

Cover letter for issuing certificates for doctors and other treating persons

Certificates are required to grant the disadvantage compensation to enable students with **disabilities or chronic diseases** equal opportunities during their studies. The certificates are always related to the described and certified **individual** situation and -impairment. The requested measure(s) must compensate for the impairment-related difficulties in regard to the ability to account and verify in examinations and/or study theses. At the same time, the qualification objectives of the subject of study and the competences to be proven in examinations must not be changed.

The certificate or expert opinion certifies the disability or chronic illness and should describe the effects on studies as well as on examination/study achievements and the measures necessary from a medical point of view (for example by a (specialist) medical practice or a psychotherapeutic medical practice).

1. The certificate should be recent enough to show the current impairment, include a stamp of the according practice, the name and signature of the treating person and the date of issue.
2. It should describe the functional limitations in terms of the study and examinations with regard to perception, cognition, behaviour and physical functionality depending on the clinical picture.
3. It is important to describe the tendency to develop (or the permanent state) of the disability or chronic illness and the appropriate recommendation for suitable support measures for studies, as well as concrete suggestions for appropriate measures during examinations or during the process of writing a student theses.

Possible measures during the course of studies:

Please discuss possible individual adjustments (e.g. preferred admission to attendance, modifications such as attendance requirements, internships and laboratories, stays abroad and excursions) and their feasibility during the course of studies with the respective contact persons of your subject of study!

The examples opposite do **not guarantee that the corresponding measure(s) will be approved**, but show possibilities. Please take advantage of the counselling services!

Possible disadvantage compensation in examination situations:

- Time extension for written or oral examinations; extension of the processing time of a student theses or
- Pause of the processing time of a student theses; breaks during the examination
- Adaptation of tasks (font size, font, etc. or as an audio file) as well as adjustment of speaking speed or pronunciation during oral exams
- Use of human resources and/or technical aids to compensate for the handicap (e.g. typists or reading assistants, sign language interpreters)
- Equalisation of examination periods (splitting)
- Only possible in very few exceptional cases: Change of examination form (e.g. written instead of oral examination)

Thank you for your help! If you have any questions, please do not hesitate to contact us.