



# HOW TO Apply for Alternative Study Arrangements

## Prerequisite for applying for alternative study arrangements at the University:

Chronic illness (lasting longer than 6 months) and/or (recognized) disability

## First Step: Obtain a Specialist Medical Certificate

- A specialist = a doctor who has completed training in a specialist area (e.g. as a general practitioner, in orthopedics...)
- The certificate\* must state
  1. The (general) diagnosis
  2. Impairment in the specific study or examination situation
  3. Recommendation of necessary alternative study arrangements for medical reasons (e.g. time extension, separate room...)
  4. If a change/improvement to the condition in the foreseeable future can be ruled out, this must be explicitly stated, otherwise the approval for measures cannot exceed two semesters.

## Second Step: Apply to the Examination Board

- Apply by writing a brief letter. Please note that some examination boards have a preprepared form in their download area for this purpose.
- Your request must include the following details:
  1. Contact details incl. student ID number
  2. Course of study
  3. The phrase "I hereby apply..." (or similar)
  4. Request (see medical certificate)

\* If the individual's health condition worsens, the application can easily be resubmitted. The prerequisite is a medical certificate confirming the change of condition.



## VORSCHUB – Representation for Students With Disabilities and Chronic Illnesses

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You can find our current consultation hours here:

[www.asta.rwth-aachen.de/beratung/behinderung-chronic-illness/](http://www.asta.rwth-aachen.de/beratung/behinderung-chronic-illness/)



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### 3. Third Step: Receive a Notification of Approval

- Inform the examiners of the approved alternative study arrangements well ahead of time (at least three weeks before the exam).
- The study arrangements will be implemented.
- Bring the notification of the alternative study arrangements to your exam.

### Was Your Request Rejected?

- Lodge an appeal if desired – NOTE THE DEADLINE!
- VORSCHUB can offer support here

**Important appeal for considering the processing times of the examination boards – the principle behind it: The earlier students apply for alternative study arrangements, the more feasible they are to implement!**

Applying for study arrangements at short notice, i.e. only a few weeks or even days before the examination, usually leads to complications for several parties (stress and worry for the students and pressure on the responsible examination boards that have to adhere to fixed meeting dates to approve student applications). **The later the request is submitted, the lower the chances it will be approved and sent in time. Even if the examination board meeting dates coincide so the application can still be approved shortly before the date of the examination, the examiners, etc. also require a certain amount of preparation time in order to implement the alternative study arrangements (e.g. organizing extended supervision, booking a separate room, etc.)**

For this reason, we strongly recommend applying for the alternative arrangements as early as possible in the semester. This means: ideally, students would apply **three months beforehand** i.e. at the beginning of December for the winter semester examination period and at the beginning of May for the summer semester examination period.

We would like to thank you for understanding this situation and emphasize that we would be happy to support you with your application!

If you are uncertain about the extent of the alternative arrangements, we suggest you get in touch with the contact person of the examination board or a departmental advisor before submitting your application.

**IMPORTANT!**

1. If alternative study arrangements have been officially approved, you have a **right** to them.
2. The alternative arrangements will **not** be noted on study certificates, grade overviews, transcripts, or the like.
3. The examination is not made easier with the alternative arrangements, rather the **conditions** between students of the University are made **fairer** because of them.



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