



## Information sheet for students of the Catholic University of Eichstätt-Ingolstadt who have children or are expecting a child

### 1. Semester of leave

Students can request a leave of absence for the time leading up to and following the birth of their child (parental leave).

#### 1.1. Application

When requesting leave, please state the reason for leave and present the Mutterpass (maternity record booklet)/birth certificate in the original at the Student Office.

It is not possible to request leave retroactively for a semester in the past.

You must submit a new request for each semester you are on leave, but you only need to present the birth certificate once when you submit the initial request.

You can submit your request for leave as early as upon re-registration and at the latest by the end of the first month of the lecture period for the semester in question.

Unlike other leave requests, a semester off due to pregnancy can also be granted for your very first semester of study.

A leave of absence for parental leave is not calculated into time off requested for other important reasons. This means that you can request up to two semesters of leave, past or future, due to other reasons (semester abroad, etc.). Those semesters will not factor into the amount of leave time in which you have to care for your child.

You can find the request form for a leave of absence on the Student Office's website.

#### 1.2. Maternity leave

If you are a student and pregnant, your due date indicated in your Mutterpass (maternity record booklet) should fall within the semester you are requesting off.

As a pregnant student, you also have the option to request leave due to illness if you have a doctor's certificate that indicates you are unable to conduct your studies.

#### 1.3. Parental leave

As a parent studying at the KU, you can request up to 6 semesters of leave during the period of parental leave stipulated by law.

Time off for maternity leave counts against your total time in this case. For each additional child, the period can be extended for a maximum of three additional years, depending on the children's date of birth. Each parent is entitled to 1 to 3 years' parental leave per child. Both parents may take parental leave during the same period of time.

They must request parental leave before the child's third birthday. Part of the leave period (up to 24 months) can be taken between the child's third and eighth birthday.

#### 1.4. Financial considerations

During the leave period you cannot claim federal student grant funding (BAföG). However, you can request an extension of the maximum duration of the federal student grant.

Your semester fees for timely re-registration must also be paid by the applicable deadlines even if you are on leave.

## 2. Part-time degree programs

Another way of balancing your studies and family life is to choose a part-time degree program. Not all degree programs can be studied in part-time. Please contact the responsible Examinations Office employee for more information. If your degree program is available as a part-time program and if you wish to pursue that option, please notify the Student Office accordingly. Switching between full-time and part-time options is only possible during the re-registration period for the upcoming semester.

## 3. De-registration

You also have the option of formally terminating your studies before completing your degree program (de-registration). You should only consider this option if you have exhausted all other possibilities (for example, taking leaves of absence). The readmission process is effected in accordance with the corresponding applicable legal regulations. The continuation of your studies is governed by the version of the examination regulations as applicable at the point in time of re-enrollment. This is why you might encounter problems in the further course of your studies if you officially terminate your studies with the goal of returning later to complete them.

## 4. Examination procedures

Pregnant students and students on leave may sit examinations, complete assessments attend courses and use all University facilities during their leave.

### 4.1. Deadlines

Students must adhere to deadlines in the examination procedures and deadlines for retake examinations in case of failed attempts even if they are on leave.

It is therefore recommended to apply for deadline extensions with the respectively responsible board of examiners (informal application). This also applies to deadline extensions if a student exceeds the maximum time allowed to complete a degree program due to maternity protection/parental leave.

If students have already registered for an examination, they will have to file an effective withdrawal from the examination (a corresponding form is available at the Examinations Office's website).

### 4.2. Examination regulations

Every degree program at the Catholic University of Eichstätt-Ingolstadt has its own board of examiners, which can make individual case-by-case decisions upon students' applications. In every individual case, students must describe their situation in detail in order to sufficiently justify the application. Please ensure that you are informed well in advance and in detail on what is accepted as valid excuse and if there are deadlines by which you must have submitted your application at the latest (e.g. application for extension of the time allowed for working on the Bachelor's thesis or extension of the maximum time allowed to complete your studies). Please also bear in mind any deadlines for registration or time allowed for working on a project as stipulated in the respectively applicable examination regulations. Therefore, we recommend that you read the examination regulations carefully.

If you still need further information, please contact the secretary's offices at the responsible departments, the chairpersons of the boards of examiners or employees at the Examinations Office. The KU offers a guideline on family-friendly regulations for students at the website of the KU Legal Affairs department under "Legal regulations"

([http://www.ku.de/fileadmin/1903/Rechtsabteilung/Studium\\_und\\_Lehre/Allgemeines/Leitfaden\\_für\\_familienfreundliche\\_Regelungen\\_für\\_Studierende.pdf](http://www.ku.de/fileadmin/1903/Rechtsabteilung/Studium_und_Lehre/Allgemeines/Leitfaden_für_familienfreundliche_Regelungen_für_Studierende.pdf)).