Application for disadvantage

This form supports you in submitting an application for compensation for a disadvantage together with the necessary documents and justifications. You can find an electronic template on the SWISS TCM UNI website under SWISS TCM UNI > Collection of Laws > Regulations.

We ask you to first read the explanations in the appendix to this form and then complete the application.

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| **Applicant** | |
| Last name, first name |  |
| Article number: |  |
| Address: |  |
| Phone number |  |
| Email: |  |
| Study program: | * Bachelor of Science in TCM * Master of Science in TCM * PhD/Doctor of Science in TCM * Further education |

|  |  |
| --- | --- |
| **Requested benefit** | |
| Please indicate for which  the service for which the disadvantage compensation is being applied for. |  |

|  |  |
| --- | --- |
| **Written justification** | |
| 1. Please briefly describe your illness or disability. |  |
| 2. Please explain how this affects your performance in your studies.. |  |
| 3. Please name a proposal for a disadvantage compensation. You are welcome to submit copies of  You are welcome to submit copies of disadvantage compensations granted in the past. |  |

* Current doctor’s note.

Place and date:

Signature of the applicant:

**Explanations of the application for disadvantage compensation**

The equal opportunities regulations of SWISS TCM UNI stipulate that students with disabilities or chronic illnesses can apply for disadvantage compensation. This contributes to equal opportunities for all students by granting equal conditions for academic achievements and credits. An application for disadvantage compensation must be supported by a doctor's certificate. In addition, the willingness for a personal interview is required.

# Base principles

With a disadvantage compensation, formal adjustments for examinations or academic achievements can be made at SWISS TCM UNI to meet the needs of students with disabilities. This does not mean that the content of the examination is made easier. Compensation for a disadvantage is always designed on an individual basis.

# Possible forms of compensation for disadvantages

A compensation for disadvantages can be made, for example, through the following facilitations:

* Oral instead of written examinations, e.g. for students with a visual impairment.
* Technical aids (e.g. laptop) for examinations
* Personal assistance during oral examinations (e.g. use of a sign language interpreter)
* Extension of writing time, more breaks, separate room
* Written homework instead of a presentation (for hearing/language impairments, concentration problems)

For advice on possible forms of disadvantage compensation, students and lecturers can contact the Equal Opportunities Office, email: [chancengleichheit@tcmuni.ch](mailto:chancengleichheit@tcmuni.ch).

# Required documents

A current doctor's certificate is necessary to prove the need for a disadvantage compensation. Please point out the following required information to your doctor:

* Description of the consequences relevant to your studies due to the performance impairment
* Developmental tendency of the disability or illness (stable, progressive, recurring, etc.)
* Recommendation for support measures as well as forms of compensation for disadvantages

# Submission of the application

An application for disadvantage compensation should always be made in writing and as early as possible before the examination or course work. This can take place after counselling or in consultation with the Equal Opportunities Office or can be applied for by the students concerned themselves.

# Professional secrecy

The persons involved are always subject to the obligation of confidentiality.

* The communication of the diagnosis requires the consent of the person concerned. It is not mandatory for the assessment of a disadvantage compensation.
* It may be necessary to exchange information between the therapy centre or doctor and the SWISS TCM UNI offices involved. This requires the written consent of the applicant student to release him/her from the obligation of confidentiality.

# Advice, information

For advice and information, please contact the Equal Opportunities Office, [chancengleichheit@tcmuni.ch](mailto:chancengleichheit@tcmuni.ch) or the Administration, [info@tcmuni.ch](mailto:info@tcmuni.ch).