

Healthcare practitioners' guide to completing a medical report or other supporting document for a student's request for reasonable accommodations

You are reading this guide because your patient has asked you to complete a medical report or issue a medical certificate or similar document in support of their request for reasonable accommodations in examinations and assessments for their degree course at HAW Hamburg, in consideration of their special circumstances. They will submit this request to the relevant Examinations Committee. This guide provides you with information to help you complete the report or document.

A student's disability or long-term health condition may put them at a disadvantage in examinations or assessments. Students are therefore able to request individual adjustments and adaptations to examinations and assessments to ensure they have the same opportunity as other students to access them and to complete their degrees successfully. Students requesting such 'reasonable accommodations' are required to submit appropriate evidence of their disability or condition, and of the disadvantage it puts them at, to the relevant Examinations Committee. Such evidence can, for example, be a medical report or certificate. The members of HAW Hamburg's Examinations Committees, who take decisions on requests for accommodations, are not medically trained. It is therefore important that supporting documents explain the student's condition and situation clearly and understandably.

Your report or certificate should contain the following information:

- Confirmation that your patient has a disability or a long-term/chronic health condition
- Details of the specific activities and physical, cognitive and psychological functions that are relevant to the examination or assessment and on which the patient's condition or disability has a concrete impact. Please explain exactly how the condition or disability affects the patient's performance of these activities. Please also detail the extent of the effects and the impact they have on the patient's capacity to engage successfully with their degree course and to perform to the best of their ability. Please give information on any side-effects of medication the patient is taking or other treatment they are undergoing which may have an additional impact on their performance in examinations and assessments.
- If possible, please indicate the likely duration of the condition and of its impact on the patient's studies and performance, and give your assessment of whether this impact is likely to remain constant or whether it may reduce due to an improvement in the condition or increase due to a worsening of the condition.
- We would greatly appreciate your professional assessment of which accommodations you consider would be helpful in enabling your patient to access the assessments without disadvantage. Examples might be the use of particular aids, the help of an assistant, additional breaks during an examination, extensions of the time allowed to complete an examination, adjustments to attendance requirements, and/or a separate room or a screened-off desk for taking written exams.
- Please sign the report and give your name, profession and position.
- If your patient has consented to you providing information to us in the context of their request for reasonable accommodations, please indicate whether you would be happy for the Examinations Committee to contact you with any questions they may have about your report.

[Hier eingeben]

Should you have any questions about the process, please contact Meike Butenob or Prof. Dr. Dieter Röh:

[Meike Butenob](#)

Advisory services and projects
supporting students with disabilities
and long-term health conditions
meike.butenob@haw-hamburg.de

[Prof. Dr. Dieter Röh](#)

Designated advisor for students with
disabilities and long-term health
conditions at HAW Hamburg
dieter.roeh@haw-hamburg.de

<https://www.haw-hamburg.de/inklusion/beratung-und-kontakt/>

Thank you for supporting our student to access their degree course. Yours sincerely

Prof. Dr. Dieter Röh

This form was issued by the designated advisor for students with disabilities and long-term health conditions at HAW Hamburg (pursuant to Section 88 HmbHG) Prof. Dr. Röh. Last updated 4/2023