



PASSPORT

# Family

of the Otto-von-Guericke-University  
Magdeburg



You can find the family-Service-Office in building 18 in room 246. Dr. Loreen Lesske is the OVGUs full time family representative.

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# Guideline for students with family responsibilities:

Magdeburg, October 2016

## Introduction

The Otto-von-Guericke-University wants to help students with family burdens to finish their studies successfully. It engages in minimizing challenges and barriers of study and science and in allowing a flexible study based on individual needs.



## The family-passport

The family-passport targets to be of organizational help for students with parenting duties in finishing their studies successfully. By presenting the family passport, a deviation from regular study time can be arranged.

## **Family-passport – compensation of special burdens**

By presenting the family passport the following arrangements can be agreed on:

**A**

### **The application for educational events (EE) and therefore a reliable planning of studies**

Studying parents, who applied in time for the EE by using common EDV-systems will be accepted for the EE at the desired time. With this the University ensures the participation at times when childcare is possible. Teachers will recognize an application for the EE belonging to a studying parent, so they are able to act by means of the guidelines. For this purpose there will be an information field >>F<< in the system.

**B**

### **Change of course assessment for educational events**

Teachers can decide whether the required course assessments can be performed in another way. This way is required to be equal in size and kind of the taught competences.

**C**

### **Individual part-time studies**

The application for a part-time-study (for one or more years), including all necessary documents, has to be submitted to the authorized board until the 15th of July, for winter-semester, and until the 15th of January, for summer-semester.

**D**

### **Internships**

The completion of mandatory full-time-internships can be absolved in part-time, in case the examining board and the internship-giving company give their consent. Therefore it is possible for studying parents to ensure the childcare in times of holidays when kindergartens and schools are closed.

**E**

### **Right on holiday-semester**

Number of holiday-semesters in total: Every student is allowed to apply for up to four holiday-semesters. For legal guardians two additional holiday-semesters can be granted for each child. In case of special difficulties (disease of child or parent), this time limit can be extended. Studying parents can apply for more than two holiday-semesters in a row by presenting by presenting the family-passport. Rules for performing course assessments during holiday-semesters can be found in your study- and exam regulations.

**F****Examinations**

Students can apply for adjournment of the date for examination at the examination board. In case of written exams, this should be the second examination date. In case of oral exams, the examination board determines the date. Adjournment can be granted, if:

- The child sickens
- The kindergarten/school is closed because of an unexpected reason (for example a strike)

And the childcare is not possible in another way. Students have to proof the situation. The final decision is up to the examination board.

**G****Grant of a parking permit**

You can apply for a parking permit for the whole campus (except campus of medicines) by presenting your family-passport at the information- and safety-service in building 9.

**H****Acquisition of a kids-meal**

At the dining hall of “Studentenwerk Magdeburg” and the dining hall on campus of medicines, owner of the family-passport can purchase a kids-meal.

## Application for family-passport

The family-passport can be granted for students with family responsibilities by applying in the campus-service-center. With the application the personal family situation will be deposed in students-database of the OVGU. The issuance of the family-passport takes place by printing on the student identity card at the validation-stations on campus. The family-passport is validated until deregistration or recall. The family-passport does not give a legal right to get compensation for disadvantages. In cases of doubt the examining board is responsible for a final decision.



note on student identity card



## Declaration of consent

I, ..... ,  
Name

Confirm with my signature, that I have read the information sheet for the acquisition of the family-passport. With this I agree that my family data will be saved and transferred to University-datacenter.

Magdeburg, .....

.....  
Signature of applicant



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