

Requirements for medical certificates used when applying for academic adjustments/exam access arrangements

Formal requirements

The certificate should be:

- **comprehensible to medical laypersons**
- **not older than three months**
- **stamped, dated and signed** by the medical professional¹.

What the medical certificate should include

- 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 the academic adjustments/exam access arrangements that are recommended** from a medical point of view.

Examples:

- Extra time in exams (please state the percentage)
- Separate exam room (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 exam instead of group exam in the case of oral exams)
- Adjustments to mandatory course attendance

Other documents

- If available: **confirmation letters from previously attended schools or universities** showing that academic adjustments or exam access arrangements have been granted in the past
- If available: **disability ID card, other medical reports or certificates**

¹In the case of **mental illness** the medical certificate can be signed by a physician or, where appropriate, a consultant, or an expert opinion from a psychotherapist or a child and adolescent therapist (up to 21 years of age)

In the case of **dyslexia**, a current certificate (not older than three months) from a psychiatrist, child and adolescent psychiatrist (up to the age of 18, in certain cases up to the age of 21 and beyond), licensed child and adolescent psychotherapist (up to the age of 21), therapist who has proven special experience in the field of learning therapy or dyslexia, or from practices for reading and spelling therapy (for the University of Passau, the certificate can be issued by a psychologist from Vilshofen:

www.marta-terron.de