

Information Sheet

Disability Compensation

Applying for special performance assessment arrangements

What do you need to do?

General Information

The aim of disability compensation is to ensure equality of opportunity for students with disabilities or chronic illnesses. Adjustments to performance assessment conditions do not represent any lowering of academic standards, but compensate for the disadvantages that students with disabilities suffer compared to other students. Any adjustment must enable equivalent academic achievement and be aligned with the requirements of degree programmes and performance assessments.

1. Collect Information

Inform yourself in good time on the programme-specific and subject-related requirements of your degree programme, and about examination formats and other academic achievement requirements (internships, laboratory work, etc.) which are part of the curriculum.

Contact the Disability Advisory Service at an early stage. This unit is responsible for clarifying your needs and for coordinating the units involved. Before contacting them it is advisable to formulate your needs and how they might be addressed.

2. Contact and Advice

Before you submit an application for disability compensation, a preliminary discussion with the Disability Advisory Service is required. Please see the contact details below and make an appointment. In this personal meeting we will together seek solutions on how to appropriately address both the general conditions of the study programme and your special performance assessment needs.

3. What documents should you submit?

a) Application Form

Enter your personal details and describe your disability or chronic illness and its effects on your performance during your studies. Formulate concrete compensation measures. For this purpose, use the form available at www.ethz.ch/disability.

b) Medical Report

Your application for compensation measures must include a current medical report that meets certain requirements (see the *Checklist Medical Report* at www.ethz.ch/disability). Any compensation measure decisions from educational institutions previously attended should

also be included. Documents must be submitted in English or German; ETH is not responsible for any translations.

4. Where should the documents be submitted and who makes the decision?

Please address your application to the Vice Rector for Study Programmes and submit it to the Disability Advisory Service. The Vice Rector for Study Programmes makes the final decision.

5. What is the deadline for submitting your application?

The application (including the medical report) must be addressed to the Vice Rector for Study Programmes and submitted to the Disability Advisory Service by the end of the **fourth teaching week** of the semester (= the deadline for registering for the examination) at the latest. For the respective deadlines see the Academic Calendar:
<https://www.ethz.ch/en/news-and-events/academic-calendar.html> or www.ethz.ch/disability.

For the implementation provisions please see the current Ordinance on Performance Assessments at <https://www.ethz.ch/de/studium/rechtliches-abschluesse/rechtsgrundlagen/weisungssammlung.html>

6. What happens after the application is submitted?

After your documents have been checked you will receive a decision in the form of a decree by registered post.

7. Implementation of Compensation Measures

a) Responsibility of Students

If you receive a positive decision, it is your responsibility to communicate the approved measures to the lecturers by the respective deadline (see the decree). An information letter for your lecturers will be included with the decree. If you fail to request the measures by the deadline mentioned, you will lose your entitlement to special arrangements for the respective performance assessment.

b) Responsibility of Examiners

The examiners are responsible for implementing the measures.

8. Final points: What else needs to be considered

- Applications for compensation measures must be submitted before the performance assessment. Retrospective measures are not possible.
- Late or incomplete applications will not be processed.
- Entitlement to any specific form of disability compensation does not exist in principle. Measures must be determined on a case-by-case basis, taking into account the requirements of the degree programme and the needs of the applicant.

- The disability must be clearly documented in a medical report.
- The possibility of and requirements regarding disability compensation are normally clarified when studies begin and will if possible apply to the entire duration of studies.

9. Contact Persons

If you have any questions please do not hesitate to contact the staff at the Disability Advisory Service:

Mental Disabilities

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All data is confidential and is subject to data protection.