

Guideline of the Catholic University of Eichstätt-Ingolstadt for family-friendly regulations for students

The Senate of the Catholic University of Eichstätt-Ingolstadt adopted the following guideline in its meeting on June 25, 2014, which has been adapted to the ongoing legal changes (as of November 10, 2018):

Preamble

The Catholic University of Eichstätt-Ingolstadt (KU) enables its students to develop their personalities and education in a holistic manner and promotes the compatibility of studies and family life in all areas. Equal opportunity is one of its top priorities. Therefore, there should be no disadvantages for students with family commitments.

This guideline supports this objective and is based on the regulations of the General Examination Regulations of the Catholic University of Eichstätt-Ingolstadt dated November 26, 2014 (APO) as amended for Bachelor's and Master's degree programs. The examination regulations of the KU degree programs adopt the family-friendly regulations according to this guideline. The family-friendly regulations are to be observed by all lecturers at the KU, and boards of examiners in particular are bound by them in their decision-making processes.

1. Family commitment of students

Family commitment is present if balancing studies and family life obviously leads to difficult study conditions. As a rule, this is the case with a proven care obligation. In particular, students with children under 14 years of age or students who have been appointed as a caregiver for close relatives (parents, children, siblings, life partners) in care level 1 or who are in the process of applying for such care level 1 or who can prove their need for care by means of a specialist medical certificate are required to provide care.

Family commitment is generally considered to be an important reason for which the student cannot be held responsible.

2. Extension of the duration of study

Students with family commitments may apply for extra time to complete their Bachelor's or Master's examinations. In accordance with Section 11 para. 4 APO, the deadline for the failure at the final attempt may be extended. The application for such extension should be addressed to the board of examiners and submitted to the Examinations Office. The Examinations Office will forward it to the board of examiners. The application should specify how long the student wishes to extend the deadline and explain the family commitments that warrant the extension. Documentation to substantiate the request should be included. The application must be submitted before the relevant deadline.

3. Extending the deadline for submitting the Bachelor's or Master's thesis

According to Section 12(5) of the General Examination Regulations (APO), students with family commitments may request an extension of up to four weeks for the completion of their Bachelor's or Master's theses. Applications should be submitted directly to the board of examiners. The application should specify how long the student wishes to extend the deadline and explain the family commitments that warrant the extension. Documentation to substantiate the request should be included. The application must be submitted before the relevant deadline.

4. Failed examinations

In general, if students do not meet a deadline for registering for, withdrawing from or taking an examination for reasons for which they can be held accountable, the examination is considered as failed. If a student fails to meet a deadline due to a family commitment, they may apply for an extension as per Section 20(4) of the General Examination Regulations (APO). The application needs to explain the reasons for not meeting the deadline and must be made as soon as these factors have affected the student's situation.

The application for such extension should be addressed to the board of examiners and submitted to the Examinations Office. The Examinations Office will forward it to the board of examiners. The application should specify the examination in question and explain the family commitments that kept the student from meeting the registration/withdrawal deadline or from taking the examination. Possible reasons include caring for a sick child or being the only available person to look after the child. Documentation to substantiate the request shall be included.

5. Required attendance

In courses with required attendance, students are not allowed to miss more than 25 percent of the class in accordance with Section 22 (2) of the General Examination Regulations (APO). If the student misses more, awarding of the ECTS credits to be earned for the module to which the course belongs may be approved by the module supervisor upon the student's request. The module coordinator may issue a regulation providing affected students with an alternative way to reach the desired learning outcome.

A corresponding request should be submitted directly to the module coordinator. It should explain the family commitments that prevented the student from fulfilling the required attendance to the necessary extent. Documentation to substantiate the request shall be included. The module coordinator will carefully consider the student's family situation in their decision-making process and aim to find a family-friendly solution.

6. Maternity leave / parental leave / care leave

The provisions of the Maternity Protection Act (*Gesetz zum Schutz von Müttern bei der Arbeit, in der Ausbildung und im Studium, Mutterschutzgesetz – MuSchG*) dated May 23, 2017, shall apply as amended. Furthermore, it is possible to take leave in accordance with the deadlines stipulated in the Law on Parental Allowance and Parental Leave (*Bundeselternzeit- und Elternzeitgesetz, BEEG*) dated December 5, 2006, as amended. If students request leave due to family commitments, they can still take examinations during their leave, but they cannot be required to retake examinations during this time. Information and forms on maternity protection can be found on the websites of the Student Office, the Examinations Office and the Center for Marriage and Family in Society (ZFG).

Students can also request leave if they are the principal caregiver of a close relative who has been classified as in need of care by the German Health Insurance Medical Service (*Medizinischer Dienst der Krankenversicherung, MDK*). As the principal caregiver, the student will need to provide suitable proof of their status, such as confirmation from an insurance company or other suitable documentation.

A written application for leave of absence must be submitted to the Student Office. The application form is available in the Student Office or on the KU website. Please note that the relevant policies in the enrollment, re-registration and de-registration regulations (*Immatrikulations- Rückmelde- und Exmatrikulationssatzung*) of the Catholic University of Eichstätt-Ingolstadt (KU) must also be taken into account. The Student Office can provide further information in such cases.

7. Study advice

Students with family obligations can obtain information and advice regarding their options from the Student Advisory Service at any time; the Student Office and the Examinations Office also provide help. Furthermore, the chairperson of the board of examiners can provide information. The KU Center for Marriage and Family in Society (ZFG) is also able to offer information and advice.

The officer for students with disabilities also provides additional support for students with disabilities or chronic illnesses, according to Section 29 of the current version of the Basic Rules (*Grundordnung*) of the Catholic University of Eichstätt-Ingolstadt dated September 27, 2011, as amended.