

STUDY ORGANISATION, PARENTAL LEAVE & ILLNESS

STUDYING AS A PARENT



ORGANISING YOUR STUDIES BEFORE THE BIRTH

- **Maternity leave also applies to female students 6 weeks before the birth until 8 weeks (or 12 in special cases) afterwards.** (New law on maternity leave as of 1 January 2018)
- Please inform the Centre for Studies (Studienzentrum) that you are pregnant.
- The university is obligated to issue a risk assessment and to take precautionary measures if necessary.
- Students may waive the protection prescribed by law by making an explicit request to the university in this regard. This declaration can be withdrawn.
- It is possible to take leave of absence for a semester if you have health problems during pregnancy.
- The application can be done directly through the Primuss Portal: Mein Studium / Anträge und Nachrichten
www.th-deg.de/Studierende/Antraege-und-Organisatorisches/Pruefungen/bek_attest.pdf
- The staff at the Centre for Studies will be glad to help you with the formalities.

IF YOU HAVE HEALTH PROBLEMS DURING THE EXAM PERIOD:

- **Before the exam:** Please provide a medical certificate no later than 3 days after the exam.
- Sample medical certificate: Students > Documents > Exams
> Notice of examination procedure...
www.th-deg.de/en/students/documents#accordion-noticeofexaminationprocedure
- **During the exam:** Please notify the supervisor and provide a medical certificate within 3 days.
- If necessary, apply for an extension (informal) for first attempts and/or resits

FOR THESES:

- In consultation with your academic supervisor, it is possible for deadlines to be extended or, if necessary, for a new topic to be issued. Please contact us early on!
- **PLEASE NOTE:** If a medical certificate cannot be provided in time for the deadline, it is necessary that you contact the case officer at the Centre for Studies (via phone or e-mail).



PARENTAL LEAVE

- The mother and father can apply for paternal leave in the form of one semester's leave of absence at any time until the child's 3rd birthday.
(Federal law on parental leave and parents)
- In this case, the provisions of §11 of the Registration Statutes (deadlines for application for one semester's leave of absence) are suspended.
- Parental leave does not necessarily have to be taken immediately after maternity leave.
- Please note: Please clarify whether student loans ("Bafög"), child benefits or similar payments may be reduced or cut during a leave of absence for one semester.
- If required, leaves of absence are only possible for "important reasons" once the child has turned three. A concrete reason is necessary in addition to the application. (In this case, parental leave no longer constitutes a reason.)
- During parental leave, course semesters are no longer counted.
- The application for parental leave can be done directly through the Primuss Portal (Mein Studium / Anträge und Nachrichten).
- Please additionally upload the birth certificate.
- Re-registration is also necessary if you are taking a semester's leave of absence. You remain a member of the university and keep your student status based on social insurance law (e.g. health insurance).
- Parental leave suspends all deadlines, whether these arise from the study and examination regulations (e.g. basic and orientation exams) or from the general exam regulations (e.g. exceeding the standard period of study).
- PLEASE NOTE: An application must be made for a deadline to be extended and an application for parental leave must have been submitted BEFOREHAND. Otherwise, deadlines cannot be suspended. If an application for parental leave is submitted after the fact, reasons must be given as to why it was not submitted earlier. (Decisions made on a case by case basis)
- It is possible to attend lectures during parental leave and exams can be taken (first attempts and resits). (§48(4) Bavarian Higher Education Act (BayHSchG)) As with the regular course of studies, you have to register for exams on the DIT portal (Primuss). For organisational reasons, please also inform the faculty if you do internships or attend special lectures.
- Theses: If necessary, a new topic can be declared or an extension granted in consultation with your academic supervisor. Please contact your academic supervisor and/or the Centre for Studies.



IF YOUR CHILD IS ILL

- This counts as a reason for the mother and father missing or withdrawing from exams (medical certificate must be provided as proof). Please hand in the medical certificate to the Centre for Studies no later than 3 days after the exam. The birth certificate may be required as well, if it is not yet in the files.
- It is possible to extend the deadlines for first attempts or resits of exams and for theses. Please submit an informal application to the Centre for Studies (with a medical certificate if necessary).

STUDIENZENTRUM

- The staff at the Centre for Studies will be glad to help you with the organisation.
- Please contact them early on if there are any problems and stay in touch with DIT.
www.th-deg.de/en/study-with-us/advice-support/admin-centre

