



## FAQs—Studying and Family Life

### → Are students entitled to statutory maternity leave?

Women in employment only are entitled to statutory maternity leave. This means that you are not entitled to statutory maternity leave either before or after the birth of your child if you are a student. However, if you work part-time alongside your studies, the provisions for statutory maternity leave (six weeks before and generally eight, or in exceptional cases twelve, weeks after the birth) also apply to you. You will be entitled to maternity pay, as well. If you have examinations scheduled in the weeks after your estimated due date, please contact your academic office or examinations manager directly to discuss whether you can postpone these.

**Please note that the laws may change after 1 January 2017!**

### → Where can I find out more about financing options?

For an overview of financing options (e.g., parental pay, child benefit, Federal Foundation Mother and Child, BAföG supplementary child allowance), please visit the Family Office website. For individual advice on financing your studies, please contact Studierendenwerk Hamburg's Counselling Centre for Social and International Affairs—BeSI. AStA (student council) also advises on the federal student loan scheme (BAföG).

### Counselling Centre for Social and International Affairs—BeSI

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### AStA

Von-Melle-Park 5

20146 Hamburg

Tel: +49 40 450204-0

[www.asta-uhh.de](http://www.asta-uhh.de)



### → What childcare options are there near the University?

Studierendenwerk Hamburg runs five childcare centers (“Kitas”), three of which are very close to or even on the campus itself. For an overview of the childcare centers, please visit the Studierendenwerk Hamburg website. To arrange a visit or in case of questions, for example, regarding place availability or waiting lists, please contact the respective childcare center manager. In Hamburg, entitlement to childcare is organized on the basis of a **childcare voucher system** ([www.hamburg.de/elterninformationen/118790/fragen.html](http://www.hamburg.de/elterninformationen/118790/fragen.html), in German only).

Since 1 August 2014, children are entitled to five hours of free basic childcare per day (incl. lunch) until they are enrolled in school. For details of the parental contributions for basic care lasting more than five hours, please see [www.hamburg.de/contentblob/118784/data/elternbeitraege-broschuere.pdf](http://www.hamburg.de/contentblob/118784/data/elternbeitraege-broschuere.pdf) (PDF, in German only). For more information on the childcare voucher system and how to submit an application, please visit the website of the City of Hamburg. The application forms for childcare centers and daycare can also be downloaded here: [www.hamburg.de/antraege](http://www.hamburg.de/antraege) (in German only). It is important to apply for a voucher as soon as possible. Please note that the childcare voucher system is only for parents living in Hamburg, as childcare places are largely subsidized by the City of Hamburg.

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### → Which flexible childcare options are available in the afternoon?

Studierendenwerk Hamburg offers afternoon childcare at its Casper playgroups — a service for all members of the University providing qualified childcare between 4 and 8 pm. The UniEltern initiative set up by parents studying at Universität Hamburg is a further flexible childcare option.



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### **Project Casper**

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### **UniEltern**

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[www.unieltern.uni-hamburg.de](http://www.unieltern.uni-hamburg.de)

### **→ Can I take a semester of academic leave after giving birth?**

Yes, statutory maternity leave and parental leave for up to six semesters are accepted as reasons for taking academic leave. Students who can prove sufficient grounds, for example, chronic illness of a child, may apply for further semesters of academic leave. Semesters of academic leave do not count toward the subject semesters required to complete your degree in the regular period of study or other deadlines. You must continue to pay the semester contribution during your academic leave. However, please note that academic leave means a change in status, so you will need to notify the responsible authorities (e.g., BAföG Office, Registration Office for Foreigners, child benefit office) immediately, as you may no longer be entitled to certain benefits. Academic leave due to statutory maternity leave or parental leave can be taken up until the child's third birthday. The application deadlines for academic leave are 1 April for summer semesters and 1 October for winter semesters. On request, retroactive academic leave is also possible outside of these periods. The electronic application form is available in your STiNE account under "Studium" > "Anträge". Please send the completed electronic application together with relevant proof of a compelling reason for a semester of academic leave, for example, a copy of your child's birth certificate, to the Student Affairs Team at the Services for Students (SfS).

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15 June 2016





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### **Campus Center**

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### **→ I am pregnant (or care for a child). Am I entitled to more absences from class? What are the regulations regarding attendance requirements?**

According to the Recommendations for Balancing Studies and Family Life, additional absences should not adversely affect the studies of pregnant students or students caring for a minor or relative. Rather, alternative paths to academic achievement should compensate for additional absences. The recommendations, however, are not yet binding. Please discuss the options in your specific case with your lecturer and academic office.

There is a document from the Presidium containing both binding and recommended measures to support students seeking to balance study and child-rearing. Among other things, it details how to deal flexibly with **attendance requirements** for students with family commitments who can provide compelling reasons for missing classes. Students should be offered alternatives to make up or prove their knowledge of the curriculum for classes they have missed. For more information, please visit the Family Office website: [www.uni-hamburg.de/familienbuero.html](http://www.uni-hamburg.de/familienbuero.html)

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### → Who can submit a hardship application?

Applicants for bachelor's and master's degrees may apply for admission within the **hardship quota** if they care for children under 18 and are therefore bound to Hamburg as the place of study. Your hardship application must document the "particular hardship" due to caring for a child. The following documents are required: completed hardship application, informal written justification of your case of hardship, a copy of current registration certificates for you and your child (no more than two months old), along with a copy of your child's birth certificate (please note that you cannot submit the application before your child is born). You must submit this hardship application pursuant to Section 25 subsection 5 of the German Federal Education and Training Assistance Act (Bundesausbildungsförderungsgesetz, BAföG) along with your application for a bachelor's or master's degree.

Include these documents with the printout of your hardship application submitted electronically. If you are granted admission, you must submit either the originals or certified copies of these documents at enrollment! For detailed information on hardship applications for bachelor's degrees, please see [www.uni-hamburg.de/campuscenter/studienorganisation/formulare-informationsmerkblaetter/sonderantraege-zur-bewerbung.pdf](http://www.uni-hamburg.de/campuscenter/studienorganisation/formulare-informationsmerkblaetter/sonderantraege-zur-bewerbung.pdf) (in German only) and for master's degrees, please see [www.uni-hamburg.de/campuscenter/bewerbung/master/sonderantraege/sonderantraege-master.pdf](http://www.uni-hamburg.de/campuscenter/bewerbung/master/sonderantraege/sonderantraege-master.pdf) (in German only).

Comprehensive advice (including on applying in a higher subject semester) is available from the **Application and Admissions Team (Team Bewerbung und Zulassung)** at the **Campus Center**. Please contact the team regarding your options.

Students allocated a university place but unable to commence their studies immediately because they cannot yet balance their studies with family life may apply for "**preferential admission**": If you are unable to enroll despite being admitted to Universität Hamburg because you are pregnant or must care for a child, you may enroll in a later semester without



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having to reapply. Please ask the responsible staff at the Campus Center about the procedure or for details.

### **Campus Center**

Universität Hamburg

Services for Students (SfS)

Application and Admissions Team (Team Bewerbung und Zulassung)

Alsterterrasse 1, 20354 Hamburg

Service Telephone: +49 40 42838-7000

### **→ Can students with children apply to study part-time?**

Yes, students with children are able to apply to study part-time. Generally speaking, deadlines specified in the university examination regulations are extended in a part-time degree so that one subject semester is equivalent to two semesters. Applications for part-time study are therefore always submitted for a minimum of two consecutive semesters. However, part-time students are still required to pay the semester contribution in full. You must submit your application for part-time study for two consecutive semesters together with your application for admission or semester re-enrollment. You may submit repeat applications. Should your circumstances change and the grounds for part-time study no longer exist, for example, you no longer care for a child due to a separation, you must inform the University immediately. You can submit your application via STINE or in an informal letter to the Campus Center upon re-enrollment. You must provide proof of the need to study part-time, for example, your child's birth certificate. **IMPORTANT:** Part-time students are not eligible for BAföG! We recommend you seek advice on this from Studierendenwerk Hamburg.

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