seek advice from the staff of the Equal Opportunities Department of the EUF. For questions in the context of disability(ies), chronic illness(es) and neurodiversity, you can contact Jorma Heier. For questions concerning care responsibilities for children under 14 years of age and for relatives you can contact Martina Spirgatis. and Anja Hansen