

## Checklist – Application for Academic Adjustments Hochschule Bremen

- ✓ Before submitting an application: You can arrange a meeting with a staff member of the **Advisory Service for Inclusive Studying** (e-mail: [inklusivestudieren@hs-bremen.de](mailto:inklusivestudieren@hs-bremen.de)) the respective member of teaching staff or directly with the chairperson of the examining board.
- ✓ Provide your personal data (name, enrolment number, degree programme, address, e-mail address). You can either use our online application form for academic adjustments or submit an informal application yourself – whichever you prefer! Submit the application no later than the **end of the module registration period**.
- ✓ Address your application to the **chairperson of the examining board** of your degree programme
- ✓ Provide information (**module name and code**) about the examination and study requirements for which you are requesting an Academic Adjustment.
- ✓ **Describe the symptoms of your disability/chronic illness and clarify how they impact your studies.** Please specify the academic adjustment you are requesting to compensate for the disadvantages resulting from your disability/chronic illness (for example: (For example: "Writing time "extension of writing time", "Taking exams in a separate room", "Group work in groups of no more than three students", "oral exam/presentation instead of written exam")
- ✓ Provide a certificate from a medical specialist, a psychotherapeutic statement or other suitable evidence with your letter. This should include a recommendation for the type of examination modification/academic adjustment (example: "Extension of writing time by XY percent").
- ✓ Sign the application (place, date and name of the person applying).
- ✓ Submit the application **either directly to the examining board or to the responsible staff member in Department 3** – Registrar's Office/Student Affairs – usually this can be done by e-mail.
- ✓ **Students must contact the respective instructors or module coordinators by e-mail in a timely manner in order to implement the academic adjustments.** If you decide not to make use of your academic adjustment in a certain module you are not obliged to inform the instructor.