

Requirements for medical certificates used when applying for access arrangements

Formal requirements

The certificate should be:

- **comprehensible to medical laypersons**
- **not older than three months**
- **stamped, dated and signed** by the medical practitioner

What the medical certificate should indicate

- A **description of the condition (impairment or chronic or mental illness)** according to the *International Statistical Classification of Diseases and Related Health Problems (ICD-10)*
- An **indication of the severity** of the condition
- The **onset and expected duration** of the condition
- A **description of the ways in which the condition affects**, specifically, the student's ability to sit examinations, complete internships or practical modules, write term papers, dissertations or theses or generally go about their university studies
- A **description of which access arrangements are recommended** from a medical point of view

Examples:

- Extra time in exams (please state the percentage)
- Separate exam location (how many people can be in the same room at most)
- Deadline extension for written assignments and/or the dissertation or thesis
- Adjustments to the exam format (e.g. individual examination instead of group examination in oral examinations)
- Adjustments to mandatory course attendance

Other documents

- If available: **Confirmation letters from previously attended schools or universities** showing that access arrangements have already been granted
- If available: **disability card, other certificates or doctor's notes/medical certificates**