



Equal opportunities for students

Useful information for
studying with a disability
and chronic illness



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Dear students and applicants,

We at the HWR Berlin prize both diversity and equal opportunities and make every effort to champion both imperatives.

This reflects the requirements of the new Berlin Higher Education legislation passed in 2021. We want each and every one of our students to feel welcome and to experience the best possible support during their studies. Even if you are living with a chronic illness or disability – as do an estimated 11 % of students in Germany – we want you to experience the best possible learning and examination conditions to enable you to thrive at the HWR Berlin.

We recommend that students with disabilities or chronic illnesses familiarize themselves at the earliest opportunity with the facilities at the HWR Berlin. Contact us in person, by e-mail, via video call or by telephone; we are happy to provide advice and support to both applicants and students with disabilities or chronic illnesses to ensure that you enjoy the best possible experience.

This brochure is intended to enable quick orientation and provide those with a disability or chronic illness with an overview of the most important information required for a fulfilling student experience. Do not hesitate to contact us.

This is not a one-way process; we are always very grateful for any information from those affected by barriers to participation and we value feedback as a means by which to identify and reduce such obstacles.

Please be assured of our very best wishes for your time at the HWR Berlin!

Prof. Dörte Busch

Representative for students with disabilities and chronic illnesses

Does this affect me?

Those unsure of whether they can take advantage of the regulations and services provided for students with disabilities should consult the Social Code Book (German Sozialgesetzbuch SGB IX) which defines people with a disability as persons whose “bodily functions, mental capacity or psychological health diverges from the typical state exhibited by those of a similar age for longer than a six-month period resulting in the restriction of their level of social participation”.

This definition includes chronic illnesses in the sense of illnesses with a prolonged duration (longer than 6 months) or episodic progression, which act to restrict social participation. Chronic illnesses also include psychological conditions.

A recent survey shows how common such conditions are amongst students:

- 11 % of all student respondents indicated that they face challenges from poor health which impede the course of their studies.¹
- A quarter of respondents indicated that these conditions first developed during their studies.²
- 96 % of respondents had a non-visible impairment.³

Which restrictions have the greatest impact on respondents' studies?⁴

- 53 % psychological conditions such as depression or anxiety
- 20 % chronic physical conditions such as allergies, rheumatism, Crohn's disease, cancer
- 7 % multiple disabilities
- 6 % other disabilities
- 4 % mobility restrictions
- 4 % specific learning disorders, e.g. dyslexia
- 2.8 % hearing and speech impairments
- 2.5 % visual impairments

Statistically, some 1300 students at the HWR Berlin face challenges in their everyday studies caused by disabilities and chronic illnesses. We at the HWR Berlin seek to deal with each of our students on an individual basis and would like to work together with those confronted by disability and chronic illness in order to provide the help and assistance which they need to enjoy the same opportunities as students not affected in this way.

¹ 21. Sozialerhebung des Deutschen Studentenwerkes, 2016

^{2,3,4} Sondererhebung Beeinträchtigt Studierenden (BEST2, 2018)



Who can I turn to with questions?

Student Counselling Services

The Student Counselling Services is the first port of call for all potential applicants requiring advice about degree programmes and admission requirements. It provides in-person and telephone consultations and answers a range of questions by e-mail.

The Student Counselling Services is also happy to provide information and support relating to studies and the transition from a Bachelor's to a Master's degree programme.

Student Counselling Services

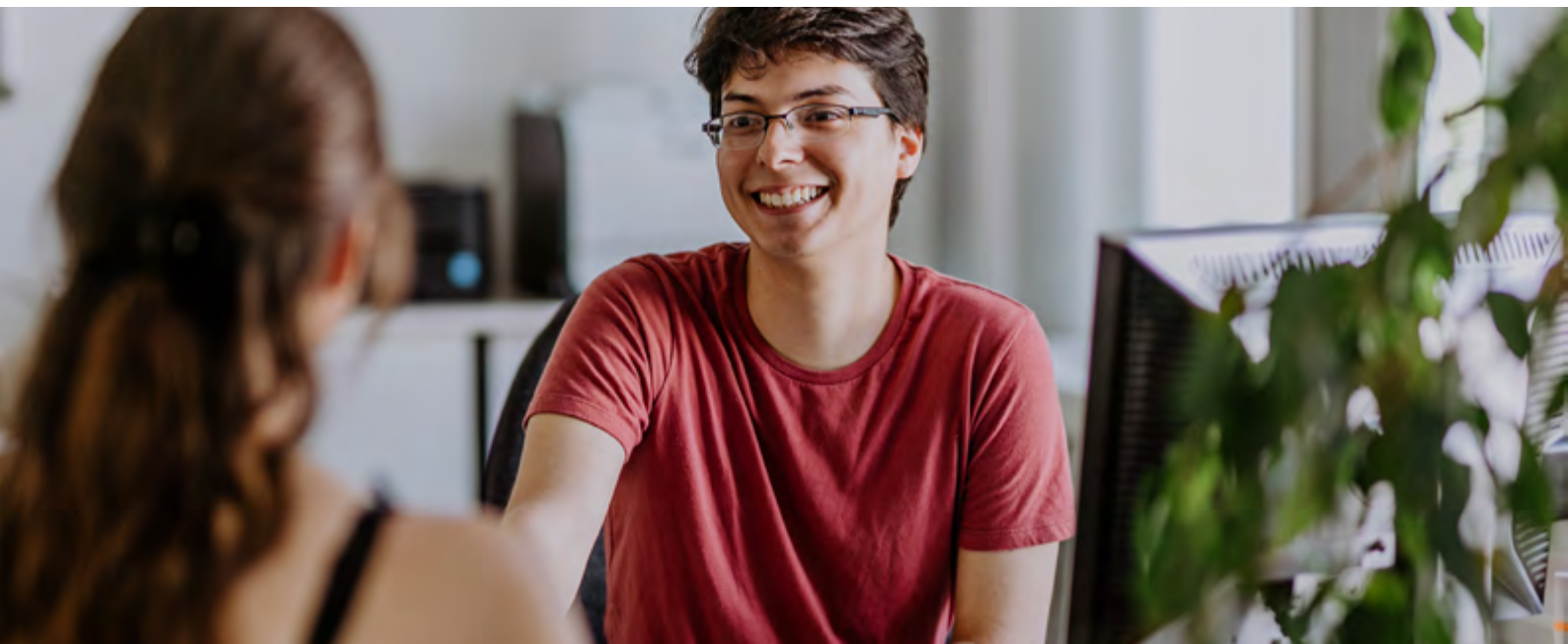
Advice and support is available both by telephone and in-person. Information about our office hours and the opportunities for arranging individual appointments is provided on our website:
www.hwr-berlin.de/allgemeine-studienberatung

Students advise students: The Infopoint and Instatheque

First-hand information and tips are available in-person from student employees at the Infopoints on the Schöneberg and Lichtenberg campuses and virtually via our Instatheque:
www.instagram.com/hwr.students

Student Council (AStA)

You can also contact your student representatives if you have any questions or problems in connection with your studies. Contact information is available on the website of the HWR Berlin Student Council: <https://asta-hwr.de/en>



Advice and support about studying with a disability or chronic illness

We recommend that applicants with disabilities or chronic illnesses find out about the conditions that they are likely to encounter and the services available to them as soon as they decide what they would like to study at the HWR Berlin.

Services for applicants and students:

- Advice and support regarding hardship applications and other special applications during the applications and admissions procedure
- Advice and support in adapting the conditions of study and examination (disadvantage compensation)
- Information about technical support and individual assistance (»Inklusionsleistungen«)
- Campus visits and accessibility assessments
- Advice and support if you experience difficulties during your studies at the HWR Berlin

Our website provides information on a number of issues ranging from how to apply for disadvantage compensation to our regular virtual inclusive study meeting: www.hwr-berlin.de/inclusion

Inclusion Counselling Service

Kathrin Joerger (Dipl.-Psych.)
T 030 30877-1458
inklusion@hwr-berlin.de
www.hwr-berlin.de/inclusion

Telephone consultation hours: Mon. 15.00–16.00
T 030 30877-1516

We provide consultation appointments in-person,
as a video call or by telephone.

Arrange a session by e-mail or telephone.
Lichtenberg Campus, House 6A, Room 6A.006
Schöneberg Campus, House A, Room A 3.40

Representative for students with disabilities and chronic illnesses

Prof. Dörte Busch
Professor of civil and social law at the Department of
Public Administration
T 030 30877-2676
doerte.busch@hwr-berlin.de

Psychological counselling

All students experiencing difficulties during their studies or in their private lives can turn to our psychological counselling service for advice and support. This service also offers extensive support services for students suffering from a psychological condition whilst studying.

Psychological counselling

Kathrin Joerger (Dipl.-Psych.)

T 030 30877-1516

psychologische-beratung@hwr-berlin.de

[www.hwr-berlin.de/en/study/counselling-services/
psychological-counselling](http://www.hwr-berlin.de/en/study/counselling-services/psychological-counselling)



Diversity and anti-discrimination counselling

Do you suspect that you are experiencing disadvantage or discrimination on the basis of (actual or ascribed) personal characteristics? The anti-discrimination counselling service at the HWR Berlin provides advice and support to those asking this question. We can help you to understand your experience and establish your options. All our services are provided in complete confidence; if you wish, you do not need to disclose your identity. You can also contact us if you have observed cases of discrimination against third parties at the HWR Berlin.

Anti-discrimination counselling service

Sonja Janositz

Telephone consultation hours: Mo 15.00–16.00 and by appointment

T 030 30877-1134

antidiskriminierung@hwr-berlin.de

Further sources of advice

The Counselling Centre for Barrier-free Studies from the Studierendenwerk Berlin

This centre provides advice and support for students with disabilities and chronic illnesses

- In matters relating to social law
- In the organization and financing of their everyday life and studies
- In obtaining technical support or individual assistance to support inclusion
- In dealing with authorities and institutions
- In dealing with personal problems and crises
- With psychosocial matters

Studierendenwerk Berlin

Beate Domrös

Franz-Mehring-Platz 2, 10243 Berlin (Friedrichshain)

T 030 93939-8442

bbs.fmp@stw.berlin

www.stw.berlin/en/counselling/counselling-for-students-with-disabilities

The information and advice centre for students with disabilities at the Deutsches Studentenwerk

This advice centre provides information about a range of issues connected to studying with a disability such as sources of finance, accommodation, technical support or individual assistance, university regulations and studying abroad. It also organizes regular conferences and seminars for people with disabilities and chronic illnesses, whether they are applicants, students or graduates.

Further information is available on the Studierendenwerk website:
www.stw.berlin/en/counselling/counselling-for-students-with-disabilities

How can my disability be taken into account?

Consideration during the application and admission phase

Applicants who have decided what they would like to study and require specific information about the application procedure should visit our website: www.hwr-berlin.de/en/study/degree-programmes. Click on the degree programme for which you would like to apply and you will be directed to the relevant website providing detailed information about the degree programme and the right person to whom you can address all your questions.

Applicants with a disability or chronic illness submit the same application as all other students, but can also make a special application for recognition of a case of hardship or disadvantage compensation.

Further information about the application procedure is available here (German version): www.hwr-berlin.de/studium/bewerbung/antraege-fuer-sonderfaelle

Hardship applications

Bachelor's degree programmes subject to admission restrictions reserve up to two per cent of places for applicants who can demonstrate a case of hardship; Master's degree programmes reserve up to five per cent of their places for applicants who can demonstrate cases of exceptional hardship.¹

Applicants whose hardship application has been accepted are prioritized in the admissions process. The criteria for granting a hardship application are very strict.

Hardship applicants must demonstrate the existence of severe health, social or family-related circumstances which are of such a nature that the applicant cannot reasonably be expected to wait even a single semester for admission. Proof of severe disability alone is not sufficient. Applicants must submit a detailed medical certificate from a specialist practitioner² stipulating the urgent circumstances which require immediate admission to study, such as:

- An illness with a tendency to progressive aggravation in such a way which makes it highly likely that the applicant will be unable to meet the requirements of degree study at a later point.
- Completion of the chosen degree programme promises to enable the applicant to enter or return to a professional occupation.

¹ In accordance with the Berliner Hochschulzulassungsverordnung.

² The detailed medical certificate must be issued by a specialist practitioner; an ordinary sick certificate is not sufficient, as they serve only to document the course of an illness.

- The applicant was forced by their illness or disability to abandon their previous studies or employment and would be unable to fill a period waiting for admission to a degree programme with a meaningful activity.

Submitting applications for disadvantage compensation as part of the application procedure: improving the average grade or the waiting time

Submission of this application is only possible when applying for a place on a Bachelor's degree programme. Applicants take part in the standard application procedure, but are awarded a higher than average grade or a longer waiting period, thereby improving their chances of admission. This mechanism does not guarantee admission to study.

The submission of such an application is advisable and efficacious for those able to submit proof that a disability or chronic illness prevented them from achieving a better grade or completing their school leaving qualification earlier, for example, due to regular absence on grounds of illness from the last three years of teaching prior to the award of their university entrance qualification, or if they can demonstrate a degree of severe disability of 50% or greater.

In addition to a specialist medical certificate or proof of a severe disability, applicants must submit reports from their school and a school leaving certificate which clearly demonstrates that low academic achievement was the direct result of their illness or disability.

The special application is to be submitted by post in addition to the online application, to the Office for Applications, Admissions and Enrolment at the HWR Berlin responsible for admissions to the chosen degree programme. The special application must have been received by the relevant application deadline.

We recommend that applicants considering the submission of a special application first contact the advice and support services for students with disabilities and chronic illnesses at the HWR Berlin.

Special conditions in cooperative studies degree programmes

Admission to a cooperative studies degree programme requires a successful application to an employer with a partnership agreement with the HWR Berlin. Applicants should consider whether they wish to disclose their disability or illness within the course of the application procedure. We recommend that applicants first discuss their individual case with the Severe Disabilities Representative or the work or staff council at the potential employer. We are happy to provide advice and support in making these inquiries.

During your degree programme

Disadvantage compensation with assignments and examinations

Disadvantage compensation is designed to prevent students from suffering detriment in their studies as a result of their disability or chronic illness, by adapting the conditions which they experience in lessons and examinations. It thereby seeks to ensure equality of participation. The compensation does not involve lowering academic standards, but is intended to balance individual and situational disadvantage. As the assessment standards for examinations and assignments cannot be reduced, disadvantage compensation may not be permitted to have an impact on the assessment procedure. The fact that compensation has been awarded will not be recorded in degree transcripts or assessment reports.

Examples of disadvantage compensation

Disadvantage compensation is always awarded on an individual basis in response to the unique nature of a student's situation. Nevertheless, a number of disadvantage compensations are commonly awarded such as:

- Extra time to complete examinations
- Different modes of examination
- Individually-agreed submission dates
- Granting technical support or individual assistance in written examinations
- Separate rooms for written examinations
- Preferential registration for courses

The Deutsches Studentenwerk (German National Association for Student Affairs) has compiled comprehensive information about disadvantage compensation here:

www.stw.berlin/en/counselling/counselling-for-students-with-disabilities

Important! An application for disadvantage compensation must be submitted as early as possible (at the start of the semester if possible, but certainly at least two weeks before the examination) so that the disadvantage compensation (e.g. an extension of the examination completion time) can be implemented. We advise students with a persistent impairment to apply for disadvantage compensation for the duration of their degree programme, which can be adjusted to take into account changes to their circumstances. It is often helpful to consult with the Inclusion Counselling Service beforehand.

Our website provides a detailed explanation of the application procedure:

www.hwr-berlin.de/en/study/counselling-services/studying-with-disabilities-or-chronic-illnesses/disadvantage-compensation

The application will be assessed on the basis of § 20 of the Framework Study and Examination Regulations of the HWR Berlin (see »Legal foundations«).

Please note: The Framework Study and Examination Regulations do not apply to the following degree programmes. Disadvantage compensation is regulated in a number of regulations, some of which set different application deadlines:

- **Public Administration and Public Administration (cooperative studies):** § 14
- **Public Administration Informatics (cooperative studies):** § 14
- **Public and Non-profit Management:** § 19
- **Non-profit Management and Public Governance:** § 19
- **Business Engineering in Environmental Science:** § 26 of the valid Framework Study and Examination Regulations of the Berliner Hochschule für Technik (BHT)
- **Administration of Justice:** § 31 and 32 of the Verordnung über die Ausbildung und Prüfung von Rechtspflegerinnen und Rechtspflegern.
- **Police Service:** Disadvantage compensation for acute physical impairment (e. g. a broken arm) will be awarded without difficulty and can be granted following consultation with the examination office (Verordnung über die Ausbildung und Prüfung für den Bachelorstudiengang gehobener Polizeidienst § 22 section 6.



Applying for disadvantage compensation

1. Submit an application for disadvantage compensation (no particular form required) to the chair of the examination board responsible for your degree programme. This application should outline the measures which would be of assistance in compensating for a disadvantage (e.g. an extension of the examination time by up to 50 %) and the period to which the application relates (an individual semester or the entire degree programme).
2. Applicants must submit proof of their status justifying disadvantage compensation (usually a detailed medical certificate from a specialist practitioner) and which shows the existence of a disadvantage resulting from disability or illness. It is important that this certificate recommends the same measures as requested by the applicant.
3. The certificate must not present a diagnosis, but merely describe how the disability / illness exercises a restrictive effect on the course of studies. This description must be written in a fashion which can be easily understood by a non-medical layperson.
4. The application is to be submitted to the relevant student office / course office / examination office, which will forward it to the chair of the examination board.
5. Once the application has been approved, the student involved must liaise with the relevant student office / course office examination office or the individual examiner(s) to determine how best to implement the disadvantage compensation
6. Students can submit multiple applications for different forms of disadvantage compensation.

Please note: Injuries and ill health which develop during the training period and which may remain as a disability / chronic illness can represent an obstacle to being awarded full status as a civil servant (Verbeamtung auf Lebenszeit). Students can address all questions relating to this matter in the strictest of confidence to the advice and support services for students with disabilities and chronic illnesses at the HWR Berlin.

Dealing with periods of acute illness and extended restrictions in completing studies

Students suffering from conditions which involve long-term or repeated phases of acute illness and which reduce their ability to study can take advantage of the following measures:

Reduction of the semester workload through application for disadvantage compensation or part-time study

Students with a disability or suffering chronic ill health can pursue an alternative timetable deviating from the model study plan. They can decide on this course of action both before and after beginning their studies. We recommend that students make a realistic assessment of their own resilience and work together with the Student Counselling Services, the Inclusion

Counselling Service or the Specialist Counselling Services in order to plan their individual timetable.

This can be realized within the scope of an application for disadvantage compensation or even a switch to part-time study. Please note that part-time students are not eligible for Bafög; the switch to this status can also have an impact on students' status under social law.

German version: www.hwr-berlin.de > Studium > Studieren an der HWR Berlin > [Studienorganisation > Teilzeitstudium](#)

Intermission semesters

Students can apply for an intermission semester when re-enrolling for the coming semester; they are required to submit a medical certificate stating that they will be prevented on grounds of illness from continuing their studies in the coming semester. It must be expected that treatment can restore the student's ability to continue their studies.

Even if a student should develop a health condition which restricts their ability to study during the course of a semester and they obtain a medical certificate stating that they are unable to or will not be able to complete their studies in the usual fashion, then they can apply for an intermission semester eight weeks before the end of the semester at the latest. An intermission semester is not counted as a subject-specific semester.

Applications for an intermission semester that have been placed and approved before the examination period will lead to the deletion of classes which have already been completed.

Please note: Students on an intermission semester are not eligible for a student grant (BAfög). The Studierendenwerk can provide advice on alternative sources of funding. Students enrolled on a cooperative studies degree programme require permission from their training company in order to apply for an intermission semester. www.hwr-berlin.de/en/study/studying-at-the-hwr-berlin/organizing-your-degree/intermission-semester

Disenrolment and retention of the right to sit examinations

Students with a health condition which restricts their ability to study over the long-term and who cannot state with any certainty when they will be able to resume their studies are often advised to interrupt their studies through disenrolment. Students who follow this path retain their right to sit examinations and can apply at a later date for admission to a degree programme in a higher subject-specific semester.

Further information about part-time study is available here (German version): www.hwr-berlin.de/studium/studieren-an-der-hwr-berlin/studienorganisation/exmatrikulation

Practical requirements during university studies

We recommend that students with a disability or chronic illness make a number of preparations for their studies such as locating suitable accommodation, reserving a personal car parking space close to the university or arranging technical support or individual assistance. The advice centre of the Studierendenwerk Berlin and the HWR Berlin Inclusion Counselling Service will be happy to provide advice and support in these matters.

Mobility

CampusCard / semester ticket for public transport

All students are issued with a QR code during enrolment at the HWR Berlin; they can use this code to generate their CampusCard at one of the machines intended for this purpose.

The CampusCard functions as

- Student ID
- A dining hall and library card
- A semester ticket (valid in the Berlin ABC fare zones), when shown with an official identity document.

Students with a severe disability who have unrestricted access to public transport free of charge or students who are unable to use public transport can apply for exemption from the semester ticket fee. This requires submission of a severe disability ID card in the Admissions and Enrolment Office upon enrolment and re-enrolment.

The Berlin public transport provider BVG provides detailed information about which of their services are barrier-free under www.bvg.de/en.

Parking spaces

Both the HWR Berlin campuses provide car parking spaces for drivers with registered mobility restrictions. Students who require a permanent parking space should contact the persons listed below. Visitors to the HWR Berlin with restricted mobility (e.g. potential applicants) can use these parking spaces for a short period free of charge. Visitors require proof of entitlement.

Schöneberg Campus

A public parking space for permit holders is located behind House A, close to the barrier-free access point to the building (»Am Mühlenberg«).

Inquiries from holders of a restricted mobility ID about using the university parking spaces behind House B should be addressed to the Facility Management.

Schöneberg Campus Facility Management

Klaus Pollmann

T 030 30877-1225

klaus.pollmann@hwr-berlin.de

Lichtenberg Campus

Short-stay car parking

The first hour of parking is free of charge. Holders of restricted mobility ID will not be charged for parking for longer than an hour; they need only show proof of status (together with the parking ticket) to a porter.

Long-term parking

Students requiring a long-term parking permit with or without a reserved space should contact the Facility Management.

Lichtenberg Campus Facility Management

Susanne Gustke

T 030 30877-2523

susanne.gustke@hwr-berlin.de

Andreas Lück

T 030 30877-2514

andreas.lueck@hwr-berlin.de

Accessible campuses

Schöneberg Campus

- With the exception of the 5th floor in the library, House A is fully accessible. Use of the accessible lift to the 5th floor is possible upon request. Information can be found in the »Library« section.
- House B is barrier-free.
- House C is fully accessible for all users with disabilities.
- House D (the location of the Writing Centre) does not provide barrier-free access. Distance counselling is possible.
- House E currently provides only partial barrier-free access.

Please note: Should you find that the electric door openers do not work and that you need assistance, please contact the responsible porters' lodge:

House A: T 030 30877-1400

House B: T 030 30877-1222

House E: T 030 30877-1430

Barrier-free toilets

- House A: Ground floor (Room 0.1B)
- House B: 5th floor, opposite the large lift to the dining hall
- House B: 2nd floor, anteroom to the auditorium
- House C: Ground floor

Lichtenberg Campus

- House 1: Building access via a ramp, lift on all floors; the Audimax, dining hall and cafeteria are all accessible
- House 5: Ground-level accessibility, lift on all floors
- Houses 6 A and 6 B: ground-level accessibility, lift on all floors

Please note: Not all access and passageway doors are fitted with automatic door openers. Should you find that the electric door openers do not work and that you need assistance, please contact the porters' lodge:

T 030 9021-2222

Barrier-free toilets

- House 1: Ground floor (Room 1.0074), 1st floor (Room 1.1081a), 3rd floor (Room 1.3077)
- House 5: Ground floor (Room 5.0009), 2nd floor (Room 5.2010)
- House 6 A and B: On every floor

Site plans


General information about finding us and further site maps are available here: www.hwr-berlin.de/en/hwr-berlin/about-us/what-we-stand-for/locations

Schöneberg Campus



Lichtenberg Campus



 Barrier-free access

Visiting our campuses

Those considering an application to the HWR Berlin who would like to visit the campus on which they propose to study are welcome and encouraged to make an appointment with the HWR Berlin Inclusion Counselling Service.

The dining halls and cafeterias on the Lichtenberg Campus and the dining hall on the Schöneberg Campus (House B) are wheelchair accessible. The student cafe »Geschmacklos« provide only restricted barrier-free access.

Accessible study forms

Students who ascertain before the start of a semester that the room in which their classes are to take place does not provide sufficient access for their needs, should contact the Academic Planning and Staff Services (Department 1) the Office of the Dean of Studies (Department 2) or the relevant Student Office (Departments 3–5) who will endeavour to address the issue in such a way that permits unrestricted participation of students with disabilities in the course.

The relevant contact details are listed in the student portal on the department websites, under »Organization and administration«.
www.hwr-berlin.de/en/meta/student-portal



Inclusion services – individual assistance and equipment

Universities in Berlin are required by law to ensure that students with disabilities or chronic illnesses are included in their operations. The Studierendenwerk Berlin provides inclusion services – such as the provision of equipment, communication aids, individual assistance or grants to buy books – to applicants and students with disabilities or chronic illnesses at all Berlin universities.

Potential applicants are also eligible for assistance when visiting universities in Berlin (e.g. the services of a sign language interpreter during advice sessions).

Our tip: We recommend that potential applicants consult with the Counselling Centre for Barrier-free Studies at the Studierendenwerk Berlin well before commencing studies before making an application. Further information is available on the website:

www.stw.berlin/en/counselling/counselling-for-students-with-disabilities

Break rooms

The university has a number of rooms available for use by families and students with disabilities or chronic illnesses who need to recover from the exertion and strain of everyday study. Students can rest and recuperate, take medicine, do exercises or use equipment related to their disability / illness. These rooms remain locked when not in use.

Schöneberg Campus

The family and break rooms are located in House A (Room 0.55) and House B (Room 3.43). The responsible porters will be happy to provide access to the rooms upon request (porters' lodge A or B). As the porters' lodge in House B is not barrier-free, please contact a porter by telephone: 030 30877-1222.

Lichtenberg Campus

The family and break room is located in House 1 (Room 1.0083). A transponder providing access to this room is available from the porters' lodge; students are required to show their CampusCard and pay a deposit.

If you would like to make regular use of the rooms during the semester, please contact the Inclusion Counselling Service.

Library services

There is a library on both campuses.

We recommend that students take part in a guided tour of the relevant library at the start of the semester to orient themselves regarding access and other issues.

A large number of books and other publications can be accessed online.

The library is not fully accessible, as the library access doors have not yet been fitted with automatic door openers. Students with restricted mobility may need the assistance of a member of staff within the library itself.

Both libraries provide barrier-free access to the individual and group work stations.

Schönberg Campus

The library area on the 5th floor (all subject areas starting with B such as Business Administration) is accessible via the internal lift in the library; this requires operation by library staff.

Students with restricted mobility should contact the library reception when planning their first visit to the library.

Library on the Schöneberg Campus
T 030 30877-1284

Lichtenberg Campus

The library entrance is located on the first floor and can be accessed via lift. The fire door access to the library is however not fitted with an automatic door opener.

Please address any questions or raise any problems about using the library to members of the library staff, or send an e-mail to:

- Lichtenberg Campus: hsb.cl@hwr-berlin.de
- Schöneberg Campus: hsb.cs@hwr-berlin.de

Carrels in the library on the Schöneberg Campus

A separate area in the library provides carrels which facilitate concentrated work, especially on a final thesis.

Students with concentration difficulties resulting from an impairment can profit from access to a carrel earlier in their studies. Students with restricted mobility can also benefit from the ability to lock literature and working materials in a carrel, thereby eliminating the need to transport materials.

If you are interested in using a carrel, please contact the Inclusion Counselling Service.



Lockers

Schöneberg Campus

Students with a disability or chronic illness who need to use a locker should contact the Inclusion Counselling Service. We are happy to provide a key to a locker on the 4th floor in House A. Students can use these lockers for the duration of a semester and can leave their possessions in them overnight.

Lichtenberg Campus

The AStA (Student Council) issues keys to the lockers on the Lichtenberg Campus for twelve months. Users must pay a refundable deposit of 20 Euros. If you are interested in using a locker, please contact: studibox@asta-hwr.de

University sports

Students are entitled to participate in courses provided by the Berlin university sports centre for a small fee. These include special courses open to students with disabilities. Further information is available on the FU Berlin website:

www.hochschulsport.fu-berlin.de/en > Sportsprogram > Diversity@Hochschulsport > Inclusion



Studying or completing an internship abroad

We recommend that students with a disability or chronic illness start thinking about their future career at the earliest possible time.

Internships provide the opportunity for students to make contacts in the world of work and to find out how to make the most of their talents and interests in various industries. Time spent studying abroad or completing an internship can also bring students advantages after graduation.

Information about the requirements and opportunities for completing an internship is available from the contact partners in each degree programme.

Dedicated funding for studying and completing an internship abroad

Students with a minimum proven degree of disability (Grad der Behinderung – GdB) of 30 can apply to the EU Erasmus+ programme for additional funding to study or complete an internship in other EU countries (and Great Britain, Iceland, Liechtenstein, Northern Macedonia, Norway, Serbia and Turkey).

We recommend that those hoping to study or complete an internship abroad start planning this step at least a year in advance. Interested students should contact the Erasmus+ coordinator in the International Office.

www.hwr-berlin.de/en/study/international-study/studying-abroad

Financing study

Grants and bursaries

The Deutsches Studentenwerk information and advice centre for students with disabilities provides an overview of the various sources of financing available for students with a disability: www.stw.berlin/en/counselling/counselling-for-students-with-disabilities

Further individual advice is provided by the

- BAföG-Amt www.stw.berlin/en/finanzierung
- and the Social Counselling Service of the Berliner Studierendenwerk www.stw.berlin/en/counselling/social-counselling-centre

Grants

Student grants are another way of financing degree studies. The Student Counselling Services holds a special event every January providing information about the various sources of student grants. This event is accompanied by a Moodle course providing all the necessary information on a permanent basis. The Moodle course can be accessed here: www.hwr-berlin.de/en/study/studying-at-the-hwr-berlin/scholarships-and-awards

The award of funding from the Federal Government's Deutschlandstipendium to students at the HWR Berlin takes account of specific social issues such as disability or illness.

German version: www.hwr-berlin.de/deutschlandstipendium

Further information about grants awarded to students with a disability is available here: www.e-fellows.net/About-us (database)

Where can I obtain advice and support when starting a career?

Career Service

The Career Service and the Business Incubation Center provide advice and support to all HWR Berlin students. Further information is available here: www.hwr-berlin.de/en/study/studying-at-the-hwr-berlin/career-services

Application training

The Studierendenwerk Berlin and its counselling service for barrier-free studies offers special job application training for graduates with a disability: www.stw.berlin/en/counselling/counselling-for-students-with-disabilities

Careers advice from the Bundesagentur für Arbeit

University graduates with a disability can contact the Zentralstelle für Arbeitsvermittlung in Bonn directly, where they can consult with a team which specializes in finding employment for university graduates with a severe disability. www.arbeitsagentur.de/en

Networks

Information and networking opportunities can be found at the inclusive expert network of the Federal Employment Agency. For further information, see the German-language website: <https://ixnet-projekt.de>

Entrepreneurship

Startup Incubator Berlin, the HWR Berlin Business Incubation Center located at Siemensstadt Berlin provides would-be entrepreneurs with help and support in the development and implementation of start-up ideas. As the great majority of its rooms are located at ground level, it is accessible without steps.

Some laboratories and workshops are accessible by lift. Almost all entrance and passage doors are equipped with automatic door openers. There is no disabled toilet. The Center can be reached by public transport; Rohrdamm underground station has a lift and a guidance system for the blind.

Disabled parking spaces are also available.

See: www.startup-incubator.berlin/?lang=en

Enterability

The integration service provides a comprehensive advice service for those seeking to combine entrepreneurship with a severe disability. For further information, see the German-language website: <https://berlin.enterability.de>



The legal foundations

The UN Convention on the Rights of Persons with Disabilities

»Persons with disabilities include those who have long-term physical, psychological, mental or sensory impairments which in interaction with various barriers, may hinder their full and effective participation in society on an equal basis with others.«

Germany was one of the first signatories of the UN Convention, which came into effect in Germany on 26 March 2009. The states and the federal government have undertaken (Article 4) to act to protect the human rights of people with disabilities and ensure their full participation in society. They have undertaken to take all necessary legal and administrative steps to realize the aims of the Convention. Discrimination against people with disabilities is to be prevented by implementation of the UN Convention. Article 24, section 5 prescribes equal access to university education for people with disabilities.

Social Code Book IX (Sozialgesetzbuch IX)

The German Sozialgesetzbuch defines people with a disability as persons whose »impairments of bodily function, mental capacity, psychological health or sensory capacity in interaction with attitudinal and environmental barriers, are likely to restrict their level of equal social participation for longer than a six-month period. An impairment in accordance with sentence 1 exists if the person's physical and health condition deviates from the typical state exhibited by those of the same age«.

(9. Sozialgesetzbuch, § 2 section 1; § 3 Behindertengleichstellungsgesetz).

The Basic Law (GG)

The Basic Law of the Federal Republic of Germany states that no one may suffer discrimination on the grounds of disability (Art. 3 section 3 Grundgesetz der Bundesrepublik Deutschland)

Framework Act for Higher Education (Hochschulrahmengesetz – HRG)

The term »disability« is the basis on which individual disadvantage compensation can be granted in a university context. The Hochschulrahmengesetz (Framework Act for Higher Education) requires universities to provide for the particular needs of people with disabilities.

Berlin State Higher Education Act (Berliner Hochschulgesetz – BerLHG)

§ 5b section 5 BerLHG requires that institutions of higher education take into account the special needs of students and applicants with disabilities or chronic illnesses, and implement all the measures necessary to ensure their inclusion in all areas. In particular, they are to work to ensure that the university's facilities are barrier-free in their location, access and usability. The legislation also requires that the institutions submit regular reports on the progress made

towards establishing barrier-freedom, which are to be made a minimum of every three years. Suitable measures are to be taken to ensure that degree programmes and examinations are conducted so as to ensure disadvantage compensation whilst maintaining equivalence. § 28a BerlHG also establishes the responsibilities of the representative for students with disabilities:

»The representative for students with disabilities [...] is to be involved in the planning and organization of teaching and learning conditions in the university, which are to be realized in such a way that they meet the needs of students with disabilities. The representative is also to provide advice to applicants with disabilities and is to be involved in the planning of campus technical and construction work designed to ensure accessibility. The representative has the right to receive all the necessary information relevant to their duties and to be involved actively (with the right to make applications) in all university committees dealing with issues which affect students with a disability. [...]«

Framework Study and Examination Regulations of the HWR Berlin

(RStud/PrüfO) last amended 21.6.22: Version from 12.2.2019 and 5.11.2019, last amended on 17.5.2022)

§ 20 Disadvantage compensation

(1) The submission of a written application providing proof of a disadvantage in comparison to other candidates resulting from a disability or chronic illness can result in the granting to the student of appropriate disadvantage compensation. This also applies to pregnant woman students falling under the terms of the German maternity leave legislation (Mutterschutzgesetz). This disadvantage compensation should seek to mitigate the disadvantages resulting from the disability or disadvantage and must not amount to a reduction in the performance requirements.

(2) Applications can also be granted to provide disadvantage compensation for students subject to acute, personal, time-restricted impairment as well as the requirement to care for close dependants in accordance with § 7 section 3 Pflegezeitgesetz.

(3) The specifics of disadvantage compensation awarded are to be decided by the competent examination board. The examination board is to consult the representative for students with disabilities and chronic illnesses at the HWR Berlin and can include the examiners affected in its decision-making process.

(4) Suitable documents with disadvantage compensation recommendations (standardly specialist medical certificates) are to be presented to inform decisions pertaining to disadvantage compensation.

The application must be submitted to the competent examination board in sufficient time to enable a decision to be made before commencement of the examination.

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[hwr-berlin.de/inclusion](https://www.hwr-berlin.de/inclusion)

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