

APPLICATION TO IMPROVE GRADE POINT AVERAGE

(in accordance with Section 11.4 of the Law on Admissions to Higher Education in the Federal State of Berlin – BerlHZG)

<p>Declaration:</p> <p><input type="checkbox"/> I hereby apply for an improved grade point average. I confirm that I have read and understood the accompanying information. I submit the following reason(s) and am attaching the supporting documents.</p>	<p>Application semester: <input type="text"/></p>
	<p>Application number: <input type="text"/></p>
	<p>First name: <input type="text"/></p>
	<p>Last name: <input type="text"/></p>

Please note:

- This application is only valid in combination with an admissions application for **the first semester in an undergraduate degree program** (submitted before the relevant deadline). Please upload the filled-out form in the online application.
- You must include a report from your school and a copy of your report card with your application to improve your grade point average. **Please refer to the information sheet for additional details.**

REASONS: Check the box that applies and submit the corresponding documentation

Special social conditions:

- Pregnancy while still in school (**report from a medical specialist or child's birth certificate**)
- Move from a region in which German is not spoken if schooling there was not in German (**official documentation regarding the date of the move and other relevant documents required as proof**)
- Other comparable special social conditions (**relevant documents required as proof**)

Special health conditions:

- Extended periods of absence from school in the three years prior to attaining a higher education entrance qualification (**report from a medical specialist**)
- Severe disability – extent of disability corresponding to 50 percent or more, according to the German system (**official notification from the public assistance office**)

Special family situations and other conditions:

- Caregiver for own children who are minors in the three years prior to attaining a higher education entrance qualification (**child's birth certificate**)
- Caregiver for relatives with special needs (**relevant documents required as proof; see information sheet**)
- Primary caregiver/guardian for siblings who are minors and lived in the same household in the three years prior to attaining a higher education entrance qualification (**relevant documents required as proof; see information sheet**)
- Loss of a parent in the three years prior to attaining a higher education entrance qualification or loss of both parents prior to attaining a higher education entrance qualification (**see information sheet**)
- Change of school multiple times in the three years prior to attaining a higher education entrance qualification due to parents moving (**final report cards or transcripts [Abgangszeugnisse] and parents' municipal registration certificates [Meldebescheinigungen]**)
- Other comparable special family situations (**relevant documents required as proof; see information sheet**)
- Other comparable special conditions (**relevant documents required as proof; see information sheet**)

Admissions Office

Ilthisstrasse 1
14195 Berlin

Stand: 01.12.2023

INFORMATION ON APPLYING TO IMPROVE YOUR GRADE POINT AVERAGE

In the cases outlined below, you may be able to apply to improve your grade point average provided that you submit the required documentation.

Please note that you not only have to prove your justification for applying (the necessary documentation is noted in parentheses next to the specific case), but also the impact these extenuating circumstances had on your grade point average. This must be substantiated with **a report from your school and a copy of your report card**.

Grades from a previous degree, a vocational/professional training program, or advanced further training are not applicable to the application for an improved grade. Applications to enter into advanced semesters in the program are also not allowed.

Requirements for the School's Report

Request your **report from the school** as soon as possible so that your school can issue it before applications are due. The following **principles** should be observed when applying for, creating, and issuing a report of this nature, so that schools that are asked to provide a report for an application to compensate for disadvantages can observe comparable standards:

- The decision concerning whether the school at which you attained your higher education entrance qualification will make a statement regarding your application is taken at the discretion of the school's director.
- The school may reject your request for a report. This may well be the case if it cannot provide the necessary assessments for the report due to a lack of information about the applicant (e.g., the applicant did not attend the school for very long).

The report to be signed by the school director must include:

- a brief description of the school student's academic history;
- information concerning any interruptions to schooling due to circumstances outside of the applicant's control, including the type and length of the interruption; here the school must stick to proven facts;
- information concerning the identifiable and plausible effects of each set of circumstances on the student's performance in individual subjects in the opinion of the respective teachers;
- if the school is convinced that the special circumstances mentioned (for which it is not responsible) did indeed have a negative effect on the student's academic performance, it must be credibly established, taking into account the overall development of performance over many years for each subject under consideration, within what range a better grade or a higher score could have been expected if the extenuating circumstances had not occurred. The report should clearly state the improved range or grade point average of the student's university entrance qualification based on these considerations;
- the report can only justify minor adjustments to the student's grades if it relies solely on general statements of facts. The more significant the change in grades (or range) is, the more substantial and convincing the presentation of the extenuating circumstances must be;
- if necessary and if possible, a school psychologist responsible for or working at the school can be consulted in writing the report.

What are some factors that are generally accepted as grounds for raising your grade point average? (examples)

Special social conditions:

- Pregnancy in the three years prior to attaining a higher education entrance qualification (**report from a medical specialist or child's birth certificate**).
- Move from a region in which German is not spoken if schooling there was not in German (**official documentation regarding the date of the move and other relevant documents required as proof**).
- Other comparable special social conditions (**relevant documents required as proof**).

Special health conditions:

- Extended periods of absence from school in the three years prior to attaining a higher education entrance qualification (**report from a medical specialist**).
- Severe disability – extent of disability corresponding to 50 percent or more, according to the German system (**official notification from the public assistance office**).

Special family situations:

- Caregiver for own children who are minors in the three years prior to attaining a higher education entrance qualification (**child's birth certificate**).
- Caregiver for relatives with special needs who are older or siblings in the three years prior to attaining a higher education entrance qualification (**documentation verifying classification of level II or III care according to Book IX of the German Social Code [SGB IX] or report from a medical specialist on the need for care**).
- Primary caregiver/guardian for siblings who are minors and lived in the same household in the three years prior to attaining a higher education entrance qualification (**birth certificates of siblings**).
- Loss of a parent in the three years prior to attaining a higher education entrance qualification or loss of both parents prior to attaining a higher education entrance qualification provided that the applicant was unmarried at the time and had not yet turned 25 years of age (**death certificates of parents and statement on your marital status at the time**).
- Change of school multiple times in the three years prior to attaining a higher education entrance qualification due to parents moving (**final report cards or transcripts [Abgangszeugnisse] and parents' municipal registration certificates [Meldebescheinigungen]**).
- Other comparable family conditions (**relevant documents required as proof**).

Other comparable special conditions (**relevant documents required as proof**).

What are some factors that are generally not accepted as grounds for raising your grade point average? (examples)

The following cases are generally not accepted:

Other family situations:

- you worked during your schooling in your parent's household, business, or company without being forced to do so due to hardship.
- your parent(s) became ill.
- you lost a parent or another close relative but the following conditions apply:
 - Three or more years elapsed between attaining the higher education entrance qualification and the death;
 - The applicants were unmarried upon attaining a higher education entrance qualification and had turned 25 years of age.
- your parents were in dispute or getting a divorce.
- your parents moved, but the move took place prior to the last three years leading up to your higher education entrance qualification.

Other comparable special conditions:

- you claim that you were put at a disadvantage for having attended a certain type of school or for having completed a certain type of a higher education entrance qualification.
- you claim that you were put at a disadvantage because you attended a school in a country where the final years of secondary school were restructured.
- you claim that you were put at a disadvantage because you completed your final secondary school exams in a country where these are administered centrally/nationally.
- you claim that you were penalized due to an unfair evaluation.
- you were ill during your final secondary school exams.
- you had a long and time-consuming journey to school.
- you participated in an exchange program.
- you undertook administrative tasks, were involved in school organizations or political parties, or participated in other volunteering activities.