

Steinbeis University

Guidelines

Studying with Impairment (Allowances for Impediment)

March 2021

as amended on June 2023

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1 Preamble

In addition to regulations laid down by law, framework regulations and the women's and equal opportunity concept at Steinbeis University also stipulate that students have the opportunity to participate in studies at Steinbeis University on an equal basis, regardless of individual circumstances of impediment.

2 Allowances for impediment

Against this background, equal opportunities can be safeguarded by making allowances for impediment when students are subject to a particular burden in meeting degree and examination requirements in the required form. Making allowances for impediment does not constitute preferential treatment. It offers a necessary and appropriate form of individual compensation in keeping with particular burdens faced on the part of students.

It is of fundamental importance that compensating for known impediments should facilitate equal opportunities compared to other students. In turn, this means that making allowances for certain impediments must not result in unequal treatment for other students.

Requirements of a professional and qualitative nature must not be impaired. It must also be ensured that examinations are not assessed favorably in order to observe equal opportunities for all.

The nature of all allowances for impediment is such that individual solutions can be found. Because of the very different underlying situations and corresponding requirements these entail, there can be no general, binding rules in this respect. Every request requires a decision on a case-by-case basis.

The examination board is responsible for making decisions regarding allowances for impediment. The examination board shall inform applicants and the management of schools regarding the outcome of rulings.

3 Requesting allowances for impediment

Requests for allowances for impediment may be based on the following:

- Disability or chronic illness
- Pregnancy
- Childcare for children up to ten years
- Caring for close relatives in need of care as defined by the Caregiver Leave Act (Pflegezeitgesetz)

Note: short-term hindrances are not covered within the scope of allowances for impediment.

Allowances for impediment are not made for the following:

- Exemption without substitution from degree work/examinations for the above-mentioned reasons
- Consideration of communication and language problems due to a migratory background or different native language
- Lower examination standards
- Supplementary scientific support

Requests must be submitted in writing. The following information must be provided:

- Nature and extent of impairment
- Nature of requested allowances for impediment (for examples, see point 4)
- Indication of seminars or courses for which allowances for impediment are required

Requests must be supported by a valid and up-to-date medical certificate, or valid and up-to-date official confirmation, showing:

- The duration of impairment
- The nature of impairment with a bearing on studying (e.g. side-effects of medication, extent of required treatment during the period of study)
- Recommendations regarding the type and extent of allowances for impediment (for examples, see point 4)

Note: a certification of severe disability does not provide sufficient information in itself.

NOTE: Requests must be submitted in good time and at least four weeks before taking examinations. Requests relating to allowances for impediment affecting the entire period of study must be submitted no later than the start of degree enrollment. Approvals relating to requests are made in writing. If applicable, lecturers must be informed independently by students regarding approved requests with an explanation of implications in order to allow for an appropriate lead time to make changes.

4 Examples of allowances for impediment

4.1 Examinations

- Extensions on deadlines for examinations
- Individual breaks during examinations
- Use of additional aids (e.g. computers for motor impairments)
- Individual assistance (e.g. from a sign language interpreter)
- Use of a separate examination room (e.g. in case of special requirements for peace and quiet)
- Orals instead of written examinations (e.g. in case of writing problems)
- Individual examinations instead of group examinations (e.g. in case of language problems)

4.2 Degree work

- Flexible approaches to group work (e.g. alternative course work)
- Flexible approaches to deadlines for written work
- Alternative deadlines (e.g. in case of illness of people requiring care)
- Offer to complete equivalent work (e.g. presentations, examinations, talks, essays, research) if required work cannot be completed
- Deadline extensions between individual examinations or seminars
- Virtual participation in courses, assuming the technical infrastructure is available
- Permission to complete work to compensate for missed work in case of necessary stays abroad or excursions

5 Appendix

5.1 Legal basis

General Act on Equal Treatment (AGG):

[AGG - nichtamtliches Inhaltsverzeichnis \(gesetze-im-internet.de\)](#)

Federal Anti-Discrimination Agency handbook on legal protection against discrimination

[Antidiskriminierungsstelle - Startseite](#)

[Antidiskriminierungsstelle - Materialien für Ratsuchende](#)

Sachsen-Anhalt Higher Education Act (HSG LSA)

<https://www.landesrecht.sachsen-anhalt.de/bsst/document/jlr-HSchulGST2021rahmen>

Higher Education Framework Act (HRG)

[HRG - nichtamtliches Inhaltsverzeichnis \(gesetze-im-internet.de\)](#)

Framework regulations of SHB

[2023-05-25-Rahmenstudien- und -prüfungsordnung.pdf \(steinbeis-hochschule.de\)](#)

UN Convention on the Rights of Persons with Disabilities

[UN-Behindertenrechtskonvention - Übereinkommen über die Rechte von Menschen mit Behinderungen](#)