

Short note Part-time Studies for Winter semester 2024/25



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You can find the current part-time offer on the website of the Service point part-time studies, studying with children at www.teilzeitstudium.tu-darmstadt.de under Part-time courses. Some bachelor's degree programs cannot be offered on a part-time basis from the first semester due to admission restrictions.

Requirements

To apply for a part-time study, you must be enrolled. This means that prospective students must first apply for a full-time study and then can request to switch to part-time. Another requirement is that you can only be enrolled in one degree program, and you must provide a reason for the part-time request.

Teilzeitgrund	Nachweise
Employment min. 14 hours per week	Employment contract or certificate of employment + last salary printout
Self-employed/freelance job with a turnover of 11.904 EUR p. a./ 2976 EUR per quarter	Tax return or proof of payment of sales tax or tax bill
Education of a child under 18 years	Certificate of birth
Care-giving	Decision of nursing insurance + proof of ordering as care-giver
Disability or chronic disease	Handicapped ID, doctor's certificate
Competitive sports	Proof of membership to a A-, B- or C-squad of a national level sports team
Participation as a representative of academic or student self-government or the Studierendenwerk	Appointment decision or letter of appointment

Legal effects

- Deadline extension for completing the minimum workload to four semesters when applying for part-time studies in the first semester and to three semesters when applying in the second semester.
- Extension of the thesis submission deadline to double the regular time, regardless of the chosen part-time study plan (except for Architecture).
- Prolongation of the standard study period with reduced semester workload.
- Reduced number of academic semesters: After one year of part-time study, the academic semester count remains unchanged for one semester.
- Health insurance: No impact when selecting the appropriate part-time study plan (20 CP study plan to maintain student status under social insurance law).
- *Attention:* Part-time studies are not eligible for BAföG funding and should not be pursued without consultation with the immigration authorities for students whose residency status depends on their studies.
- In a part-time study, students can complete any number of credit points per semester. Switching to full-time status is possible at the beginning of any semester.

Application method

A part-time study can be applied for in every semester. Download the application form at www.teilzeitstudium.tu-darmstadt.de under the "Application" section. The completed form, along with the required documents from the Service point part-time studies, studying with children, must be submitted on time. Submission can be done via email or mail.

Application deadlines for the Winter Semester 2024/25:

September 1st to October 31st, 2024

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Duration of part-time studies

The application is valid for one academic year and can be submitted as many times as desired. For part-time studies due to parenting responsibilities or severe disability (50% or more), an extended part-time study can be requested. Switching to full-time studies is possible at the end of each semester.

Part-time status

The part-time status is recorded in TUCaN under the student data but is not indicated on the student certificates. A confirmation of the part-time status is issued by the Service point part-time studies, studying with children.

Counseling

Gabriele Pfeiffer

Service point part-time studies, studying with children

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More information under:

www.teilzeitstudium.tu-darmstadt.de

www.tu-darmstadt.de/studierenmitkind