

Information on alternative methods of examination

Students with impairments have the right to alternative methods of examination (German: abweichende Prüfungsmethoden). The aim is to compensate for disadvantages caused by the impairments. For general information on this topic, please visit the website of Team

Barrierefrei: [Abweichende Prüfungsmethoden \(univie.ac.at\)](https://www.univie.ac.at/abw)

The following recommended procedure applies to the exams and courses offered by *our* directorate of studies (SPL 13, **13.01. Finno-Ugristik**):

- Consultation with Team Barrierefrei
- Consultation/office hours of the directorate of studies Dr. Mikko Kajander
- Submission of the application form ◦ by e-mail, using your u:account address to mikko.kajander@univie.ac.at
 - in person during the office hours of the directorate of studies VizeSPL Dr. Mikko Kajander: on Wednesdays 10:30–12:00 o'clock, at EVSL, Abteilung Finno-Ugristik, AAKH, UniCampus, Spitalgasse 2-4/Hof 7, Eingang 7.2, 2. Stock, Raum 2L-02-04, 1090 Wien

Concerning the medical/therapeutic evidence, we suggest that you use the

University's form to confirm functional impairments relevant to studies (Bestätigung studienrelevanter Funktionsbeeinträchtigungen). The form is designed in a way that no medical terminology needs to be used. This makes it easier for us at the directorate of studies to process your application. For general information on types of evidence, please click here: [Nachweis der Beeinträchtigung \(univie.ac.at\)](https://www.univie.ac.at/nachweis)

If available, you can voluntarily send us documents from your time at school or other higher education institutions / degree programmes, which describe adaptations or assistive technology used for you. These can help us to process your application for alternative methods of examination.

Give yourself enough time for the application process and the preparation of the alternative mode of assessment by the lecturers/examiners. Please always submit your application as early as possible, 4 weeks before you first need to use an alternative mode of assessment at latest. If you already have an approved application when you wish to use an alternative mode again, please contact the lecturers at least 4 weeks before the start of a course with continuous assessment or the examiners at least 4 weeks before an exam. When doing this, submit the approved application starting with page 2.

Please note: Other administrative regulations might apply to courses/exams offered by *other* directorates of studies (additional degree programme, extension curriculum, teacher education subjects, etc.). Please check the respective website for information.