

Application and Information on Academic Adjustments

Dear Students,

Use this form to apply for academic adjustments for examinations and study-related activities. You can also find essential information and further advice here:

- **Advice and information on the application process** at the [Advisory Service for Inclusive Studying](#)
- **Programme-specific details** from your examination board: [HSB Website – Programmes](#)

We wish you all the best in your exams and a successful semester!

Content

Basic Information on Academic Adjustments	2
Application for Academic Adjustments	3
1. Personal Information	3
2. Scope of Academic Adjustments	3
3. Reason for Requesting Academic Adjustments	4
4. (Specialist) Medical Evidence and Certificates	6
5. Date and Signature	6
Data Protection Information	7

Basic Information on Academic Adjustments

What are academic adjustments?

Academic adjustments in examinations are a means of compensating for individual disadvantages and ensuring equal opportunities.

- The examination board decides on a case-by-case basis whether academic adjustments are granted and what form they take.
- The examination content remains unchanged. Where possible, the conditions are adapted so that students can demonstrate their knowledge under comparable conditions (e.g. through assistive devices or extended processing time).
- Academic Adjustments are not recorded in the degree certificate or the Transcript of Records.
- Legal basis: Bremen Higher Education Act (§ 31), and the General Provisions of the Examination Regulations (§ 11 AT-BPO / § 11 AT-MPO).

Who can submit an application?

- Students with disabilities or chronic illnesses can apply for academic adjustments. Guidance on the relevant definitions can be found in the German Disability Equality Act. Here, a disability or chronic illness refers to an existing or expected impairment of equal participation in society that is likely to last for at least six months.
- Academic Adjustments are not granted for temporary limitations (e.g. short-term illness or unforeseen circumstances). [Information regarding illness on examination dates](#)
- Many students are unsure whether they qualify. If in doubt, please contact the [Advisory Service for Inclusive Studying](#).

How is an application submitted?

- The application must be submitted **no later than** the end of the module registration period (§ 11 para. 3 sentence 1 AT-BPO / AT-MPO). This deadline usually falls three weeks after the start of lectures ([current module registration deadlines](#)). Please check the deadlines for Bachelor's or Master's theses with your examination board: ([HSB Website – Programme](#)).
- Submit the application with all supporting documents to your examination board (by email or in person at the Student Registration and Examination Office, [HSB Website – Programme](#)).

What happens after submitting the application?

- The examination board will review your application. If further clarification is needed, they may contact you.
- The examination board will inform you of the decision and any further steps required for implementation.

Application for Academic Adjustment

1. Personal Information

Name, First Name:	_____
Matriculation Number:	_____
Programme:	_____
Email Address (@stud.hs-bremen.de):	_____

2. Scope of Academic Adjustments

2.1 Information on the Scope

- Specify the relevant module(s) and select the type of examination or study-related activity. Module names can be found in the module handbook ([🔗 HSB Website – Programmes](#)). Information on examination formats is available from your lecturers.
- Bachelor's or Master's theses are also eligible. Information on different deadlines can be obtained from your examination board: ([🔗 HSB Website – Programmes](#)).
- Academic Adjustments are granted for **individual study and examination activities**. In cases of long-term conditions, it may be granted for multiple semesters ([🔗 see section 2.3](#)).

2.2 Scope of Adjustments

Academic adjustments are requested **for the semester:** _____

Module Title: _____

Examination or Study-Related activity: _____

Time Period of Examination: ☐ during the semester ☐ during the examination period

Examiner: _____ Email of Examiner: _____

Module Title: _____

Examination or Study-Related activity: _____

Time Period of Examination: ☐ during the semester ☐ during the examination period

Examiner: _____ Email of Examiner: _____

Module Title: _____

Examination or Study-Related activity: _____

Time Period of Examination: ☐ during the semester ☐ during the examination period

Examiner: _____ Email of Examiner: _____

Module Title: _____

Examination or Study-Related activity: _____

Time Period of Examination: ☐ during the semester ☐ during the examination period

Examiner: _____ Email of Examiner: _____

Module Title: _____

Examination or Study-Related activity: _____

Time Period of Examination: ☐ during the semester ☐ during the examination period

Examiner: _____ Email of Examiner: _____

2.3 Extended Approval Period for Long-Term Conditions

Academic adjustments may be **granted for multiple semesters** in justified cases, if the impairment is long-term and the examination conditions remain **unchanged**. There is no entitlement to an extended approval period.

- We recommend seeking **advice** on this matter ([🔗 Advisory Service for Inclusive Studying](#), and programme-specific information from your examination board [🔗 HSB Website – Programmes](#)).
- Apply for academic adjustments for the modules of the upcoming semester. The long-term nature must be **clearly stated in the reasoning** ([🔗 Section 4](#)) and **supported by evidence and certificates** ([🔗 Section 5](#)). If applicable, mention any additional examinations or study-related activities affected.

3. Reason for Requesting Academic Adjustments

3.1 Information on Supporting the Application

Clearly describe to the Examination Board how your impairment affects your ability to complete the examinations and study-related activities listed in [🔗 Section 2](#) (e.g. writing, sitting, presenting, examination room). Explain the resulting disadvantages.

- Describe the **impact of the impairment**. Diagnoses do not need to be disclosed.

- There is no entitlement to specific adjustment measures. However, you may suggest appropriate **reasonable adjustments**. Examples of measures include additional writing or preparation time, extended deadlines, the use of assistive devices, flexible break arrangements or and an adapted examination environment

3.2 Personal Statement in Support of the Application

Please describe here the impact of the disability on your examination or and, where applicable, suggest ways to compensate for this:

4. (Specialist) Medical Evidence and Certificate

4.1 Information on (Specialist) Medical Evidence and Certificate

- For information on required details, see the [🔗 Information for \(Specialist\) Doctors](#).
- The evidence must be sufficiently up-to-date or confirm the long-term nature of the disability or chronic illness. Contact your examination board if you have questions.
- Documents must be submitted in **German**. For documents in other languages, the examination board will decide whether a certified translation is required. Please check this before the submission deadline. Any translation costs are not reimbursed by the university.
- All evidence must be submitted with the application by the deadline. If this is not possible, contact the examination board in good time.

4.2 Attached Evidence and Certificate

- ☐ (Specialist) Medical Certificate(s)
 - ☐ Other certificates related to the impact on studies (e.g. psychological assessment, certificate of dyslexia, disability certificate)

5. Date and Signature

Place, Date

Signature of Applicant

Data protection information in compliance with Articles 13 and 14 of the GDPR in regard to applying for academic adjustments under Section 11 of the AT-BPO or AT-MPO

September 2026

This is a non-binding translation for information purposes. In case of any discrepancy, the German original shall prevail and can be accessed here: [🔗 Application Form in German with Data Protection Information](#)

1. Name and contact details of the data controller	The controller responsible for processing your data is Hochschule Bremen, Neustadtswall 30, 28199 Bremen, telephone (0421) 5905 - 0
2. Contact details of the data protection officer	Data protection officer, Neustadtswall 30, 28199 Bremen, Telephone (0421) 5905 - 2736, email: datenschutz@hs-bremen.de
3. Data subject rights	According to the General Data Protection Regulation (GDPR), you have the following rights: - You may request information as to whether, and if so, which of your personal data we process, and receive further information relating to such processing (Art. 15 GDPR). Please note that this right of access may be restricted or excluded in certain cases. - If inaccurate personal data is being processed, you have the right to have it rectified (Art. 16 GDPR). - Provided the legal requirements are met, you may request the erasure of your personal data or the restriction of its processing (Arts. 17 and 18 GDPR). However, the right to erasure under Article 17(1) and (2) of the GDPR does not apply, amongst other things, where the processing of personal data is necessary for the performance of a task carried out in the public interest or in the exercise of official authority (Article 17(3)(b) of the GDPR). - If the processing is based on consent (Article 6(1)(a) or Article 9(2)(a) of the GDPR) or on a contract (Article 6(1)(b) of the GDPR) and is carried out using automated means, you have the right to data portability (Article 20 of the GDPR) in a machine-readable format. - Where processing is carried out for the performance of a public task (Article 6(1), first subparagraph, point (e) of the GDPR), you have the right to object to the processing of your data at any time if you have grounds for doing so arising from your particular situation (Article 21(1), first sentence of the GDPR). Should you exercise your rights, we will assess whether the legal requirements for doing so are met. Further restrictions, modifications and, where applicable, exclusions of the aforementioned rights may arise from the General Data Protection Regulation (GDPR) or national legislation.
4. Right to lodge a complaint	You have the right to lodge a complaint with the state commissioner for data protection and freedom of information of the Free Hanseatic City of Bremen. You can contact them using the following details: Postal address: Georgstraße 122–124, 27570 Bremerhaven Telephone: +49 471 596 2010 or +49 421 361 2010 Email: office@datenschutz.bremen.de
5. Purposes and, where applicable, categories of personal data for data processing	Your personal data (name, address, date of birth, student registration number, contact details, degree programme, health-related data (e.g. medical certificates, documents from the benefits office, expert reports)) will be processed for the following purpose: – application for academic adjustments
6. Legal basis for data processing	The data controller processes the personal data collected from you on the basis of: ☐ Your consent (Article 6(1)(a) of the GDPR).

	☒ Your consent (Article 9(2)(a) of the GDPR). ☐ The performance of a contract (Article 6(1)(b) of the GDPR). ☒ To comply with a legal obligation (Article 6(1)(c) of the GDPR). ☒ To carry out a task carried out in the public interest (Article 6(1)(e) of the GDPR). To pursue the legitimate interests of the data controller (Article 6(1)(f) of the GDPR). ☒ Other/Additional: Article 9(2)(b) of the GDPR in conjunction with Sections 11 and 31 of the BremHG in conjunction with Section 11 of the AT-BPO or AT-MPO.
7. Categories of personal data, where the data subject is not yet aware of them¹	In addition to the data you have provided, we process the following personal data relating to you: - none
8. Sources of personal data that are <u>not</u> or were not collected from the data subject²	
9. Recipients or categories of recipients of the personal data	☐ Your data will not be disclosed to any other recipients. ☒ The following recipients will receive your data: - Members of the responsible examination board - Where applicable, the Department 3 – Registrar's Office, Student Affairs for forwarding to the responsible examination boards
10. Ggf. Übermittlungen von personenbezogenen Daten an ein Drittland oder an eine internationale Organisation	☒ Ihre Daten werden nicht an ein Drittland oder internationale Organisation übermittelt. ☐ Übermittlung gem. geeigneter Garantien, wie z.B. ☐ Standarddatenschutzklauseln ☐ Angemessenheitsbeschluss der Europäischen Kommission ☐ Weitere:
11. Right to withdraw consent, where applicable	If you have consented to the processing of your data (Article 6(1)(a) or Article 9(2)(a) of the GDPR), you may withdraw this consent at any time with effect for the future (Article 7(3) of the GDPR), without this affecting the lawfulness of the processing carried out on the basis of your consent up until the time of withdrawal.
12. Retention period for personal data	Your data will be stored in accordance with data protection regulations for one year and then destroyed in accordance with data protection regulations, unless statutory requirements stipulate longer retention periods.
13. Obligation / No obligation to provide the data	The provision of your personal data is voluntary. However, if you do not wish to provide this information, this may mean that your application for compensation for disadvantage cannot be processed or considered.

¹ Only in the cases referred to in Article 14 of the GDPR: Where it is not apparent from the application form that further categories of personal data are being processed because they are not collected from the data subject, these must be specified here.

² Only in the cases set out in Article 14 of the GDPR.