Advice and Information

VORSCHUB

What Is VORSCHUB?

Studies at RWTH should be accessible to everyone. The University is particularly responsive when it comes to the special needs of students with disabilities or chronic illnesses. If students still reach their limits in their studies due to their particular health situation, several support services are available. Your first contact for health-related difficulties with your studies is our VORSCHUB team at RWTH Advising for Students with Disabilities and Chronic Illnesses. Students who are affected can contact us to receive support in their everyday university life.

We are committed to advocating for equal opportunities and to raising awareness that not every limitation is visible and that the needs of students with disabilities and chronic illnesses are to be considered in major planning processes (e.g., teaching during the pandemic). We also deal with structural and digital accessibility in order to further improve the situation of affected students.

The most important task for us, however, is to offer students with health impairments a trusted point of contact when they are experiencing difficulties in their studies, and then to advise them individually and inform them about their options for action so that they can receive appropriate help and support.

What Does VORSCHUB Offer?

As the first point of contact for questions about studying and health impairments, the core of our work is advising students.

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VORSCHUB – Representation for Students With Disabilities and Chronic Illnesses

c/o ASTA der RWTH Aachen
Pontwall 3, 52062 Aachen
Phone: +49 241 80 93792
(Telephone only available during consultation hours)

Email: vorschub@asta.rwth-aachen.de

You can find our current consultation hours here:
www.asta.rwth-aachen.de/beratung/behinderung-chronic-illness/

www.facebook.com/VORSCHUB.RWTH/
Our advising consultations are open to prospective students, Bachelor's and Master's students of all subjects, as well as faculty and other university staff seeking information.

Students also like to take advantage of our assistance when applying for alternative study arrangements or exceptional circumstances (petition for “Härtefall”). They also appreciate the relaxation room and may participate in our self-help groups. In addition to the Studying with Autism Spectrum Disorder discussion group and the Depression and Anxiety Self-Help Group in German, there is now an English self-help group for depression and anxiety. In February 2021, our virtual get-together 'Unbeeinträchtigt Studieren' (studying without issues) for students with disabilities and chronic illnesses also took place for the first time. Our goal here is not only to put the affected students in touch with each other but also to discuss difficulties in everyday student life and to initiate a discussion between responsible authorities and those affected.

We also have study assistants who help with daily tasks.
Advising Guide

RWTH has a wide range of advising and services for students

Registrar’s Office (Division 1.2)

Matters regarding:

- Applications
- Admission
- Enrollment
- Subject change/adding a subject

Responsible for:

- German citizens (and those with a foreign university entrance qualification!) and EU/EEA citizens applying to be admitted to Bachelor’s degree programs
- Everyone with a German degree, regardless of their nationality, when applying for a Master’s degree or doctoral studies

International Office (IO)

Division 2.1

Application, admission, enrollment for Master’s and doctoral degrees of all persons with foreign degrees (whether Bachelor or Master).

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Division 2.2

In charge of incoming students, it offers:

- Welcome Week
- Info Service Center
- Welcome Center for International Researchers
- BeBuddy Program Coordination
- Certificate International
- Visa Problems > Letters to Immigration Office

Division 2.2

Outgoing Mobility:

- Advice on stays abroad
- Worldwide exchange programs
- ERASMUS
- University partnerships
- Awarding scholarships for stays abroad

Academic Assistance for Refugees

- Advice on admission requirements for studies
- Recognition of certificates
- Study preparation
- Financing studies
- Aspects of immigration law
- Language preparation
- Bridge courses
Central Examination Office (ZPA)

- Registration, admission to exams, exam sections, and final theses
- Cancellation of examinations by means of withdrawal or due to illness
- Registering grades
- Certificates (e.g. for BAföG)
- Transcript of records for scholarship recipients and university transfer students
- Issuing degree certificates

Studierendenwerk Aachen, BAföG Office

- Advice on BAföG, ALSO all public student loans (!)
- Awarding graduation loans > DAKA-NRW
- Processing BAföG applications
- Important: Must be consulted when changing subjects, etc.

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Student Councils

The service offerings generally include the following:

- Information on: the Faculty, degree programs, organizing studies, exams, examiners, contacts, etc.
- Guidance in the first semester – help with the transition from school to university
- Examination reports, transcripts, copies of past exams, lecture videos, sale of materials
- Advice on questions and problems with organizing studies, exams, etc.
- Student councils in the respective faculty – partially in a mediator role

Students’ Committee (AStA)

Teaching and Learning = Student Advice Service

- Questions and problems in teaching and learning, study and exam situations, exam law;
- ASTA = interest group/committees
- Caution: no specialist advice!

Legal advice = specialist advice

- Free legal advice from lawyers
- But: When it comes to legal disputes, students must fund advising sessions themselves
- Advice on the following areas of law:
  - Examination Law
  - Tenancy law + BAföG

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You can find our current consultation hours here:

www.astaw.eu/beratung/behinderung-chronic-illness/

[Facebook link]

Homepage (overview)

Homepages of the individual student councils:
- FB 01_01
- FB 01_02
- FB 01_03
- FB 02
- FB 03
- FB 04
- FB 05_01
- FB 05_02
- FB 05_03
- FB 05_03
- FB 06
- FB 07_01
- FB 07_02
- FB 07_03
- FB 08
- FB 10_01
- FB 10_02

Homepage
Advising services
Legal advice
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Social law
Immigration law

Social counseling
Information and advice on
- Health Insurance
- Part-time jobs > Job market
- Studying with a child/care
- General social issues
- Gives out social info = brochure

Housing and finances
- Housing search, tenancy law issues, subsidized housing entitlement certificate, and housing allowance
- Advice and assistance on financing your studies > BAföG
- Social loans > emergencies!

Intercultural Center of Aachen Students (INCAS)
- Help with understanding letters from authorities and for translations of short texts
- Assistance in finding housing, information, and tips for living in Aachen, etc.
- Translations of letters
- Help with visits to authorities
- Language tandems
- Events: Breakfast, etc.

You can find our current consultation hours here:
www.asta.rwth-aachen.de/beratung/behinderung-chronic-illness/

www.facebook.com/VORSCHUB.RWTH/
Foreign Representation of AStA (AV)

- Advice on finding housing in different languages, residence permit, German courses
- Immigration law advice from a lawyer
- Recommending health insurance for international students
- Help with visits to authorities
- Translations

Threat Management Working Group

Help/support in cases of:
- Psychological or physical threat
- Stalking
- Violence

For all employees and students of RWTH.

Important: In cases of acute threat, please do not contact the Working Group, immediately contact:
- University Security Department
- The Police Department (acute danger to others)
- The Ambulance Service (acute self-endangerment)

Homepage
Contact and office hours

University Security Department
- Phone: 113
- Phone (external): 0241 80 94250

Police: Phone: 110
Ambulance Service: Phone: 112

In case of crisis, contact a psychiatrist:
- Uniklinikum: Phone: 0241

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Departmental Advising in the Faculties

- Detailed information on courses of study, exams, teaching, exam formalities
- Curriculum changes
- Crediting/recognition of academic achievements
- In case of "enb" (ultimately failed) and change of subject:
- Certificates of good standing
- Requests to examination board
- Depending on departmental advising: Form 5 for BAföG
- Academic progress certificates for international students
- For outgoings: clarify before going abroad what can be recognized later on

The Equal Opportunities Office (GSB)

is committed to promoting a fair working environment, upholding equal treatment as defined in the AGG – General Equal Treatment Act, and adhering to the State Equal Opportunities Act – LGB.

The GSB offers confidential advising on:

- Discrimination/unjustified unequal treatment
- Sexual harassment and violence
- Balancing work/study and family life
- Career barriers due to gender

Prevention and awareness

- Workshops
- Short talks, panel discussions
- Visiting team meetings or the like
- Informative brochures

Homepage
Contact and appointment
Guidelines for Protection Against Discrimination According to the General Equal Opportunities Act

VORSCHUB – Representation for Students With Disabilities and Chronic Illnesses

You can find our current consultation hours here:

www.asta.rwth-aachen.de/beratung/behinderung-chronic-illness/

Facebook: www.facebook.com/VORSCHUB.RWTH/
Family Services Center of the GSB:

- Advice on maternity protection, parental leave/leave of absence, financial benefits for families
- Advice and mediation
- Childcare for all ages
- U3 groups from 4 months
- Short-term care and babysitter network
- Vacation weeks for children aged 6 to 12
- Contact and networking opportunities for students with children
- Childcare allowance
- Family Card
- Care advice

Information Center of the University Library (UB)

- Specialist information from expert speakers
- Courses > Guidelines
- Support services, also in cooperation with the Language Center
- Questions and assistance with searching for literature

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Language Center of RWTH (SZ)

Foreign Languages:
- Language courses for enrolled RWTH students

German as a Foreign Language:
- Courses for international applicants and students
- German language courses specialized in a specific subject (e.g. engineering) for international students

Writing Center:
- Improving writing skills
- Individual, professional writing consultations

Ombudspersons for Teaching and Learning

- Ombudspersons in the faculties
- Students/doctoral candidates can contact them in full confidence in case of any complaints and conflicts when it comes to studies and doctoral studies
- Mediation between students and examiners/instructors

Info Center of the Student Advice Centre (ZSB)

- Initial information on all aspects of studying, from applying for a place at university to exmatriculation
- Clearing: Refers those seeking advice to the right contact persons at RWTH and also to external agencies
- Appointments for academic advising interviews

Forms of Brief Consultations:
- Short personal consultations at the Info Center (open daily)

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www.facebook.com/VORSCHUB.RWTH/
• Answering email inquiries
• Telephone hotline

Advice on the Following Topics:
• (Initial) orientation questions
• Frustration at the beginning of studies
• Exam problems
• Doubts about studies
• Change of subject/university
• Ultimately failed exams
• Reorientation, finding suitable alternatives
• Financial, social, or illness-related problems
• First considerations for career planning

Forms of Consultations:
• Open office hours for personal counseling for shorter, acute counseling concerns
• In-depth discussions by appointment (in person, by phone, or Skype)

Mentoring at RWTH

• Proactively reaching out to potentially at-risk students and the top 10% best students
• Has curriculum and exam data
• Clarification of problems in studies and life situations, finding solutions
• Assistance with learning and self-management (preventive approach)
• Weekly schedule/timetable + exam planning
• Support for students in special situations (chronic illness, etc.)
Career Center (CC)

- Career planning information and advice > Career timeline
- Advising: Which internship should I do?
- Information on the application process
- Extensive range of seminars to qualify for career entry
- Advising sessions on the application process and creating a jobseeker profile
- Job application checks in German/English

Psychological Counseling

One-on-one meetings for:
- Issues affecting students’ ability to work and learn
- Stress symptoms
- Procrastination
- Exam nerves and other fears
- Mood swings
- Personal crises and conflict situations

All psychologists working in individual counseling have had recognized psychotherapy training!

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Center for Mental Health (ZPG)
The first point of contact for psychological problems is the Psychological Counseling Team at the ZSB. If you are experiencing severe mental crises, persistent problems, and serious mental illness, the ZPG can help you. In these cases, the ZPG offers help with its team of doctors, psychologists, etc. for the following problems, among others:
- Mood swings
- Addictions
- Anxiety and compulsions
- Perceptual changes
- Sleep disorders

Student Health Management (SGM)
- Implementation of the SGM since 2019.
- Focus: Living and studying in a healthy environment should be made possible and the importance of a healthy lifestyle should be stressed.
- The initiatives include all aspects that are beneficial to health: mental health, exercise, nutrition, relaxation.
- The central coordination office is part of Department 8.0 – Human Resources.

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Submitting Requests

Alternative Study Arrangements

What Are Alternative Study Arrangements (“Nachteilsausgleich”)?

RWTH Aachen University ensures that students with a disability and/or chronic illness are not disadvantaged in their studies, but are appropriately supported according to their potential. For this reason, students have the right to apply for alternative arrangements (“Nachteilsausgleich”) in their studies if they have a disability or chronic illness (see Article 3 and Article 20 of Basic Law). Assessments can therefore be adjusted for the needs of individual students and their general study conditions can be improved. A statement for the certifying physician(s) is also included in the form below.

A brief disclaimer: Despite this basis, students do not automatically have the right to a certain form of alternative arrangement. The student’s health condition, personal needs, resulting medical certificate, and the University’s possibilities of implementing the desired arrangements all form the basis for the alternative measure(s).

Examples for Alternative Study Arrangements for Assessments:

- Extension of the write-up time for time-restricted assessments such as written exams, term papers, or final theses.
- Splitting an exam up into several parts
- A change in the form of assessment, such as a written exam instead of an oral exam and vice versa, for example for students with a hearing or speech impediment

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- Time-restricted assessments suspended with individual breaks, which may not be credited to the write-up time, even if this has already been extended. This particularly applies to any work under supervision.
- Exemption from a mandatory attendance rule by making up for the lack of attendance with a compensatory assignment.
- Admission of sign language interpreters
- Non-consideration of spelling and punctuation mistakes in written exams
- Permission to use technical aids and have personal assistance

How Do You Apply for Alternative Study Arrangements?

Students must apply for alternative study arrangements themselves. They must write their request and submit it to the examination board of the respective faculty. They must include a medical certificate with their request. A specialist must have issued the certificate and, if possible, also stated the degree of disability/restriction, since this information regulates the extension of the exam time. In addition, the certificate can stipulate precise recommendations for the general conditions of an exam, such as a separate room where the candidate can calmly sit the exam.
First Step: Obtain a Specialist Medical Certificate

- A specialist = a doctor who has completed training in a specialist area (e.g. as a general practitioner, in orthopedics...)

- The certificate* must state

  1. The (general) diagnosis
  2. The impairment in the specific study or exam situation
  3. Recommendation of necessary alternative study arrangements for medical reasons (e.g. time extension, separate room ...)
  4. If a change/improvement to the condition in the foreseeable future can be ruled out, this must be explicitly stated, otherwise the approval for measures cannot exceed two semesters.

Second Step: Apply to the Examination Board

- Apply by writing a brief letter. Please note that some examination boards have a preprepared form in their download area for this purpose.

- Your request must include the following details:

  1. Contact details, incl. student ID number
  2. Course of study
  3. The phrase "I hereby apply..." (or similar)
  4. Request (see medical certificate)

* If the individual's health condition worsens, the application can easily be resubmitted. The prerequisite is a medical certificate confirming the change.
Third Step: Receive a Notification of Approval

- Inform the examiners of the approved alternative study arrangements well ahead of time (at least three weeks before the exam)
- The study arrangements will be implemented
- Bring the notification of alternative study arrangements to the exam

Was Your Request Rejected?

- Lodge an appeal if desired – NOTE THE DEADLINE!
- VORSCHUB can offer support here.

How Long Are the Arrangements Valid?

They are currently valid for two semesters. You must apply for them once again after this. If a change/improvement to the condition in the foreseeable future can be ruled out, students can apply for measures valid for more than two semesters.

Important: Consider the processing times of the examination boards. The earlier students apply for alternative study arrangements, the more feasible they are to implement!
Applying for alternative arrangements at short notice, i.e. only a few weeks or even days before the exam, usually leads to complications for several parties (stress and worry for the students and pressure on the responsible examination boards that have to adhere to fixed meeting dates to approve student applications).

The later the request is submitted, the lower the chances it will be approved and sent in time. Even if the examination board meeting dates coincide so the application can still be approved shortly before the date of the exam, the examiners, etc. also require a certain amount of preparation time in order to implement the alternative study arrangements (e.g. organizing extended supervision, booking a separate room, etc.)

For this reason, we strongly recommend applying for alternative study arrangements as early as possible in the semester. This means: Ideally, students would apply for alternative arrangements three months beforehand i.e. at the beginning of December for the winter semester exam period and at the beginning of May for the summer semester exam period.

If you are uncertain about the extent of the alternative arrangements, we suggest you get in touch with the contact person of the examination board or a departmental advisor before submitting your application.

We would like to thank you for understanding this situation and emphasize that we would be happy to support you with your application!

IMPORTANT!

1. If alternative study arrangements have been approved, you have a right to them.
2. Alternative study arrangements will not be noted on transcripts or the like.
3. The exam is not made easier with alternative study arrangements, rather the conditions are made fairer for all students because of them.

You can find our current consultation hours here:

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Facebook: www.facebook.com/VORSCHUB.RWTH/
Form for Proof of a Chronic Illness or Disability (Medical Certificate) for Submission to the Examination Board – Alternative Study Arrangements (“Nachteilsausgleich”)

Information for Doctors

What Are Alternative Study Arrangements (“Nachteilsausgleich”)?

RWTH Aachen University ensures that students with a disability and/or chronic illness are not disadvantaged in their studies, but are appropriately supported according to their potential. For this reason, students have the right to apply for alternative study arrangements (“Nachteilsausgleich”) in their studies if they have a disability or chronic illness (see Article 3 and Article 20 of Basic Law). Assessments can therefore be adjusted for the needs of individual students and their general study conditions can be improved.

What You Need to Consider

The examination board deciding on alternative study arrangements is usually not comprised of medical doctors. It is therefore important that even medical laypersons understand how the affected individual is restricted in the exam situation by their chronic illness or disability and the associated symptoms, and why alternative arrangements are therefore necessary in order to be able to take the respective exam with equal opportunities to other students.

Examples of Possible Arrangements

- Extension of deadlines (e.g. term papers)
- Modification of mandatory attendance rule
- More time to work during time-dependent academic assessments such as written exams (extending writing time)
- Breaks during a written exam
- Taking the exam in a separate room
- Seat close to the door (e.g. because of frequent bathroom trips)
- Changing the assessment format (e.g. an oral exam instead of a written exam – or vice versa) – it should be noted that the nature of the format must remain the same, which is why the conversion of a written exam into a term paper, for example, is not possible.
- Adapted documents (e.g. enlarged font)
- Use of aids

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Structure of the Specialist Medical Certificate

- (Rough) diagnosis & current treatments
- Impairment in the specific study or exam situation
- Symptoms and effects
- Recommendation regarding the type of arrangement (e.g. extension of the working time, breaks, separate room ...)
- Percentages for quantitative data (e.g., writing time extension, breaks)
- Is there likely to be a change in the illness or should the arrangements apply to all exams in the individual’s studies?
Declaration of the Doctor

Ms/Mr ____________________________ , born ____________________________ ,
Student ID number ________________
of

__________________________________________________________

I hereby certify that the individual has the following chronic illness or disability (with ICD classification):

__________________________________________________________

__________________________________________________________

__________________________________________________________

The illness results in the following treatments:

__________________________________________________________

__________________________________________________________

__________________________________________________________

The health impairment has the following impact on the exam:

__________________________________________________________

__________________________________________________________

__________________________________________________________

___________________________________________________________________________
This results in the following recommendations for alternative arrangements (with justification):

__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

For quantifiable information (e.g., increased working time, breaks), the arrangements are required at ____________ percent.

__________________________________________________________________________________

Date, Official Stamp, Doctor’s Signature
Admission to a Degree Program
Exceptional Circumstances (Petition for “Härtefall”)

Many students with chronic illness and disabilities find out that their circumstances can be considered a hardship during their studies. However, this hardship can also be recognized at an earlier stage and have an impact on degree program admission if the applicant submits a special petition. Sometimes an immediate start to studies is required due to illness. This immediate admission can be obtained with the help of a special petition submitted during the admission process: Exceptional Circumstances (Petition for “Härtefall”).

The information below is aimed at prospective RWTH students who have a disability and/or a chronic illness.

In particular, it concerns the creation of equivalent admissions conditions for individuals who would be particularly disadvantaged by non-admission.

Approximately 11% of all students in Germany have a disability or chronic illness. These include, for example, physical disabilities, visual and hearing impairments, but also disabilities or illnesses that are less noticeable at first glance or not noticeable at all, such as mental illnesses (e.g., depression), chronic somatic illnesses, Autism Spectrum Disorder, or even disorders that partially impact performance, such as dyslexia (see the beeinträchtigt studieren – best2 study by Deutsches Studentenwerk).

Depending on the individual extent of the impairment and the associated social, family, or economic situation, a petition for exceptional circumstances in addition to the usual admission procedure for a place at the University may be recommended.

Universities in Germany are legally required to ensure that students with disabilities and chronic illnesses are not disadvantaged in their studies or in the application process for a study place.

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The University reserves 2% of the course of study contingent for students facing a particular hardship. The quota for such cases is intended for students who would be exceptionally disadvantaged by an admission rejection.

They can submit a petition for a “Härtefall”, special case, at the same time as their regular application for admission for a study place.

**IMPORTANT:** As long as the applicant meets all the admission requirements – and only then – the petition can lead to immediate admission regardless of waiting periods and/or grades.

**What Are Exceptional Circumstances (Petition for a “Härtefall”)?**

In this case, it must be made clear with the help of a personal statement and corresponding evidence why the applicant’s circumstances are recognized as a “hardship case” and non-admission to the desired course of study would mean an exceptional hardship. Recognition of the hardship petition will result in immediate admission. The hardship quota in the admissions process varies from two to five percent depending on the degree program. However, since the number of study places that can be awarded within the hardship quota is limited, not every prospective student who qualifies as a recognized hardship case will be admitted to their desired study place.

**What Circumstances May be Recognized as a Hardship Case?**

You can find out about possible justifications for a hardship case at hochschulstart.de. For example, one possible justification is a deteriorating illness, so delaying the start of the individual’s study would be unreasonable. However, other special social or family reasons may also make it necessary for the applicant to commence their studies straight away. According to the awarding regulations of North Rhine-Westphalia, exceptional circumstances apply if “the applicant's special social or family reasons render it essential for them to immediately commence their studies or change their place of study.”

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Not every reason that the applicant considers relevant can be recognized as a “Härtefall” when awarding a study place.

The reasons stated must implicate a serious impairment.

With regard to a disability or chronic illness, the following situations may be classified as such:

1. A deteriorating illness
2. Applicants must be restricted in the choice or practice of a profession only facilitating certain occupational fields or requiring them to drop out from previous studies or professional work. As a rule, however, they must expect the intended course of study to lead to successful occupational inclusion. In this case, it would be unreasonably difficult or impossible for them to wait to start their studies.
3. The applicant cannot effectively use the waiting time before starting their studies, however, this reason is only possible in conjunction with other justifications.

How Do I Submit a Petition?

Personal cover letter

The petition consists of a cover letter in which the applicants explain their situation. This personal statement explaining why a hardship petition is being submitted and why a waiting period for a study place would be unreasonable is then substantiated by a medical expert report and, if necessary, further evidence (e.g. severely disabled person's ID).

Medical expert opinion

Applicants will also need a medical expert report to support their statements. It should be comprehensible to medical laypersons and contain a diagnosis, an explanation of the symptoms and the consequences for the affected student, comprehensible statements about
the origin, severity, course, treatment options for the impairment, and a prognosis for the further course. In this way, the extent of the hardship can be highlighted.

More detailed information can be found at the following links:

https://www.rwth-aachen.de/go/id/djkz/lidx/1
https://www.studentenwerke.de/de/content/härtefallantrag-im-zulassungsverfahren
https://hochschulstart.de/epaper/hilfe2021/hilfe-zur-bewerbung-2021/index.html#p=16
University Life

Accessible Housing

In this document, VORSCHUB has compiled information on accessible housing – both in general and specifically to RWTH. For more information and individual case questions, students may contact vorschub@asta.rwth-aachen.de.

Who Can Offer Advice?

General Contact Points
Before studying, it is wise to get a general overview of the situation from the Gesamtverband der deutschen Studierendenwerke. For general aspects of accessible student housing, see the following website: https://www.studentenwerke.de/de/content/wohnen-1. When you have decided on a university, you can write to the Studierendenwerke (student services) and ASTA there. Important: the Studierendenwerke manage the University's dormitories, while ASTA answers questions about housing in general, including outside of dormitories.

Contact Points at RWTH
The main point of contact for accessible housing at RWTH is Studierendenwerk. The goal of Studierendenwerk is to find individual solutions for the needs of the residents. Therefore, students are encouraged to contact Studierendenwerk directly to explain their needs. The equipment and furnishings of the dormitories can be adapted under certain circumstances. Basically, residential homes have different types of furnishings available for wheelchair users, and those with visual or hearing impediments, for example.
Domitories and Accessible Living

Accessible housing is available in the Mattschö-Moll-Weg, Kastanienweg 21-35, Hainbuchenstraße 4, 8, 10 and Heinrich-Mußmann-Straße 48-54 (Jülich) dormitories. The Studierendenwerk website can be used to filter according to the amenities of individual dormitories/rooms. This is how it works:

1. In the search mask, go to the "Typ" /type) field.

<table>
<thead>
<tr>
<th>Heinrich-Mußmann-Straße 2-46</th>
<th>Heinrich-Mußmann-Straße 48-54</th>
<th>Jan-von-Werth-Straße 82</th>
</tr>
</thead>
<tbody>
<tr>
<td>Typ ▼</td>
<td>Lage ▼</td>
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<td>suchen</td>
<td>Filter zurücksetzen</td>
<td></td>
</tr>
</tbody>
</table>

   

VORSCHUB – Representation for Students With Disabilities and Chronic Illnesses

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(Telephone only available during consultation hours)

Email: vorschub@asta.rwth-aachen.de

You can find our current consultation hours here:
www.asta.rwth-aachen.de/beratung/behinderung-chronic-illness/

www.facebook.com/VORSCHUB.RWTH/
2. Scroll down and select "behindertengerechtes Apartment" (accessible apartment):

Behindertengerechtes Apartment ▼

[Images of search and reset buttons]

3. Select one of the locations and click on "mehr Infos" (more info):

[Image of a location with information]

4. At the bottom right you will find an indication of the number and facilities of the dormitories:

Studierendenwerk will be happy to offer advice on individual questions.

Source: https://www.studierendenwerk-aachen.de/de/wohnen/faq.html

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Mobility

Students whose mobility is impaired must clarify before they begin their studies how they will ensure mobility at the university location so they can get from one place to another without external assistance if possible.

Public Transportation

In the event of a considerable restriction in their ability to move in road traffic, they are entitled to free transportation in local public transport (§145 ff. AGB IX). This includes, for example, people with disabilities preventing them from walking, and deaf and blind people. The prerequisites are checked by the pension office by noting G, aG, H, G1, or Bl on the person's severely disabled ID card. (B additionally entitles the holder to take along an accompanying person free of charge).

As a rule, a mobility fee is included in the university semester fee. You can be exempted from this if you are entitled to use local public transport free of charge.

Special Transport Services

In many places, transport services for people with disabilities are offered by the city, municipality, or voluntary welfare organizations. Further information on this can be found on the corresponding websites of the providers.

These services are available to students when they are unable to use public transportation or taxis, or when it is very difficult for them to do so. The services are then provided within the framework of integration assistance for people with disabilities (SGB XII).

Unfortunately, however, these are of limited use in securing a student's mobility. Long registration times and the limited times this is available for use make this option quite inflexible.
In lieu of transportation services, students eligible for transportation services may utilize taxi services as appropriate or for an interim period with cost approval from the intercity social services agency.

Mobile With a Car
Many students with disabilities are able to ensure their mobility by having their own car. The financing of the driver's license, an individually adapted car, and the maintenance costs can be covered or reduced under certain conditions within the framework of integration assistance (SGB XII).

As a rule, the Road Traffic Office decides on admission to the driving test. Interested parties should seek comprehensive advice from manufacturers who have been converting vehicles for a long time and from driving schools with relevant experience. Information is also available from the social welfare associations VdK (www.vdk.de) and SoVD (www.sovd.de), and the association "Mobil mit Behinderung e.V." (www.mobil-mit-behinderung.de).

Motor Vehicle Assistance Ordinance (KfzHV) → www.gesetze-im-internet.de

Parking on Campus
With the special parking permit for accessible parking, people with disabilities can use the specially designated accessible parking spaces in the public street area, park in the restricted no-stopping zone, and use metered parking spaces free of charge.
University Equipment

Devices in the University Library

for Students with Disabilities or Chronic Illnesses

“Special Status” Usage Type

Students with a disability and/or a chronic illness can apply for “special status” as users of the University Library, which grants the following privileges:

- The standard loan periods are automatically increased from four to six weeks and the loan period for journals from one to two weeks.
- The short loan of reference collections may be extended to three days.
- As an exception, the loan period can be changed upon personal arrangement in individual cases.
- Furthermore, holds placed on ordered items may be extended.

IMPORTANT: Fee and reminder regulations as well as the possibility of extending the loan period still apply!

- If necessary for reasons related to a disability or illness, it is possible to extend the loan by telephone during library opening hours.

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If necessary, students with disabilities and chronic illnesses can receive special support from library staff, e.g. getting books from the shelves or information on the availability of literature on the phone.

* This regulation applies to individuals with a degree of disability of 50% or more. If an individual’s degree of disability is less than 50%, it does not mean that an application should not be submitted, rather such cases should be discussed with the University Library staff directly to determine possible solutions (as of March 2020).

Equipment for Users With a Visual Impairment

The following aids are available for students from the Information Center of the Central Library (second floor):

- Screen reader with a monitor
- Internet PC with Cobra screen reader and Microsoft Office programs

Library Access for Users With a Physical Disability

The main entrance to the University Library is wheelchair accessible via a ramp to the left of the stairs. Library 2 is also accessible. The different floors of the library can be accessed via an elevator in both buildings.

Accessible Bathrooms

An accessible bathroom is available in the Central Library and Library 2.
Information on Requesting Special Status

After **activating your personal library account** in SelfService ([www.rwth-aachen.de/selfservice](http://www.rwth-aachen.de/selfservice)), you can submit a **short request** to the University Library Loan Desk by email ([ausleihe@ub.rwth-aachen.de](mailto:ausleihe@ub.rwth-aachen.de)) or by telephone (+49 241 80 94456).

Current information from the University Library can be found under the following link: [https://www.ub.rwth-aachen.de/cms/UB/Service/Benutzung-vor-Ort/~hnwn/lidx/1](https://www.ub.rwth-aachen.de/cms/UB/Service/Benutzung-vor-Ort/~hnwn/lidx/1)

If you have any further questions, please contact the library staff on site or VORSCHUB.

**Relaxation Room at RWTH**

![Map of RWTH with Ruheraum indicated](image)

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Facebook: [www.facebook.com/VORSCHUB.RWTH/](https://www.facebook.com/VORSCHUB.RWTH/)
Accessing the Room:
The room can be reached via the back entrance of the library. The entrance is at the back of the building. You can easily access the room via the path adjacent to the library forecourt or via Marienbongardstraße. There is also an entrance on Wullnerstraße, but this is only accessible by a set of stairs.

Who Is Authorized to Use the Room?
The room is intended to be used exclusively by enrolled students at RWTH who have a disability or a chronic illness. Their assistants and orientation guides may also use the room.

Students need access authorization to use the room; this can be acquired from the Disability Support Officers at VORSCHUB.

What Does the Relaxation Room Offer?

- Many desks, one of which you can electrically adjust the height of
- A workstation with a computer and many plug sockets
- A refrigerator, in which you could keep medications, for example
- A cozy seating area with a couch and armchair
- An emergency telephone, with which you can contact Campus Security
- Lockers, in which you can store your personal belongings
- A microwave to warm up special food or thermal cushions
- Kettle (for tea or hot-water bottles)
- Sink with soap and disinfectant

If you have any questions, requests, or suggestions for improving the room, please contact VORSCHUB directly. We are responsible for the room, the documentation of access authorizations, issuing access chips, and locker keys. The room is cleaned by cleaning staff. We ask all users to leave the room (especially the kitchen area) clean.
More Relaxation Rooms
Currently, more relaxation rooms are being planned and established. A new room at Karman Auditorium is scheduled to open by the end of the year.

Support and Assistance
Integration Assistance During Your Studies
Landschaftsverband Rheinland (Department of Social Welfare) is the responsible service provider for integration assistance at universities if applicants meet all the requirements. Individuals have to specifically apply for this assistance.

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Facebook: www.facebook.com/VORSCHUB.RWTH/
Possible forms of support include **study assistants, aids, and transportation services**.
It should also be noted that integration assistance is classified as social assistance and therefore the applicant's assets will be taken into account.

**The Following Documents Are Required in Order to Process the Application:**

- A certificate from RWTH or FH Aachen stating the extent to which assistance is provided to you.
- The examination regulations for your degree program.
- A medical statement with information on the extent and impact of your disability.
- A basic application for social assistance (you can download the application from the Internet or request it from LVR by stating your name, address, and date of birth; you must outline your financial circumstances and the name and address of your parents in your request).
- Your previous academic and professional experience (if you completed vocational training after obtaining your higher education entrance qualification, please state the reason why you are unable to pursue this profession or whether this training served exclusively to obtain the qualification to study at a university of applied sciences).
- A copy of your Abitur/high school diploma.
- A certificate of enrollment or other proof of admission to your course of study (if applicable, a copy of the notification from hochschulstart.de or your application there and a copy of your academic achievements there to date).
- Proof of your membership with a health insurance provider and, if available, also the notification from your care provider on your care level classification.
- If your disability was caused by an accident, please state whether it was caused by you or a third party, since this means that claims for compensation can be made. In this case, please indicate the name of the third party involved in the accident as well as the name and reference number of their insurance provider. Please also state whether the opposing insurance company has already paid out compensation (e.g. in the form of a severance package) and attach the relevant documents.

More information is available at the following link:
https://www.lvr.de/de/nav_main/derlvr/organisation/lvrdezernate/sozialesundintegration/berdasdezernate_t_5.jsp

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Study Assistants

for Students with Disabilities and Chronic Illnesses

RWTH Aachen University supports students with disabilities and/or chronic illnesses by providing them with student assistants. The aim of this offer is to make everyday university life easier for the affected students by providing them with an assistant who can support and advise them. The assistants are responsible for one-off tasks as well as ongoing tasks throughout the semester. This support is arranged on an individual basis and is free of charge.

Study Assistants Can Primarily Help in the Following Areas:

Study Organization Support
Our study assistants support the affected students in creating their schedule, registering for courses and exams and, if necessary, also deregistering from them, handling platforms such as RWTHonlin, Moodle, or similar matters related to study organization. They can also accompany students to consultations with administrative bodies at the University, such as the Registrar's Office or the respective examination board.

Support With Everyday University Life
They support students by, for example, taking notes on course material (e.g. in lectures or seminars), helping look for reference material for written works, or accompanied students to the library.

Support With Assignments

They can support students in completing an assignment, such as a term paper or project work, by planning a study schedule with them and accompanying the writing process.
However, it should be noted that the assistance is not related to the subject matter and therefore cannot be regarded as a kind of tutoring. In this context, the assistant can also accompany the student to offices hours related to an assignment. In certain cases, they can also accompany the student to a lab course that is related to the student’s degree program.

**Orientation at the University**

Our assistants are happy to help students get to know the campus area or certain buildings, or to show first-year students around the City of Aachen.

**Mobility Assistance**

They bring or accompany students to the chosen institutions, lecture halls, seminar rooms, or their car. **IMPORTANT:** Our study assistants do not provide any care services.

**Do You Feel You Need This Support?**

Then please contact VORSCHUB to enquire about this service. The representatives for Students With Disabilities and Chronic Illnesses are in charge of coordinating the study assistants, who are assigned according to their availability. We ask you to preregister by sending an email to vorschub@asta.rwth.aachen.de or to come to our consultation hours so we can get to know each other briefly.

**Are Other Support Services Offered Outside the University?**

Alternatively, or in addition to this support, you may apply for a study orientation assistant via LVR (Landschaftsverband Rheinland) or VKM Aachen: (Verein für Körper- und Mehrfachbehinderte Aachen e.V.)

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[www.facebook.com/VORSCHUB.RWTH/](http://www.facebook.com/VORSCHUB.RWTH/)
LVR:
https://www.lvr.de/de/nav_main/soziales_1/menschenmitbehinderung/schulestudiumhilfsmittel/studium/ersteschritte/ersteschritte_9.jsp#

VKM:
https://vkm-aachen.de/ls/bildung/schule-studium/studienassistenz

Re-entry Coaching for Students With Long-Term Illnesses (WieLaS)

RWTH Student Advice Centre

Features/Procedure of Coaching:

**Target groups:** Students of RWTH Aachen University who have interrupted their studies for illness or family reasons or who can foresee this being the case in the future.

1. Initial session: Initial situation, clarification of objectives
2. Preparations for strategy identification and creation of a realistic action plan. Clarification of which other individuals (in the departments, etc.) must be contacted next.
3. Strategy definition, support during implementation
4. If required, the basics in time management and creation of a weekly schedule (after prior clarification with the departmental advisor). Depending on the department, mentoring support can alternatively be used for this.
5. Clarifying optional resources: What are my resources, sources of strength, and energy?
6. Psychological counseling if needed
7. If necessary:
   a. Check: Am I studying the right subject? Systematic root cause analysis, in-depth review of the subject fit

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www.asta.rwth-aachen.de/beratung_behinderung_chronische_illness/

www.facebook.com/VORSCHUB_RWTH/
Self-Help

What Is Self-Help and How Does It Work?

Self-help refers to groups in which people with similar life experiences or situations meet and share their ideas. Self-help is based on the assumption that it is important and healing when those who are affected meet and strengthen each other. Self-help is available for a wide variety of topics – it does not always have to be an illness! There are groups on grief, depression, inflammatory bowel disease, and cancer, plus an international group in English. There is no general procedure for self-help, each group is organized and works in its own way. The respective group leaders will be happy to inform you by email or in person about how the respective group is structured.

An overview of the existing groups in Aachen is available here: https://jsh.ac/gruppen. If your group is not included, it is possible to create further groups – the possibilities are listed under More Information below.

Important: Self-help is never a substitute for therapy or medical treatment! If you have urgent problems,
contact the psychological counseling team at RWTH (Psych.Beratung@rwth-aachen.de) or the Center for Mental Health (zpg@ukaachen.de). The website of the Kassenärztliche Vereinigung Nordrhein can also help you search for specialists and psychotherapists (https://patienten.kvno.de/praxissuche).

What Kind of Self-Help Is Available at RWTH?

Three groups are currently managed by VORSCHUB – the Representation for Students With Disabilities and Chronic Illnesses at RWTH. These groups focus on Autism Spectrum Disorders and anxiety and depression, with the latter also as an international group. In RWTH’s groups, it is common for members to be able to participate several times without any obligations before deciding whether they want to participate regularly. There is a mailing list for more information: selbsthilfegruppen@asta.rwth-aachen.de

More Information

The first point of contact for self-help in Aachen is the Aachener Kontakt- und Informationsstelle (AKIS). At AKIS it is possible to inquire which groups are available and new groups can also be established there. Contact: http://www.selbsthilfe-staedteregion-aachen.de/groups/index

In addition, there is a Young Self-Help Circle in Aachen for those aged 18 to 35. More information on the website: https://jsh.ac/

There is also a network of all self-help groups in Germany, the National Contact Point (Nakos). Here, contact with supra-regional groups can be requested and contact with other affected persons and groups can be established throughout Germany. Contact at: https://www.nakos.de/.

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Financing Options

Financing for Students With Impairments

BAföG – A General Overview

BAföG is the abbreviation for "Bundesausbildungsförderungsgesetz" (Federal Education and Trainings Assistance Act) and is a form of governmental financial aid that enables students to pursue their education. In order to receive this aid, a BAföG application must usually be submitted each year. Students with disabilities or chronic illnesses can apply to claim sick leave compensation. We have listed the most important legal bases in the following summary. The relevant paragraphs are listed so you can read the information online and check the summary yourself. At the end of the document, you will also find alternatives to BAföG. If you are unsure or have any questions, you can of course always contact our consulting service.

Prerequisites

The impairment potentially already extended the duration of the individual’s school education. § 10 III No. 3 defines the age for a valid BAföG application – a Bachelor's degree must be started before age 30, and a Master's degree before age 35.

Assets Limit

Normally, BAföG is dependent on the student's assets. Since students with chronic illnesses and disabilities may be more financially burdened, the asset limit of 8,200 euros stipulated in

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§ 29 I can be eased. As Paragraph III states, "in order to avoid undue hardship," a further proportion of the assets can remain exempt. The amount of assets that remains exempt differs in each individual case according to illness and assets.

Certificate of Achievement
As a rule, a certificate of achievement is due at RWTH after four course semesters according to § 48. Students must demonstrate that they have earned 80 credit points in four course semesters at this time. However, students with a chronic illness or disability may request late submission due to ‘serious reasons’. Serious reasons can be e.g. illness or the failure of an exam which is the basis for taking further courses or events. These serious reasons must be the cause of the delay. A medical certificate is required to prove the illness is the cause. This must briefly explain the diagnosis, name the onset and duration of the illness, and explain the effects on the ability to take exams and to study.

Duration of Funding
According to §15 IIa, financial aid will continue to be paid for three months if studies have to be interrupted or paused due to illness. The three months do not begin until the month following the onset of the illness. If the interruption or pause exceeds three months, it is advisable to take a leave of absence and to obtain benefits according to SGB (Social Security Code) II or SGB XII during this time. According to §15 IIa, individuals can apply for support several times (for three months at a time) during their studies.

Under Section III, financial aid is provided for a reasonable time beyond the maximum funding period if this was exceeded
1. For serious reasons (e.g. illness)

[...]
5. As a result of a disability, pregnancy, or the care and upbringing of a child up to 14 years of age.

For Number 5, this financial aid is paid as a full grant (see §17 II No. 2).

Other Funding: Social Assistance, Scholarships, and Loans

Benefits According to SGB II
In individual cases, students may receive Hartz 4 benefits according to SGB II.

Scholarships
In addition to governmental assistance, numerous scholarships are available to support students with disabilities or chronic illness.

For certain illnesses or disabilities, special scholarships can be applied for.

It is possible to search specifically for scholarships for people with disabilities via the Federal Ministry's site https://www.stipendienlotse.de/datenbank.php
ELFI offers a course-specific search option for funding opportunities https://www.elfi.info/index.php
The Foundation Index is a general database: https://www.stiftungsindex.de/sfoerderung/

For More Information
VORSCHUB can only provide a general overview. For more information, we recommend the overarching Student and Disability Handbook: https://www.studentenwerke.de/de/handbuch-studium-behinderung

For further advice on this topic, please contact the Student Financing Department of Studierendenwerk Aachen: https://www.studierendenwerk-aachen.de/de/bafoeg_studienfinanzierung.html