

PREGNANCY & STUDYING



CONGRATULATIONS ON YOUR PREGNANCY

Pregnancy is a special and emotional time in your life. We want to give you the best possible support so that you can balance this time with your studies. This flyer contains the most important information and tips to help you get everything organized and start this new phase of your life feeling relaxed.

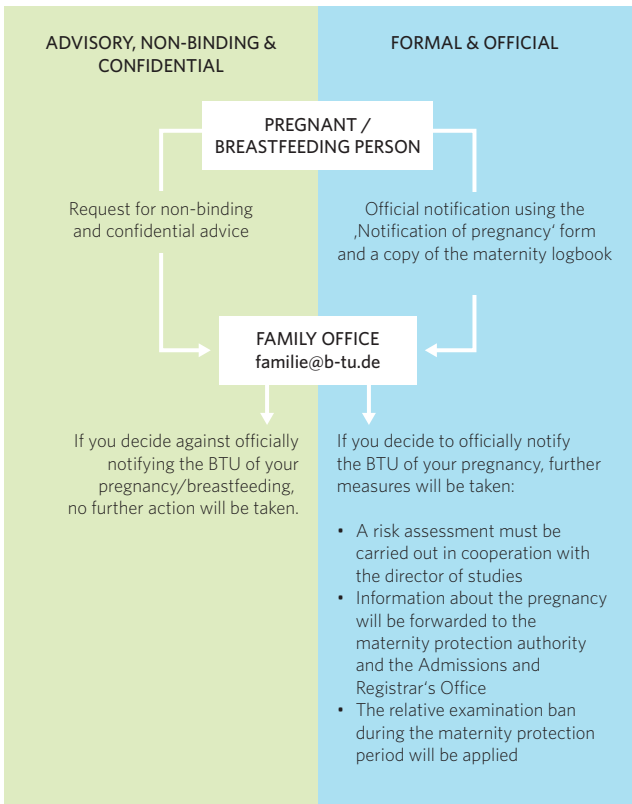
BALANCING STUDIES & PREGNANCY

As a student, you are not obliged to officially notify us of your pregnancy, and there is no formal reporting requirement. Nevertheless, we would like to encourage you to officially and formally notify the BTU Cottbus-Senftenberg (BTU) of your pregnancy. Only then can we offer you the special protection and support measures to which you are entitled, such as leave of absence (Freistellungen), compensation for disadvantages (Nachteilsausgleich), or the application of maternity protection periods (Mutterschutzfristen).

Official notification of pregnancy/breastfeeding

How to officially and formally announce your pregnancy:

1. Please fill out the "Pregnancy Notification" form www.b-tu.de/familie > Downloads and further information.
2. Send it together with a copy of your maternity records or a medical certificate to familie@b-tu.de.
The maternity records (Mutterpass) is the official pregnancy care booklet in Germany, in which all important examinations and findings are documented. You will receive this from your gynecologist.
3. Then work with your director of studies to complete a risk assessment (Gefährdungsbeurteilung) and send it to familie@b-tu.de.
4. The Family Office will then inform the Admissions & Registrar's Office and the maternity protection authority (State of Brandenburg).



Risk assessment (Gefährdungsbeurteilung)

During pregnancy and breastfeeding, certain activities - for example, in the laboratory - can pose health risks. This may result in restrictions or prohibitions on certain activities. In order to identify and correctly assess potential risks at an early stage, a risk assessment is carried out in consultation with the director of studies after official notification of pregnancy.

Exemption during pregnancy and breastfeeding (Freistellung)

In the event of necessary medical examinations in connection with pregnancy and for the possibility of breastfeeding (during the baby's first year of life), exemption is granted for courses with compulsory attendance. In this case, it is advisable to inform the lecturer in advance of your (possible) absence.

Leave of absence during pregnancy and breastfeeding (Beurlaubung)

According to the enrollment regulations (see ImmaO, BTU, 01/2020), students can take a leave of absence for important reasons - this includes pregnancy or the birth of a child. Leave of absence has the advantage that semesters of leave are not counted as programme-related semester. This can be particularly important, for example, when applying for BAföG. Please note: During a leave of absence, you may not register for any modules and not participate in any courses. However, you may take repeat exams, provided that these are modules with a final module exam. International students should contact the International Relations Office regarding their residence status before applying for a leave of absence. You can simply submit your application for a leave of absence to the Admissions & Registrar's Office.

Compensation for disadvantages (Nachteilsausgleich)

During pregnancy, maternity leave, or breastfeeding, it may happen that study or exam performance cannot be fulfilled as planned. In such cases, it is possible to apply for compensation for disadvantages. The application is submitted to the chair of the examination board for your degree programme. The examination board decides on the appropriate form of disadvantage compensation - you are welcome to submit your own suggestions.

Possible forms of disadvantage compensation may include, for example:

- Postponing exam dates if they fall during maternity leave
- Alternative forms of examination, such as oral instead of written examinations
- Adjusted break regulations for longer examinations during breastfeeding
- Alternative tasks if you are exempt from events with an increased risk of accident or infection for health reasons

MATERNITY PROTECTION FOR STUDENTS

Since January 1, 2018, the Maternity Protection Act (Mutterschutzgesetz) in Germany also applies to pregnant and breastfeeding students in Germany. Maternity protection must be granted to you as a matter of principle, but it is necessary to formally and officially notify the university of your pregnancy/breastfeeding.

Maternity leave

The BTU grants you maternity leave within the statutory periods – 6 weeks before and 8 weeks after the birth.

Exams & courses

During the statutory maternity leave period, there is a relative ban on exams. This means:

- You must be exempt from exams and attendance requirements during the statutory maternity leave period and are therefore not required to take exams or attend courses.
- If you wish, you can voluntarily participate in exams and courses – a written waiver is required for this. The relevant forms can be found at: www.b-tu.de/familie



MATERNITY LEAVE AFTER A MISCARRIAGE

A miscarriage is a profound and very personal experience. At such a time, it is particularly important to take good care of yourself and receive support - including in your studies.

From June 1, 2025, new, staggered protection periods will apply to women who suffer a miscarriage. This regulation also applies to students and is based on the week of pregnancy:

- From the 13th week of pregnancy: 2 weeks of protection
- From the 17th week of pregnancy: 6 weeks of protection
- From the 20th week of pregnancy: 8 weeks of protection

Please do not hesitate to take advantage of the protection periods to which you are entitled and our support services. We are here for you and are happy to provide you with confidential support. Please contact us at familie@b-tu.de or by phone at +49 (0) 355 69 3834.

NON-BINDING & CONFIDENTIAL ADVICE

You are also welcome to seek non-binding and confidential advice on the following topics without officially notifying the university of your pregnancy:

- Pregnancy and maternity leave
- Compensation for disadvantages for pregnant and breastfeeding students as well as students with caregiving responsibilities
- Financing your studies during pregnancy and with a child

THE MOST IMPORTANT INFORMATION AT A GLANCE

- We are happy to advise you confidentially and without obligation.
- Only when you have formally and officially notified us of your pregnancy and we are therefore officially aware of your pregnancy can we initiate all organizational matters (e.g., exemptions from exams).
- Since June 1, 2025, staggered protection periods have applied to women who suffer a miscarriage. This also applies to students.
- If you are employed at BTU alongside your studies, the maternity protection regulations for employees also apply to you. Please contact the Human Resources Department at personal@b-tu.de for more information.
- All important forms, information and contact details of external advice centers can be found at: www.b-tu.de/familie

CONTACT

I would be delighted to meet you in person to provide you with individual advice.

Family Office

Diana Häusler

Dual Career and Family Orientation

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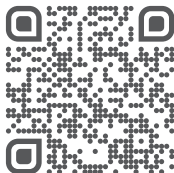
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