

Leaflet for parents-to-be and students with children about studying and taking exams

Parents-to-be and students with children studying at HFU will get special support. This leaflet is intended to inform you about your possibilities at HFU during pregnancy, maternity protection and parental leave. It should also help you with the decision for or against taking one or more leaves of absence.¹

We recommend expectant mothers and students with children to plan their studies in close cooperation and in consultation with HFU. The following is particularly recommendable:

- Get in touch with your course director to arrange, if possible, an individual curriculum.
- Inform the Examinations Office about your pregnancy and bring your maternity record (Mutterpass). So, we can give you assistance and inform you about your rights.
- Contact the National Pension Scheme and, if applicable, the BAföG (government education grant) counselling service and the immigration office, regarding special regulations in your situation.
- Make an appointment with HFU's Academic Counselling Centre for a confidential consultation and make use of the counselling services at HFU (please find the contact details on the last sheet).

Concerning your bonus / "malus" points account, the study and examination regulations (SPO) apply.

What applies if you don't take a study leave?

During pregnancy

During pregnancy, i.e. up to the beginning of the maternity protection, the usual study and examination regulations apply. If you're registered for an exam for the first time you can step back without having to give a reason. You can also postpone an exam presenting a doctor's note. (SPO §11 (1-3))

During maternity protection

The maternity protection period begins 6 weeks before and it ends 8 weeks after the birth. Concerning your studies that implies that, although you will be registered for exams automatically as usual, in addition, you have to expressly declare to the Examinations Office (e.g. by email) if you want to take exams during maternity protection period or not. Taking an exam is likewise an explicit declaration.

During parental leave

You can take parental leave for the following periods: 8 weeks after birth until your child is 3 years old. Both parents can apply for parental leave, as well for the same period. For this you have to fill out the form "Information on parental leave" and submit it to the Examinations Office. To benefit from the norms of the

¹ Please note: Only the original German version of the 'Leaflet for expectant parents and students with children about studying and taking exams' is legally binding.

parental leave in full extent, you should apply for it directly after the birth. During parental leave the following applies:

- Parental leave doesn't count towards the calculation for the normal duration for studies (SPO §5 (3)). During parental leave you won't get a letter about missed deadlines.
- You will be registered for exams automatically. In order to postpone exams you have to advise the Examinations Office at the latest one day before the exam. For postponement you neither need a notification of sickness, nor you have to give explanations about the reason. If you're getting government education grant (BAföG) we recommend to consult the Student Services.

What applies if you take a leave of absence?

In the case of pregnancy, maternity protection or parental leave you can take one or more leaves of absence. For the application of a leave of absence, you have to fill out the form "Antrag auf Beurlaubung" and hand it in to the Examinations Office before the beginning of the lecture period of the respective semester. During the leave of absence the following applies:

- Study leaves don't count towards the calculation for the normal duration for studies (SPO §5 (3)).
- During leaves of absence due to pregnancy, maternity protection or parental leave you can take exams and go to classes. Please note that during maternity protection period special regulations may apply (Mutterschutzgesetz).
- You won't be registered to exams automatically. If you want to take exams you have to advise the Examinations Office at the latest during the last week of the lecture period.

Leaves of absence won't be included in your German pension. Please contact the National Pension Scheme in this matter.

Important note for Non - EU students with residency permit for study purposes: Please contact the immigration office **before** you apply for a leave of absence, as leaves of absence may cause the loss of the residency permit and, as a result, cause the ex-matriculation.

Applying for a leave of absence or not? The scheme underneath may help you with the decision:

	No study leave			Study leave due to pregnancy, maternity protection, parental leave
	Pregnancy	Maternity protection	Parental leave	
Application	(Inform the Examinations Office, bring maternity record)	(Inform the Examinations Office, bring maternity record)	Advisably directly after the child's birth	Before the beginning of the lecture period
Counts towards the calculation of deadlines	Yes	Yes	No, if the parental leave has been applied for	No
Registration for exams	Automatically	Automatically; In addition you have to expressly declare if you want to participate in the exams or not	Automatically	Not automatically
Deadline for postponement of exams	According to SPO	According to SPO	According to SPO, no need of giving reasons for postponement	According to SPO

Counselling Centres for parents-to-be and students with children

Academic Counselling Centre

- Information and consultation about the SPO in connection with pregnancy, birth and parental leave
- Assistance to find the right contact person

Franziska Laabs, Tel.: 07723 920-2437

Victoria Reineck, Tel.: 07723 920-2430

studienberatung@hs-furtwangen.de

Family-Friendly-University

- Information and consultation about services of HFU for students with children

Katharina Kirschbaum

Tel.: 07723 920-2937

kira@hs-furtwangen.de

Social Counselling - Student Services Freiburg

- Information and consultation about financial aid for students with children, e. g. Kindergeld (child support)
- Assistance with the search for childcare

Karl-Heinz Hermle

Tel.: 0761 2101-233

hermle@swfr.de

Office hours at the HFU locations: please see Student Services' website

www.swfr.de

BAföG Counselling (government education grant) - Student Services Freiburg

Contact persons and office hours at the HFU locations: please see Student Services' website

www.swfr.de

National Pension Scheme

A counselling centre in your area: please see the National Pension Scheme's website

www.deutsche-rentenversicherung.de