



Information on applying for part-time studies

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 application, including the required supporting documents, must be submitted to the Service point part-time studies, studying with children by the deadline. Applications submitted later will not be considered. The deadlines for submitting applications are

March 1st to April 30th for the summer semester
September 1st to October 31st for the winter semester

2. Form

- By e-mail to teilzeitstudium@zv.tu-darmstadt.de: Please send the completed application and the supporting documents as separate PDFs (other file formats will not be processed) via stud-e-mail-address. Mails from other accounts will no longer be accepted. The supporting documents will be deleted immediately after viewing.
- By post to Technische Universität Darmstadt; Dez. II Servicestelle Teilzeitstudium, Studieren mit Kind; Karolinenplatz 5; 64289 Darmstadt. The supporting documents will be destroyed after processing/viewing. Please note: In this case, your original signature is required on the application.
- Delivery to the office of the Service point in S1|01 203. You only need to show the supporting documents and proof of identity (student)ID. Please make an appointment via the [Moodle course Teilzeitstudium](#).

3. Supporting documents (proof)

Even if you have previously filed an application, you are required to provide proof of reasons for part-time studies since we do not save your supporting documents from previous applications and thus cannot review/ do not have access them.

- 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:in)), 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 11,208 EUR per year must be proven. If an annual turnover is not yet available, a quarterly turnover of at least 2,802 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 September 30th of the year in which the youngest child turns 18.
- Nursing activities: Notice from the nursing insurance with classification of a nursing level and proof of appointment as nurse
- Disability/Severe chronic illness: Disabled person's identity card or medical certificate that you are unable to pursue full-time studies during the period for which you are applying for part-time studies (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).
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 - 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: Evidence by arrangement

4. Choice of part-time study plan

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 a semester. We recommend:

- 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).
- Choose the curriculum with **15 CP** per semester if you are employed and wish to be entitled to collect unemployment money (Bürgergeld) in the event of unemployment.

5. Processing time

If your application is complete and has been approved, you will receive proof of your part-time status by e-mail. If your application is rejected or incomplete, you will also receive a rejection or a request to submit supporting documents by e-mail. Please refrain from making inquiries for 10 days after submitting your application.

6. Counselling

If you have any questions, please give us a call (+49 (0)6151 – 1627010) or send an e-mail to (teilzeitstudium@zv.tu-darmstadt.de). A personal consultation can take place online or in the office by prior arrangement. Please book an appointment for a consultation via the [Moodle Course Teilzeitstudium](#).