



## **Family-friendly study and examination regulations University of Regensburg Guidelines**

**Issued on 9 May 2012**

### **Preamble**

As a consequence of the Bologna Process, the number of lectures for which attendance is mandatory, the examination requirements (with significance for grading) and the amount of time for which students must be present at the university for these purposes have all increased, in some cases by multiples of the original time commitment. This renders the situation significantly more difficult for all students with family obligations who are involved in higher education, as they attempt to reconcile their personal and professional lives.

The University of Regensburg strives to offer the greatest possible equality of opportunity to all its members. The following guidelines are intended to enable this objective to be pursued constantly and implemented as sustainably as possible.

These guidelines apply for all study programmes offered by the University of Regensburg.

### **General possibility of reimbursement for students with care obligations**

A provision for the general possibility of reimbursement for students with care obligations is to be incorporated in all examination and study schedules offered by the University of Regensburg. A care obligation exists particularly for students with children aged younger than 14, or who have a regular commitment as caregivers for close relatives (parents, children, siblings, life partners) requiring category 1 care or who have initiated application proceedings for such, or who are able to provide proof of their relative's need for care through a certificate from a qualified medical professional.

The following facilities in particular are to be extended to the groups of people identified above:

- **Alternative academic tasks**

In situations where the required level of care is elevated, e.g., a child is sick or a suitable supervisory person is not available, students with care responsibilities are to be offered the option to perform appropriate alternative academic tasks. In cases of doubt, the Examinations Committee will decide.

- **Deadline extensions for completing academic assignments**

Upon application, students with care responsibilities are to be granted reasonable deadline extensions of up to 30% for completing course work, seminar and graduation assignments.

- **Priority in lecture attendance places**

Within the limits of organisational practicality, students with care responsibilities are to be given priority in the assignment of places in lectures during core times. In this context, special account should be taken of the periods that are usually dedicated to providing care for children or dependents, from 8 am to 4 pm.



- **More flexible organisation of practical placements**

Upon application and within the limits of organisational practicality, students with care responsibilities are to be given the opportunity to complete practical placements that constitute mandatory full-time elements of the study programme either in smaller blocks of time or under part-time conditions.

- **Flexible examination scheduling**

Students with care responsibilities are to be able to withdraw from examinations by sending an informal notification (including by email) to the responsible examination centre as late as 1 hour before the respective examination. Proof of their caregiving obligations must be submitted subsequently. The examination burden for students with care responsibilities should generally not exceed 3 examinations per week. For this purpose, due consideration is to be given to the circumstances of this group of students when scheduling examinations, In particular, within the limits of organisational practicality, the capability to offer priority to such individuals in choosing times within the regular examination schedule and to agree alternative examination times on an individual basis must be built into the programme. In this context, the academic tasks may be performed in a suitable alternative form; such an alternative form is realised when it is possible to conduct an adequate examination of the skills the student should have acquired.

- **Prolongation of maximum duration of studies**

At the end of the regular study period, students with care responsibilities may apply for a prolongation of the maximum duration of their studies commensurate with the degree to which they are disadvantaged by their responsibilities without reference to leave of absence/parental leave allowances.

These guidelines were approved by the Senate of the University of Regensburg in a meeting of the Senate held on 9 May 2012.

The original text in German is legally binding.