



HOCHSCHULE RHEIN-WAAL

THE 8 MOST IMPORTANT QUESTIONS WITH REGARD TO REQUESTING SPECIAL EXAMINATION REGULATIONS

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Officer for Students with Disability or Chronic Illness

1. WHO CAN REQUEST SPECIAL EXAM ARRANGEMENTS?

All enrolled students of the university, who can medically attest a chronic illness or impairment, have the possibility to request special examination arrangements.

Complications during pregnancy may entitle to special examination arrangements in individual cases as well.

2. HOW CAN I REQUEST SPECIAL EXAM ARRANGEMENTS?

The request has to be submitted with the appropriate form. It is available under the Downloads on the following page of our website: [Studying with an Impairment or Chronic Illness](#)

3. WHEN DO I HAVE TO SUBMIT THE REQUEST?

The request should be submitted at least 8 weeks prior to the exam date. This also applies for language tests at the language centre, regardless of whether the course is taken as an Elective or Additional Subject! For intensive language courses the deadline is the registration.

Exceptions are possible but need to be justified. The decision as to whether your request can still be considered for the upcoming exam period, lies within the faculty.

4. WHERE DO I HAVE TO SUBMIT THE REQUEST?

The request has to be submitted to the Examination Board of your faculty. The current E-Mail addresses are as follows:

Technology & Bionics:	pruefungssekretariat-tub@hochschule-rhein-waal.de
Life Sciences:	peter.simon@hochschule-rhein-waal.de
Society & Economics:	pruefungsausschuss-fgo@hochschule-rhein-waal.de
Communication & Environment:	pruefungsausschuss-fku@hochschule-rhein-waal.de

5. WHAT DO I NEED TO BEAR IN MIND WHEN FILLING OUT THE FORM?

The symptoms, which you are suffering from in the exam situation should be described as accurately as possible! The diagnosis of your impairment does not have to be stated as disabilities or illnesses can affect the individual quite differently. The special exam arrangement should offset the symptoms of your illness or disability, without leading to an advantage in comparison to other students in the exam scenario. That is why the elaboration of the symptoms is decisive.

6. DO I NEED A MEDICAL ATTESTATION?

Yes, a medical attestation is the requirement for your request to be considered. It is very important that your doctor is describing and thereby confirming the symptoms from which you are suffering in the respective exam situation. A recommendation with regard to compensating measures can be expressed by the doctor but it is not mandatory.

7. CAN I SUBMIT MORE THAN ONE REQUEST?

Yes, it is possible to submit a consecutive request, if you have a relevant medical attestation.

8. WHO CAN HELP ME WITH THE REQUEST?

The Study Advisory Service is available for general consultations with regard to the request for special examination arrangements. The opening times are available here: [SAS](#)

The Student Representative for students with disability or chronic illness can support you as well. Please send an Email to: sv-stbce@hsrw.org

For specific questions and mediation between you and the Examination Board, please contact the Officer for Students with Disability or Chronic Illness via: bstbce@hochschule-rhein-waal.de

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