

**Postal address:**  
Darmstadt University of  
Applied Sciences  
Schöfferstraße 3  
64295 Darmstadt

[helpdesk@h-da.de](mailto:helpdesk@h-da.de)  
[www.h-da.de/ssc](http://www.h-da.de/ssc)

## APPLICATION FOR PART-TIME STUDY

Please send the completed application form together with the supporting documents to [helpdesk@h-da.de](mailto:helpdesk@h-da.de).

Part-time study can only be taken up in each semester within the standard period of study and continued several times, but only up to a maximum of twice the standard period of study. Part-time study is excluded in degree programmes with restricted admission (NC).

In part-time study programmes, semesters count as half semesters or full university semesters. As a rule, half of the credit points (CP) or credits can be earned that are required for full-time study according to the examination regulations (PO) of the respective degree programme. If more than half of the CP or credits are achieved in a part-time semester, the semester is counted as a full semester.

Matriculation number \_\_\_\_\_ Degree programme \_\_\_\_\_

### Personal details

Surname \_\_\_\_\_

First name \_\_\_\_\_

Date of birth \_\_\_\_\_

Application period Summer semester (SS) \_\_\_\_\_ or winter semester (WS) \_\_\_\_\_  
(the application can only be submitted for one semester, subsequent semesters must be reapplied for)

### Reasons

- An illness lasting at least six weeks
- Periods of maternity leave and parental leave
- Caring for relatives
- Membership of a cadre formed at federal level
- Participation in academic or student self-administration
- Financing your studies through employment/self-employment

### Confirmation

- I have read the instructions on page 2. I enclose the corresponding proof.

Place, date \_\_\_\_\_ Signature \_\_\_\_\_

Please note the following page »

**The application is checked at the Student Service Centre. Decisions on approval or rejection are communicated exclusively via the student e-mail address.**

## Reasons for application and supporting documents

### Legal basis

Enrolment statutes of Darmstadt University of Applied Sciences §9

In accordance with Section 61 (4) of the Hessian Higher Education Act (HessHG) of 14 December 2021 (GVBl. p. 931), last amended by Article 7 of the Act of 29 June 2023 (GBVI. p. 465, 472).

University law: h-da.de/hhg

Reason	Proof:
<p><b>Chronic illness/disability with the effect of extending the period of study</b> An illness that precludes proper study for the semester applied for. This presupposes that the illness extends over a period of at least six weeks.</p>	<p>A medical certificate is required stating the duration of the illness (no diagnosis required) and the reasons why proper study is not possible. A specialist medical certificate must be submitted if the application is repeated.</p>
<p><b>Maternity protection and parental leave</b> Periods of maternity protection in corresponding application of the Maternity Protection Act 23 from May 2017 (Federal Law Gazette I p. 1228) as amended, as well as the upbringing of children up to the age of ten in accordance with Section 25 (5) of the Federal Training Assistance Act.</p>	<p>Mutterpass, Geburtsurkunde und Bescheinigung des Einwohnermeldeamtes (Haushaltsbescheinigung).</p>
<p><b>Caring for relatives</b> Caring for relatives who are medically certified as needing care or caring for a sick close relative, which makes full-time study in the semester in question impossible..</p>	<p>Certificate the care level, that care actually required, the extent and frequency of this care and that this care is provided by the applicant. Students is actually achieved.</p>
<p><b>Financing your studies through gainful employment</b> Financing your studies, own entrepreneurial activity, such as setting up a business or unexpected extraordinary professional burdens in the case of part-time study programmes.</p>	<p>Employment contract or employer's certificate for the period of employment with average weekly working hours or proof of own entrepreneurial activity.</p>