Frequently Asked Questions

Who is eligible?

Students with health conditions, family obligations, or pregnancy.

Is this an advantage?

No. The measures implemented ensure fair conditions – without reducing academic standards.

Can I apply retroactively?

No – the application must be submitted before the exam.

How long is the decision valid?

The examination board decides – usually for one semester.

Will the measures implemented appear on my transcript or diploma?

No – they are not noted.

Other options:

Applying for a Leave of Absence:
Approved for important reasons. For information, contact Study Counseling, Examination Office or Student Life Counseling.

Tip! Talk to us early – we're here for you!

Contacts

All information, forms & deadlines

Examination Office
Melanie Müller
Tel. +49 481 8555 180
pruefungsamt@fh-westkueste.de

Student Life Counseling
at Studentenwerk Schleswig-Holstein
Beatrice Richter-Bethge
Tel. +49 481 78 76 08 55
beratung.heide@studentenwerk.sh

Study Counseling
Janin Lohse and Nadine Völkers
Tel. +49 481 8555 133
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Studying with equal opportunities

- Challenges during your studies
- Compensation for Disadvantages

Studying without Barriers – Apply Now!

Studying can require extra support.
We help you navigate through challenging situations.

Parenthood, illness, or caregiving responsibilities – we're here to support you.

FH Westküste University of Applied Sciences
Department of Social Sustainability

Valid for all degree programs – Updated: Oct. 2025

Find all details in the guide (PDF download):
Disadvantage Compensation

What's "Disadvantage Compensation" all about?

Applies to:

- Disabilities, chronic or mental illnesses, neurodiversity
- Pregnancy, parental leave, breastfeeding period
- Childcare (children under 14 in your household)
- Caring for relatives

Not sure if it applies to you?

Ask the Examination Office or Student Life Counseling.

What can you apply for?

- Extra time or extended deadlines for exams
- Altered exam formats
- Technical support / assistance
- Separate rooms / break arrangements
- Accessible materials (e.g. large print)

Unsure what works for you?
We provide individual advice tailored to your needs.

How to Submit an Application

1. Start early:

Ideally at the beginning of the semester – no later than the start of the exam registration period.

2. Submit your application:

At the Examination Office with:

- The official form (downloadable from the Examination Office)
- A short letter explaining your situation and proposed disadvantage compensation measures
- Supporting documents (e.g. medical certificate, birth certificate, care certificate)

3. Decision & notification:

The examination board will review your request – you'll receive an email with the decision.

4. Validity:

Usually for one semester, rarely for the entire period of study.

If rejected: Right to appeal within one month.

Important: Arrange agreements with your instructors & the Examination Office at an early stage.

Tip! Talk to your lecturers early – we're here to help!