

## Guide to Applying for Compensation for Disadvantages for Students with Disabilities or Chronic Illnesses

Dear Students,

Equal opportunities and diversity are key values in our university's mission statement. We want to support you in completing your studies in the best possible way, despite any health-related impairments. In this context, examination regulations play a particularly important role, especially through the instrument of compensation for disadvantages.

### 1. What is Compensation for Disadvantages, and Who Can Apply for It?

Do you feel unable to take your exams under the given conditions due to health-related impairments? This may apply if you have a disability or long-term impairments that meet the criteria of a disability. These include, for example, chronic physical and mental illnesses or comparable long-term limitations. In such cases, you are legally entitled to compensation for disadvantages, ensuring that you also have the opportunity to achieve the best possible academic performance.

Compensation for disadvantages aims to ensure equal opportunities. To achieve this, compensatory measures are developed to support you based on your personal situation. Therefore, an application for compensation for disadvantages is always considered on a case-by-case basis, individually submitted, reviewed, and granted.

The responsible body for this process is the examination board of the respective department. It reviews the applications and determines which compensatory measures are appropriate in each individual case from an examination law perspective. The application must be submitted to the examination office, which then forwards it to the examination board.

Are you unsure whether or how to apply for compensation for disadvantages? If so, take advantage of the **advisory services** offered by the [Diversity Management Office](#) at our university. They can provide support and guidance throughout the application process.

### 2. Am I Eligible for Compensation for Disadvantages? Where Can I Find Information and Guidance?

Would you like to apply for compensation for disadvantages? Or do you want to find out whether you are eligible for it?

For a non-binding and confidential initial consultation, [the representatives for students with disabilities at the Diversity Management Office](#) are happy to assist you. Together, you can discuss possible compensatory measures.

If desired, you can receive support in drafting your application. You can reach us as follows:

Campus Kaiserslautern & Pirmasens  
Laura Wiemer  
E-Mail [laura.wiemer@hs-kl.de](mailto:laura.wiemer@hs-kl.de),  
Phone 0631 3724-4477

Campus Zweibrücken & Pirmasens  
Isabell Lobert  
E-Mail [isabell.lobert@hs-kl.de](mailto:isabell.lobert@hs-kl.de),  
Phone 0631 3724-5529

The **Examination Office** provides information about the application process and the relevant contact persons in your department.

Before submitting your application, the **examination board** of your department can also provide guidance. Here, you will receive information about the formal requirements and deadlines for submitting your application within your degree program, as well as, if applicable, program-specific advising. Take advantage of this [overview of the examination boards](#) at the university.

### 3. How Do I Apply for Compensation for Disadvantages?

The requirements for submitting an application may vary slightly between departments. Therefore, please check with your relevant examination office in advance for details on procedures and deadlines.

#### a. Content, Proof, Format, and Deadlines for the Application

##### Content of Your Application for Compensation for Disadvantages

- Name, address, university email address, phone number.
- Degree program, Bachelor's or Master's, student ID number
- For which study or examination requirements and which types of examinations the compensation for disadvantages should apply.  
(Types of Examinations: Written exam, oral exam, project work, term paper, presentation, excursion.)
- Duration of the compensation for disadvantages (one or two semesters, or for the entire duration of the studies).  
Please note that compensation for disadvantages can only be granted for the entire duration of your studies if the impairment or disability remains unchanged and this is confirmed by a medical certificate.
- Explanation of your situation, including a description of how your impairment or disability affects your studies.  
*A certified health impairment or an officially recognized disability alone does not automatically entitle you to compensation for disadvantages. The decisive factor is how the impairment or disability affects your studies. In addition to providing proof of a long-term health impairment, you must explain where and in what way your ability to participate in studies and/or examinations is hindered due to your impairment or disability, resulting in disadvantages compared to other students. Only specific participation deficits can be compensated.*
- Proposal and description of the required form of compensation for disadvantages, in accordance with the medical certificate (e.g., extension of writing time in percentage, taking the exam in a separate room, etc.).

### Supporting Documents for the Application for Compensation for Disadvantages

Attach the following documents to your application, as they are essential for understanding your request:

- Medical certificate ([see information on medical certificate](#))
- If applicable, other suitable evidence (e.g., medical reports from hospital or rehabilitation stays, other professional assessments, or a disability ID card, if available).

### Format of the Application for Compensation for Disadvantages

The application should be addressed to the **Examination Board** and submitted electronically as a signed PDF document. This can be either a scanned version of a printed document or an electronically signed PDF. All required supporting documents, such as medical certificates, must be attached to the application. Data protection is ensured, and your documents will only be made available to the members of the relevant Examination Board for review.

**Important!** To submit your application electronically, you must send it from your university email address to the official email address [nachteilsausgleich@hs-kl.de](mailto:nachteilsausgleich@hs-kl.de). Your application will only be considered officially submitted as an electronic document if sent to this email address.

### Deadlines for Applying for Compensation for Disadvantages

**Submit your application as early as possible!** This ensures that your responsible [Examination Board](#) receives your application in time for its next meeting and that there is sufficient time for the preparation and implementation of the compensatory measures.

We recommend submitting your application at the beginning of the semester. You can also apply for compensation for disadvantages as soon as you have enrolled at the university. Please note that processing may take some time, so it is in your best interest to submit your application as early as possible.

In exceptional cases, expedited processing of the application is possible if the impairment occurs suddenly. This may apply, for example, in the case of a new diagnosis or for chronic illnesses that occur in phases or episodes. However, due to the short notice, the compensation for disadvantages may not be implemented immediately and might only take effect in the next examination period.

**Note:** Compensation for disadvantages is part of examination law. Therefore, we emphasize that all information provided in the application must accurately reflect your actual impairments and be truthful.

From a legal perspective, providing false information could be considered an attempt to deceive. Any study or examination achievements obtained in this way may be classified as “failed”, and previously granted compensation for disadvantages could be revoked. Deliberate deception may also result in exclusion from examinations.

#### **b. The Medical Certificate**

Special attention should be given to your medical certificate, as it is a key document in the review process to ensure equal opportunities in your application.

Information and recommendations regarding the format and content of the medical certificate are provided in an appendix to this guide. These guidelines also serve as a helpful resource for the issuing physician, and you should present them when requesting your certificate.

Depending on the type of impairment, recent medical certificates (not older than six months) must be submitted.

#### **4. How Is Compensation for Disadvantages Implemented?**

After your application has been reviewed and a decision has been made, you will receive a notification from the Examination Board or your Examination Office. This notification will include the following information:

- Approval or rejection of your application for compensation for disadvantages.
- Duration of approval (e.g., for the entire study program, one or two semesters),
- Type and method of implementation of the compensation for disadvantages.
- Procedure for implementation (e.g., whether and in what form your cooperation is required for the implementation).

#### **5. Rejection Notification?**

If your application is rejected, you will receive a notification from the Examination Office on behalf of the Examination Board, which will also include instructions on legal remedies. You will have the opportunity to file an objection against the decision. The instructions on legal remedies will provide details on the format and deadlines for the objection process.

Further information on the objection procedure can be found via this [link](#).

**We are here for you!**

*Your team at the Diversity Management Office*