

## **Application for Academic Adjustments for disabled students (According to § 11 AT-BPO and § 11 AT-MPO of Hochschule Bremen)**

Status: 04June 2025 – Advisory Service for Inclusive Studying

### **1. Entitlement to academic adjustments**

**Students with disabilities or chronic illnesses<sup>1</sup> are legally entitled to adjustments of study and examination conditions based on their needs** Legal provisions for academic adjustments are set out in the Higher Education Act of the Free Hanseatic City of Bremen in [§ 31 of the Bremen Higher Education Act \(Bremisches Hochschulgesetz\)](#) and in [§ 11 of the General Parts of the Bachelor's and Master's Examination Regulations](#).

Academic adjustments serve solely to support students in the form of demonstrating their knowledge and skills. They must not result in an exemption from required academic achievements. The academic standards and learning outcomes of each module must remain unaffected.

### **2. Application**

**Applications for Academic Adjustments must be submitted to the examining board promptly, and at the latest by the end of the module registration period.**

Please submit your application either to the Department 3 – Registrar's Office,

Student Affairs or directly to the respective examining board of your degree programme.

If the application is rejected, a reasoned decision will be issued including information on the right to appeal.

#### **The application must include:**

- Name, enrolment number, degree programme and contact details
- Name of the specific module examination(s) for which academic adjustments are requested
- Description of the impairment-related disadvantage in examinations that requires adjustments. This requires information on the symptoms of the impairment or disability, but not necessarily on the diagnosis. In particular, you should explain how the (health) impairment affects study-related activities, e.g. writing by hand, typing, sitting, reading, lecturing, participating, concentrating, working in groups, etc. Medical information on the diagnosis is not mandatory.
- A medical certificate by the treating doctor or therapist (with license to practice). This can be a specialist, but also a general practitioner.

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<sup>1</sup> "Students with physical and sensory impairments, long-term chronic somatic or mental health conditions, specific learning disabilities such as dyslexia, autism spectrum conditions, or other long-term impairments may be eligible for adjustments during their studies and examinations. This also includes chronic illnesses with episodic symptoms, such as rheumatism, epilepsy, multiple sclerosis or allergies." (Deutsches Studierendenwerk)

The medical certificate must clearly explain to medical laypersons which study-related impairments exist. It is not necessary to mention the exact diagnosis or medical history. However, the symptoms that lead to a special need in the study situation should be described as precisely as possible. The report may also contain suggestions for academic adjustment.

The requirements and medical certificates presented are the basis for the assessment to be made by the examining board as to whether there is an entitlement to academic adjustments. Academic Adjustments will not be documented on the final certificate or transcript of records.

### **3. Support services**

For further information, please contact the chairperson of the examining board responsible for your degree programme.

Advice and support are also available at the Advisory Service for Inclusive Studying. [Link to further information on the website of the Advisory Service for Inclusive Studying.](#)

Contact:

[inklusivstudieren@hs-bremen.de](mailto:inklusivstudieren@hs-bremen.de)

**Application form according to § 11 ATBPO/ § 11 ATMPO**

Date

To the examining board of the degree programme

at Hochschule Bremen - City University of Applied Sciences

initial request

☐

follow-up request

☐

**Personal details**

Surname, name:

Degree programme/semester:

Address:

Phone:

E-mail:

Enrolment number:

**The application for Academic Adjustments relates to the following modules:**

**1. Module**

Summer semester/winter semester:

Module title and module abbreviation:

Contact details of instructors:

Type of examination:

**2. Module**

Summer semester/winter semester:

Module title and module abbreviation:

Contact details of instructors:

Type of examination:

**3. Module**

Summer semester/winter semester:

Module title and module abbreviation:

Contact details of instructors:

Type of examination:

#### **4. Module**

Summer semester/winter semester:

Module title and module abbreviation:

Contact details of instructors:

Type of examination:

#### **5. Module**

Summer semester/winter semester:

Module title and module abbreviation:

Contact details of instructors:

Type of examination:

## **6. Module**

Summer semester/winter semester:

Module title and module abbreviation:

Contact details of instructors:

Type of examination:

**(Specialist) medical certificate for applying for Academic Adjustments during studies**

Details of the student

Surname, name:

Date of birth:

Undergoing treatment since:

Description of the disability and/or chronic illness

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Date, signature/stamp of the treating medical specialist/general practitioner

**Supplementary description of the disability and/or chronic illness from your point of view:**

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Date, signature of the student