

## Application for divergent examination method(s)

§ Section 13 para. 2 FHG: "Students shall have the right to take the examination in a different format, if they submit proof of a disability that makes it impossible to take the examination in the prescribed format and if the different format does not impact subject contents and requirements of the examination."

The aim of alternative examination methods is to compensate for disadvantages that (may) be caused by impairments during examinations. The deviating examination methods are based on both the study objectives and the original examination methods, i.e. the subject matter, scope and content of the examination as well as the cognitive application of the subject matter remain unchanged, only the method is adapted to the impairment.

This application must be submitted to the Head of Studies / Head of Study Program<sup>1</sup>.

### Personal data

|                                    |   |
|------------------------------------|---|
| Last Name                          |   |
| First Name                         |   |
| Personal Identifikation Number     |   |
| Phone number (optional)            |   |
| E-Mail                             |   |
| Type of Study                      | <input type="checkbox"/> Bachelor <input type="checkbox"/> Master<br><input type="checkbox"/> Training Course <input type="checkbox"/> SBL or IFP |
| Title of the degree program/course |   |

### Proof of disabilities (to be filled in and confirmed by the head of studies or head of study program or disability representative)

Provide evidence of all study-relevant impairments either to your head of studies or head of study program or to a disability officer (see <https://fh-ooe.at/en/study-information/information-for-students-with-disabilities-2-2>) This can be done, e.g., by means of a doctor's letter with a precise diagnosis or an already issued, still valid, compensation for disadvantages.

The signature of the head of the studies/head of study program or the disability representative below confirms that the following impairment(s) have been verified:

<sup>1</sup> If the need is clearly recognizable and the possibility of implementation and comparability are guaranteed, students can also agree a different examination method directly with the respective examiners. (E.g. an oral examination instead of a written examination in the case of a broken arm).

**Impairment(s):**

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of the head of studies or head of study programme or disability representative

The impairments described and proven above form the basis for the deviating examination methods requested below.

**Deviating examination methods** (to be filled out by the student)

Please provide one or more suggestions for how your situation (e.g. written examination, oral examination, course with immanent examination character, laboratory exercise, excursion, etc.) could be compensated for. Your head of studies/head of study program or the disability representative will be happy to support you. You should also think about what has already been tried and tested, e.g. from your times in school.

Deviating examination methods are generally requested for the entire degree program. If only parts of the degree program or individual examinations are affected, this must be noted here.

I request approval of the deviating examination method(s) listed above.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of student

### Decision of the head of studies or head of study program

- The application is approved with the deviating test methods listed above.
- The application is rejected, an appeal can be made to the academic council of the FH Upper Austria.

Reasons for rejection (must be given):

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of the head of studies or head of study program

Field for organizational information about studies or courses (optional entries):

## Summary

This page must be submitted to the examiners if required.

### Personal data

|                                    |   |
|------------------------------------|---|
| Last name                          |   |
| First name                         |   |
| Personal Identification Number     |   |
| Phone number (optional)            |   |
| E-Mail                             |   |
| Type of Study                      | <input type="checkbox"/> Bachelor <input type="checkbox"/> Master<br><input type="checkbox"/> Training Course <input type="checkbox"/> SBL or IFP |
| Title of the degree program/course |   |

### Approved deviating examination methods

These deviating examination methods apply to

- all exams
- following exams: \_\_\_\_\_

and they are valid

- until the end of your studies
- limited until: \_\_\_\_\_

If you have any further questions, please contact the head of studies or the head of study program.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of the head of studies or head of study program

## Information about the process

After examining the application, the head of studies or head of study program can approve or reject the deviating examination methods.

In case of approval:

- Information to the applicant via e-mail.
- The applicant receives the signed application back and the application is automatically forwarded to the Disability Representative at the relevant campus. Page 4 is used for submission to examiners in order to agree on the different examination methods contained in the application. You should contact them as soon as possible (preferably before the start of the course at the latest).

If special rules are to be observed within the study or training course, these must be respected.

In case of rejection:

- Information to the applicant via e-mail.
- The applicant receives the signed application back and the application is automatically forwarded to the Disability Representative at the relevant campus.
- The applicant may appeal against the rejection to the academic council of the FH Upper Austria.

Should the circumstances change, and the deviating examination methods granted therefore need to be changed, a new application must be submitted with the requested changes and, if necessary, more recent evidence as a basis.