



How to balance a Doctorate and Family Life

An Information Brochure for Doctoral
Candidates at Humboldt-Universität zu
Berlin and Other Universities

IMPRINT

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Foreword

Around 17 % of all doctoral candidates have children. (cf. BuWiN 2021, p. 166) For years, the figures have been observed and the reasons why most people postpone starting a family until after their doctorate have been researched. (cf. BuWiN 2021, but also already BuWiN 2017, p. 235 ff.) The reasons for this trend are usually attributed to the working and employment conditions at universities, but also to increased performance and mobility requirements during the doctoral phase.

However, in order to support doctoral researchers with their structural and individual challenges and the compatibility of research and family life, there are also numerous offers on the part of universities, scholarship providers and state institutions.

Supporting doctoral researchers has also been an important concern of Humboldt Graduate School since its foundation. Doctoral candidates with family commitments are particularly dependent on assistance in order to create suitable conditions for their research. Therefore, in 2017 we endorsed the initiative of the two Humboldt Graduate School's women's representatives to create an information brochure for people who care for children or dependent family members during their doctorate.

In addition to a detailed description of the legal regulations and benefits during pregnancy and parental leave, the brochure also contains information on support services and useful checklists for the time before and after a child is born, as well as experience reports from doctoral researchers with child(ren).

Special attention is given to the support of international doctoral researchers at Humboldt-Universität. In order to clarify the complex regulations and benefits of the German system with regard to pregnancy, parental leave, health insurance, etc., the women's representatives of Humboldt Graduate School, who were elected in 2020, suggested updating the brochure, which has since gone out of print, and also translating it into English. Humboldt Graduate School has taken up this suggestion and republished the brochure under its own responsibility.

We would like to sincerely thank all those involved in the production and revision of both the first and second editions for their initiative and commitment.

Why an Information Brochure on the Compatibility of a Doctorate and Family Life?

There are different ways of pursuing a doctorate and different options and frameworks for having a child during this qualification period, in heterosexual, same-sex relationships or in other constellations, to tend to children – whether stepchildren, foster children or your own – or to look after relatives in need of care.

Doctoral candidates are usually not funded by one single, but by several sources. During this qualification period, which lasts for several years, various financing models – temporary employments, scholarships, part-time jobs and periods of unemployment – often go hand in hand. Considering increasingly precarious working conditions, the downsizing of mid-level staff-positions and the entrepreneurial structure of the universities, doctoral candidates are facing particular challenges, especially when it comes to the compatibility of family and an academic career.

In addition to the uncertain prospects of an academic career and the working and employment conditions, there is also the disadvantage of women scholars. The Bundesbericht-Wissenschaftlicher Nachwuchs 2017 (Federal Report on Young Scientists) states that “women with advancing careers are more likely to leave the university and non-university research sector than their male colleagues due to the desire to start or the actual starting of a family, and that they are more likely to have no children or partners if they continue an academic career.”

During our work – both as doctoral candidates and as decentral Women’s Representatives (“dezentrale Frauenbeauftragte”) at Humboldt Graduate School, an umbrella institution for structured doctoral programs at the Humboldt-Universität – we have continuously noticed how difficult it is to obtain reliable and, above all, bundled information on the compatibility of doctorate period and family. The information is often aimed either at students or at employees. The in-between-status of doctoral candidates – for example all those with a scholarship or other funding – is not considered.

The brochure is intended to provide information on legal principles, counselling and support services for parents doing a doctorate at the HU, funding opportunities and job security, and to provide answers to questions such as these:

- Which rights (and responsibilities) do you have as a doctoral candidate at HU?
- Which options exist for co-financing if the scholarship provider does not have enough funds or the funding expires?
- What happens to doctoral candidates who work in labs but have to stop due to their pregnancy and are supported, for instance, by scholarships?
- What do you have to consider if you do not have a German passport?
- Do international students receive child benefits (“Kindergeld”)?
- Which childcare options do the university provide?
- How do I tell my Superior or my doctoral supervisor?



This brochure provides information as well as an overview to help maneuver through the various situations which starting a family while working on a doctorate entail. It is also designed to enable an informed decision on the financial aspects and point out the existing assistance structures at Humboldt-Universität.



Depending on the funding for your doctorate, there are different regulations for maternity protection, benefits, health insurance etc. You will find the relevant information for you on the pages given here. Please jump directly to the type of funding that applies to you.

Finances

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Position Financed by an Academic Institution (Budget) – “Haushaltsfinanzierte Stelle”

As a doctoral candidate, holding a position financed by an academic institution (“haushaltsfinanzierte Stelle“), you have the right to maternity leave (“Mutterschutz“), maternity benefits („Mutterschutzleistungen“), parental leave (“Elternzeit“), parental allowance (“Elterngeld“) and child benefits (“Kindergeld“). You can either immatriculate or register for doctoral studies for a maximum of the duration of your employment. When you register, you do not receive student status, a student HU account and you do not have the option of receiving the Campus Card with or without a semester ticket.

If you are enrolled as a doctoral candidate, you are also entitled to disadvantage compensation (“Nachteilsausgleiche“) if you have to take exams or courses. (For more information see chapter “Scholarship“)

In the following, we’d like to explain what rights and obligations you have and where you can turn if you want to exercise them. During the doctoral qualification period and until the habilitation, the German Law on Fixed-Term Contracts in academia applies. The so-called “Wissenschaftszeitvertragsgesetz“ enables and regulates fixed-term contracts in academia, following particular rules. This means there are specific stipulations within academia, which you need to be aware of. An example: You apply for enrolling as a doctoral candidate and are funded by a third party, for instance by a scholarship. If you start a position at the university after these two years, the time limitation (“Befristung“) will be shortened by the two years, you have already been admitted for and worked on your doctorate.

German Law on Fixed-Term Contracts in Academia (“Wissenschaftszeitvertragsgesetz“ or “WissZeitVG“) and Amendment in 2016

The „Wissenschaftszeitvertragsgesetz“ took effect in April 2007. Since March 17, 2016 a revised version of the law applies.

The WissZeitVG contains the so-called 12- or 15-years-regulation. The important thing here is the duration of the time limit § 2; time limitations due to external funding, article 1: scholars and artists who are not holding a doctoral degree can be employed up to 6 years. After finishing the doctorate, a new time limit of up to six years is permitted, in the field of medicine up to a period of nine years.

If you do not use the maximum time limit and doctoral period of six years before obtaining your doctorate, the period after your doctorate will be extended accordingly. That means: Not only the period of employment, but also the duration of the doctorate is crucial! If, for instance, you were employed for three years during the doctoral qualification period and had a scholarship for two years, the doctorate-period would amount to five years in total. Considering the “saved“ year, it would be possible to be employed on a temporary basis for a period of up to seven years (instead of up to six years) after completing the doctorate; in medicine up to ten years.



<http://www.gesetze-im-internet.de/wisszeitvg>
(German only)

If one or more children under 18 are cared for, the total permissible fixed-term period is extended by two years per child. This also applies to the care of stepchildren and foster children who live in the household.

The time limitation of employments (according to WissZeitVG § 2, paragraph 1) can be extended in specific cases, such as leave of absence or work reduction (WissZeitVG § 2, paragraph 5), in order to (among others)

- care for children under 18 years of age (including step- or foster children, living in the same household) or other relatives in need of care,
- for periods in which you are not permitted to work (according to §§ 3, 4, 6 and 8 of the Maternity Protection Act; cf. also the chapter on „Occupational Safety“),
- for periods of maternity and paternity leave.

Important for Mixed Financing:

If you are already enrolled as a doctoral student or admitted to a doctoral program before starting a position financed by the budget, the date of enrollment usually counts as the beginning of doctoral studies and not the date of your employment. This means that the maximum doctoral period according to the WissZeitVG can also start to run without employment!



Further information at:

<https://t1p.de/4nws>

MATERNITY LEAVE

The regulations for maternity leave apply to female doctoral candidates of German nationality as well as for female candidates from EU-states and non-EU-states. The Maternity Protection Act (“Mutterschutzgesetz”) applies to all (expectant) mothers, who are employed, including doctoral candidates, holding a part-time position of 50% or 65%.

Maternity benefits (“Mutterschaftsleistungen”) are granted to female doctoral candidates with German nationality, as well as female doctoral candidates from EU states or non-EU states, who have health insurance in Germany.

Maternity Leave Period (“Mutterschutzfrist”)

Expectant mothers are not permitted to work six weeks prior to their estimated due date. If a mother explicitly declares her willingness to work longer, she is allowed to do that; but can revoke the declaration at any given time. After giving birth, mothers cannot be employed for eight weeks, or for 12 weeks in case of a preterm delivery. The calculation of these periods before and after giving birth is based on the documentation of a doctor or a midwife; the document needs to state the date of the expected due date and has to be presented to the employer (who also needs to pay all costs incurred with the document/certificate).

Extension of Maternity Leave Period

In case of preterm deliveries (medical or otherwise) the maternity leave period is extended: the days a mother could not use up before giving birth are added to the maternal leave period after giving birth. Equally, the maternal leave period is extended if the child should be born after the estimated due date, making sure that the maternity leave lasts eight weeks after the birth of the child.

If your child is diagnosed with a disability during these 8 weeks, you can apply for an extension of your maternity leave up to 12 weeks.

Employment Prohibitions (“Beschäftigungsverbote”)

Apart from the general protection periods the Maternity Protection Act (“Mutterschutzgesetz”) contains universal employment prohibitions (such as work at assembly lines, extra hours, work on Sundays and night shifts) and individual prohibitions based on medical certificates.

Work after 8pm until 10pm can be allowed, if the woman applies for an official authorization (“Genehmigungsverfahren”), expresses the wish to work during these hours explicitly. The same rules apply for working during weekends or on holidays.

Individual prohibitions can be issued by any established doctor. A medical certificate is necessary here, in which the doctor describes the employment prohibition in their own words. It is possible to certify a general prohibition (any activity is prohibited) or a partial one (only certain activities and/or times are prohibited). Examples for partial prohibitions are the limitation of work hours per day or per week or a limitation of the tasks performed as part of a job.

MATERNITY BENEFITS ("MUTTERSCHAFTSLEISTUNGEN")

In order to protect women from financial disadvantages before, during and after pregnancy, the Maternity Protection Act ("Mutterschutzgesetz") regulates various maternity benefits:

'Mutterschaftsgeld'

Maternity benefits are provided by statutory health insurances during the maternity leave periods prior and after giving birth (normally six weeks prior and eight weeks after giving birth, in case of preterm delivery or multiple birth 12 weeks after the due date). The earliest you can apply for maternity benefits at your health insurance is seven weeks before the estimated due date, because the official certificate can only be issued one week before the maternity leave period starts.

More Information on Protection of workings mothers and maternity benefits can be found on the BMFSFJ's online family portal.



<https://familienportal.de/familienportal/meta/languages/family-benefits>

The amount you will get is based on the income you received during the last three full months before your maternity leave, minus statutory deductions. The maternity benefits paid by your health insurance amount to a maximum of € 13 per day of the calendar. As an employee you will receive an employer contribution ("Arbeitgeberzuschuss") in addition to that.

Employees who do not have statutory health insurance – but for instance private health insurance or family insurance ("Familienversicherung") –, will receive maternity benefits of up to € 210, if they are not paid wage because they are on maternity leave. The Federal Office for Social Protection ("Bundesamt für Soziale Sicherung" or "Mutterschaftsgeldstelle") is responsible for questions like these.

Relevant information and request forms you can find on the website of the Federal Office for Social Protection.



<https://www.bundesamt-sozialesicherung.de/en/service/maternity-benefit/overview/>

Employer Contribution in Addition to Maternity Benefits

If the average net wage (“Nettolohn”) per day of the calendar is higher than € 13 (€ 390 average net wage per month), the employer is obligated to subsidize the maternity benefits in order to balance out the difference. The same rules apply to employers with mini or midi-jobs (“geringfügig Beschäftigte”), if their net wage is higher than € 390. This means that during maternity leave employees will receive their full wage.

Compensation in the Event of Employment Prohibitions outside Maternity Protection Period (“Mutterschutzlohn”)

If a woman stops working in whole or in part due to a general or individual employment prohibition before or after the maternity leave period, or in case she is relocated to a reasonable workplace, but the job description changes, she does not have to fear any financial disadvantages. She will keep at least the average of her earnings. The maternity protection wage is subject to tax and contributions and generally corresponds to at least the average earnings of the last three months before the start of the pregnancy.

FURTHER RIGHTS

Vacation Entitlement

Vacation entitlements also arise during the periods a mother cannot work due to employment prohibition under the Maternity Protection Act (thus also during maternity protection periods). A reduction of paid holidays due to employment prohibition is not permitted.

Protection against Dismissal

From the beginning of the pregnancy up to the end of four months after the delivery, termination of the employment by the employer is not permitted, with a few exceptions.

Since May 30, 2017, the termination after a miscarriage after the twelfth week of pregnancy is not permitted.

As an exception, the highest state authority can declare a dismissal to be permissible if there are reasons (operational or behavioral) that have nothing to do with the pregnancy.

In order for the employer to be able to comply with maternity protection regulations, women should, if possible, inform them of their pregnancy and the day of delivery as soon as they are aware of these facts. But this is only a should-stipulation (“Soll-Vorschrift”) and not a mandatory obligation. The employer may not disclose the mother-to-be's notification to third parties without authorization.

PARENTAL ALLOWANCE OR ELTERNGELDPLUS, PARENTAL LEAVE

Doctoral candidates with German citizenship and doctoral candidates from EU countries, Switzerland and the European economic area are entitled to parental allowance as employees with a position financed by an academic institution.

What is Parental Allowance?

Parental allowance compensates for the lack of income when parents want to care for their child after the birth and therefore interrupt or limit their professional activities.

How long is Parental Allowance paid?

Parents are entitled to a total of 14 months if they both share in the care and this results in a loss of income. They are free to divide the months between them. One parent can claim a minimum of two and a maximum of twelve months. Parental allowance is also available for parents who live separately. Single parents who receive parental allowance to compensate for the loss of earned income can claim the full 14 months of parental allowance.

How much Parental Allowance?

The amount of parental allowance is based on the monthly net income the caring parent had before the birth of the child and which is no longer available after the birth. Parents with higher incomes receive 65%, parents with lower incomes up to 100% of this pre-income ("Voreinkommen"). The parental allowance is at least € 300 and maximum € 1800 per month.

Even with a 50% or 65% position, the amount of parental allowance depends on the net income.

Parental Allowances Calculator

In order to plan the parental allowance or to run through various scenarios, you can use the parental allowance calculator, which is available on the website of the family portal of the BMFSFJ.



<https://familienportal.de/familienportal/meta/egr>
(German only)

Where to Apply?

You can only apply for parental allowance – Basis and ElterngeldPlus – at the parental allowance office of the youth welfare office ("Jugendamt") in your area of residence. You can find all the necessary documents and where exactly you need to apply for (in Berlin) on the website of the Berlin Senate Department for Education, Youth and Family.

Entitled to Basic Parental Allowances

("Basiselterngeld"):

- The birth mother, if she lives in the same household with her child, looks after and brings up this child herself and is not employed or not full-time (Section 1 (1) BEEG);
- Or your spouse or partner, if they have taken their "stepchild" into their household, look after and raise them themselves and are not employed or not full-time. This also applies to the time before the adoption of the stepchild (Section 1 (1) No. 2 in conjunction with Section 3 No. 2 BEEG);
- Or the legal father, i.e. the man who has recognized the paternity of the child if he lives with his child in the same household, looks after and raises this child himself and is not employed or not full-time. The mere biological father (sperm donor) who has not recognized his paternity is not entitled to parental allowance or parental leave, even if he lives with the child in his household and looks after the child himself (Section 1 (1) BEEG);

- Or the spouse or partner of the legal father, if he has taken his “stepchild” into his household, looks after and raises it himself and is not employed or not full-time (§ 1 Paragraph 1 No. 2 in conjunction with Paragraph 3 No. 2 BEEG).

According to Section 1 (3) No. 1 BEEG, spouses and life partners are also entitled to parental allowance and parental leave if they live with a child in a household that they have taken in with the aim of adopting them. Instead of the time of birth, what counts here is the time when the child is admitted into the household.

Mere partners who are not married to or have a registered civil partnership with the legal father of the child (with whom they live together) are not entitled to parental allowance or parental leave.

A person is not fully employed if their working hours do not exceed an average of 30 hours per week per month, if they are employed for vocational training or if they are suitable day care workers according to Section 23 of Book Eight of the Social Code and do not care for more than five children as part of their day care job (Section 1 (6) BEEG).¹

Doctoral candidates from non-EU countries (except Switzerland) are entitled if their stay and access to the job market is likely to be permanent. Anyone who has a settlement permit (“Niederlassungserlaubnis”) easily fulfills these requirements. Anyone with a residence permit (“Aufenthaltserlaubnis”) can only meet these eligibility requirements if he or she is also entitled to work in Germany and has already worked here.

If foreign parents have a residence permit for the purpose of training or in connection with a limited work permit, they will not receive parental allowance. According to the law, they are considered persons with a temporary residence in Germany. Likewise, people who, as asylum seekers, have a residence permit or are only tolerated in the federal territory are not entitled to parental allowance, not even if they are employed legally.

Parental Allowance Plus (“ElterngeldPlus“)

This Allowance helps parents who want to work part-time soon after the birth of a child. It provides financial support for a longer period of time – including beyond the child’s 14th month, as one month of Parental Allowance is counted as two months of Parental Allowance Plus.

Partnership Bonus: Parents who share the responsibilities of family and career evenly can receive the partnership bonus. It amounts to four additional months of parental allowance plus, which you receive if you both work part-time at the same time. If you are single parent, it is enough if you alone fulfil the prerequisites. You can claim the partnership bonus at any time: before, between or after drawing basic parental allowance and parental allowance plus. That could work like this: The mother receives basic parental allowance during the child’s first 4 months, the father during the 5th and 6th months. Both parents receive parental allowance plus between the child’s 7th and 14th months. From the 15th to the 18th month they both work between 25 and 30 hours per week and claim the partnership bonus during that period.²

PARENTAL LEAVE

Entitlement

Every parent is entitled to parental leave in order to care for and bring up their child until they have reached the age of three.

Duration

The duration of parental leave can be up to 36 months per child.

Parental leave after the age of three

Since July 2015, mothers and fathers can take 24 instead of twelve months of parental leave between the third birthday and until the child has reached the age of eight (if full parental leave was not taken during the first three years of the child's life). The consent of the employer is no longer required.

Division of parental leave

Each parent can divide their entire parental leave into three periods. However, the employer can refuse the third period of parental leave for urgent operational reasons if it is between the child's third birthday and the child's eighth birthday.

A distribution over more than three time periods is only possible with the consent of the employer.

Registration Deadline

If you wish to claim your parental leave, you have to request this in writing from your employer

- at the latest seven weeks for the period up to the child's third year of life and
- at the latest 13 weeks before the start of parental leave for the period between the child's third birthday and the child's eighth year of life. If the employee requests parental leave, he or she must at the same time declare the periods for which parental leave is to be taken within two years.

Protection against Dismissal

While you are on parental leave, your employer can only give you notice in exceptional cases. You enjoy special protection against unfair dismissal as soon as you register your parental leave, but this does not apply until 1 week before the registration deadline, i.e.

- 8 weeks before any parental leave taken before your child's 3rd birthday, and
- 14 weeks before any parental leave taken between your child's 3rd birthday and the day before your child's 8th birthday.

If your child was born before 1 July 2015, other deadlines may apply.³

HEALTH INSURANCE

Women who are insured by the statutory health insurance (“gesetzliche Krankenversicherung”) system generally also receive the following benefits in the event of pregnancy and maternity:

- medical care and midwifery assistance,
- supply of medicines, bandages and remedies,
- inpatient delivery (In many hospitals in Berlin you have to make an appointment – around the 32nd week of pregnancy – to register for the birth. You should therefore arrange an appointment as soon as you have decided on a hospital.)
- home care,
- domestic help.

For more information please contact your health insurance.

International doctoral candidates please note the information on the handling of benefits by the various health insurance companies in the appendix to this brochure.



https://www.gesetze-im-internet.de/muschg_2018/
(German only)

CHILD BENEFITS

The amount of child benefits depends on the number of your children. It is currently € 219 per month for the first and second child, € 225 per month for the third child and € 250 per month for the fourth and each additional child (as of January 2021).

Parents or legal guardians (including adoptive parents, foster parents, step-parents or grandparents) are entitled to child benefits for children who live in the family's household.

The prerequisite for receiving child benefits is that a written application is submitted to the Family Benefits Office and that the applicant

- has a place of residence or is ordinarily resident in Germany, another EU country, Norway, Liechtenstein, Iceland or Switzerland or
- no place of residence or are ordinarily resident in one of the above countries, but are subject to unlimited taxation in Germany.

Allow enough time for the Family Benefits Office to process the child benefit application. As a rule, a processing time of four to six weeks is assumed; child benefits can only be paid retrospectively for six months before the application is submitted. Further information on child benefits is available on the BMFSFJ family portal.

Funded by Third-Parties

WHAT ARE THIRD-PARTY FUNDS?

Third-party funds are funds that are not part of the budget of a university, but come from contributions from third parties (e.g. from foundations, public funding or from the industry).

The most common third-party funding providers in the German university landscape include:

- The Deutsche Forschungsgemeinschaft, DFG (German Research Foundation) with Research Units, Research Training Groups and Clusters of Excellence as well as (Collaborative) Research Centres, in Austria the Fund for the Support of Scientific Research (“Fonds zur Förderung der wissenschaftlichen Forschung”) and in Switzerland the Swiss National Fund.
- Funding programs such as federal, state or European Union institutions, such as the Federal Ministry of Education and Research (“Bundesministerium für Bildung und Forschung”).
- Foundations financed by private or public funds such as the Volkswagen Foundation, the Fritz Thyssen Foundation or the Alexander von Humboldt Foundation. The German Academic Exchange Service, DAAD is also part of this.
- Business enterprises and other private donors.
- The Excellence Strategy (a funding programme of the Federal Government and the Länder to strengthen cutting-edge research at universities in two funding lines: Clusters of Excellence and Universities of Excellence).

STATUS IF FUNDED BY THIRD-PARTIES

If you, as a doctoral student, are financed through a third-party funding, you have a salary and are in a fixed-term contract. The German law on fixed-term contracts in academia (“Wissenschaftszeitvertragsgesetz”) is particularly important for you.

Third-party financed positions are comparable to positions financed by an academic institution, i.e. you have the right to maternity leave, maternity protection benefits, parental leave, parental allowance and child benefits (see the previous comments on “Positions Financed by an Academic Institution”). Positions financed by a third party are often associated with access to equality funds (“Gleichstellungsmitteln”), which can be useful in order to use services such as KidsMobil (see chapter “Everyday Compatibility”).

You are free to choose whether to enroll in the university, if you are enrolled as a doctoral student and become pregnant, you are also entitled to compensation for disadvantages if you have to take exams or courses. You can also use the semester ticket and benefit from student prices at the canteens or cafeteria.

Further Information on Compensation for Disadvantages: At the Family Office (“Familienbüro”) and in the statutes regulating admission, studies and exams at the Humboldt-Universität zu Berlin (“Fächerübergreifende Satzung zur Regelung von Zulassung, Studium und Prüfung der Humboldt-Universität zu Berlin“, ZSP-HU)

GERMAN LAW ON FIXED-TERM CONTRACTS IN ACADEMIA (“WISSENSCHAFTSZEITVERTRAGSGESETZ“ OR “WISSZEITVG“) AND AMENDMENT IN 2016

For the qualification phase of the doctorate and the time up to the habilitation, the German law on fixed-term contracts in academia, which regulates fixed-term contracts in academia and makes a time limit possible beyond the part-time and fixed-term law. This means that in academia specific fixed-term regulations apply which you should have detailed knowledge about.

The “Wissenschaftszeitvertragsgesetz” took effect in April 2007. Since March 17, 2016 a revised version of the law has been applied.

The Most Important Changes Since the Laws Amendment:

- The WissZeitVG contains the so-called 12- or 15-years-regulation. Important here are the duration of the time limitation § 2; time limitations due to external funding, article 1: scholars and artists who are not holding a doctoral degree can be employed up to 6 years. After finishing the doctoral fixed-term employment, a new time limit of up to six years is permitted, in the field of medicine up to a period of nine years.
- If you do not use up the maximum limitation period and doctorate period of six years prior to the doctorate, the period after the doctorate is extended accordingly.

Please also note the Corona amendment to the WissZeitVG of May 2020, according to which the permissible fixed-term period for employment relationships existing between 01.03. and 30.09.20 is extended by 6 months. If the pandemic-related impairments last longer, the Federal Ministry of Education and Research may extend the specified period by up to a further 6 months. (WissZeitVG § 7 paragraph 3)

Not only the employment period, but also the time spent on the doctorate is decisive! For example, if you were employed for three years during your doctorate and had a scholarship for two years, you get a doctoral period of five years. With this “saved” year, it would be possible to be employed on a fixed-term basis for up to seven years (instead of up to six years) after the doctorate; in medicine accordingly up to ten years.

The time limitation of employments (according to WissZeitVG § 2, paragraph 1) can be extended in specific cases, such as leave of absence or work reduction (WissZeitVG § 2, paragraph 5), in order to (among others)

- care for children under 18 years of age (including step- or foster children, living in the same household) or other relatives in need of care,
- for periods in which you are not permitted to work (according to §§ 3, 4, 6 and 8 of the Maternity Protection Act; cf. also the chapter on “Occupational Safety”),
- for periods of maternity and paternity leave

If one or more children under the age of 18 are being cared for, the total permissible fixed-term period is extended by two years per child. This also applies to the care of stepchildren and foster children.

Information from the Human Resources Department of Humboldt-Universität and the Federal Ministry of Education and Research can be found on their websites.



Further information at:
<https://t1p.de/ocvig>

DOCTORATE PERIOD

If you are already enrolled as a doctoral candidate or admitted to a doctoral program before starting a position financed by the budget, the date of enrollment usually counts as the beginning of doctoral studies and not the date of your employment. This means that the maximum doctoral period according to the WissZeitVG can also start to run without employment.

An example: You apply for enrolling as a doctoral candidate and are funded by a third party, for instance by a scholarship. If you start a position at the University after these two years, the time limitation („Befristung“) will be shortened by the two years, you have already been admitted and worked on your doctorate.

WissZeitVG § 2 Paragraph 1 or 2:

For fixed-term employment in third-party funded projects, it is also decisive according to which paragraph of the WissZeitVG the employment contract was concluded.

WissZeitVG § 2 Paragraph 1:

If the contract was concluded in accordance with the WissZeitVG § 2 Paragraph 1 of the German law on fixed-term contracts in academia, the agreed working hours are automatically extended by parental leave!

WissZeitVG § 2 Paragraph 5 Section 1 No. 3:

“The respective duration of a fixed-term employment contract according to paragraph 1 is extended in consent with the employee for [...] times of taking parental leave according to the Federal Parental Allowance and Parental Leave Act and periods of prohibition of employment according to §§ 3, 4, 6 and 8 of the Maternity Protection Act to the extent that no gainful employment took place [...]”⁴

The hiring party has the option of selecting this paragraph. When concluding the contract, it may be useful to advise the hiring party to draw up the employment contract in accordance with this paragraph.

With an employment contract concluded in accordance with the WissZeitVG § 2 paragraph 1, the aspects described in the chapter “Position financed by an Academic Institution” also apply to temporary employment in projects funded by third-parties.

WissZeitVG § 2 Paragraph 2:

“The fixed-term nature of employment contracts for the personnel referred to in § 1 paragraph 1 section 1 is also permissible if the employment is predominantly financed by third-party funds, the funding is approved for a specific task and duration, and the employee is employed predominantly in accordance with the purpose of these funds; the agreed fixed-term duration should correspond to the approved project period.”⁵

If the employment contract was concluded according to WissZeitVG §2 paragraph 2, fixed-term contracts are generally not extended due to maternity and parental leave.

If problems arise due to the parental leave taken, e.g. because the research project is about to expire, you should consult the head of the research project. There are the following possibilities:

- Clarification with the third-party funder of the research project as to whether further funding for the research assistant is possible.
- If this is not possible, please contact your department to find out whether the research assistant can be assigned to it.
- If this is not possible either, ask the head of the department to identify alternative third-party funded projects in which you could work.
- If no solution can be found this way, please contact the research officer responsible for your research project at HU's Research Service Center (“Servicezentrum Forschung”).⁶

In such cases, the Servicezentrum Forschung of Humboldt-Universität also offers assistance for the leaders of research projects.

The regulations and information on maternity leave, parental allowance, ElterngeldPlus, parental leave, health insurance and child benefits are congruent with those of a position funded by an academic institution; see chapter “Position Financed by an Academic Institution”.

Scholarship

WHAT IS A SCHOLARSHIP?

A scholarship is a performance-related grant which you do not have to pay back. It does not lead to employment, is usually tax-free and does not include social insurance (which includes e.g. health, nursing care or pension insurance). You are also not entitled to maternity protection benefits and legal regulations, such as parental leave.

It is also important that a scholarship is not subject to instructions. This means for example, that scholars can organize their work and vacation time themselves and are not obligated to provide teaching and research services.

STUDENT STATUS

If you are enrolled as a doctoral candidate at HU as a scholarship holder, you have student status and the regulations for students apply (except for the health insurance company!)

Doctoral candidates with children are entitled to a so-called disadvantage compensation ("Nachteilsausgleich"): According to § 109 of the interdisciplinary statute for the regulation of admission, study and examination of the Humboldt-Universität of Berlin (ZSP-HU) there is a right to disadvantage compensation for students with family responsibilities (pregnancy, the care and upbringing of a child up to ten years of age or the care of close relatives according to the Care Leave Act). This can be requested for class attendance as well as for examinations. Alternative tasks to complete a class, alternative examination dates or deadline extensions can be requested. The students can propose a certain form of compensation themselves.

Since the doctoral period being a qualification phase is structured differently than other cours-

es of studies (e.g. bachelor's or master's), the disadvantage compensation is not relevant for all doctoral candidates with children. For doctoral candidates who have to acquire credit points in a structured program, however, disadvantage compensation can be an option.

For enrolled doctoral candidates, support in the form of a subsidy for the semester ticket from the Social Fund for Students of Humboldt-Universität and the Berlin-Weißensee School of Art is possible in certain cases of hardship and emergency.



Further information at:

<http://www.refrat.de/semix/wordpress>



Further information on compensation for disadvantages is available at:

<https://www.familienbuero.hu-berlin.de/en>

LEAVE OF ABSENCE & PART-TIME STUDY

Doctoral candidates can take leave of absence, but do not have the opportunity to study part-time.

GERMAN LAW ON FIXED-TERM CONTRACTS IN ACADEMIA ("WISSENSCHAFTSZEITVERTRAGSGESETZ" OR "WISSZEITVG")

Even if the WissZeitVG does not directly affect scholarship holders, the doctoral period is relevant, as it will be taken into account even without a position and can be important for the postdoc phase and employment.

The date of enrollment as a doctoral candidate or the date of admission to the doctorate generally counts as the start of the doctorate period.

You'll find further information and useful links and references in the appendix of this brochure.

MATERNITY LEAVE

The new regulations of the Maternity Protection Act apply since January 1, 2018 and now include female students in the scope of application.

The Maternity Protection Act thus also affects doctoral candidates.

If you are enrolled as a doctoral student at HU and receive a scholarship, the maternity protection regulations apply to you. They apply equally to doctoral candidates with German citizenship as well as to doctoral candidates coming from other EU countries or non-EU countries.

Time off for Examinations and Nursing Breaks

The Maternity Protection Act also regulates exemptions for examinations during pregnancy and maternity as well as nursing breaks in the first twelve months after the birth of the child (cf. MuSchG § 7). At the HU and other Berlin universities there is the possibility of using the Family Room for nursing, resting and changing diapers.

Notification of Pregnancy to the Humboldt-Universität (for enrolled Doctoral Candidates)

As soon as you find out about your pregnancy, please contact the head of the student service with your maternity record and the expected delivery date. This is not a mandatory requirement. However, if you want to take advantage of the maternity protection regulations, you should report your pregnancy.

You can contact the student service by
E-mail: muschutzstud@hu-berlin.de

Here you will get documents which you can take to your institute's student advisory service ("Studienfachberatung"). Your academic adviser

will carry out an initial risk assessment together with you. You might also be contacted by the medical service at the Humboldt-Universität zu Berlin to assess whether you can participate in certain events, internships or excursions.

Maternity Protection Act ("Mutterschutzgesetz")

- Guide to maternity protection from the Federal Ministry for Family Affairs, Senior Citizens, Women and Youth
- Information leaflet on maternity protection from the HU's "Studienabteilung"

Notification of Pregnancy to the Scholarship Provider

You are not obliged to notify the scholarship provider of your pregnancy. However, if your scholarship includes maternity protection or other payments, you should inform the scholarship provider.

Maternity Allowance

Scholarship holders, whether with German citizenship, from EU or non-EU countries, do not receive maternity benefits. However, some scholarships allow continued payment for the duration of maternity leave.

Tip: Scholarship holders who have a mini-job while working on their doctorate can – regardless of whether they have voluntary or statutory health insurance – receive maternity benefits from their health insurance fund. (See the section on mini-jobs in chapter "Financed in Different Ways")

For privately insured or family insured persons with mini-job, the Federal Social Security Office ("Bundesamt für Soziale Sicherung") pays a one-time maternity allowance of currently a maximum of € 210.

PARENTAL ALLOWANCE, ELTERNGELDPLUS, PARENTAL LEAVE

SCHOLARSHIP HOLDERS WITH GERMAN CITIZENSHIP

Since a scholarship does not count as income that is subject to tax and social security contributions, scholarship recipients only receive the minimum parental allowance of € 300 per month if they have no further income.

Entitled to Basic Parental Allowance ("Basiselterngeld"):

- The birth mother, if she lives in the same household with her child, looks after and brings up this child herself and does not have a salary or no full salary (§ 1 paragraph 1 BEEG).
- Or your spouse or partner, if they have taken their "stepchild" into their household, look after and raise them themselves and are not employed or not full-time. This also applies to the time before the adoption of the stepchild (1 paragraph 1 no. 2 i.V.m. paragraph 3 no. 2 BEEG).
- Or the legal father, i.e. the man who has recognized the paternity of the child if he lives with his child in the same household, looks after and raises this child himself and is not employed or not full-time. The mere biological father (sperm donor) who has not recognized his paternity is not entitled to parental allowance or parental leave, even if he lives with the child in his household and looks after the child himself (§ 1 paragraph 1 BEEG)).
- Or the spouse or partner of the legal father, if he has taken his "stepchild" into his household, looks after and raises it himself and is not employed or not full-time § 1 paragraph 1 no. 2 i.V.m. paragraph 3 no. 2 BEEG).

According to § 1 paragraph 3 no. 1 BEEG, spouses and life partners are also entitled to parental allowance and parental leave if they live with a child in a household that they took in with the aim of adopting them. Instead of the time of

birth, what counts here is the time when the child is admitted into the household.

Mere partners who are not married to or have a registered civil partnership with the legal father of the child with whom they live together are not entitled to parental allowance or parental leave.

A person is not fully employed if their working hours do not exceed an average of 30 hours per week per month, if they are employed for vocational training or if they are suitable day care workers according to Section 23 of Book Eight of the Social Code and do not care for more than five children as part of their day care job (§ 1 paragraph 6 BEEG).⁷

Doctoral candidates from non-EU countries (except Switzerland) are entitled if their stay and access to the job market is likely to be permanent.

Parental Allowance Plus ("ElterngeldPlus")

ElterngeldPlus is an option if you want to split up childcare with your partner after the birth and work part-time (up to 30 hours per week) while receiving parental allowance. Depending on the partner's income situation, Elterngeld-Plus may also be an option for scholarship holders.

This means that mothers and fathers have the option of claiming parental allowance longer than before. You will receive parental allowance twice as long (at a maximum of half the amount, i.e. a minimum of € 150 and a maximum of € 900), since a previous month of parental allowance counts two months as two of parental allowance plus.

By making use of ElterngeldPlus, the parental allowance period can be extended beyond the 14th month of your child's life.

Partnership Bonus:

Parents who share the responsibilities of family and career evenly can receive the partnership bonus. It amounts to four additional months of parental allowance plus, which you receive if you both work part-time at the same time. If you are single parent, it is enough if you alone fulfil the prerequisites. You can claim the partnership bonus at any time: before, between or after drawing basic parental allowance and parental allowance plus. That could work like this: The mother receives basic parental allowance during the child's first 4 months, the father during the 5th and 6th months. Both parents receive parental allowance plus between the child's 7th and 14th months. From the 15th to the 18th month they both work between 25 and 30 hours per week and claim the partnership bonus during that period.⁸

Parental leave

Entitlement: Each parent is entitled to parental leave for care and upbringing of their child until the child has reached the age of three.

Duration: The duration of parental leave can therefore amount to up to 36 months per child.

Parental Leave after the Age of Three: Since July 2015, mothers and fathers can take 24 instead of twelve months parental leave for the period between the child's third and eighth birthday (if the entire parental leave is not taken during the first three years). Consent of the employer is no longer required.

Division of Parental Leave: Each parent can divide their parental leave into three periods of time. However, the employer may refuse the third period of parental leave for urgent operational reasons. If the parental leave is requested between the child's third and eighth birthday. A distribution over more than three periods of time is only possible with the employer's consent.

Application deadline: Anyone wishing to take parental leave must submit a written request to the employer no later than seven weeks before the start of parental leave for the period up to the child's third birthday and no later than 13 weeks before the start of parental leave for the period between the child's third birthday and the child's eighth birthday. If the employee requests parental leave, he or she must at the same time declare the time periods within two years for which parental leave is to be taken.

Protection against Dismissal

While you are on parental leave, your employer can only give you notice in exceptional cases. You enjoy special protection against unfair dismissal as soon as you register your parental leave, but this does not apply until 1 week before the registration deadline, i.e.

- 8 weeks before any parental leave taken before your child's 3rd birthday, and
- 14 weeks before any parental leave taken between your child's 3rd birthday and the day before your child's 8th birthday.

If your child was born before 1 July 2015, other deadlines may apply.⁹

SCHOLARSHIP HOLDERS FROM OTHER EU COUNTRIES

A grant as income that is not subject to tax or social insurance does not entitle you to receive parental allowance/ElterngeldPlus. However, if you worked in Germany in the twelve months before the child's birth or in the completed calendar year and before/while receiving the grant, you are entitled to Elterngeld/ElterngeldPlus.

SCHOLARSHIP HOLDERS FROM NON-EU COUNTRIES

Anyone who has a residence permit is in principle entitled to parental allowance. A scholarship as income that is not subject to tax or social insurance does not entitle you to receive parental allowance/ElterngeldPlus.

Anyone who has a residence permit can only meet the eligibility requirements for parental allowance if he or she is also entitled to work in Germany and has already worked here.¹⁰

HEALTH INSURANCE

A scholarship does not constitute an employment. Scholarships payments do not count as income according to §§ 18, 19 EstG and not as do salary according to § 14 SGB IV (Social Code). Scholarships are therefore not subject to mandatory social insurance. A scholarship is tax-free according to § 3 no. 44 EstG and is generally not subject to the progression proviso ("Progressionsvorbehalt") according to § 32b EstG. Scholarship holders are responsible for taking out their own health insurance.

Most scholarship holders no longer meet the requirements (less than 14 semesters and under 30) for student health insurance and must voluntarily take out statutory health insurance. The statutory health insurance contribution is supplemented by the the additional contribution of the respective health insurance fund as well as the contribution to the statutory long-term care insurance.

For 2021, the minimum assessment basis ("Mindestbemessungsgrundlage") for those voluntarily insured in statutory health insurance is € 1,061.67. Even if a scholarship does not count as income, strictly speaking, as a scholarship holder the health insurance classifies you as if you were earning this amount per month. At a contribution rate of 14.6% with entitlement to sick pay which results in a monthly contribution of € 160.

Married scholarship holders are entitled to family insurance depending on the employment of the partner.

International doctoral candidates please note the separate information on the benefits of the various health insurance companies at the end of the first chapter "Funding".

CHILD BENEFITS

SCHOLARSHIP HOLDERS WITH GERMAN CITIZENSHIP

Child benefits are paid regardless of income. Legal guardians can apply for child benefits for all children from their birth until (at least) the age of 18. The amount of child benefits depends on the number of your children. It is currently € 219 per month for the first and second child, € 225 euros per month for the third child and € 250 per month for the fourth and each additional child (as of January 2021).

Important: Allow enough time for the family benefits office to process the child benefits application. As a rule, a processing time of four to six weeks is assumed; child benefits can only be paid retrospectively for six months before the application is submitted.

SCHOLARSHIP HOLDERS FROM OTHER EU COUNTRIES

Entitled to child benefits are

- Scholarship holders from Germany, EU and EEA countries and Switzerland; entitled to them is the parent in whose household the child lives
- Parents whose children – regardless of their nationality – have their place of residence or
- their ordinary residence in Germany, an EU or EEA country.

SCHOLARSHIP HOLDERS FROM NON-EU COUNTRIES

Scholarship holders from non-EU countries with a residence permit according to § 16 Residence Act (for the purpose of studying) do not receive child benefit.

EXAMPLES OF REGULATIONS FROM DIFFERENT GRANT PROVIDERS

Since the family policy regulations are very different, we can only list the common ones here. It is advisable to always check with the respective scholarship provider yourself.

The Elsa Neumann Scholarship of the State of Berlin, for example, applies the regulations stated in the Maternity Protection Act to the scholarship holders and grants a family allowance of € 102.26 per month for the first child and € 51, 13 per month for each additional child on top of the scholarship of € 1103 (basic amount + flat rate for material costs).

If you receive a doctoral scholarship from one of the 13 Funding Agencies of the BMBF (“Be-gabtenförderungswerke”), a family allowance of € 155 and, on request, a child allowance in the form of a lump sum are added to the monthly

maximum of € 1,350. This flat rate is € 155 for the first child and increases by € 50 for each additional child. In addition, a maximum funding period extended by twelve months shall be provided. If there is no mandatory membership in the statutory health insurance, a health insurance subsidy can also be granted, which makes up for 50%, but does not exceed € 100 of the contributions. (As of March 2020)

The various organizations supporting the gifted also have different family policy regulations. The Konrad-Adenauer-Stiftung and the Cusanus-Werk have a “time-for-money” rule. Scholarship money from a possible fourth year of sponsorship can be given earlier to parents and rededicated to cover care costs in the second or third year of the sponsorship. For voluntary health insurance, the Cusanus-Werk also provides a health insurance subsidy amounting to 50% of the fees up to a max. of € 100.00 per month.

The family policy regulations of the Max Planck Society provide for an extension of the scholarship for twelve months or a childcare allowance (“money instead of time”) equal to the basic scholarship amount for twelve months. The child allowance is € 400 for the first child and € 100 for each additional child. A part-time grant of between 50% and 100% is possible, as is a health insurance subsidy of 50%, up to a maximum of € 100 (in justified cases also for family members). Further information can be found in the funding guidelines of the Max Planck Society.

Funded in Different Ways

Ideally, one is financed from the beginning of the doctorate to the end either by a scholarship or a job. Or one has mixed funding, e.g. first a position and then a fellowship for the completion of the dissertation (“Promotionsabschlussstipendium”). However, especially towards the end of the doctorate, it often happens that all funding options have been exhausted and doctoral candidates are forced to find other ways to finance themselves. For example, there is the possibility to receive unemployment benefits or to take one or more (non-university) jobs. In the following, we provide a brief overview of what these options mean in terms of parenthood.

UNEMPLOYMENT BENEFITS

There are two fundamentally different models of unemployment benefits in Germany: ALG I and ALG II (also known as “Hartz IV”).

Unemployment Benefit I (“Arbeitslosengeld I” or “ALG I”)

Arbeitslosengeld I (ALG I) is a benefit provided by your insurance: if you had a job, part of your gross wage is taken out each month and put into your unemployment insurance. To receive ALG I, you must have paid unemployment insurance for at least twelve months within two years. If you then lose your job, you are entitled to ALG I accordingly. The amount of ALG I corresponds to 60% of the previous net income and is independent of assets, i.e. any savings do not reduce the amount of ALG I. In addition to this subsidiary income, the health insurance, long-term care insurance and pension insurance contributions are taken care of. The length of the time period in which you receive ALG I depends on the duration of the payment and is between six and 24 months.

Unemployment Benefit II (“Arbeitslosengeld II” or “ALG II”)

In contrast to ALG I, Arbeitslosengeld II (ALG II, colloquially also “Hartz 4”) is not an insurance benefit, but a basic security granted by the state for all job seekers who receive little or no benefits from ALG I.

Only people who actually need help can receive state benefits. In order to determine this, the total income or assets of the people living in your household (“Bedarfsgemeinschaft”) (e.g. also spouse and children) are determined. This information is important if you want to receive ALG II as a doctoral candidate and, for example, have savings and/or your partner has a job. Depending on the situation, the amount of ALG II is adjusted – or, if no need for help is determined, no ALG II is paid.

The amount of ALG II is based on fixed standard rates. If you receive ALG II, your statutory health insurance will be automatically covered through the employment agency or the job center.

Child Benefits

Child benefits are independent of your employment status and are also granted to recipients of ALG I and ALG II. With ALG II, however, child benefits are deducted from the benefits because they count as income.

The monthly child benefit is € 204 for the first and second child, € 210 for the third child and € 235 for each additional child. An increase in child benefit is planned for 2021.

(See also the section on housing benefits (“Wohngeld”) under “Financial support from your partner” in this chapter)

Maternal Leave Benefits

During maternity leave, as a recipient of ALG I, you are entitled to maternity benefits, which correspond to the amount of ALG I previously paid (i.e. no extra payment). The maternity benefit must be applied for from your health insurance company.

If you receive ALG II, you are not entitled to maternity benefits per se. ALG II will continue to be paid or adjusted during the maternity leave period, however, considering additional needs (17%) from the 13th week of pregnancy. The additional demand (“Mehrbedarf”) is only granted up to the day of delivery.

Parental Allowance

Parental allowance is based on the income of the previous year. ALG I itself counts as subsidiary income (“Einkommensersatzleistung”). If you are receiving ALG I you are not entitled to parental allowance.

There Are Two Options for Recipients of ALG I:

- You suspend your entitlement to ALG I and only receive parental allowance (“Einkommensersatzleistung”). For this it is necessary to register the ALG I entitlement before receiving parental allowance and to make use of ALG I only for a short period. This is essential to continue to be covered by health insurance without contributing (“beitragsfrei”) during the time you are receiving parental allowance, otherwise you will need to get a so called voluntary insurance (“Freiwillige Selbstversicherung”) and pay the health insurance contributions yourself. With the receipt of the parental allowance, your ALG I entitlement will be postponed until the end of the parental allowance period. If you choose this option, the months before your parental allowance entitlement in which you received ALG I are included in the parental allowance calculation with € 0. For example, if you worked for seven months and received

ALG I five months before the birth of the child, your income from the seven months prior to the birth is included in the calculation. If you were registered as unemployed for twelve months before the child’s birth, you are only entitled to the minimum rate of € 300 per month. This amount of € 300 remains free, i.e. it is paid in addition to ALG I. This option makes sense if you worked/had income in the twelve months before the child was born or worked until shortly before the child was born.

- You receive parental allowance and ALG I at the same time. In this case, you have an allowance of € 300 for ALG I (“Mindestsatz”) and the rest of the parental allowance is deducted from ALG I, i.e. ALG I income is reduced. Caution: at least fathers must be available to the job market for at least 30 hours per week with this option. This option makes sense if you have been receiving ALG I for twelve months or more, as you will receive the minimum rate of € 300 parental allowance in addition to the benefits from ALG I.

You can use the parental allowance calculator (“Elterngeldrechner”) and calculate how much money you are entitled to and you should in any case discuss your situation with your local employment agency (“Arbeitsagentur”).

If you are receiving ALG II, you are not entitled to maternity benefits per se. However, ALG II will continue to be paid or adjusted during the statutory maternity protection period, considering an additional requirement (17%) from the 13th week of pregnancy. The additional requirement is only granted up to and including the day of delivery. When receiving ALG II, the parental allowance will be completely deducted from the ALG 2; this also applies to the minimum amount of € 300.

A special case applies if one or both parents were employed before their child was born. In this case, there is a parental allowance exemption, which will not be deducted from the ALG II benefits. The parental allowance benefits are based on the income you received before the birth of your child, but does not exceed € 300.

Example: If one parent earned € 650 net before the child was born and stayed at home after the child was born, this parent would receive parental allowance of € 549. If the family also receives ALG II after the birth of the child, € 300 of the parental allowance remains free and is also available to them.

Tip: You can submit applications for basic equipment for pregnancy and childbirth (benefits for maternity clothing and basic baby equipment) from your Job Center. The foundation “Help for the Family” („Hilfe für die Familie“) offers further support.



<https://www.stiftunghilfe.de/>
(German only)

Parental Leave

Unemployed people are also entitled to a break from work that corresponds to parental leave. This means that recipients of ALG II cannot be forced to take up work or take part in a measure if they are receiving full-rate benefits (“voller Leistungsbezug”). However, this only applies as long as the child is not being looked after by someone else. As soon as it is in the day care center (“Kita” or “Tagespflegestelle”), the job center can request the parents to return to work or issue measures.

MINI JOB

Maternity Leave and Maternity Benefits

As a mini jobber, you are also entitled to maternity leave. If you are a mini-jobber and have statutory health insurance granting sickness benefits (“Krankengeldanspruch”), the health insurance company pays up to € 13 maternity benefit per day. If your average salary from the mini-job is higher than € 13 per calendar day,

the difference is paid by the employer as an employer subsidy, so that you continue to receive your full wages in any case.

Parental Allowance

You are entitled to parental allowance. If you earn less than € 1000, you are considered a low wage earner and your salary is particularly taken into account, so that you can receive up to 100 % of your income. For example, a person who earned € 340 before the child was born would be entitled to 100 % of that income as parental allowance; a person who earned € 500 before the child was born would still receive 92 % of their original income.

Further information and a table with exemplary income can be found on the page



<https://www.elterngeld.net/>
(German only)

Parental Leave

You can also apply for parental leave having a Mini-Job. For further information please see the brochure “Parental Allowance, Parental Allowance Plus and Parental Leave”, published by the Federal Ministry of Family Affairs, Senior Citizens, Women and Youth (link given in the appendix of this brochure).

Health Insurance

With a mini job you are not automatically covered by health insurance. Health insurance contributions are only paid when the monthly income exceeds € 451 and you are registered with a health insurance company through your employer, provided you are not yet a member. Since health insurance is mandatory in Germany, as a mini-jobber with earnings below € 451 you have to take care of your health insurance yourself.

Pension Insurance

If you do not get exempt from mandatory pension insurance, you will pay part of your salary into the pension insurance every month (and your employer will pay too). These deposits have the following advantages for you:

Increase in the future pension entitlement:

The period of your employment as a mini-jobber with health insurance through your employer is taken into account both for the waiting-period for old-age pensions (“Altersrente”) and for the reduced-earning-capacity pension (“Erwerbsminderungsrenten”). With monthly earnings of € 450, the monthly pension increases by an average of € 4.50 after a year in a mini job.

By paying in full contributions, you are making sure that you will be entitled to the full range of services of the social pension insurance.

You could also be entitled to housing benefit (see also “Housing benefit” in the section “Financial support from your partner”).

FINANCIAL SUPPORT FROM YOUR PARTNER

You don't have to register as unemployed if your financial situation does not require it, or if you receive support from your partner.

Maternity Leave Benefits

Without employment, you will not receive any financial maternity leave benefits.

Parental Allowance

Parental allowance is based on the partner's income and work.

Child Benefits

You receive child benefits because they are not linked to income or employment status.

Health Insurance

You can get health insurance through your partner's health insurance company (spouse and registered life partner), or get a voluntary health insurance or private health insurance.

Pension Insurance

The child-rearing period is considered in the pension. Even if you have never been employed and have never paid into the pension insurance, you can, if necessary, assert pension claims by asking to take into account the child-rearing period. The time this applies to is 36 months (for children born after 1992) you used to raise your child.

You can find more information at the Deutsche Rentenversicherung.

Housing Benefits

Housing benefits can be applied for in order to enable you to live in an appropriate and family-friendly way.

Applying for housing benefits can be useful if you receive ALG I, have a mini-job or receive support from your partner or family.

Whether you receive housing benefit depends on:

- how high your income is
- how much your rent is
- how many other people live in your household and what their income is.

A combination of housing benefits and ALG II while living together with other people in one household (“Bedarfsgemeinschaft”) is possible.

Completion Scholarships and Other Support Opportunities

COMPLETION SCHOLARSHIPS FOR DOCTORAL CANDIDATES

ELFI (“Servicestelle für Elektronische Forschungsförderinformationen”) is an information brokerage system which supports its users in keeping up-to-date information on funding opportunities in German-speaking countries. Also other online databases can be helpful to find suitable scholarships.



<https://www.stipendienlotse.de>
(German only)



<https://www.mystipendium.de>
(German only)

FAZIT-STIFTUNG: “Doctoral Scholarship” (completion scholarships are also possible)

The applicant should not be over the age of 28 at the beginning of their doctorate. Scholarships are awarded for a maximum of 24 months (maximum funding period). Grants to complete the doctorate or completion scholarships (“Abschlussstipendium”) are also awarded for a few months until the dissertation is submitted. A financial emergency must be declared in any case.

The application and all required application documents must be submitted in German. In the case of foreign certificates, it is necessary to state the final grade according to the German grade system.

Caroline von Humboldt Program: Completion Scholarships

For the final phase of their doctorate, doctoral candidates can apply for a final scholarship under the Excellence Strategy (“Exzellenzstrategie”) or the Equal Opportunities Fund (“Gleichstellungsfond”). The Caroline von Humboldt Final Fellowship is awarded for a maximum period of six months. If the dissertation is submitted within the funding period, an application for an extension of a maximum of three months can be submitted. The funding serves to prepare for the disputation or the Rigorosum. The amount of the scholarship is € 1,365 per month, the monthly family support is € 400 for the first child and € 100 for each additional child.

The application and all required application documents can be submitted in German or English.

Elsa Neumann Scholarship of the State of Berlin: Full-time, Part-time, Final scholarship

According to § 2 (2) NaFöG, doctoral candidates can receive a scholarship for the completion of a well-advanced dissertation. The scholarship may not exceed one year. A final scholarship will not be granted if the work on the dissertation was previously funded by public funds or by private institutions that are entirely or predominantly supported by public funds. The scholarship amounts to € 1,000 per month plus a flat-rate allowance for material costs ("Sachkostenpauschale") of € 103 per month. There is also a family allowance of € 102.26 per month if the scholarship holder has to look after a child. For each additional child, the scholarship amount increases by a further € 51.13.

Doctoral candidates of all nationalities can apply for the scholarship. In the case of foreign university degrees, proof of admission as a doctoral candidate must be provided (certificate or admission to doctoral studies from the faculty). The application and all required application documents must be submitted in German.

FOR INTERNATIONAL DOCTORAL CANDIDATES

Fellowship for Completion of Degree ("Studienabschlussbeihilfen") at the HU Berlin

Scholarships can be awarded from funds of the DAAD, which enable the successful completion of the degree or the doctorate in case of insufficient financial means. International students and doctoral candidates who are in the final phase of their studies or doctoral thesis are eligible to apply. German citizens cannot apply. The scholarship is usually awarded for three to five months (depending on the application) and cannot be extended.

Final scholarships of the DAAD scholarship and support program (STIBET)

As part of the DAAD's "Scholarship and Supervision Program (STIBET)", graduation grants can be awarded to support international doctoral candidates in the final phase of their doctorate. Supported is the writing of the dissertation, which has to be completed and submitted during the funding period. The scholarship is € 850 per month for doctoral candidates and is limited to five months. Further information can be found at the International Scholar Service at HU Berlin.

FOR INDIVIDUAL DISCIPLINES

Doctoral Scholarships from the Leibniz Institute of European History in Mainz (IEG)

Doctoral candidates from Germany and abroad can apply (prerequisite: field of study history, theology or another discipline with an historical approach; degree at least: MA, state examination, diploma, church Exam). When starting the scholarship, you should have worked on your dissertation for a maximum of three years, justified exceptions are possible. As a non-university research institution, the institute does not conduct any examinations and does not award any academic degrees. Dissertations are completed under the responsibility of the respective supervisor at the home university. For the duration of the scholarship, doctoral candidates at the IEG will be supported by a research assistant functioning as a mentor regarding academic issues. The scholarship is linked to mandatory attendance in Mainz.

The IEG offers grants for international doctoral candidates twice a year. The deadlines for this are: February 15th and August 15th.

FURTHER SUPPORT OPTIONS

Christiane Nüsslein Vollhard Foundation

The Foundation, founded in 2004, supports talented young scientists with children in order to give them the freedom and mobility they need for an academic career. The foundation is aimed at female doctoral candidates and postdocs in the field of experimental natural sciences or medicine. Doctoral candidates and postdocs of all nationalities who conduct research at universities and research institutes in Germany, as well as postdocs who received their doctoral degree at a German university and are continuing their research abroad, can apply. The funding amounts to € 400 per month over a period of one year. The financial support not only serves to secure a livelihood, but is also intended to relieve from duties in child care in order to gain time for scientific work. These funds can be used, for example, to hire domestic help, to purchase equipment such as a dishwasher or washing machine and for additional childcare (e.g. babysitting in the evenings or when traveling to meetings).

The application and references can be written in both English and German.

Bundesstiftung Mutter und Kind

The Federal Foundation Mother and Child – Protection of Unborn Life (“Bundesstiftung Mutter und Kind – Schutz des ungeborenen Lebens”) helps pregnant women in emergencies. They receive additional financial help in an unbureaucratic way, which should make it easier for them to make a decision to keep the child and the continuation of the pregnancy. The prerequisite for the application is that the mother-to-be has a place of residence or ordinary residence in Germany.

Arbeitslosengeld II (“Hartz IV”)

See chapter “Financed in Different Ways”.

SUPPORT ESPECIALLY FOR SINGLE PARENTS

Advance Maintenance Payment (“Unterhaltsvorschuss”) for Single Parents

Children receive advance maintenance payments if they live with a single parent in Germany and do not receive alimonies (or orphan’s allowance) from the other parent, or only partially or not regularly, i.e. less than the minimum maintenance amount (§1612a paragraph 1 BGB) and if he or she has not yet reached the age of 18 (§ 1 UnVorschG). For children between the ages of 12 and 18, there is the additional requirement that the child does not receive any benefits according to SGB II or that this is avoided by the advance maintenance payments or that the single parent, with the exception of child benefit, has a gross income of at least € 600.

Single parents are those who are single, widowed, divorced or permanently separated from their spouse or partner.

Unmarried parents are not considered single parents if they live together with the child and the other parent as a de facto family (section 1(3) UnVorschG).

Parents who are married or partnered with a new spouse are not considered single parents unless they have meanwhile separated from the new partner.

Pursuant to Section 1 (3) of the Advance Maintenance Act (UhVorschG), entitlement to advance maintenance payments lapses if the single parent refuses to cooperate in establishing the paternity or residence of the other parent.¹¹

Foreign nationals from member states of the European Union (EU), from Iceland, Liechtenstein, Norway and Switzerland, as well as German nationals, are entitled to an advance maintenance payment if they live in Germany.

Other children who do not have German citizenship but who live in Germany will be paid an advance maintenance payment if their stay in Germany is likely to be permanent according to the type of their residence title („Aufenthaltstitel“) or the residence title of the caring parent. Anyone who has a settlement permit („Niederlassungserlaubnis“) or a permit for permanent residence in the EU, for example, easily fulfills these requirements. For example, if you have an EU Blue Card or a residence permit, you must meet additional requirements depending on the type of residence permit. Anyone who falls in the category of the Tolerated Stay for Working Professionals („Beschäftigungsduldung“) is entitled to advance maintenance payments since January 1, 2020. Foreign nationals who have a residence permit (during an asylum procedure) or are “tolerated” („geduldet“) cannot receive an advance maintenance payment.

For more information on the Maintenance Advance (“Unterhaltsvorschuss“) please consult:

Tax recognition of relief amounts (“Entlastungsbeitrag“) for single parents



<https://www.berlin.de/sen/bjff/en/family-and-children/maintenance-advance/>

Single parents can claim tax deduction for higher financial burdens. Important: This is only relevant if you have a scholarship as well as if there is additional taxable income which is not deducted from the scholarship payment.

TIPS FOR MIXED FINANCING

If you receive a scholarship after you were employed it is advisable to register as unemployed for the period between the two types of financing (even if only for one day) in order to be entitled to ALG II.

Parental allowance is paid for the last 12 months of income, even if the job has already expired. But: If you have income from both non-self-employed and self-employed activities (so-called mixed income), the income from the last full calendar year counts.

Health Insurance Benefits for International Doctoral Candidates

DURING AND AFTER PREGNANCY

Valid health insurance is compulsory in Germany and is required from the first day of entry. Insurance from abroad is usually not sufficient.

In Germany there is both private and statutory health insurance. Which health insurance is right for you depends on various factors. The type and nature of health insurance depends on the one hand on the entry age and on the other hand on whether you have a job that is subject to mandatory insurance (at the university or elsewhere) or fund yourself in some other way (e.g. through a scholarship, financing through your home university, your own funds).

In Germany, students (Bachelor and Master) up to the age of 30 are required to have health insurance. The statutory health insurance companies offer reduced student rates for students with mandatory insurance.

Persons who start a doctoral program as doctoral candidates after successfully completing a Master's Degree and are enrolled at the university while preparing their dissertation are not subject to mandatory health and social care insurance as students.

After being insured as a student, doctoral candidates can switch to voluntary social insurance. The rates for voluntary insurance in the statutory health insurance depends on the amount of income.

Taking out private health insurance can be financially worthwhile for doctoral candidates. However, private health insurances do not offer free co-insurance for relatives. Previous illnesses can lead to exclusion. Please note that some insurance rates are limited to 4 or 5 years.

If you are planning to start a family or already have children, it is worth considering voluntary insurance with the statutory health insurance company despite higher contributions, as this will allow you to take advantage of all the benefits described in the chapter "Doctoral Candidates with Employment Subject to Mandatory Insurance" during and after pregnancy. Private health insurances only cover pregnancy and childbirth benefits, as well as child check-ups and vaccinations, under certain circumstances (see chapter "Doctoral Candidates Without Employment")

If you have any further questions about health insurance in Germany, the International Scholar Services team at Humboldt-Universität will advise you.

DOCTORAL CANDIDATES WITH EMPLOYMENT SUBJECT TO MANDATORY INSURANCE ("VERSICHERUNGSPFLICHTIGE ANSTELLUNG")

If you are employed in Germany, you will usually be insured with a statutory health insurance company. You can choose the health insurance company yourself. The costs of the statutory health insurance are based on the amount of income, currently the contribution rate is 14.6% of your gross income (2020). Employed doctoral candidates pay 7.3% of the income, the other half of the contributions are paid by the employer. Most health insurances also require an additional contribution, which averages 1.1% in 2020.

As a person with health insurance, you are entitled to a large number of preventive examinations during pregnancy. The preparation for the birth and the birth itself are also covered by the health insurance. Please talk to your doctor, your midwife and the responsible health insurance company.

Prenatal Care

As soon as the pregnancy has been confirmed, you will receive a maternity card ("Mutterpass") from your doctor in which all preventive examinations are entered. In total, you are entitled to 12 to 13 preventive examinations during the entire pregnancy, which are free of charge. The preventive examinations do not necessarily have to be carried out by a doctor; midwives can also carry out the preventive medical examinations if the pregnancy is without complications. All medication and medical measures that are prescribed in connection with your pregnancy are also covered by your statutory health insurance.

Birth Preparation

From the 24th week of pregnancy, the statutory health insurance companies will cover a birth preparation course. You can get further information from the service catalog ("Leistungskatalog") of your health insurance company or inquire directly with your health insurance company.

Birth/Delivery

You can choose yourself where and how you want to deliver your child (inpatient in the hospital, in the birthing center or a home birth). The assumption of costs is regulated depending on whether or not you give birth as an inpatient; the birth in the hospital is completely covered, while the costs for the stay in the birthing center usually have to be taken care of by yourself. Here – as with a home birth – in most cases only the midwifery services are covered and, if necessary, the costs of a called doctor. If you would like to give birth in the birthing center, ask your health insurance company in advance whether certain costs can be covered.

Insurance during Parental Leave

In most cases, you will remain insured for the entire duration of parental leave. However, if you work part-time during parental leave (maximum 30 hours/week), insurance contributions are due. Please find out more about parental leave in our brochure and ask your health insurance company.

Family Insurance

Children, spouses and registered life partners of members are co-insured (“familienversichert”) free of charge if they have their place of residence or are ordinary resident in Germany and have a total income that does not regularly exceed a certain income limit. A prerequisite for family insurance is that the relatives are not otherwise subject to mandatory insurance, are not subject to insurance or are exempt from mandatory insurance. After the family insurance has ended, insurance cover can usually be continued with your own voluntary insurance.

DOCTORAL CANDIDATES WITHOUT EMPLOYMENT (FINANCED THROUGH A SCHOLARSHIP, OWN FUNDS, ETC.)

Scholars who are not employed in Germany and who were not previously covered by statutory health insurance in Germany or Europe can usually only take out private health insurance. Doctoral candidates who receive a scholarship from the 13 support organizations of the gifted can, if there is no mandatory membership in the statutory health insurance, receive a health insurance subsidy that amounts to 50%, but no more than 100 euros of the contributions. (As of March 2020).

Please note that some health insurances for international researchers have age limits for admission. The health insurance rates often also differ in terms of whether it is possible to co-insure family members. Many rates can only be benefited from before coming to Germany or in the first few weeks after coming to the country. The scope of benefits with regard to pregnancy, childbirth and after birth-care differs a lot from one health insurance company to the other. In addition, blocking periods (“Sperrfristen”) of several months are common, i.e. that medical care and treatment of pregnancy and childbirth are only covered by your insurance after a certain waiting period. In principle, the contract must have been concluded before the

pregnancy in order to benefit from the insurance company's coverages. Please inquire with your responsible health insurance company which services are being covered from which point in time.

Please make sure to be aware of the maximum contract duration specified by the insurance company. After exceeding the maximum insurance period, you may only be able to take out insurance with a private German health insurance company. The monthly contributions can be relatively high [here](#).

A change from private to statutory health insurance is possible if you

- take up employment that is subject to mandatory insurance (over € 450 per month)
- take on voluntary employment (over € 62,550.00 per year) in Germany for the first time or
- the requirements for family insurance ("Familienversicherung") are met.

Note: Scholarships are not taken into account if they are tax-free (Section 3 No. 44 EStG).

PROVIDERS AND RATES FOR LONGER STAYS IN GERMANY

If you have any questions about the individual rates, contact the respective insurance company. If you have general questions about insurance in Germany, the International Scholar Services team at Humboldt-Universität will advise you.

Care Concept AG

Rate: Care College (Basic, Comfort or Premium)

Target group: international doctoral candidates or scholarship holders carrying out training and further education

Pregnancy and childbirth benefits: Pregnancy examinations and treatments (with deductible depending on the rate) - if at the start of the insurance or when applying for a contract extension you were not pregnant yet- as well as childbirth (waiting period 8 months, deductible).

Co-insurance of the child: The insurance cover for newborns begins without risk surcharges ("Risikozuschläge") and waiting times on the day of the birth, provided that the registration for the insurance of the child with the insurer, represented by Care Concept AG, was done no later than two months after the birth.

Maximum age to start: 35 years

Contract length: one month to five years including all extensions.

Further information at

<https://www.care-concept.de>

DAAD Group Insurance

Rate: number 762, 780, 781 or 790

Target group: students, graduates and doctoral candidates from Europe sponsored by the DAAD (rate 762); Students, graduates and doctoral candidates from overseas (rates 780, 781); Placed students, graduates or scientists from partner organizations, etc. (rate 790).

Pregnancy and childbirth benefits: examinations and medically necessary treatments for pregnancy and childbirth are covered. The obligation to provide benefits applies to deliveries that take place from the 9th month after the start of insurance (8-month blocking period). Midwife costs are covered if they perform services corresponding to those performed by a doctor (see above, "Doctoral Candidates with Employment Subject to Mandatory Insurance – Pregnancy care"). There are no benefits for other pre- and postnatal midwifery care or for antenatal and infant care courses.

Co-insurance of the child: It is possible to insure children (except in rate 762, here persons to be co-insured must be co-insured under rate 780) if the beneficiary also has health insurance. A separate accident and liability insurance for children is not required.

Maximum age to start: none

Contract length: duration of the funding or the DAAD scholarship

Further information at

<https://www.daad.de/de/studieren-und-forschen-in-deutschland/studium-planen/krankenversicherung/>

Educare 24/Dr. Walter GmbH

Rates: S, M, L or XL

Target group: international students, visiting scholars

Pregnancy and childbirth benefits: Insurance cover exists for examination and treatment for pregnancy and childbirth if the pregnancy occurred after the start of the insurance cover. As a rule, the expenses for three ultrasound examinations are covered, others only if there is a medical indication (abnormalities and complications) and a written performance confirmation (“Leistungszusage”) has been issued prior to the performance. Treatments of the newborn are not covered. Reimbursement of costs will only be arranged if medical assistance is required in the country of residence in order to avert acute mortal danger for mother and child.

Co-insurance of the child: Family members traveling with you can also be insured if they are not older than 69 and are insured under the same rate. Children under 6 years of age can only be insured via EDUCARE24 if the accompanying legal guardians are also insured according to this rate. Expenses for child examinations and vaccinations are only reimbursable within the framework of social programs level XL and only up to a total of € 500 per year.

Maximum age to start: 69 years

Contract length: one month to four years

Further information at

<https://www.educare24.de/>

HanseMercur Reiseversicherung AG

Rate: foreign guests up to five years (basic or professional)

Target group: foreign guests for longer stays in Germany

Pregnancy and childbirth benefits: The insurance reimburses the costs for medically necessary pregnancy treatments due to complaints, for childbirth up to the end of the 36th week of pregnancy (premature birth), treatment for miscarriage and a medically necessary abortion. The need for treatment must not have been determined at the start of the insurance contract.

If the contract was concluded before the onset of pregnancy, the insurance in the “Profi” rate will cover the costs of preventive examinations and childbirth. There is a waiting period of 6 months. The reimbursement of corresponding examination and treatment costs can either be billed by a midwife or a doctor.

Co-insurance of the child: Newborns of insured persons are insured from the day of birth according to the rate of their parents, they must be insured retrospectively within 2 months after the day of birth. The insurance contract must have been in place for at least 3 months without interruption and must be the only insurance cover. Preventive examinations for children according to programs introduced by German law will be reimbursed.

Maximum entry age: 75 years

Contract length: one month to five years

Further information at

<https://www.hansemerkur.de/versicherungen-fuer-auslaendische-gaeste/reiseversicherung-bis-5-jahre>

International HealthCare Company – IHC Company S.A.

Rate: International Science Health Care Plan

Target group: international scholarship holders, visiting scholars and students

Pregnancy and childbirth benefits: All pregnancy and childbirth benefits count as additional benefits. They will only be provided for an additional fee (€ 130–150; as of June 2020) for at least twelve months, regardless of the time of delivery. The additional benefit must be applied for in writing before the start of the respective insurance year. The deductible for the optional additional pregnancy benefit is € 750 per pregnancy. The following benefits are reimbursed: pregnancy test, pregnancy treatments, obstetrics and puerperium, treatment for miscarriage, ectopic pregnancy, medically indicated caesarean section. According to maternity guidelines, max. three ultrasound examinations per pregnancy will be performed. The waiting period of eight months for childbirth does not apply if the start of insurance coincides with the start of the research fellowship.

Co-insurance of the child: For newborns, insurance cover begins immediately after the birth if the mother is insured with the IHC Company on the day of birth and the registration is made retrospectively within one month of the birth at the latest. Early detection examinations for infants and children (U1 to U9) as well as standard vaccinations are covered. The deductible is € 20 per standard vaccination.

Maximum age to start: none

Contract length: one month to four years

Further information at

<https://ihc-company.eu/wp/ishcp-stipendiat-en-2/>

Mawista

Rate: Mawista Science or Mawista Expatcare (Premium)

Target group: depending on the rate, foreign students, scholarship holders and visiting researchers, international employees or freelancers

Pregnancy and childbirth benefits: The insurance benefits include medical care and treatment of pregnancies that occurred after the start of the insurance, after a waiting period of 8 months (or 3 months in the Expatcare tariff) as well as childbirth. Regardless of the time of pregnancy and the waiting period, the insurer will reimburse the costs of medical treatment in the event of acute pregnancy complications, including miscarriage and premature birth. In the case of a premature birth, the costs of the necessary medical treatment for the newborn child are covered up to an amount of € 100,000.

Co-insurance of the child: Family members must all be insured individually with Mawista. Children's check-ups and vaccinations in accordance with the STIKO recommendations are only covered in the Expatcare Premium tariff.

Maximum entry age: 55 or 75 years

Contract length: one month to five years

More information at

<https://www.mawista.com/>

VELA – UNION Versicherungsdienst GmbH

Rate: VELA Light, VELA Basis, VELA Optimal

Target group: international students, doctoral candidates and visiting researchers, job seekers after completing their studies/doctorate

Pregnancy and childbirth benefits: The insurance reimburses the costs for medically necessary pregnancy treatments due to complaints, for childbirth up to the end of the 36th week of pregnancy (premature birth), treatment for miscarriage and a medically necessary abortion. The need for treatment must not have been determined at the start of the insurance contract.

If the contract was concluded before the onset of pregnancy, the insurance in the “Prof” rate will cover the costs of preventive examinations and childbirth. There is a waiting period of 8 months. The reimbursement of the corresponding inpatient examination and treatment costs can be invoiced either by a midwife or a doctor.

Co-insurance of the child: Newborns of insured persons are insured from the day of birth according to the rate of their parents, they must be insured retrospectively within 2 months after the day of birth. The insurance contract must have been in place for at least 3 months without interruption and must be the only insurance cover.

Vaccinations recommended by the Standing Vaccination Commission (STIKO) of Germany for children are covered in the “VELA Optimal” rate.

Maximum entry age: 45 years

Contract length: max. five years

More information at
<https://www.vela.insure/>



Occupational Safety

Regulations for occupational safety

The regulations for occupational safety apply to all employees, whether they are employed in a position financed by an academic institution or by third parties, as well as to all doctoral candidates enrolled at the HU, whether with a scholarship or financed otherwise.

The Occupational Safety and Health Act is deliberately broad and stipulates that it also applies to persons similar to employees.¹² Employee-like persons can be defined by the need for social protection. This takes effect “when the degree of dependency according to the public opinion reaches a level that generally only occurs in an employment relationship and the services provided are comparable to those of an employee according to your social type.”¹³

In the event of pregnancy, occupational safety pursues two goals: the protection of the expectant mother and the unborn child. Occupational safety in connection with pregnancy is an important issue for all women who are exposed to hazards that pose a risk to the general public and the environment. This includes, for example, activities in the laboratory, which often lead to the pregnant woman being exposed to toxic substances or dangerous biological material.

Hazards can also result from the following factors:

- The design and furnishing of the workplace and the workplace
- Physical, chemical and biological effects,
- The design, selection and use of work equipment, in particular working materials, machines, devices and systems as well as how they are handled
- The design of work and manufacturing processes, work processes and working hours and their interaction
- Inadequate qualification and instruction of employees
- And psychological stress at work

A risk assessment of the workplace should therefore be carried out as soon as the pregnancy becomes known.

Ideally, a risk assessment has already been carried out at your workplace. Then this should be updated as soon as the pregnancy becomes known, considering the individual reasons for an employment restriction or employment prohibition (“Fachkraft für Arbeitssicherheit”). The risk assessment is normally carried out by an occupational safety specialist.

Your contact person for all doubts and questions is the company doctor and the occupational safety specialist who advises both employees and employers. Ultimately, for example in complicated cases or exceptions, you should turn to the supervisory authority (“Aufsichtsbehörde”), in Berlin e.g. the State Office for Occupational Safety (“Landesamt für Arbeitsschutz”), Health and Technical Safety Berlin (“Landesamt für Arbeitsschutz, Gesundheitsschutz und technische Sicherheit Berlin, LAGetSi”) (“Gesundheitsschutz und technische Sicherheit Berlin”).

At the Humboldt-Universität, the department for occupational safety and environmental protection (“Referat für Arbeits- und Umweltschutz”) is responsible.

The risk assessment of the workplace decides whether an employment restriction (e.g. no overtime, no night work, reduced working hours, avoidance of certain rooms, etc.) or an unlimited or limited employment prohibition is issued due to pregnancy.

Is a workplace generally unsuitable for a pregnant woman, i.e. no protective measures are possible, the transfer to another workplace cannot take place and a partial exemption does not make sense, the employer must issue a temporary or permanent prohibition.

A medical specialist can also issue a temporary or permanent prohibition of employment or employment restrictions if there are individual pregnancy complications or complaints (e.g. increased nausea caused by smells at the workplace).

Please note: If an employment restriction or prohibition has been issued, the employer has no right to inspect health problems or illnesses during pregnancy that led to the prohibition. These are subject to medical confidentiality and the employer only needs to be informed about the medical assessment of the critical workplace conditions that led to the prohibition or restriction of employment. Furthermore, a pregnant woman cannot be forced to have an examination by the company doctor. The principle of free choice of doctors also applies here.

In the case of a job prohibition, the personnel costs are regulated by the health insurance companies, meaning you will receive 100 % of your salary. The employer does not suffer any financial losses and you receive your full wage as a so-called “maternity leave salary” (“Mutterschutzlohn”).

In the case of scholarship-funded doctoral candidates who work in the laboratory but have to stop due to pregnancy, the situation is not regulated and must be clarified on an individual basis. One possibility, for example, is to ask colleagues to take over the handling of hazardous substances or to explain the situation to the grantor and ask for further payment.

It can only be in your own interest to contact work safety and arrange a risk assessment, if the employer has not already done so. Especially with a scholarship, in the worst case, nobody will feel responsible and you have to claim your rights. You can also go directly to your supervisor and ask him or her to arrange a risk assessment for you.



Supporting Offers/ Childcare

Campus with Children

Family Rooms and Changing Stations

There are various Family Rooms on the Humboldt-Universität campus that you can use with your children to work, study, nurse your baby or just rest. The rooms are equipped with toys and books for different age groups and have a nappy changing facility and some also have desks. The Family Rooms can also be used and reserved for childcare or play groups.

Play Bag Rental

The Family Office has play bags with a selection of toys, reading and picture books, painting utensils, building blocks, etc. for different age groups at various university locations. The play bags are available to all HU members who bring their child or children to a conference, lecture, seminar or other Humboldt-Universität event, for example. The play bags are also available for childcare during a conference. The game bags can only be borrowed on a daily basis and during the opening hours of the respective facility.

Free Children's Meal

In the canteens of the studierendenWERK, children up to the age of six receive a free canteen meal. This offer only applies for students who are cafeteria guests themselves and who present a valid student ID. You can get the Kids-MensaCard at the cash registers of the large canteens that have a canteen administration. The children's meal is offered at the Humboldt-Universität in Berlin in the Adlershof cafeteria, the south cafeteria and the north cafeteria.

University Sports

The university sports program at HU Berlin offers courses that are specifically geared towards the needs of families, young mothers and women. For example, the family offers include childcare while you are exercising. Courses where mothers and their babies can have exercise experience are also part of the university sports program, as well as sports courses that are aimed exclusively at women.

The family offer must be booked in addition to the respective course. It is not possible to look after the children without booking a family offer. For organizational reasons, only children between the ages of two and ten can be looked after.

Childcare at Humboldt-Universität

The Humboldt-Universität zu Berlin provides various childcare options for students and employees with children: from regular day care in the HU day care center to flexible and emergency childcare to vacation programs for HU kids. Information on childcare options at the Humboldt-Universität of Berlin, among others about flexible emergency care, can be found on the website of the Family Office (“Familienbüro”).

HU – Campus Mitte

Day care center at the Humboldt-Universität: HU members with employment contracts (budget and third party funding), HU students and doctoral candidates with a scholarship who are enrolled at HU as doctoral candidates can apply for a day care slot at the Humboldt Kita.

Kinderladen “Die Humbolde”: The student-run day care center (so-called ‘Kinderladen’) is an hourly childcare facility for students’ children at the HU location in Mitte. The Kinderladen is intended to be a supplementary childcare option to the municipal day care centers. Two childcare workers (who are students themselves) take care of up to 15 children between the ages of one year and preschool.

HU – Adlershof Campus

The FRÖBEL day care center on the Adlershof campus keeps one spot reserved for visiting academics or students who need short-term childcare for their kids between three and twelve months.

The childcare facilities at the HU do not cover the needs of all students, doctoral candidates and employees, therefore you should look for alternatives early on

FLEXIBLE CHILD AND EMERGENCY CARE

KidsMobil: Off-peak Hours and Emergency Care

The Kidsmobil is designed to help employees of Berlin’s universities care for their children during off-peak hours or in special situations. Examples would be your child’s illness, official commitments outside normal day care opening hours, etc.

In cooperation with KidsMobil, the HU offers a mobile and flexible service in the event of childcare shortages. This offer is aimed at all organizational units of the university that have funds for family-friendly measures (graduate schools, collaborative research centers, institutes and faculties).

Unfortunately, in reality, it is difficult especially for doctoral candidates to use this service, as the payment for this service ideally goes through the universities, but the individual institutes often do not have the means to finance this. You can get advice from the Family Office. In order to clarify whether this service could be of use to you, it is best to contact the respective institute director.

MoKiS

The Mobile Childcare Service (MoKiS) helps you to find someone to look after your child if you have to work at a time when the day care center is closed - for example in the evenings or on weekends.

Your child can be looked after at your home or in the household of the caregiver. MoKiS advises and supports you in all matters relating to additional care for your child and works together with in order to find the right form of care.

Childcare in Berlin

Child care from the first year of life and in preschool age

In order to have your child looked after by a childminder (“Tagesmutter” or “Tagesvater”) or to get a spot in a day care center, the State of Berlin issues day care vouchers. The voucher can be applied for at the Youth Welfare Office (“Jugendamt”) in your district of residence at the earliest nine months or at the latest two months before the desired start of childcare. Since January 1st, 2018, your child has a legal right to up to seven hours of support in the day care from their first birthday without the need being checked.

Your child’s further eligibility for funding depends on your working hours. The children of full-time employees usually receive a full-time grant (over seven to a maximum of nine hours per day). If you need a higher level of support, you must provide evidence of the need.

The voucher can be redeemed in all day care centers or day care centers financed by the State of Berlin, provided that the desired facility or the day care worker has free spots.

In the family portal of the Berlin Senate Administration, you will find information about day care and school places as well as how to apply for the day care voucher. There you will also find an overview of the day care centers and day care mothers and fathers in Berlin.

The day care voucher can now also be requested online.



<https://service.berlin.de/dienstleistung/324873/>

Apply for the voucher in good time. It can take up to two months until you receive the voucher. If a day care place becomes available and you do not have the voucher at hand, you cannot accept the day care place. It is also important that you consider the settling-in period at the day care centre when you plan your return to work

All primary schools in Berlin and schools with special educational needs offer all-day schooling.

In open all-day primary schools (“offene Ganztagsgrundschulen”), children are reliably cared for from 7:00 a.m. to 1:30 p.m. In addition, parents can request additional childcare times in the early morning (from 6:00 a.m.) and until late afternoon (until 6:00 p.m.) as well as holiday childcare. In bound all-day primary schools (“gebundene Ganztagsgrundschulen”), supervised leisure activities and teaching times alternate between 8 a.m. and 4 p.m. In addition, childcare offers in the early morning and until late afternoon as well as holiday childcare can be requested.

Care outside of the bound all-day primary school and the reliable half-day primary school is subject to a fee depending on the income.

Holiday Offers for Children

The additional support and care (after-school care center) in the open or bound all-day primary school must be applied for when registering for school. Please note that the day care year ends on July 31st and the after-school care begins on the 01.08. The forms are available at the schools or online. Registration can also take place after the child has started school. However, the application must be made no later than three months before the desired start of supervision. The school then forwards the application to the responsible youth welfare office, which decides on the amount of care required.

The Humboldt-Universität regularly offers vacation programs for the children of students and employees. This way, childcare shortages can be compensated for, especially in the event of an overlap between school/day care vacations and lecture periods.

Holiday Offers on the Adlershof Campus

The “Ferientreff am Campus Adlershof” offers various courses for school children, some with family members, as part of the Berlin summer vacation. For example, soldering and programming, photography and robotics courses can be attended. The youth welfare offices also offer leisure activities for children and young people during the holidays. Information can be found on the pages of the youth welfare offices of the respective district, z. B. at the youth welfare office center.

The TU Berlin Family Office (“Familienbüro”) provides further tips for planning your vacation.



Expecting a Child? How to tell Whom

Scenario Superior

First of all: It is the pregnant woman's decision when she wants to make her pregnancy public. Many women wait until the first 12 weeks have passed, because after that the risk of miscarrying is not entirely gone, but considerably lower. If you are working with hazardous substances or are experiencing physical discomfort, you should – in your own best interest – think about having the conversation sooner.

Even if there is no mandatory obligation to inform the employer of the pregnancy, it is generally recommended to inform the Superior at an early stage, as otherwise your trusting relationship could be affected negatively. The applying passage in the Maternity Protection Act is only a target regulation (“Soll-Vorschrift”) and leaves room for discretion: “A pregnant woman should notify her employer about her pregnancy, as soon as she is aware that she is pregnant.”¹⁴

It can be helpful to make an appointment for a private conversation and to gather information about the legal framework beforehand. When you are telling your Superior about the pregnancy, you don't have to present an elaborate plan about parental leave or when you are planning to come back. It is advisable, though, to discuss parental leave or the wish to reduce hours with your partner and to keep them in mind, in order to prepare for the conversation. You will have the opportunity to talk about detailed arrangements and decisions concerning parental leave and re-entry in a conversation which you should schedule three months before your maternity leave starts.

After talking to your Superior, it is recommended to inform your colleagues – especially if you are working with a small team which would be affected directly by your maternal leave.

Scenario Supervisor

If you have a scholarship or receive funding which is not provided by an academic institution or external funds, you do not depend financially on your supervisor. At best, the relationship between doctoral candidate and supervisor is characterized by mutual trust. For the conversation with the supervisor the same rules apply: It is up to you when you are telling them about your pregnancy. You are not obligated to inform them. If you are working with hazardous substances, fumes etc. for example in the laboratory, you should talk to your supervisor as soon as possible and schedule an appointment with the occupational safety management (“Arbeitssicherheit”). If you prefer, you can talk to your supervisor in person. It is also conceivable, to inform them by Email and have the conversation about the future plans for the doctoral project at a later time.

Many pregnant doctoral candidates experience questions from their boss or supervisor, such as: “So, was the baby planned?” Since family planning is not a casual small talk topic for everyone, it is worth thinking about a possible answer to indiscreet questions in advance or realize that you do not have to answer them either.

If conflicts arise, the conflict consultation hour (“Konfliktsprechstunde”) at Humboldt Graduate School can help. It is addressing both doctoral candidates and supervisors at Humboldt-Universität.



https://www.humboldt-graduate-school.de/en/services-en/konflikte/kss-text?set_language=en



Checklists for Doctoral Candidates and Supervisors

Checklists

AFTER PREGNANCY WAS CONFIRMED (you can determine the date yourself)

For Employees (financed by an Academic Institution, Third-Party Funds)

- Inform your superior of the pregnancy and the expected due date (with a certificate from the gynecologist).
- If your Superior is not also your supervisor or there are other supervisors, they can also be informed of the pregnancy.
- Inform the HR department (“Personalabteilung”) of the HU about the current pregnancy and the expected delivery date.
- If you are exposed to hazards at your workplace and your superior has not already initiated it: Contact the occupational safety department for a risk assessment of the workplace. <https://www.ta.hu-berlin.de/au>

There is no obligation to report your pregnancy. However, you can only invoke the maternity protection regulations and take parental leave if the employer is aware of the pregnancy.

Pregnant women are not allowed to be given notice up to four months after childbirth or during parental leave.

In addition, special protective provisions and break regulations apply.

For Scholarship Holders and Doctoral Candidates Enrolled at the University

- Notification of the pregnancy to the scholarship provider and/or the university. There is no obligation to notify, but pregnant women can only invoke the maternity protection regulations if they have notified the university of their pregnancy.
- If you are working on the doctoral project, e.g. by working in the laboratory, being exposed to hazards, contact work safety for a risk assessment of the workplace. (The Mother and Work Safety Act also includes registered doctoral candidates!)¹
- If applicable, apply for a semester of leave for the period of maternity protection and parental leave.



<https://www.ta.hu-berlin.de/au>

DURING THE PREGNANCY

- Look for a midwife for pre- and aftercare (talk to your health insurance, if costs are covered); alternatively look for a midwife or a doula for the birth (costs are to be borne by yourself).
- Initial contact with potential day care centers, childminders
- Register for a birth preparation course.

Since the search for a day care center or childcare can be tedious and places are scarce, especially in Berlin, it is worthwhile to start early and during pregnancy.



Further information at:
<https://www.berlin.de/familie/de/informationen/kitaplaetze-suchen-und-finden-288> (German only)

IN THE WEEK BEFORE THE START OF MATERNITY LEAVE (at least six weeks, not earlier than seven weeks prior to the expected due date)

For Employees (financed by an Academic Institution, Third-Party Funds)

- Have a new medical certificate issued about the expected due date
- Use this certificate to apply to the health insurance company for maternity benefits; Privately insured persons apply for maternity benefits at the Federal Social Security Office in Berlin (“Bundesamt für Soziale Sicherung Berlin”).
- If partners want to take parental leave after birth, application is necessary.

For Scholarship Holders and Doctoral Candidates Enrolled at the University

Scholarship holders do not receive any maternity benefit. Some scholarships, however, provide for continued payment for the duration of maternal leave.

However, if you have a part-time job/mini job as a scholarship holder, you are entitled to maternity benefit!

- If necessary, apply for a suspension of the grant payments
- If necessary, apply for an extension for the 4th year

SIX WEEKS BEFORE THE DUE DATE

Start of Maternity Leave

There is an absolute prohibition of employment during the maternity protection period after the birth. In the case of premature births and other premature deliveries, the eight or twelve-week period is extended by the period of the protection period before the birth, which could not be used.

BIRTH

Congratulations on the Birth of your Child (or Children)!

AFTER BIRTH

- Acknowledgment of paternity for unmarried couples
- Apply for the child’s birth certificate (at the responsible registry office or at the maternity hospital)
- Register the child at the citizens’ office
- The working parent or the one with the higher income applies for child insurance through the family Insurance (if possible with your health insurance); In the case of privately insured parents, an application for private health insurance must be submitted for the child.
- Apply for child benefits
- Apply for child allowance (“Kinderfreibetrag”) at the tax office; if necessary, a change of tax class may also be possible if you take parental leave later
- Apply for a passport for the child if necessary
- If necessary, register for a postnatal exercise class (“Rückbildungskurs”) – check if costs are paid by your health insurance

For Employees (financed by an Academic Institution, Third-Party Funds)

- Apply for maternity benefits after the birth
- Apply for parental leave (application must be received by the employer seven weeks before parental leave)

For Scholarship Holders and Doctoral Candidates Enrolled at the University

- Inform the scholarship provider of the child’s birth for possible maternity payments, family and child allowances
- Only if you have a marginal job/mini job: apply for maternity benefits for the period after the birth

EIGHT WEEKS AFTER GIVING BIRTH (respectively Twelve Weeks after Giving Birth in the Case of Preterm Delivery Multiple Birth or if the Child is Diagnosed with a Disability)

- End of maternity leave
- Return to work or parental leave

Scholarship holders cannot apply for parental leave as they are not employed. However, a leave of absence of up to six semesters (duration of parental leave) is possible.

DURING THE FIRST THREE MONTHS AFTER GIVING BIRTH

- If you or your partner would like to receive parental allowance: apply for parental allowance and submit it to the parental allowance office ("Elterngeldstelle") (only paid for three months retrospectively)

AS EARLY AS POSSIBLE (Nine months and at the latest two months before your child is supposed to start day care)

- Apply for a day care voucher at the youth welfare office ("Jugendamt") in your district
- If you or your partner would like to receive parental allowance: apply for parental allowance and submit it to the parental allowance office ("Elterngeldstelle") (only paid for three months retrospectively)

For Superiors and Supervisors

AT ANNOUNCEMENT OF THE PREGNANCY

- Congratulations
- If necessary, adjustment of activities and working conditions in accordance with the Maternity Protection Act; contact occupational safety, company doctor

AFTER ANNOUNCEMENT OF THE PREGNANCY

For Employees (financed by an Academic Institution, Third-Party Funds)

- Report to the HR department
- Inform about the possibility of a voluntary appointment for the employee at the occupational safety department for advice
- Make an appointment for a planning meeting

For Scholarship Holders and Doctoral Candidates Enrolled at the University

- Inform about the possibility of a voluntary appointment for the doctoral candidate at the department for occupational safety for advice
- Appointment for a discussion about the doctoral project and the further schedule for parental leave and re-entry

APPROX. THREE MONTHS BEFORE START OF MATERNITY LEAVE

For **Employees** (financed by an Academic Institution, Third-Party Funds)

- Appointment to discuss the period of maternity leave, parental leave and re-entry
- Possible topics: Agreements on parental leave and substitution regulations
- In the case of fixed-term contracts, reference to *WissZeitVG* and, if necessary, options for contract extension or other options for continued employment, etc. (Advice on this is possible from the HR department, the staff council, the Family Office or the (de-)centralized Women's Representative.)
- Clarification of the possibilities to stay in touch and general availability during the absence
- Information about the offers of the HU for support (e.g. Family Office and the (de-)centralized Women's Representative etc.)

For **Scholarship Holders** and **Doctoral Candidates Enrolled at the University**

- Discussion about the doctoral project and the further schedule for parental leave and re-entry
- Possible topics: Clarification of the possibilities to stay in touch and general availability during the absence
- Information about the offers of the HU for support (e.g. advisory services from the Family Office and the (de-)centralized Women's Representative, Family Rooms etc.)

BEFORE THE LAST DAY AT WORK BEFORE MATERNITY LEAVE

- Final discussion at the beginning of maternity leave and, if necessary, clarification of open questions

AFTER THE CHILD IS BORN

- congratulatory letter, e.g. a greeting card from the team

DURING PARENTAL LEAVE

- Keep in touch

TWO MONTHS BEFORE PARENTAL LEAVE ENDS

- Conversation about resuming work on the doctoral project and the further schedule
- Conversation about returning, e.g. about the scope of the working hours, the organization of an induction phase or clarification of open questions



Best Practice Examples

Interview with Anne-Marie Brack

Anne-Marie Brack studied Islamic Studies, Political Science and Sociology in Freiburg and Isfahan and has been doing her doctorate at the University of Freiburg since 2015 and in the structured doctoral program “Das Wissen der Literatur” at the Humboldt-Universität. In 2017 she spent a semester as a Visiting Research Fellow at Princeton University. She has been a scholarship holder of the Evangelisches Studienwerk Villigst since 2015. Anne-Marie has three children.

Anne-Marie, you have three children whom you had during your studies and your doctorate period. Can you describe your experiences a bit? How has it worked for you so far, getting your work on your dissertation and your family under one roof? What went and is going well, in which areas were there or are there difficulties?

I had my first son when I was still studying. Although I was still a single parent at the time, my studies and first child could be combined wonderfully. I had a fairly flexible schedule, worked a lot in the evenings and at night or walked around the apartment with my son in a sling while I read my texts. It worked even better when I was able to give my son to the childminder directly across from the university and from then on had longer periods I could use to work that I tried to use efficiently. Since it worked so well with children and studies, I had no objections to having another child during my doctorate. But then the twins came. That was and is a great challenge. Continuing to work on my doctorate was out of the question in the first year after the birth. Thanks to the sibling

regulation, we had a day care place – definitely a relief given the difficult day care situation! However, the twins could not start their day care center until they were eleven months old, which meant that I was involuntarily at home with the children during this time. My husband would have liked to stay at home this year, but he only started a job during the pregnancy and so his parental allowance simply would not have been enough. So, for financial reasons we were forced to live the classic model - the father goes to work, the mother looks after the children at home - even though we both would have wished for something else. Since all children go to day care all day, it has become easier again with the doctorate, but often at least one out of three children is sick. We try to divide the sick days fairly by both working part-time. My husband mornings to afternoons and I then afternoons to late evenings. This is very exhausting, but is currently the only solution.

What I find most difficult for the thematic work on my project are the constant interruptions. The long break I had at home during parental leave completely put me out and it took a lot of time and energy to get back into the work. But the shorter breaks due to children's illness are also very disruptive, especially when you're in the middle of a chapter you'd like to finish. Now that I try to work on my project at least briefly on the days when I'm at home with the children - sometimes a few notes are enough - it's going better.

Overall, I go to conferences less often, but that is less due to the children than to the fact that I would like to finish my dissertation as soon as possible. It's similar with publishing, but that's

also more due to the scholarship, because I'm less well connected to institutions and there are fewer collaborations and joint publications, for example.

As far as conferences and publications are concerned, I have always gone to conferences alone, leaving the children at home or involving the grandparents. Once I had to make a call for help while I was writing a lecture and had my parents come. The preparation for the conference fell into a period when one of us was constantly ill and I simply couldn't manage to get any work done. I then spent a two full weeks in the library to finish writing the talk. That was very productive, but at the same time very exhausting. I'm sure all doctoral researchers are familiar with such situations, but phases with deadlines are more difficult with children because life is less predictable and plannable with them.

You finance your doctorate with a scholarship from one of the 13 support organizations for the gifted, the Evangelisches Studienwerk Villigst. How family-friendly has this type of financing turned out to be for you?

A big advantage of a scholarship is that it gives me a lot of freedom. I don't have to work for anyone, so I can concentrate fully on my project and organize my working hours very flexibly. However, I have to take care of structures, connections and contacts myself, and that costs time and energy. Since the scholarship rates of the gifted support organizations were raised, a scholarship with children, also due to the child and family benefits, is no longer that financially unattractive and I am now receiving a reasonable monthly allowance. The problem is more the

health insurance. The health insurance companies consider all child and family supplements and, in most cases, won't discuss individual cases. That was a reason for us to get married and to save € 350 a month by being a member of the family insurance.

The biggest problem, however, is parental leave. From the sponsorship organizations for the gifted, you get a fourth year of sponsorship, even if you have a child with you. However, the scholarship is not taken into account when calculating the income for the parental allowance, i.e. all scholarship holders without additional income only receive € 300 parental allowance. I suspended my scholarship for three months after the twins were born. I would have liked to take a longer break, but we couldn't afford it. So, I had to keep receiving my scholarship, but couldn't work because I was at home with the newborns. I miss that time now. The fourth year of funding should not be used to finance parental leave, but should be used to compensate for sick days and the time you devote to your family, otherwise you actually have less funding time than doctoral candidates without a child and that's somehow not fair.

I do have a part-time job by the way. The idea for this came to me during parental leave. I translate twice a week in refugee shelters and can deepen the language skills that I acquired during my studies and need for my doctorate. The € 300 that I earn per month is a small but very important contribution to our total monthly income.

You spent a semester at Princeton in the fall of 2017. How did you cope with your stay abroad with your children and your partner? And did you get any support from your structured doctoral program at HU or on site in Princeton?

We spent almost four months at Princeton in the 2017 Fall Term. The only reason the residency was possible was because I decided to take the children with me. Without them, four months at this distance would have been unthinkable. There was no support from the universities. That meant we had to set up a very tight budget beforehand and borrowed money, mostly from my family. I would like to see travel costs for families being co-financed for such longer stays. Although I received a travel grant, we as a family had travel expenses of € 5,000, of which only € 1,000 could be reimbursed.

In Princeton, my six-year-old son could go to public school from 8:30 am to 3:00 pm, but the two little ones stayed home and were looked after by my husband. Unfortunately, Princeton does not have free or cheap childcare. There is financial support for students, but the subsidies are in comparison to the high monthly cost - several thousand dollars! – much too little.

That cannot be compared to the costs in Germany, even if in the case of private institutions. My husband took unpaid leave to stay in the USA and we had to forego his income. Overall, also because the cost of living was so much higher than in Berlin, we paid a lot on top. We knew that beforehand, but we bit the bullet because I didn't want to miss this experience.

By the way, I didn't get to know any graduate students with children during my time. The families around me, both of whom were employed,

mostly had a nanny who cost them roughly one full monthly income. There were also some families in which one parent stayed at home, mostly the woman. The stay in Princeton made it very clear to me that a scientific career and family are unfortunately not easy to combine with the given structures. The organizational and financial hurdles are quite high. During that time, I had the feeling that my life was 100% university and that the family had completely receded into the background. But precisely because it is still quite arduous, more people should dare to take steps like this, because structures only change if their change is requested and demanded. If children are never visible at universities, lecturers do not even think of having to deal with the special needs of families.

Is there anything that you would like to pass on to other doctoral candidates with children?

Take a deep breath, stay flexible, and use small time windows - but not to the point of self-exploitation. You also need time for yourself and sometimes you have to do something good for yourself! The most important thing for me, however, was to give up my own perfectionism. It just didn't get me anywhere, but rather led to blockages and fears. The work simply has to be finished with all the unpredictability at some point. In addition, I would always try to network with other doctoral candidates with children, firstly to show solidarity with people who are in a similar situation and secondly, to be able to better compensate for closing days in the day care center by taking the children off one another. Having other doctoral candidates with children around is also a good psychological support in order to share worries about one's own scientific work, but also worries about the future, which are a little different with children.

Interview with Naghme Esmaeilpour

Naghme Esmaeilpour studied English Language and Literature at the Islamic Azad University of Karaj (Iran) and has been doing her doctorate at Humboldt-Universität Berlin since 2014 within the structured PhD-Net “Das Wissen der Literatur”. In 2016 she spent one semester at Harvard University with the help of a DAAD Visiting Scholarship. Since 2017 she is a fellow of the Friedrich-Ebert-Stiftung. Naghme has one daughter.

How would you describe your experience of having a child during your doctorate? What are the pros/cons of being a mother and stay active in academia in Germany?

Having a child is both an exceptional and challenging experience. I enjoyed my pregnancy, and I was able to do a lot of academic activities like going to conferences and even participating in the Summer School of the Harvard Institute of World Literature held in Copenhagen, Denmark. However, I must admit that it became more difficult to keep track after the child's birth. After my daughter's birth, I felt it was time to decide whether I wanted to focus on my motherly-activities or my life as an academic. I attempted to balance both. The advantage of being a mother is that your mind becomes more open to other possibilities, and this also leads you to think more profoundly about your project and writing. Moreover, I used the opportunity to travel with my family to participate in conferences, since I think it is essential for academics with children to be able to combine active participation in their child's development with building an academic career. For example, when I went on

a short research stay in England, Scotland, and Canada to attend conferences with my family, I was still nursing my daughter. I do not think there is any disadvantage in both being a mother and continuing my academic career. Only in the early stages of the child's development, I have chosen to dedicate more time to the family than to my work. Compatibility of work and family is the key.

What was the biggest challenge you had to face when you arrived in Germany? How welcoming or unfriendly was German Society or academia in treating international students?

As I arrived in Germany, I didn't know about the HU's International Scholar Services, who offer their help with any non-academic questions regarding your stay in Germany. There is a substantial difference between an individual doctoral student and a scholarship-holder or a doctoral candidate in a structured program. As a scholarship-holder or program-member, you receive information from the responsible person at the foundation or university. Then, this person helps you with the move and paperwork. As an individual doctoral student, you can feel pretty much on your own. The German Society and academia, I must confirm, has been welcoming, but the paper works were too much for a person who was not familiar with the rules and regulations in this country. In my opinion, I was confronted with two major discriminations regarding my origin during my stay. The first discrimination which I faced was at the bank and foreign office. The foreign office needs a bank account in order to issue the residency, and the bank needs the residency to open an account. I could not open a bank account because I fell under certain sanctions as an Iranian, and

the bank wanted to know whether I stay here for short terms or long term—suspecting any Iranian for Money Laundering! As Iranians we cannot have more than € 8.000 on our account (because of the sanction from the USA). However, if you are self-funding, you should open an account with at least € 10.000 in order to receive your permit residency. Because of this, the banks prefer not to open an account for Iranians. I experienced the second discrimination when it came to getting an academic position. In one of my interviews for a research assistant position at the university, the professor told me directly that it was impossible to pursue an academic career if you were not German! Later I have learned that it is difficult for Germans to enter academia, and for international scholars, it is only harder. In any case, they must first overcome the language barrier, then they may have better chances. My suggestion for the newcomers is to attempt to achieve a scholarship or enter a program before they arrive in Germany. This way, they have more possibilities, even for their future career.

You are financing your doctoral studies through a scholarship. What would you say is the advantage of having a scholarship? How friendly or compatible is it with your family situation?

When I came to Germany and for the first two years of my doctorate at HU, I had neither a scholarship nor any other funding provided by the university or another institution. I planned to be self-funded and counted on to find a position at the university or work as an English teacher (which was my expertise). Even though I stood a good chance of having a job based on my internet search, when I arrived here, it took very much time to find a part-time job to cover my living expenses. Once I found a job (private English teacher), it also took a lot of energy and effort to do the job and work on my project. I wanted to work at the Language Centre of HU, but the coordinator told me that she would not employ non-native English teachers to work

there no matter how many years of experience one could have. The only help I received from the university was the discount on the semester ticket, which I should apply every term. The crucial thing of finally holding a scholarship was that I could cover my monthly expenses and spend more time on my research and work on my dissertation. I owe my sincere gratitude to my supervisor, who helped me in finalizing my proposal for German academia and supported me in applying for various scholarships. Friedrich- Ebert- Stiftung is the SPD (German Social Democratic Party) foundation, that offers excellent support and funding opportunities for international students. I did not directly apply for Friedrich-Ebert Stiftung but for Johannes Rau Gesellschaft and unfortunately did not receive a positive answer from them. However, there was a person in the evaluation committee who found my project interesting and asked me to apply for Friedrich-Ebert Stiftung. After a while, I received the invitation for two personal meetings with two professors to evaluate both my academic knowledge and political standpoint. After my application, it took about six to seven months before I received the scholarship. If you are a scholarship holder of the “Begabtenförderungswerke” (the 13 major scholarship providers in Germany, which are generally political or confessional in orientation), you can receive a family allowance and a monthly childcare allowance in addition to the basic scholarship. For me, that’s about € 474 now. Furthermore, with the help of my scholarship, I was also able to participate in more conferences and workshops. Friedrich-Ebert Stiftung also supported my husband’s application for an accompanying visa – contacting the German Embassy and asking for his file to be processed more quickly – since I was alone in Berlin with our little daughter.

What are the most significant difficulties or challenges of having a child as an international doctoral student?

Having a child has its difficulties, and for international doctoral candidates, it adds more hardships and legal challenges to deal with. For example, take the process of receiving a visa for the child: We had to wait until the hospital sent its report to the registration office. Then, the registration office did not accept our translated marriage document, which was in English, and they asked us to bring a German translation. It added extra costs because our marriage paper is not one page; it has twenty-three written pages! After getting the birth-certificate, we went to the Iranian Embassy and received the passport for my daughter. The most challenging difficult task was to get an appointment from the Foreign Office to obtain my daughter's visa. She received the same visa as my husband and me. The matter which caused much stress for us was that both parents should be present at the Foreign Office to issue the visa. We had the appointment one day before my husband's return to Iran (his visitor visa ended) with the wrong branch of the Foreign Office! They first rejected my daughter's application, but when they realized our situation, they agreed to grant her a visa. I think the process is the same for most international students, but they should be careful to make an appointment with the responsible department at the Foreign Office. My advice to international students is to have all your documents ready before the appointment by checking the Foreign Office website. The only reason that they accepted our request and issued the visa was that our documents were complete and correct.

Insurance is one of the major issues as students arrive here and is very important while being pregnant and having a child.; how was your experience? Do you have any tips for international scholars with a family in Germany? How did university, especially the Familienbüro, help you after you had your child?

This is the biggest challenge, that an international student should have to face. I should mention that there it is significantly different if you are younger than 30 years old, because then, under certain circumstances, you can be statutorily insured in a reduced student rate. For me, as I was exactly 31 years old, public insurance was no option because I would have had to pay at least € 120 monthly – which I could not do as I did not hold a scholarship. The next option was a private insurance company, selling travel insurance to international students. Since the tariff I had chosen at the beginning of my stay was not very compatible with my pregnancy, I switched to another tariff that covered more benefits during pregnancy and childbirth. This change was problematic because it was considered a completely new start to the contract with the health insurance company. So, when I got pregnant, I had to wait 8 months before receiving any benefits (be sure to check the so-called “waiting periods” in the insurance conditions regarding pregnancy and childbirth benefits). This means that the insurance did not cover any pregnancy examination in the first 8 months, and I had to cover all costs completely by myself. The only costs covered were those for childbirth, as the contract was concluded before the pregnancy occurred. After the birth, the insurance also covered midwifery services for 16 visits (but not before, as they are considered equivalent to examinations by a doctor). My insurance plan did not cover vaccinations and medical check-ups for my daughter, which is why I had to pay for them myself. My suggestion to international students is to dig more on the insurance websites and ask ISS (International Scholar Service) about terms and conditions.

Now I have seen that the International Club “Orbis Humboldtianus” at HU helps doctoral candidates and offers advice on these matters just as the International Scholar Services. Fortunately, I became familiar with the ‘Familienbüro’ (Family Support Centre) through one of my colleagues and they helped me to schedule gynecological examination appointments visits at ‘Zentrum für sexuelle Gesundheit und Familienplanung’ (Centre for Sexual Health and Family Planning). The center also helped me in finding a place for my daughter at ‘Kinder- und Jugendgesundheitsdienst’ (Child and Youth Health Service) to carry out her vaccinations and preventive examinations, that are mandatory in Germany.

What are your tips for international doctoral candidates who come to Germany with children or want to start a family here during their doctorate?

Well, my tip is to search for information about legal issues, insurances, and job market before they enter to Germany. The best way is to get information from the students’ groups who are currently in Germany because sometimes information on the website has little to do with reality. Moreover, the conditions of living as well as working are different based on the origin of the intentional students (for example, a Turkish student is not comparable with an Iranian one in the aspects that I talked about). Last but not least, this is a new place, with a new culture and new people, keep your mind open for difficulties and changes of lifestyle, values and culture.

Interview with Claudia Willmes

Claudia Willmes completed her doctorate while being financed by scholarship from June 2014 to June 2017 as part of the structured doctoral program “Medical Neuroscience”. Claudia got pregnant shortly before submitting her doctoral thesis and had her child a few months after her defense. She is currently working part-time as a postdoc.

Claudia, what was your funding like during your doctorate period?

As part of the Medical Neurosciences doctoral program, I was funded for two years by a grant from the Neurocure Excellence-Cluster. In 2016 I suspended the scholarship for six months because a position as a parental leave replacement became vacant, and I resumed the scholarship from September to December. As follow-up funding, my professors suggested that I apply for a doctoral scholarship from the Charité, which I also received. The plan was for me to complete my doctorate from March to August 2017 with money provided by the final scholarship and start a new postdoc project.

Before starting the scholarship, I became pregnant and I had concerns about taking it. On the one hand, because a scholarship does not allow to apply for parental allowance and, as a new mother, I would have been financially limited. On the other hand, because the scholarship would only have run until August 2017, but the calculated due date of my child was on August 29th and a possible delay in the due date would have meant that I would have had no funding (if you get a child within the scholarship period, the scholarship will be extended by 3 months).

I decided to let my Superior know and ask him for a job. My Superior then gave me a part-time position until October and I did not use the final scholarship. Until the start of maternal leave, I worked on my new project, which I wanted to continue as a postdoc in the same working group, and successfully defended my dissertation in June.

How has your mixed funding, i.e. first a scholarship and then a job, affected your financial situation?

Fortunately, I got a job, because parental allowance is based on the earnings during the twelve months before the start of maternal leave. Since I was under contract for nine months and only three months on a scholarship, my average earnings for these nine months were used as the basis for calculation. However, my job expired during my maternity leave. For me, this meant that for the days when I was no longer employed, I could receive a replacement benefit from the health insurance company that corresponded to the amount of the sickness benefit (i.e. a little less than maternity benefit, which is paid jointly by the health insurance company and the employer). I then received parental allowance and stayed at home to look after my child. After a while, I registered as unemployed and started looking for a job. Meanwhile I received ALG I (the amount of ALG I was based on the months I worked as an employee and paid into unemployment insurance). The prerequisite for this was that I could prove that my child was looked after during the phases of the job search. In my case, this was an informal letter explaining that my husband does not work full time and that the in-laws live nearby and can look after my child at those times..

How did things go after the birth?

After the birth, I was very restless because I wanted very much to go back to work but had no way of simply going back to work. Even if I was no longer employed in my work group at that time, I was in lively exchange with my colleagues and - even with a child - I attended seminars and events to signal that I am still there and I am not “out”.

Before my maternity leave I had clearly signaled to my employer that I did not want to take a year of parental leave and that I wanted to get back to my job and work in the laboratory as soon as possible. As soon as I was able, I negotiated with my Superior about a new appointment, as it was very important to me to continue this project - also because I personally wanted to use this postdoc phase for myself to find out whether I would continue to work as a scientist. In conversation with my Superior, he only offered me a 50% position, although I would have liked to have worked more, also because of the finances. In the end we agreed on a structured increase of hours: 3 months 50% and the following 3 months a 75% position. At first, I worked from home, which I was able to do because I had to program on the computer and write a manuscript. I am just getting used to the day care and soon I will be working 75% of the time in the laboratory again while my child is being looked after at the day care center.

When I got back to work, I had to assert myself and didn't let my project be taken away from me. During my maternity leave, other people carried out experiments that I had planned for this project and so it was no longer entirely clear whose project it was.

What was your work like in the laboratory during your pregnancy and as a nursing mother?

Since I wanted to do everything right during my pregnancy and my work in the laboratory includes dealing with hazardous substances, I informed the occupational safety department and requested an inspection of the laboratory in

order to know what I can work with and which rooms and activities I should avoid. For me the results were, for example, that my workspace, which was usually located inside the laboratory, was moved to the office.

In general, if you are pregnant, it is a good idea to at least complete minor experiments and to do a lot of experiments or collect data that can then be analyzed, for example, during maternal or parental leave. If one has a job that does not end during maternal or parental leave, one can go back to work only for a few hours, i.e. after maternity leave has expired, you could, for example, work 20% and evaluate the collected data during this time. Most of the time you don't have your own office, so it's difficult to take the child with you. That's why you should talk to your Superior and consider whether it is possible to work from home.

How was the conversation with your Superior and your colleagues when you first talked about your pregnancy?

For various reasons I wanted to inform my Superior about the pregnancy as early as possible. I asked for a personal interview in an email without saying what it was about. My Superior reacted very well, as did my colleagues. As a tip, I can only recommend that you go into this conversation with ideas on how to proceed during pregnancy or after the birth of the child. My colleagues also reacted very well, and I never had the feeling that there was an expectation that I would drop out of science because of my child.

Do you have any tips for the day-to-day reconciliation of a doctoral or postdoc phase and pregnancy or family?

It is generally important that you apply for the day care voucher from the State of Berlin as early as possible so that you can take up a free day care slot. When returning to work, you should consider the acclimatization phase in the day care center, which can take two to eight weeks and could delay your return to work.

Since I already knew when submitting my doctoral thesis that I was pregnant and the doctoral period could drag on, I wrote a letter to my proofreaders and asked them to keep the deadlines so that I can defend my work before my child's birth. If you are in a similar situation in which the contract ends during maternity or parental leave, you should not forget to register as unemployed in good time (at least three months before the end of the contract), even if you do not want to receive ALG right away. If you miss the deadline, there may be blocking times ("Sperrzeiten") afterwards.

It is important to be present during maternity leave and parental leave, to keep looking for contacts and to make clear that you are not gone but can be reached. Because the saying "out of sight, out of mind" is true. Specifically, this means: Don't clear your desk completely, ask to be invited to important appointments, ask for updates on project decisions or project changes, and explain to colleagues that they shouldn't be afraid to get in touch. Many colleagues do not answer out of consideration, so you have to openly signal that you want to return to work.

Finally, I would like to share an experience that I was able to observe myself and colleagues. You often think that if you work beyond what is required and try to show that you are a valuable employee, the Superior would certainly offer you a (better) position. In my experience and the experience of many colleagues, this is unfortunately often not the case - even if you are the first to come to the laboratory every day and the last to leave, that doesn't mean that you get the contract you want because of it. My tip: seek a personal conversation, describe your personal situation and ask for a job directly.



Care Responsibilities

Child's Illness

According to the law (SGB 5), each parent may take ten work days per year off to look after a sick child. If you have two children, the entitlement increases to 20 days per year, however, there is an upper limit for additional children so that each parent can take a maximum of 25 days off per year. The entitlement doubles for single parents.

Requirements:

- Your child is under twelve years old.
- No other person in your household can look after the child.

The doctor has issued a certificate and the care of the child is necessary from a medical point of view. Attention: If you get sick yourself, you only need to take a medical note from the third day, if your child gets sick and you stay at home, you have to present the note from the first day.

Wage Replacement:

- There are no legal stipulations regulating whether wages will continue to be paid while you are staying at home to look after your child. As a member of a statutory health insurance company, however, you are entitled to the children's sickness benefits that are paid to you by the health insurance company. The amount of child sickness benefits is 90 % of your net income or 100% if you have received one-time payments ("Einmalzahlungen") such as holiday pay/Christmas pay within the last twelve months.

If your child is older than 12 and needs to be looked after at home, you are not entitled to stay at home or to receive child sickness benefits. However, you can take leave or arrange unpaid leave with your employer.

If you receive a scholarship, you are not entitled to child sickness days ("Kinderkrankentage") and wage replacement benefits. The scholarship will simply continue to be paid as a monthly allocation that is not subject to instructions and does not require social insurance.

Care of Relatives

BUDGET AND THIRD-PARTY FUNDING

If someone from your close environment (your own family, but also stepparents, civil partnership-like communities, spouses of the siblings and siblings of the spouses, life partners of the siblings and siblings of the life partners) needs care you can apply for three different types of care: acute care (up to ten days), care leave (up to six months), and family care (up to 24 months). During this time, you are protected against dismissal. In addition, the long-term care insurance pays the unemployment insurance contributions for the entire duration of the care activity if you are considered a caregiver.

You are considered a Caregiver according to your Long-term Care Insurance if you are

- caring for one or more persons in need of care of grade two to five
- in your home environment
- not working for at least ten hours a week, on at least two days a week.

The prerequisite for the application is that the relative needs care (certificate from the long-term care insurance or the medical service of the health insurance is required) and is cared for in a home environment. There is an exception to the criterion of home care if the person concerned is a minor or you are accompanying a relative in the last phase of their life.

Acute Care Cases

(short-term absence from work according to the Care Leave Act)

If an acute need for care occurs close to you, you can be absent from work for up to ten working days without notice. Furthermore, you are entitled to care support allowance (wage replacement benefit) for this period, which you can apply for at the care fund or private long-term care insurance company of the person in need of care by submitting a medical certificate.

This time-out or the care allowance does not apply if your relative is only ill, but requires that an acute care situation has arisen that requires the organization of needs-based care.

Short Term/Long Term Care

Care Time:

If you would like to accompany relatives in the last phase of life, you can take partial or full leave of absence for up to three months. Here the attendance can take place at home or in another environment, e.g. a Hospice.

If you want to care for loved ones at home for a limited period of time, you have the option to request up to six months of care leave for home care. You can have yourself partially or fully exempted for this. This also applies to the care of underage relatives.

The term of notice for the care leave is ten working days. You will not receive any wage replacement payments for this period, but you are entitled to an interest-free loan that can be applied for at the Bundesamt für Familie und zivilgesellschaftliche Aufgaben (BAFzA).

Family Care Leave:

If six months are not enough, you can request up to 24 months of family care leave for home care. This is a partial exemption with a minimum working time of 15 hours per week.

The term of notice for family care leave is eight weeks. However, if you follow up a six-month caregiver leave with a 24-month family caregiver leave, a term of at least three months must be met. During this time, you will not receive any wage replacement payments, but you are entitled to an interest-free loan, which can be applied for at the Bundesamt für Familie und zivilgesellschaftliche Aufgaben (BAFzA) and which is intended to compensate for the loss of wages. If you take family care leave first and then care leave, the care leave must be announced eight weeks before the planned start.

For underage relatives in need of care who are cared for at home or alternately at home and in specialized facilities, the above-mentioned partial or full exemption (6 months) or partial exemption (24 months) can also be requested.

REGULATIONS FOR DOCTORAL CANDIDATES FUNDED BY SCHOLARSHIPS

Unfortunately, the regulations described above only apply to employees, for vocational training, employees and people similar to employees.

In case you are on a grant and need to care for someone, you can try directly to negotiate with your foundation/grantor. Unfortunately, we do not have any information at this point to help us outline the options for scholarship holders with relatives in need of care in a more detailed way.



Useful Links & References

Facilities and resources at the Humboldt-Universität

Central Women's Representative



<https://t1p.de/jlNf>

Family Office



<https://plone.gremien.hu-berlin.de/en/familienbuero/the-family-friendly-university>

Commission for Family-Friendly University



<https://gremien.hu-berlin.de/de/kommissionen/kfgh>
(German only)

INFORMATION ON HUMBOLDT-UNIVERSITÄT WEBSITE:

The Family-Friendly Mission of the HU Berlin



<https://t1p.de/sz58>

The International Scholar Services of HU Berlin offer advice on all non-academic issues for international doctoral candidates



<https://t1p.de/vsjk>



<https://t1p.de/cs13>

Caroline von Humboldt Scholarship Program



<https://t1p.de/glkp>

Women in the natural sciences on the Adlershof campus (FiNCA)



<https://t1p.de/oh45>
(German only)

Finding scholarships

You can find an overview of the most common funding options on the Doctoral Candidates' Portal of HU



<https://t1p.de/s7tu>

Financing Brochure by GRADE (Graduiertenakademie der Goethe-Universität Frankfurt) adapted for Humboldt-Universität zu Berlin



<https://t1p.de/bcthy>

Scholarship guide (scholarship database of the Federal Ministry of Education and Research (BMBF))



<https://www.stipendienlotse.de>

Federal Association of German Foundations



<https://t1p.de/3nld>

Funding for gifted students funded by the Federal Ministry of Education and Research



<https://t1p.de/gd4e>

DAAD funding opportunities for foreign and German students



<https://www.daad.de/en/>

Service point for electronic research funding information (ELFI)



https://www.elfi.info/e_index.php

Wissenschafts- zeitvertragsgesetz

WissZeitVG



[www.gesetze-im-internet.de/
wisszeitvg/index.html](http://www.gesetze-im-internet.de/wisszeitvg/index.html)
(German only)

Further information on the WissZeitVG from the Federal Ministry of Education and Research



[https://www.bmbwf.de/bmbwf/en/
academia/academic-fixed-term-
contract-act/academic-fixed-
term-contract-act_node.html](https://www.bmbwf.de/bmbwf/en/academia/academic-fixed-term-contract-act/academic-fixed-term-contract-act_node.html)

Brochure of the GEW “Fixed-Term Contracts in Higher Education and Research. A Guide”:



<https://t1p.de/h334>

Family

Information offered by the Federal Ministry for Families, Seniors, Women and Youth in order to calculate which family benefits or benefits you are likely to be entitled to



www.infotool-familie.de/
(German only)

Information offered by the Federal Center for Health Education (BZgA) on family planning topics



www.familienplanung.de/
(German only)

Bundeselterngeld- und Elternzeitgesetz



<https://t1p.de/vpvo>

Endnotes

- 1 Section taken verbatim, source: <https://www.lsvd.de/recht/ratgeber/sozialrecht.html>
- 2 Section taken verbatim, source: <https://familienportal.de/familienportal/meta/languages/family-benefits/parental-allowance-141952>
- 3 Section taken verbatim from the brochure “Parental Allowance, Parental Allowance Plus and Parental Leave”, published by the Federal Ministry of Family Affairs, Senior Citizens, Women and Youth p. 86/87; <https://www.bmfsfj.de/resource/blob/139908/72ce4ea769417a058aa68d9151dd6fd3/elterngeld-elterngeldplus-englisch-data.pdf>
- 4 Translated from German and only for information. Only the German original version is legally binding.
- 5 See endnote 4.
- 6 Cf. <https://www.hu-berlin.de/en/research/szf/divresearchfunding>
- 7 Section taken verbatim and translated from German, source: <https://www.lsvd.de/recht/ratgeber/sozialrecht.html>. Only the German original version is legally binding.
- 8 See endnote 2.
- 9 See endnote 3.
- 10 Cf. brochure of the Federal Office for Migration and Refugees: “Welcome to Germany”, pp. 71-75. (The brochure is available for downloading in 14 languages). <https://www.bamf.de/SharedDocs/Anlagen/DE/Integration/WillkommenDeutschland/willkommen-in-deutschland.html?nn=282388>
- 11 Section on advance maintenance payments translated from the German version taken over verbatim, source: <https://www.lsvd.de/recht/ratgeber/sozialrecht.html#c3892>; further information on maintenance advance (“Unterhaltsvorschuss”): <https://familienportal.de/familienportal/meta/languages/family-benefits>
- 12 BAG Verdict of 02.10.1990 - 4 AZR 106/90.
- 13 See <https://www.bundesarbeitsgericht.de/entscheidung/9-azb-23-18/>. Translated from German, only the German original text is legally binding. Bundesarbeitsgericht Beschluss vom 21.1.2019, 9 AZB 23/18, § 12, 36 (aaa): “Soziale Schutzbedürftigkeit ist anzunehmen, wenn unter Berücksichtigung der gesamten Umstände des Einzelfalls und der Verkehrsanschauung das Maß der Abhängigkeit einen solchen Grad erreicht, wie er im Allgemeinen nur in einem Arbeitsverhältnis vorkommt, und die geleisteten Dienste nach ihrer sozialen Typik mit denen eines Arbeitnehmers vergleichbar sind”.
- 14 Section 2, § 15, MuSchG: “Eine schwangere Frau soll ihrem Arbeitgeber ihre Schwangerschaft und den voraussichtlichen Tag der Entbindung mitteilen, sobald sie weiß, dass sie schwanger ist. Eine stillende Frau soll ihrem Arbeitgeber so früh wie möglich mitteilen, dass sie stillt.” Translated from German, only the German original text is legally binding.