

Student Service Center

Special Needs Application

According to the Higher Education Act (BremHG) of the City State of Bremen, students with special needs should be able to complete their studies and examinations under conditions equivalent to those of any other student. To this end, as far as possible all study-and examination-related offers are designed to be barrier-free. Students with special needs are entitled to special arrangements during their studies, during study organization and design, as well as during examinations. In particular, consideration will be given to study-and examination-related effects, e.g. the need for special aids or assistance, and the provision of study and examination conditions in a form other than the intended organization. The level of academic requirements for study-and examination achievements will not be affected.

Students with special needs may apply for special study and examination arrangements. In so far the need for special arrangements is known, the application must be submitted at the beginning of the respective semester ie. by **October 1st for the Fall Semester** and by **March 1st for the Spring Semester**. In the case of long-term compensation measures, which may be granted for the entire duration of the study period, it must be submitted to the Student Service Center before the student takes up his/her studies. **All applications are treated confidentially.**

Personal Information	
Matriculation N°	
First and Family Name	
Academic Advisor	
Special Arrangements	
Student needs, please give a short description:	
Please specify additional measures e.g. :	<ul style="list-style-type: none"> <input type="radio"/> oral instead of written examination (e.g. for students with impaired sight) <input type="radio"/> written instead of oral examination (e.g. for students with impaired hearing) <input type="radio"/> extensions of submission deadlines for examinations, homework, etc. <input type="radio"/> granting of breaks during examinations <input type="radio"/> granting the possibility to take examinations in a separate room <input type="radio"/>

<p>Certificates attached:</p>	<p><u>Certificates should:</u></p> <ul style="list-style-type: none"> ● Contain the official letterhead of the attending physician/psychotherapist ● Contain a date, a readable signature and an official stamp ● Contain a detailed description of special arrangements needed, e.g. the student needs 25% more time in written examinations ● Contain a time period for which the certificate is valid: permanent or temporary (in this case the time period must be defined) <p>Submitted medical/psychological certificates should not contain a diagnosis but an outline of special arrangements needed.</p> <p>I hereby submit the following documents (please tick the corresponding box):</p> <ul style="list-style-type: none"> <input type="radio"/> Medical certificate /statement <input type="radio"/> Statement of an accredited psychotherapist <input type="radio"/> Disabled person card <input type="radio"/> Medical certificate /medical statement of hospital treatment
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Semester Study Plan Information

<p>Please include the names of all courses, and their respective Instructors of Record, that you are registered for during the current semester</p>	<p><u>Course Name</u></p>	<p><u>Name of Instructor(s)</u></p>
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<p>Declaration of Consent</p>	<p>I hereby confirm that I grant my consent for the Student Service Center to share the information within this application with my Instructors and all parties pertaining to Constructor University involved in enforcing the accommodations approved herewith.</p>
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Student's Signature	
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Date	Signature
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Dean's Decision	
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Special arrangements approved

Special arrangements denied

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Date	Signature
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