

## Requesting reasonable accommodations

to the Examination Board:

via the Examination Office:

Contact person:

### Personal data

Matriculation number:

Family name, first name:

Street, house number:

Post code, town:

Telephone number:

E-mail address:

### Information on academic studies

Course (major/minor):

Intended degree:

Course-related semester:

## Reasons for the request

### *Explanation.*

Your request must contain information that is understandable to third parties. These information must include details on the health impairments (e.g. physical or mental disability or chronic disease or sensory impairment). You can name specific diagnoses, but you do not have to. It is important that you explain in a understandable way what disadvantages or difficulties you will have in your studies and examinations or in fulfilling requirements for coursework in connection with your impairment. In particular, you should explain how the health impairments affect study-related activities (e.g. handwriting, typing, sitting, reading, presenting, attending classes, concentrating, working in groups).

### *End of explanation.*

I hereby request reasonable accommodations due to the following health impairments and the resulting disadvantages in my studies:

## Requested measures

### *Explanation.*

Describe the requested measures as precisely as possible. Specify exactly what exact accommodation(s) you request and to which formats of coursework and examinations (e.g. written examination, term paper, presentation, excursion, internship) the requested measures refer. For example, a time extension of 25% for exams that require writing or calculations, a separate room for written and oral examinations or a postponement of the progress check by one semester could be requested.

### *End of explanation.*

Please indicate the accommodations you are requesting. A maximum of 5 text fields are available for this purpose.

## Attached supporting documents (please tick)

*Explanation.*

Tick the box of the supporting documents you are attaching to your request.  
Note documentation requirements in the examination regulations that apply to you!

*End of explanation.*

- Medical certificate/opinion/report on findings
- Report from a licensed psychological psychotherapist
- Certificate of (severe) disability from the pension office or front and back of the disabled person's card

other:

## Time frame of the requested accommodations

*Explanation.*

Please indicate the semester(s) for which you are requesting reasonable accommodations. According to the Bachelor's and Master's Examination Regulations of Saarland University (BMRPO) of 17 June 2015, a request must be submitted every two semesters, provided that the impairment still requires accommodation.

*End of explanation.*

The request applies to the

- Summer semester
- Winter semester

## Involvement of the Contact Point for Studying with Disability (please tick)

*Explanation.*

The Contact Point for Studying with Disability (KSB) is the central contact point at UdS for questions about studying with a disability or chronic disease. KSB offers students individual counselling in applying for and structuring reasonable accommodations. At the request of the student, KSB will support requests for reasonable accommodations with a statement. Please indicate whether you would like KSB to be involved.

*End of explanation.*

I had a consultation with KSB.

I have already requested a statement in support of my request from KSB.

I request the responsible examination board/examination office to obtain a statement from KSB regarding my request. For this purpose, I expressly consent to my data (request and attached documentation) being passed on to KSB and, if necessary, to any further consultation with KSB. The data protection information of the Equal Opportunities and Diversity Management Unit can be found at <https://www.uni-saarland.de/en/administration/diversity/ksb/downloads.html>

I waive involvement of KSB.

Place, date

Signature

This request form was created on the basis of the form "Applying for reasonable accommodations" of the University of Hamburg. Our sincere thanks go to Dr. Maike Gattermann-Kasper, Coordinator for the Concerns of Students with Disabilities or Chronic Illnesses at the University of Hamburg & Representative for the Concerns of Students with Disabilities according to §88 HmbHG, who agreed to its use.