

Quick Guide **Part-time Studies** for Winter semester 2023/2024



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You can find the current part-time offer on the Part-time Studies Service Centre website, Studying with Children at <http://www.teilzeitstudium.tu-darmstadt.de> under *Part-time courses*. Not all Bachelor's degree programmes can be offered part-time from the first semester due to admission restrictions.

Requirements

To apply for part-time studies, you must already be enrolled in full-time studies. Therefore, prospective students need to first secure admission for full-time studies before applying for part-time. Additionally, students are only allowed to be enrolled in one degree programme at a time. Lastly, proof of a valid reason is required when applying for part-time studies.

Reason for part-time studies	Proof
Employment at least 14 hours per week	Employment contract or certificate of employment + last pay slip
Self-employed/freelance job with a turnover of 11,208 EUR p. a./ 2,802 EUR per quarter	Tax return or proof of payment of sales tax or tax assessment notice
Caring for a child under 18 years of age	Certificate of birth
Caregiving	Notification from the nursing care insurance fund + proof of appointment as caregiver
Disability or chronic severe disease	Disability certificate, medical certificate
High-performance sports	Proof of membership of an A-, B- or C-squad of a Top Sports Association
Involvement as a representative of academic or student self-government or of the Studierendenwerk (student union)	Appointment decision or letter of appointment

Legal effects

- Extension of the deadline for completing the minimum workload to four semesters if applying for part-time study in the first semester and to three semesters if applying in the second semester.
- Extension of the thesis submission deadline to twice the regular time, irrespective of the chosen part-time study plan (except for architecture).
- Extension of the standard period of study with reduced semester workload.
- Reduced number of academic semesters: After one year of part-time study, the academic semester counter stops for one semester.
- Health insurance: No effects if the appropriate part-time study plan is selected (20 CP per semester to maintain student status under social insurance law).
- *Attention:* Part-time studies are not eligible for BAföG funding and students whose residency status depends on their studies should not apply for part-time studies without consulting the immigration authorities first.
- In a part-time programme, students can complete any number of credit points per semester. A change to full-time status is possible at the beginning of any semester.

Application process

You can apply for part-time studies during any semester. Download the application form from www.teilzeitstudium.tu-darmstadt.de in the "Application" section. Once completed, submit the form along with the necessary documents from the Service Centre Part-Time Studies, Studying with Children, by the specified deadline. You can send the form via e-mail, post, or fax.

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Application deadlines for the Winter semester 2023/2024:

September 1st to October 31st, 2023

Duration of part-time studies

The application is valid for a single academic year, but you can resubmit it as many times as necessary. If you're pursuing part-time study because of parenting responsibilities or a severe disability (of 50% or more), you can apply for an extended part-time study period. You can switch to full-time studies at the end of any semester.

Part-time status

The part-time status is recorded in TUCaN in the student data in the completed courses (*Studienverlauf*) but is not noted on the student certificates. A confirmation of the part-time status is issued by the Part-Time Studies Service Centre, Studying with Children.

Consulting

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Service Point Part-time studies, Studying with children

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For more information go to:

www.teilzeitstudium.tu-darmstadt.de

www.tu-darmstadt.de/studierenmitkind