

## Student maternity protection process

**Please note:** A prerequisite for the student maternity protection process is the existence of a risk assessment for each course. This must be prepared in advance by the lecturer.

WHAT	BY WHOM	TO WHOM	FORM
Request for the Appointment of Representatives for Student Maternity Protection <b>and their Deputies</b> in the respective Study Programs	Chancellor	Dean	Written Document
Email (sent each semester after the final enrollment deadline: November 2nd / May 2nd)	Chancellor	All Students	E-mail
Notification of Pregnancy/Breastfeeding. (Also applies when requesting a leave of absence due to an (upcoming) birth)	Student	Studierendensekretariat	“Notification”
Optional: waiver of statutory maternity protection periods or revocation thereof (possible at any time)	Student	Studierendensekretariat	„Waiver“
Copy of Notification of pregnancy /breastfeeding period	Studierendensekretariat	Maternity Protection Representative	Copy of “Notification” Optional: “Waiver”
Download the "Documentation and Individual Consultation" form and have it completed by the respective lecturers for risk assessment.	Student	Lecturers	„Documentation and Individual Consultation“
Complete the "Documentation and Individual Consultation" form (Sections II and, if applicable, V) based on the existing general risk assessment and sign it. Inform the student about the results of the risk assessment and provide consultation. Obtain a signature regarding the continuation of individual courses.	Lecturers	Student	„Documentation and Individual Consultation“
Forward the "Documentation and Individual Consultation" form to the student for submission to the maternity protection representative.	Student	Maternity Protection Representative (MuSchB)	Partly filled-out form “Documentation and Individual Consultation”
Consultation on remainder of studies	Maternity Protection Representative (MuSchB)	Student	Filled-out form “Documentation and Individual Consultation”
Forwarding and archiving the "Documentation and Individual Consultation" form as well as all completed forms for "Specific Risk Assessment for Courses and Measures"	Maternity Protection Representative	Studierendensekretariat	Filled-out form “Documentation and Individual Consultation” + “Specific Risk Assessment ...”

Forms for "Specific Risk Assessment for Courses and Measures"

Studierendensekretariat

Regional Council

„Specific Assessment ...“