

Notice of Pregnancy According to Maternity Protection Act

Foreign students with a foreign degree please turn your notice in at the following location:

Please send the following documents, together with a copy of your maternity passport showing your name and the expected date of birth of your child, by e-mail to:

melanie.troeps@zv.uni-siegen.de (click here)

Last Name, Given Name		
Student Registration Number		
Date of Birth		
Postal Address (National)		
E-Mail		
Phone-Nr.		
1. Study Program (Subjects)		1. Subject 2. Subject 3. Subject
2. Study Program (Subjects)		1. Subject 2. Subject 3. Subject
Probable Date of Delivery		

I am aware that as a pregnant woman I am under the special protection of the Maternity Protection Act (Mutterschutzgesetz - MuSchG). The leaflet **Maternity Protection for Female Students at the University of Siegen** was given to me, I read and understood it. I was also offered advice on these issues. I have been advised of the need for a risk assessment of my specific study place. It is intended to determine all liabilities and hazards and to determine the necessary measures to avoid them. I hereby declare my willingness to participate in the risk assessment and will complete the enclosed risk assessment form and send it to the Registrar's Office / International Registrar's Office.

I am aware that the above information and personal data for the fulfillment of legal obligations under § 27 Maternity Protection Act (MuSchG) are transmitted to the district government of Arnsberg.

Attach suitable evidence about the pregnancy and the expected date of delivery (eg medical certificate, copy of the maternity log, ...)

Date/Student's Signature

Leaflet Maternity Protection for Female Students at the University of Siegen

Since Jan. 1st 2018, the Maternity Protection Act (Mutterschutzgesetz [MuSchG]) is now explicitly applicable for female students as well.

For you as a student, this means that you are under the special protection of this law during your studies, also. The aim of this new standard is to achieve better compatibility of study and family, and to protect pregnant female students from any potential danger.

It is for this reason, that we offer all pregnant women who have reported their pregnancy in the Student Secretariat of the University of Siegen a consultation on the possibilities of dealing with their studies during pregnancy and the subsequent maternity protection periods.

Reporting a pregnancy is not an obligation, but it is required if you wish to take advantage of the statutory periods of protection. In the course of the advice offered after your giving notice, your specific study place will then be included in a risk assessment in order to identify and, if necessary, eliminate risks for your pregnancy.

Please give notice of your pregnancy in the following manner:

Obtain the registration + risk assessment forms (parts of the document) online or as a hard-copy at the registrar's office or at the family service office



Complete registration form + risk assessment and provide proof of pregnancy (eg medical certificate) at the registrar's office (SSC 008 - Ms. Büdenbender)

(Notice: For the risk assessment the University of Siegen is completely dependent upon your cooperation.)



The registrar's office forwards the notification of pregnancy to the Occupational Health and Safety department as well as to the district government of Arnsberg, as the University of Siegen is subject to a notification obligation.



The Occupational Health and Safety Department assesses the situation. If hazards exist, protective measures are planned and implemented in consultation with you; If necessary, the university must impose a ban on employment in the hazardous areas concerned. However, this only happens when there is no other way to protect the health of the pregnant student and the unborn life (this can be the case, for example, when dealing with hazardous substances due to studies).

Important Information:

➤ **Maternity Protection Time Periods:**

In contrast to employees, you are free to decide whether to take advantage of the maternity protection periods (6 weeks before and, generally, 8 weeks after delivery), or, whether to continue your study without interruption. Also in this period you can - at your express request - participate in exams. You are not required to take exams during this period. To express the wish to participate, sign up for the respective exam as usual. You can revoke this application at any time until the exam.

- The maternity periods supercede any period of the examination regulations; the duration of maternity leave is not included in the deadlines. We recommend the early arrangement with the responsible examination office (see <http://www.uni-siegen.de/start/studium/pruefungsaemter.html>)

➤ **Internship**

If an internship, or similar duty, fall into the period of pregnancy / birth, the maternity protection law applies here, also.

If you want to do the internship, a risk assessment must be made by the internship office.

Please contact your local internship office early on.

➤ **Working while you study**

If you are employed during your studies (e.g. part-time employment, dual studies), please contact your employer well in advance. If you are a student assistant at the University of Siegen, please contact Division 4.3 for Scientific staff, auxiliary staff, lecturers, early on.

➤ **Vacation Semester**

Should you wish to discontinue your studies during the period of your pregnancy / birth, you have the option to voluntarily apply for a semester leave due to pregnancy and childbirth

(see: <http://www.uni-siegen.de/start/formularcenter> dann Antrag auf Beurlaubung).

You can find the Maternity Protection Act and a guideline to the Maternity Protection Act of the Federal Ministry for Family Affairs, Senior Citizens, Women and Youth under http://www.uni-siegen.de/familiengerechte_hochschule/familienservicebuero

Information and counseling services of the University of Siegen:

- *Where do I give notice of my pregnancy?*

→ **Studierendensekretariat / International Registrar's Office**

Sandstraße 16-18

57072 Siegen

Building F-S 104 – Frau Tröps (German)/ F-S 108

Frau Büdenbender (Englisch) Tel.: 0271/740- 4942 (German)/ -3418 (Englisch)

Internet: <http://www.uni-siegen.de/start/studium/studierendensekretariat/>

- *Where do I apply for a semester leave?*

→ **Studierendensekretariat / International Registrar's Office**

Sandstraße 16-18

57072 Siegen

Contact person(s) Studierendensekretariat (German) /

SSC 001 Frau Büdenbender (Englisch)

Internet: <http://www.uni-siegen.de/start/studium/studierendensekretariat/>

- *How does the University of Siegen support me during my pregnancy?*
- *Are my studies and my family compatible?*
- *Is there any financial aid available?*

→ **Familienservicebüro (Family Service Office) Hölderlinstr. 31**

AR-SK 040/1

57076 Siegen

Tel.: 0271/740-2702

Internet: http://www.uni-siegen.de/familiengerechte_hochschule/

- *During my pregnancy, are some aspects or activities of my studies dangerous for me or my unborn child ?*
- *Which protective measures can be taken to help me continue my studies while I am pregnant?*

→ **Department of Occupational Health and Safety**

Campus Adolf-Reichwein-Straße / Building P, Room 108

57076 Siegen

Tel: 0271/ 740-4711

Internet:https://www.uni-siegen.de/zuv/dezernat1neu/abteilung_1_1/

- *What is the best way to organize my studies, semester leave etc. while taking advantage of the maternity protection periods?*

→ **Fachstudienberater/Academic Advisor**

Contact data of the Fachstudienberater/Academic Advisor can be found under:

<http://www.uni-siegen.de/zsb/studierende/fachstudienberatung.html>

- • Which deadlines do I have to meet for taking examinations in accordance with valid examination regulations?
- • Due to my pregnancy / childcare, it is impossible for me to take a certain exam as required. Is there an alternative?

→ **Examination Offices**

You can find contact information for the examination offices under: <http://www.uni-siegen.de/start/studium/pruefungsaemter.html>

- I have general questions about my studies and study programs at the University of Siegen

→ **Dptmt. Student Counseling Service (ZSB) Sandstraße 16-18**

F-S Building

57072 Siegen

Tel.: 0271/740-2712

Internet: <http://www.uni-siegen.de/zsb/index.html>

- • I feel overwhelmed and do not know how to continue.

→ **Psychological Counseling**

Sandstraße 16-18

F-S Building

57072 Siegen

Tel.: 0271/740-4300

Internet: <http://www.uni-siegen.de/zsb/psychologische/>

- • I am pregnant and need special support during my studies due to my disability / illness.

Service Office Inklusive University of Siegen

Adolf-Reichwein-Straße 2

AR-D 4105

57076 Siegen

Tel.: 0271/740-4233

Internet: <http://inklusive.uni-siegen.de/buero/>

Risk Assessment for Female Students according to §10 Mutterschutzgesetz (MuSchG 2018)(Maternity Protection Act)

in connection with §5 Worker's Protection Act

Concerning the pregnancy of

Family name:	Given name:	Date of birth:
Phone:	E-Mail:	
Degree course:		Semester:
Faculty:		
Workings/Activities:		

Implementation/ Concerned parties

Date:	<input type="checkbox"/> Pregnant person (see above)	
<input type="checkbox"/> Company doctor:	<input type="checkbox"/> Specialist for work safety:	
<input type="checkbox"/> Registrar's office:	<input type="checkbox"/> Other:	

The pregnant woman only carries out workings which are comparable to usual office work, or only participates in lectures etc. There are no workings in laboratories, workshops etc., neither workings with higher physical demands.

If this is the case, the following table can be skipped. You have to continue with the section "Special arrangements for pregnant female students".

Risk Assessment for special tasks

Preliminary note: This checklist attends to the hazards that can typically cause problems during pregnancy. If "atypical" equipment/ devices are used, the hazards caused by them must be considered separately.

No	Risk factors	Evaluation	Met	Not met	Non applicable	Remarks/ Reasons for deviations
1.	Lifting + carrying	It is not necessary to lift, carry or otherwise move loads of more than 5 kg without aids regularly (more than 2 times an hour).	<input type="checkbox"/>	<input type="checkbox"/>		
2.		Loads of more than 10 kg will not have to be carried, or otherwise moved, without aids.	<input type="checkbox"/>	<input type="checkbox"/>		
3.		The room temperature in the work area is generally lower than 27°C.	<input type="checkbox"/>	<input type="checkbox"/>		

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No	Risk factors	Evaluation	Met	Not met	Non applicable	Remarks/ Reasons for deviations
4.	Temperature/ moisture	The room temperature in the work area is generally above 20°C.	<input type="checkbox"/>	<input type="checkbox"/>		
5.		Moisture (rain etc.) in the work area is not expected.	<input type="checkbox"/>	<input type="checkbox"/>		
6.	Noise/ vibrations	The average noise exposure is below 80 dB(A).	<input type="checkbox"/>	<input type="checkbox"/>		
7.		There are no special impulsive noise peaks above 100 dB(A).	<input type="checkbox"/>	<input type="checkbox"/>		
8.		There are no machines or anything similar in the work area causing thrusts or shocks in the range 0.5 to 80 hertz.	<input type="checkbox"/>	<input type="checkbox"/>		
9.	Movement / posture	Less than half of the daily work time is spent driving.	<input type="checkbox"/>	<input type="checkbox"/>		
10.		It is possible to do part of the work-load from a seated position.	<input type="checkbox"/>	<input type="checkbox"/>		
11.		It is possible to do some of the work-load standing up.	<input type="checkbox"/>	<input type="checkbox"/>		
12.		The possibility to rest on a lounge is available in the workplace environment, if needed.	<input type="checkbox"/>	<input type="checkbox"/>		
13.		The workplace can be left at any time (if you feel unwell, etc.).	<input type="checkbox"/>	<input type="checkbox"/>		
14.		The pregnant woman does not have to stretch or bend forward often, in the course of her work activity.	<input type="checkbox"/>	<input type="checkbox"/>		
15.		No equipment and machines requiring heavy foot pressure (foot drive) needs to be operated.	<input type="checkbox"/>	<input type="checkbox"/>		
16.	Ionizing/ non ionizing radiation	For the work activity no constant stooping or squatting is necessary.	<input type="checkbox"/>	<input type="checkbox"/>		
17.		No work activities take place in the control area of ionizing radiation.	<input type="checkbox"/>	<input type="checkbox"/>		
18.		There is no handling of open radioactive substances, which are subject to approval.	<input type="checkbox"/>	<input type="checkbox"/>		
19.	Hazardous materials	No work activity takes place in areas of strong magnetic fields (MRI, NMR, etc.)	<input type="checkbox"/>	<input type="checkbox"/>		
20.		There is no exposure to hazardous substances at the workplace, which are marked as follows:				
21.		<ul style="list-style-type: none"> GHS 06 (skull), H350 (may cause cancer), H350i (may cause cancer when inhaled), H340 (may cause genetic defects) or H360D (suspected of damaging the unborn child). 	<input type="checkbox"/>	<input type="checkbox"/>		
22.		<ul style="list-style-type: none"> GHS 08 (health risk) with signal word „Danger“ („Gefahr“), H351 (may cause cancer), H341 (may cause genetic defects) or H361d (suspected of damaging the unborn child). 	<input type="checkbox"/>	<input type="checkbox"/>		
23.	Hazardous materials	<ul style="list-style-type: none"> Substances classified as carcinogenic, mutagenic or teratogenic according to TRGS 905. 	<input type="checkbox"/>	<input type="checkbox"/>		

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No	Risk factors	Evaluation	Met	Not met	Non applicable	Remarks/ Reasons for deviations
24.		<ul style="list-style-type: none"> Skin-sensitive hazardous substances (labeled „H“ in der TRGS 900) or H310 (life-threatening on skin contact), H311 (toxic on skin contact), or H312 (harmful on skin contact). 	<input type="checkbox"/>	<input type="checkbox"/>		
25.		<ul style="list-style-type: none"> There is no increased indoor air pollution due to PAK, PCB in the work area. 	<input type="checkbox"/>	<input type="checkbox"/>		
26.		<ul style="list-style-type: none"> There is no exposure to passive smoking in the work area. 	<input type="checkbox"/>	<input type="checkbox"/>		
27.		<ul style="list-style-type: none"> Breastfeeding mothers: There is no handling of substances that are labeled H362 (may cause harm to breast-fed babies). 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
28.	Biologic Agents	There is no particular danger from planned handling of bacteria, viruses genetically modified organism in the work area.	<input type="checkbox"/>	<input type="checkbox"/>		
29.		There is no particular likelihood of contact with people suffering from infectious diseases (rubella, measles, mumps, chickenpox, cytomegaly, hepatitis).	<input type="checkbox"/>	<input type="checkbox"/>		
30.		There is no planned handling of blood or body fluids from other people.	<input type="checkbox"/>	<input type="checkbox"/>		
31.	Special conditions in the environment/ work-ings	There is no piecework.	<input type="checkbox"/>	<input type="checkbox"/>		
32.		There is no work in high-pressure areas (pressure chambers, diving).	<input type="checkbox"/>	<input type="checkbox"/>		
33.		There are no special crash hazards in the work areas.	<input type="checkbox"/>	<input type="checkbox"/>		
34.		There are no special skid hazards in the work areas.	<input type="checkbox"/>	<input type="checkbox"/>		
35.		Abuse by others in the work area/ activity is highly unlikely.	<input type="checkbox"/>	<input type="checkbox"/>		
36.		Pregnant women are typically not expected to provide assistance to others.	<input type="checkbox"/>	<input type="checkbox"/>		
37.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
38.	Other (please specify if needed)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
39.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
40.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Special arrangements for pregnant female students

No	Risk factors	Evaluation	Met	Not met	Non applicable	Remarks/ Reasons for deviations
41.	Work Hours	There is no work between 20:00 (22:00 with regulatory approval) und 06:00 hours	<input type="checkbox"/>	<input type="checkbox"/>		
42.		There is no work on Sunday and public holidays (except with regulatory approval).	<input type="checkbox"/>	<input type="checkbox"/>		
43.		Daily working time is less than 8.5 hours (for minors 8 hours).	<input type="checkbox"/>	<input type="checkbox"/>		
44.		The working time for 2 weeks is less than 90 hours (for minors: 80 hours).	<input type="checkbox"/>	<input type="checkbox"/>		
45.		There is no overtime in the monthly average, which exceeds the contractually agreed working time.	<input type="checkbox"/>	<input type="checkbox"/>		
46.		The daily uninterrupted rest period between the end of work and the beginning of the next shift is at least 11 hours.	<input type="checkbox"/>	<input type="checkbox"/>		
47.	Protected Periods	There is no employment in the last six weeks before the calculated date of delivery unless the pregnant woman has expressly agreed to do so.	<input type="checkbox"/>	<input type="checkbox"/>		
48.		There is no employment in the 8 weeks after delivery (12 weeks for premature births, multiple births or births with disability). Exception: For female students, the higher education may be taken up again prematurely, at the express request of the mother.	<input type="checkbox"/>	<input type="checkbox"/>		
49.		After miscarriages, the following protection periods apply, during which the woman is free to decide whether she wishes to return to work: 13-16 weeks' gestation: 2 weeks, 17-19 weeks' gestation: 6 weeks, from 20 weeks' gestation: 8 weeks	<input type="checkbox"/>			
50.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
51.	Internships	For internships in external institutions, a risk assessment has been prepared by the respective internship company and can be viewed upon request.	<input type="checkbox"/>	<input type="checkbox"/>		

If questions have been answered with „not met“, there is a danger for the expectant mother and / or the unborn child. These hazards must be countered by appropriate protective measures. Depending on the workplace, these protective measures can range from a change in working conditions to a ban on employment, with the consequence of the full exemption of the expectant mother.

Risk Assessment for Female Students according to §10 Mutterschutzgesetz (MuSchG 2018)(Maternity Protection Act)

in connection with §5 Worker's Protection Act

Evaluation

<input type="checkbox"/>	The expectant mother and / or unborn child are not endangered in the activity according to the maternal protection regulations. Special protective measures are not required.
<input type="checkbox"/>	The expectant mother and / or the unborn child are at the risk in the activity. The following protective measures have been initiated.
<input type="checkbox"/>	<input type="checkbox"/> Change of working conditions from with the following measures: <ul style="list-style-type: none"> • • • •
<input type="checkbox"/>	<input type="checkbox"/> A reorganization of the working conditions or the renunciation of the hazardous activities is not possible in the normal course of studies. The student should therefore not engage in any hazardous activities during her studies from to (prohibition of employment) We recommend a leave of absence during your studies during this period. A leave of absence can be applied for according to § 11 sect. 2 enrollment regulations for a period of at least one semester. The application for leave can be submitted to the Studierendensekretariat or International Registrar's Office.

Instructions

On the result of the Risk Assessment and the protective measures taken

Instruction of	Date	Signature, if applicable
Pregnant student		
Management of the area in which potentially hazardous activities are to take place		
Studierendensekretariat (Registrar's Office)		%
Applicable Examination Office		