

Information Sheet on Parental Leave for Students at Kaiserslautern University

Taking parental leave at HS KL means that you can continue your studies, but the calculation of deadlines for fulfilling examination and academic requirements is suspended during this period. This gives you the opportunity to study in a more flexible and individualized manner during parental leave.

In total, each parent is entitled to three years (six semesters) of parental leave. A portion of this leave must be taken by the child's third birthday, after which 24 months can be reserved for use between the child's third and eighth birthdays.

Application for parental leave:

Please apply for parental leave by emailing the Diversity Management Office at familienservice@hs-kl.de. The application must be submitted four weeks before the start of parental leave. The application must be accompanied by either the maternity record or the child's birth certificate as proof. If you apply for parental leave using the maternity record, the birth certificate must be submitted subsequently. After the application is approved, it will be forwarded to the examination office responsible for you so that the exam-related rights during parental leave can be implemented.

Examinations during parental leave:

During parental leave, you can continue your studies and register or deregister for exams as usual. However, there is no obligation to take exams during parental leave. This applies both to upcoming retake attempts and to exams where the examination regulations specify a registration deadline for the first attempt. To suspend the obligation to retake exams or the registration deadline, a parental leave period (including maternity protection, if applicable) of at least four months is required.

Please note that, for organizational reasons within the portal, a service registration will still take place. However, you are not required to participate in the exams during parental leave.

If participation in exams (service registration and voluntary registration) is not desired or not possible, you can withdraw from an exam without stating reasons by notifying the responsible examination office in writing up to one day before the exam date. The examination office will then record the withdrawal with the note "RT." After this deadline, withdrawal from an exam can only be granted upon submission of a medical certificate within three working days after the exam, or by providing justification to the examination office. If the reasons are recognized by the examination board, the examination office will record the withdrawal as "RUE."

The subject-specific semesters continue to be counted during parental leave.

Term Papers and Final Theses During Parental Leave

Parental leave does not affect the processing times for term papers, final theses, and similar examination formats. An extension can only be granted by the respective [examination board](#) upon special justification or with appropriate proof.