

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	
MatriculationN°	
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"/>

Declaration of Consent	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 Jacobs University involved in enforcing the accommodations approved herewith.
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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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