

Factsheet on the compensation of disadvantages in the field of education and continuing education at the FHNW School of Business

1 Initial situation

The FHNW School of Business offers students and participants in continuing education programmes with disabilities information and assistance on barrier-free studies and continuing education. In doing so, it is guided by legal requirements, the objective of equal opportunities and the general performance requirements of studies and continuing education. To compensate for disadvantages caused by disabilities, students and participants in continuing education programmes with disabilities can apply for adaptation measures (disadvantage compensation) at the FHNW School of Business. Such disadvantage compensation does not mean that the content of the study or further education requirements is facilitated but is subject to the provision of an equivalent certificate of competence in an adapted form.

2 Legal basis

The legal bases are Article 8, paragraphs 2 and 4 of the Federal Constitution of the Confederation of 18 April 1999, as well as the Disability Equality Act (BehiG), which specify the equal participation of people with disabilities in education and training. In addition, the FHNW's factsheet on disadvantage compensation of 22 August 2023 applies.

3 Scope

This factsheet applies to the compensation of disadvantages in admission and admission procedures, in Bachelors, Masters and Diploma programmes as well as for continuing education programmes of the FHNW.

Temporary restrictions due to illness, accident or pregnancy cannot be regulated by means of compensation for disadvantages. In such cases, one-off or very temporary adjustments to the teaching and examination conditions must be agreed directly with the Head of programme or those responsible at the university upon presentation of appropriate certificates.

4 Process for the agreement on disadvantage compensation

1. Students and participants in continuing education programmes should submit enquiries about the possibilities and requirements for compensation of disadvantages to the Office for Disadvantage Compensation HSW within the registration period for admission to studies or continuing education. In principle, compensation of disadvantages must be claimed in advance. Nonetheless an application can also be submitted during the course of studies or during further education.
2. The Office for Disadvantage Compensation HSW contacts the applicant in order to arrange an appointment and requests additional information if necessary. A medical certificate is required to compensate for disadvantages. This usually includes a diagnosis, an assessment of the study or continuing education-related limitations and statements on the foreseeable course of events. In a personal interview the following points are discussed:
 - Information on study/continuing education and occupational requirements.
 - Clarification of needs and individual resources.
 - opportunities to compensate for disadvantages in teaching and examinations.
3. If necessary, the Office for Disadvantage Compensation HSW clarifies the feasibility of the planned measures with the departments concerned (Examination administration office, Continuing education coordination, Services, Head of programmes, etc.) and draws up the agreement on the compensation of disadvantages. The responsible course management or programme management examines the agreement on the compensation of disadvantages drawn up by the Office for Disadvantage Compensation HSW and decides whether to accept it.

4. If the applicant does not agree with the envisaged agreement and no agreement is reached by mutual agreement, the Head of Education or the Head of Institutes may be required to make a final assessment.
5. The agreement on compensation for disadvantages shall, as far as possible, relate to the entire duration of the course or the entire course of continuing education and shall have the character of a learning agreement. The document shall state which measures in the field of teaching and examinations are applicable in principle or in concrete terms and which must be implemented. The document shall be placed in the student or participant file. Any changes shall be notified by the student or participant in continuing education programmes. The decision may be reviewed if it appears that the adjustments are insufficient or no longer necessary.

5 Communication

- All processes are subject to data protection requirements.
- With the agreement on the compensation of disadvantages, the student authorizes the FHNW School of Business to inform those persons who are involved in the implementation of the measures (including secretariats, continuing education coordination, lecturers, examination directors, supervisors) about the agreement in relation to the final examinations. In addition, the FHNW School of Business (including the examination secretariat) is entitled to send this group organizational information to students and participants in continuing education programmes with compensation of disadvantages or adapted examination procedures. Students treat specific information confidentially.
- As far as teaching is concerned, the student contacts the lecturers directly, if necessary, in order to discuss and decide on suitable measures in the course of teaching. Other arrangements are possible.
- The classes are not informed. A different agreement is possible.

6 Aids and assistance

Students and participants in continuing education programmes with disabilities are allowed to use disability-specific technical aids for their studies and further education. They are also allowed to be assisted by personal assistants. As a rule, the costs of this are not borne by the institution. In addition, students and participants in continuing education programmes may, in consultation with the lecturers, request that the teaching be accessible, i.e. that certain tools and services are used, that there is no need to justify absence due to disability, or that certain modules are held in places that are easily accessible to the students or participants in continuing education programmes with disabilities. It is necessary to clarify with the Head of programme whether these measures are to apply for the entire duration of the course or continuing education or whether they are to be re-agreed each semester.

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