



# Information on reasonable adjustments

This information sheet explains how you can apply for reasonable adjustments due to a health-related impairment.

Please note, this translation is provided for information purposes only. In case of any ambiguity or discrepancy, the original German version shall prevail.

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## Overview

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### 1. Information on reasonable adjustments during your studies and/or examinations

The Berlin Higher Education Act (BerLHG) and the Interdisciplinary Statutes for the Regulation of Admission, Studies and Examinations at Humboldt-Universität zu Berlin (ZSP-HU) ([hu.berlin/zsp](http://hu.berlin/zsp); available in German only) oblige the university and its teaching staff to take the needs of students with impairments into account. An impairment is understood to mean disabilities or chronic illnesses, including mental illnesses.

While a disability does not need to be severe, the definition given in Article 2 of Book IX of the German Social Code (§2 SGB IX) must apply: “Persons with disabilities include those with physical, mental, intellectual or sensory impairments which, in interaction with attitudinal and environmental barriers, may hinder their participation in society on an equal basis with others **for more than six months.**”

### 2. Aim of reasonable adjustments

The regulations strive to enable students with impairments to complete their studies under appropriate conditions and to ensure equal opportunities during examinations. These modifications do not represent facilitations. Rather, they serve to compensate for the disadvantages

that students with impairments face compared to other students. Reasonable adjustments may not lead students with disabilities to receive preferential treatment.



### 3. Formal requirements and application procedure

The following must be taken into account when determining reasonable adjustments:

- underlying disease/illness
- current health situation
- type of examination
- study and examination regulations

A distinction is made between study-related and examination-related reasonable adjustments.

#### Study-related reasonable adjustments

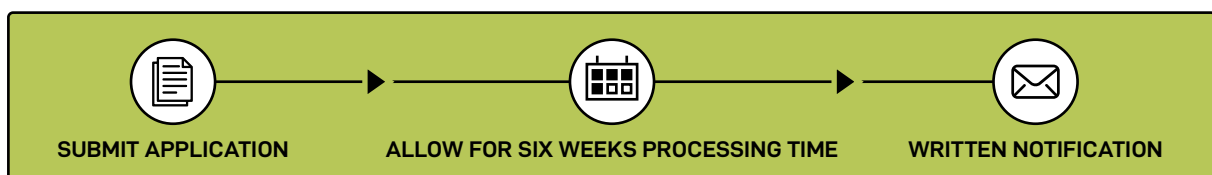
- For course work and in-person events, please contact the respective lecturer. In this case, contact the person responsible for teaching and discuss measures that will enable you to take part in the course. Record any measures agreed upon in writing, for example, in an email following the discussion.

#### Exam-related reasonable adjustments

- For module/final examinations submit your written application for compensation for disadvantages to the examination board. Depending on the faculty, you will need to submit your application to the examination office responsible for you, which will then forward it as appropriate.

Applications for reasonable adjustments do not usually need to be in a particular format and should be submitted about six weeks before the examination takes place or coursework is due. Please note any deviating deadlines set by the examination office responsible for you.

Some institutes and faculties have a form for the application. Be sure to ask the examination office responsible for you whether you should use a specific form for your application. Please note that there is a template available, which you can use in order to apply for reasonable adjustments for examinations. The template is provided under [hu.berlin/nta](http://hu.berlin/nta)



For state examinations (Staatsexamen and examinations for the teaching professions), submit your application to the responsible state examination office.



Reasonable adjustments cannot be granted for the entire degree programme. As a rule, you must apply for reasonable adjustments for each individual examination.

Experience has shown that reasonable adjustments should be granted for one semester; depending on the underlying illness, they may also be granted for two semesters.

Be sure to contact the teaching staff/ your examination board in good time! HU Berlin's Disability Advisory Service is gladly on hand to inform and advise.

Reasonable adjustments cannot be granted retroactively, for example if you fail an examination completed without any reasonable adjustments.

The measure(s) proposed to ensure reasonable adjustments must be defined precisely. An insufficiently precise formulation would for example be: "... additional writing time." A sufficiently precise formulation would for example be: "... 30% more writing time, i.e. an additional 30 minutes for examinations lasting 90 minutes."

The faculties, institutes, teaching staff and examiners should support you in the conception of reasonable adjustments.

If you apply for reasonable adjustments in writing, notification must be provided in writing of the decision, stating the reasons for this.

If your application for reasonable adjustments is rejected, you have one month to lodge an objection with the administrative court. Pursuant to Article 26(2) of the general act on administrative jurisdiction (AZG), it is not possible to appeal matters relating to higher education in the state of Berlin. Please refer to the objection procedure detailed in Article 118 of the Interdisciplinary Statutes for the Regulation of Admission, Studies and Examinations at Humboldt-Universität zu Berlin (ZSP-HU).

#### 4. Relevant legislation

- Articles 4, 5b, 9, 31(2)7 BerlHG
- Article 74 VwGO
- Articles 109 and 118 ZSP-HU
- Article 26 AZG
- Article 2 SGB IX
- Article 3 BGG



## 5. Contact details

### Beratungsstelle Studium mit Beeinträchtigung

Representative for students with disabilities and chronic illnesses

Disability Advisory Service

Unter den Linden 6, 10117 Berlin

Office hours and contact information [hu.berlin/barrierefrei](https://www.hu-berlin.de/barrierefrei) ↗

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