



TECHNISCHE
UNIVERSITÄT
DARMSTADT

Information on applying for part-time studies

Please note that the approval period varies depending on the reason for part-time study. We will enter the longest possible approval period for you. You do not have to apply every semester. When submitting a follow-up application, please note the expiry date of your last approval notice.

1. Deadline

The Service point part-time studies, studying with children accepts applications including the required supporting documents usually from **1 March to 30 April** (for the summer semester) and from **1 September to 31 October** (for the winter semester).

In exceptional cases, applications can also be submitted up until the end of the respective semester.

2. Application form

- **By e-mail** to teilzeitstudium@zv.tu-darmstadt.de: Please send the completed application form and the supporting documents as separate PDFs (other file formats will not be processed) via your stud-e-mail-address. Emails from other accounts will not be accepted. Supporting documents will be deleted immediately after being viewed.
- **By post** to Technische Universität Darmstadt; Dez. II Servicestelle Teilzeitstudium, Studieren mit Kind; Karolinenplatz 5; 64289 Darmstadt. We will destroy the supporting documents sent to us. Please note: In this case, your original signature is required on the application form.
- **Submit the documents to the office of the Service point in S1|01 203.** To do this, make an appointment via the [Moodle-Course Teilzeitstudium](#).

3. Documents/evidence to be submitted

- **Employment with an average regular working week of at least 14 hours:** Employment contract or certificate from the employer together with a pay slip. If the employment contract only stipulates a maximum number of working hours (often the case for working students/student employees), we require the last three payslips.
- **Self-employment/freelance work:** VAT return or proof of VAT payment, income tax assessment notice, proof of invoices issued, showing a turnover or taxable annual income of at least € 11,904. If no annual turnover is available, a quarterly turnover of at least € 2,976 must be provided. In exceptional cases, issued invoices with proof of payment are sufficient.
- **Care of a child under the age of 18 living in the same household:** Birth or parentage certificate of the youngest child or family register or, for children who are not your own, adoption certificate or foster care order or child's identity card with registration certificate.
- **Caring for a close relative:** Proof of appointment as a carer.

- **Disability/chronic serious illness:** Severely disabled person's card or medical certificate that the student is prevented from pursuing full-time studies due to a disability or chronic serious illness as defined in § 2 IX. SGB during the period for which part-time studies are being applied for.
- **High-performance sport:** Proof of membership of an A, B or C squad of an elite sports association.
- **Involvement as an appointed or elected representative in academic or student self-government or Studierendenwerk:** Notification of appointment to the body or proof of secondment.
- **Comparable serious reasons:** Please provide a statement with supporting evidence. Please contact us to discuss the options for providing evidence.

Transcript of Records

If, exceptionally, your degree programme requires the successful completion of certain modules in order to be eligible for part-time study (please [check here](#)), please provide a transcript.

4. Choice of part-time study plan

You are free to choose between the two part-time programmes. In both cases, any number of CPs can be earned per semester and the deadline for submitting the thesis is doubled (exception: Architecture).

We recommend:

- Choose the study plan with **20 CP** per semester if you want to be considered as predominantly studying and thus
 - remain on the student health insurance, and
 - be able to work as a student trainee (Werkstudent:in) / student assistant.
- Choose the study plan with **15 CP** per semester if you are in employment and want so be entitled to unemployment benefit or other social benefits in the event of unemployment.

5. Approval period

Two semesters:	Self-employment/ freelance work	Student trainee (Werkstudent:in)/ SHK activity	Severe chronic illness (unless otherwise certified)	Care activity
Variable:	Fixed-term employment contract: Until expiry of the contract	Education: 30 September of the year in which the youngest child turns 18	Serious chronic illness: Date until which the impairment was certified	Committee activity: until the end of the appointment to the committee
End of studies:	Permanent contract of employment	Care for a severely disabled relative	Severe disability of at least 50%	

6. Counselling and Processing time

If you have any questions, please call us (+49 (0)6151 1627010) or send us an e-mail (teilzeitstudium@zv.tu-darmstadt.de). Personal counselling can be provided online or in the office by prior arrangement. To arrange a counselling appointment, please visit the [Moodle-Course Teilzeitstudium](#). Please refrain from asking about the processing status before 10 days after sending the application.