

# Information on applications for disadvantage compensation (Waiting period bonus)

Bachelor's programs with restricted admission

## Information regarding applications for disadvantage compensation

### Disadvantage compensation – Waiting period bonus

The waiting period is determined by the number of half-years that have passed since the applicant obtained his/her entrance qualification (e.g. Abitur).

However, an applicant may have faced circumstances beyond his/her control that have delayed the achievement of his/her entrance qualification. Thus, the applicant's waiting period is shorter.

For the allocation of study places based on the applicants' waiting period, an earlier date is determined and presumed to be the date the entrance qualification was obtained. The applicant hence enters the admissions process with the waiting period that he/she would have had without the delay. Providing evidence that the unfavorable circumstances merely existed is insufficient for the application to be accepted.

If you want to apply for an improvement of your waiting period, you must provide evidence that the unfavorable circumstances delayed the achievement of your entrance qualification (e.g. Abitur). Appropriate evidence can be **a report issued by your school** detailing reasons for and length of the delay or other documents which serve as proof for the reasons for the delay.

Please note that since the application period for the summer semester 2021, the maximum waiting period that can be recognized is seven semesters. This means that if your waiting period is already seven semesters or more, you do not need to apply for a waiting period bonus.

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## Examples:

Examples for cases where applications for disadvantage compensation are usually accepted include:

### 1. Exceptional social circumstances:

- A) Health reasons:
  - a) Extended absence from school due to illness within three years prior to the achievement of the entrance qualification (specialist medical report).
  - b) Extended severe impairment, if not already covered by a) (specialist medical report).  
Other comparable health reasons (specialist medical report).
  - c) Pregnancy within three years prior to the achievement of the Higher Education Entrance Qualification (specialist medical report or child's birth certificate).
- B) Exceptional economic circumstances (supporting documents are required).
- C) Other comparable exceptional social circumstances (supporting documents are required)

### 2. Exceptional family circumstances:

- A) Care for biological minor children within three years prior to the achievement of the Higher Education Entrance Qualification (children's birth certificates).
- B) Care for relatives in the ascending line or siblings in need of care within three years prior to the achievement of the Higher Education Entrance Qualification (certificate of classification into Care Level II or III (*Pflegestufe*) according to the Code of Social Law, book XI (*Sozialgesetzbuch XI*) or a medical certificate confirming that the relative is in need of care).
- C) Care for underage dependent siblings living in the same household as the applicant within three years prior to the achievement of the Higher Education Entrance Qualification (siblings' birth certificates).
- D) Loss of a parent within three years prior to the achievement of the Higher Education Entrance Qualification or loss of both parents prior to the achievement of the Higher Education Entrance Qualification, unless the applicant was married or over the age of 25 at the time (parents' death certificates and declaration of marital status at the time).
- E) Parents moved/relocated several times resulting in a several school changes within three years prior to the achievement of the Higher Education Entrance Qualification (leaving certificates and parents' registration certificates)
- F) Other comparable exceptional family circumstances (supporting documents are required)

### 3. Team of the Federal Sport Association (*Bundessportfachverband*):

Member of one of the Federal Sport Association's teams listed below for at least one consecutive year within three years of the achievement of the Higher Education Entrance Qualification (certificate issued by the responsible Federal Sport Association):

- A) Olympic team & paralympic team or A team
- B) Secondary team or B team
- C) Junior team 1 and 2 or C team or D/C team
- D) Team sports squad (*Teamsportkader*)

### 4. Other comparable exceptional circumstances (supporting documents are required).

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## Guidelines for school-issued reports as supporting documents for applications for disadvantage compensation

Schools should adhere to the following guidelines when issuing reports:

1. The carefully considered decision whether the school where the Higher Education Entrance Qualification was obtained issues a report as a supporting document for an application for disadvantage compensation lies with the head of the school. The school may decline to issue a report, especially if it does not have sufficient information or expertise to assess the pupil (e.g. due to the fact that he/she attended the school for only a short period of time).
  2. The report is to be signed by the head of school and must include the following:
    - a. a short description of the pupil's academic career;
    - b. details on the nature and duration of the unfavorable circumstances beyond the pupil's control. The school may only include proven facts.
    - c. assessment of the noticeable and credible consequences that the unfavorable circumstances had on the pupil's academic achievements according to the teachers of the individual subjects;
    - d. a clause stating that the report is only to be presented to TH Köln in the context of an application for admission and may not be used for any other purpose,
    - e. an official seal.
  3. If the school is convinced that the circumstances (beyond the pupil's control) have had a negative effect on the pupil's academic achievements, it is to assess which improved grade or higher score could have been expected in the absence of said negative effect. To this effect, the longtime overall development of the achievements in each subject must be considered. The resulting improved grade or higher score of the Higher Education Entrance Qualification must be indicated.
  4. Only in cases of slight differences in the academic achievements can such a report be based on general experience. The description of cause and impact must be conclusive, especially if there is a considerable difference between the actual grade and the improved grade.
  5. If necessary and possible, a psychologist or social education worker employed by or responsible for the school may contribute to the report.
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## Checklist

### Waiting period bonus – Please submit all of the following documents

- Report issued by the school detailing **reasons for and length of the delay** and other documents which are deemed suitable to prove the reasons for the delay.

**and**

- Evidence for the reason(s) for the existence of the unfavorable circumstances**, e.g. children's birth certificates, death certificate of a parent, proof of illness.
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