PROCESS NORKFLOW

Make use of counselling services

Representative for students with disabilities:

Katharina Ruhe

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mail: katharina.ruhe@hmt-leipzig.de

Application

Submit the application for NTA by means of a form

Processing and approcal/partial approval or rejection of the applycation by the responsible dean

- Faculty I: Prof. Matthias Foremny (Brass/Percussion, Jazz/Popular Music, Piano/Conducting, Strings/Harp)
- Faculty II: Prof.in Anne-Kathrin Gummich (Early Music, Voice/Music Theatre, Drama)
- Faculty III: Prof.in Dr. Constanze Rora (Dramaturgy, Inst. for Music Pedagogy, Inst. for Musicology, Church music, Composition and Harmony/Counterpoint)

Implementation of the NTA: Information to the examiners, which NTA has been granted and how it is to be implemented

CONTACT AND CONSULTING

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Application form



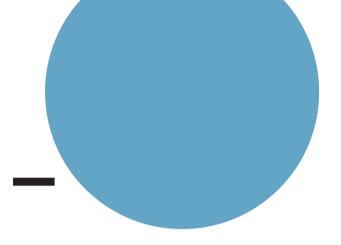
Information from the Studentenwerk on studying with an impairment

DISADVANT AGE
COMPENSATION IN
STUDY AND EXAMINATION PERFORMANCE

FOR STUDENTS WITH IMPAIRMENTS

HOCHSCHULE FÜR MUSIK UND THEATER »FELIX MENDELSSOHN BARTHOLDY« LEIPZIG





- All the persons involved in the process are obliged to absolute confidentiality in order to protect the personal rights of the students concerned and to gernerally comply with all regulations on data protection.
- When applying vor NTA for the current semester, it is important to develop suitable, individually tailored measures depending on the student's disadvantage and to adapt them to the changed examination situation.
- Applications are to be submitted specifically for one examination at a time.
- First of all, it is important to develop a possible examination plan with the students in special circumstances, i.e. to check which examinations the student absolutely has to take and how extensice they can be.
- If the requirements are met, the examination board must grant NTA, but has discretion in the measures to be chosen.
- Concrete disadvantages must be fully compensated, the benchmark ist always the performance that students without NTA (but also without impairments) have to achieve).
- Focus is not the form of the impairment, but finding an appropriate NTA for the respective impairment..
- In all decisions, equal opportunities for students without NTA must be maintained.

PRINCIPLES

The examination regulations of the HMT regulate the possibilities of a disadvantage compensation (NTA) for students with impairments:

Disabled an chronically ill students whose disability or chronic illness makes it difficult for them to perform in the examination shall be granted compensation for disadvantages, e.g. by a reasonable extension of the duration of the examination. Applications for NTA must be submitted to the examination board at least four weeks before the axamination for which NTA is to be granted. The reasons for the NTA are to be made credible.

POSSIBLE FORMS OF COMPENSATION

WRITTEN EXAM - — writing time extension

INATION — seperate room

 separation from other examiners

TION

ORAL EXAMINA - adjustment of the preparation

 breaks for longer exams (over 30 minutes)

SPEECHES AND — adjustment of preparation time

PRESENT ATIONS — partial examinations, depending on the scope of the examination performance

SEMINAR PRESEN - — adjustment of the group size

TATIONS — extension of speaking time

COLLOQUIA — other regulation of break times

adjustment of the group size

TERM PAPERS — extension of deadline for submission (longer processing

time)