



Information on applying for part-time studies for the summer semester 2022

Please note that an approved application is always valid for one year (exception permanent application). You do not have to submit an application each semester

1. Deadline

The 'Servicestelle Teilzeitstudium, Studieren mit Kind' accepts the completed application form and the needed proof until April 30, 2022. Please note that applications submitted after this date will not be considered

2. How to apply

The application may be submitted by post, by e-mail (teilzeitstudium@zv.tu-darmstadt.de) or by fax (06151/1628225). If you have any questions, please call us or send us an e-mail. For reasons of health care, a personal consultation in the office is only offered after prior contact and only if it is necessary. For the same reason we would prefer that you submit your application by e-mail. In the case of sending by e-mail, please send the application and the proofs as separate PDFs (the proofs will be deleted immediately after receipt, the application will not be deleted). We will return the documents sent to us by post. Even in the case of a renewed application, you must provide proof of the reason for part-time studies, as we are unable to trace which proofs you have submitted to us in the past. If your application is complete and approved, you will receive proof of part-time status by post to the address provided in TUCaN. Please refrain from making enquiries before 10 days have passed.

3. Documents/proofs to be attached

Employment for more than 14 hours per week: Employment contract or employer's certificate and last pay slip. If the pay slip indicates the working hours, there is no need to submit a contract. If your employment contract does not specify the exact length of employment (this is often the case for contracts as a student trainee (Werkstudent)), please submit the last three pay slips

Self-employment/freelance activity: Turnover tax return or proof of the turnover tax payment or income tax assessment notice, whereby a turnover of at least 10,380 EUR per year must be proven. If an annual turnover is not yet available, a quarterly turnover of at least 2,595 EUR must be proven.

Parenting activity for a child under the age of 18: Birth or descent certificate of the child or family book. You can submit a permanent application up to the 30th September of the year in which the youngest child turns 18.

Nursing activities: Notice from the nursing insurance with classification to a nursing level and proof of appointment as nurse

Disability/Chronic severe illness: Disabled person's identity card or medical certificate that you are unable to pursue full-time studies during the period for which part-time studies are being applied for (in general 2 semesters) due to a disability or chronic, serious illness. Severely disabled persons (50% or higher) can apply until the end of their studies (permanent application).

High-performance sport: Proof of membership of an A, B or C team of a top sports association.

Participation as an elected or appointed representative of the student or academic administration or of the Studierendenwerk: Appeal resolution in the body or certificate of appointment.

Other reasons: If you have lost your job because of the pandemic and apply for ALG I or II please attach proof of the job loss.

Performance record

If your degree programme requires the successful completion of certain modules for the admission to part-time studies (please select and check your degree programme here „www.teilzeitstudium.tu-darmstadt.de“ at menu item "Part-time degree programmes"), please bring a performance record with you.

4. Choice of part-time curriculum

If several part-time study plans are offered in one study programme, you are free to choose between them. In both variants, any number of CPs can be acquired during the semester. We recommend:

- a. choose the curriculum with **20 CP** per semester if you want to be considered as predominantly studying and thus
 - remain in the student health insurance policy, and
 - be able to work as a student trainee (Werkstudent_in) .
- b. Choose the curriculum with **15 CP** per semester if you are employed and wish to be entitled to unemployment benefits or ALG II in the event of unemployment.