



# Application for alternative mode(s) of assessment according to section 59, para. 1, sub-para. 12 of the Universities Act

The objective of alternative modes of assessment is the compensation of disadvantages that (may) arise during exams or courses due to an impairment. Alternative modes of assessment are guided by the learning outcomes similarly to the initial mode of assessment. This means that the content to be learned, the scope and content of the exam as well as the cognitive application of the learning materials remain the same. Only the mode is adjusted to the impairment.

An application for an alternative mode of assessment must be **submitted to the competent directorate of studies (SPL)** according to section 11 of the Statutes of the University of Vienna – study law<sup>1</sup>. Please use Acrobat Reader to fill in the form.

## Personal details (to be completed by student | please tick as appropriate and add as needed)

Last name, first name:					
Student ID number:			Telephone number (optional):		
Type of degree programme:	Bachelor	Master	Doctoral	Diploma	Extension curriculum (EC)
Designation of the degree programme/extension curriculum:					

## 1. Proof of impairment (to be completed by the Accessible Studying Team or directorate of studies)

Present your proof of impairment(s) relevant to your studies either to the Accessible Studying Team or to the competent SPL. Subsequently, the Accessible Studying Team or the competent SPL complete and sign this section.

The following signature confirms that evidence<sup>2</sup> has been provided for the following impairment(s):

Impairment 1	permanent <sup>5</sup>	episodic/ occasional <sup>4</sup>	predicted temporary <sup>3</sup>
Impairment 2	permanent	episodic/ occasional	predicted temporary
Impairment 3	permanent	episodic/ occasional	predicted temporary
Impairment 4	permanent	episodic/ occasional	predicted temporary

The proven impairment(s) serve(s) as the basis for the requested alternative mode(s) of assessment.

<hr/> Date, name, function (for SPL: number)	<hr/> Signature SPL/Accessible Studying Team
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<sup>1</sup> If the necessity is convincing and the possibilities of implementation as well as the comparability can be guaranteed for teachers/examiners, students can agree on an alternative mode of assessment for a course/exam also directly with the teachers/examiners.

<sup>2</sup> Further information about accepted types of evidence (in German): studieren.univie.ac.at/barrierefrei-studieren/anpassungen-bei-pruefungen/ven/nachweis-der-beeinträchtigung

<sup>3</sup> e.g. broken arm with which the student is usually writing, recovery after a major operation.

<sup>4</sup> e.g. verifiable diseases with symptoms or acute phases that occur from time to time but cannot be anticipated exactly.

<sup>5</sup> e.g. paraplegia, blindness, deafness.



**Applicant**

Name:

Student ID number:

Degree programme/EC:

**2. Alternative mode(s) of assessment: (to be completed by student)**

a | Describe a possibility or several possibilities to compensate your disadvantage(s). Structure them according to the situation in your degree programme (e.g. written exam, oral exam, course with continuous assessment, laboratory exercise, excursion, etc.). You can make use of counselling offers<sup>6</sup> for the relevant wording.

b | In general, you apply for alternative modes of assessment for the whole degree programme. If only a part of the degree programme or individual exams are affected, please indicate this in this section.

c | Submit this form to the competent directorate of studies (SPL).<sup>7</sup>

I apply for the approval of the above-mentioned alternative mode(s) of assessment.

\_\_\_\_\_  
Date, Name of Student

\_\_\_\_\_  
Signature of Student

<sup>6</sup> e.g. by the Accessible Studying Team, during the consultation hours of the directorate of studies (SPL) or the lecturer, by the office for accessibility and inclusive education at the Austrian National Union of Students (ÖH).

<sup>7</sup> Every SPL provides information about how and where to submit the application on their website. Links, including contact details: [spl.univie.ac.at](http://spl.univie.ac.at)



### Applicant

Name:

Student ID number:

Degree programme/EC:

### 3. Decision by the directorate of studies (SPL): (to be completed by the SPL)

Your application is granted. The alternative mode(s) of assessment is/are deemed to be approved: until the completion of the degree programme.

Temporarily (if applicable<sup>8</sup>) until: \_\_\_\_\_

Your application is rejected and forwarded to the Studienpräses.

Reasons for the rejection (mandatory field):

\_\_\_\_\_  
Date, name, function (for SPL: number)

\_\_\_\_\_  
Signature of SPL

### 4. (optional) Room for administrative information related to the degree programme/SPL<sup>9</sup> or special obligations that the student has to fulfil as part of the administrative process: (to be completed by the SPL)

<sup>8</sup> A time limit is specified if the impairment is predicted to be temporary.

<sup>9</sup> Here, you can provide more details on the application items with regard to specific rules/processes of the degree programme. You can also give contact details for certain situations (e.g. for exam type ABC, it is always necessary to register by e-mail to abc@univie.ac.at X weeks at least before the exam date, etc.)



## Applicant

Name:

Student ID number:

Degree programme/EC:

## Further information about the process

After the application has been examined, the SPL can approve or reject the alternative mode(s) of assessment.

### Rejection

- If the SPL decides to reject your application, you will be notified.
- Your application is automatically forwarded to the Studienpräses, who will also examine it. You will also be notified of their decision

### Approval

- If the SPL decides to approve your application, you will be notified by e-mail to your u:account e-mail address.
- You will receive a signed copy of your application. You can present the sections after section 1 (without indication of your impairment) to your teachers/examiners to agree on the alternative mode(s) of assessment according to the application for every course or exam. You should contact your teachers/examiners as soon as possible (ideally before or at the start of the semester).
- If you have to observe special rules within your degree programme, please read the information in section [“\(4\) Room for administrative information“](#).

### Subsequent changes to the application

- If the circumstances change and you would like to/have to change the alternative mode(s) of assessment, submit this application again, including the desired changes and, if applicable, an updated evidence.

## Contact details

### Accessible Studying Team

studying.univie.ac.at/accessible-studies  
barrierefrei@univie.ac.at

### Directorates of studies (SPL)

spl.univie.ac.at

### Office of the Studienpräses

studienpraeses.univie.ac.at  
buero.studienpraeses@univie.ac.at