

**Please note: This is a translation containing excerpts from German law and is not legally ratified. It is offered solely as an aid to understanding. The German text remains the only official and legally binding version.**

### Application for Part-Time Study

**First Application**  **Re-Registration \***  
for the Winter Semester 2022/23

The application must be submitted to the Admissions Office (Studierendenbüro) by October 4, 2022.

#### Personal Details:

Surname:	First name:
Street:	Postcode/Town:
Email (optional):	Telephone (optional):
Student ID Number (Matrikelnummer):	Degree Course (Studiengang):

Non-restricted degree courses can, upon application, be studied part time (completely or partially). Part-time study is not available to students pursuing two degree courses simultaneously. The part-time study option is only available to those who cannot complete the degree course as full-time students due to employment commitments, care of dependent relatives or other similar compelling reasons.

Reasons for Part-Time Study:		Documentary Evidence (please attach)
1. <input type="checkbox"/>	Employment reasons <i>As a rule, proof must be provided that the employment relationship (which must be subject to social insurance contributions) comprises a regular weekly working period of a minimum of 14 and maximum of 28 hours.</i>	Written confirmation by the employer stating <ul style="list-style-type: none"> <li>- weekly working hours</li> <li>- liability for social insurance contributions</li> <li>- contract period</li> </ul>
2. <input type="checkbox"/>	Care of dependent relatives <i>As a rule, bringing up a child aged 10 years or under, pursuant to §25(5) of BAföG (Federal Training Assistance Act), or proven care of close relatives with an assigned care level (Pflegerstufe), pursuant to §15(1) Volume 11 Sozialgesetzbuch (German Social Act), are classed as 'care of dependent relatives'.</i>	Evidence to be provided in the form of an informal written declaration, birth certificate and household certificate ( <i>Haushaltsbescheinigung</i> ). <u>Care of Relatives</u> : a medical certificate ( <i>ärztliche Bescheinigung</i> ) issued by the treating doctor and

		specifying the assigned care level ( <i>Pflegestufe</i> ) and the necessity, scope and frequency of care provided by the applicant
3. <input type="checkbox"/>	Because of a disability or chronic illness which prolongs the duration of study	Evidence to be provided through submission of the Disabled Person's Pass ( <i>Schwerbehindertenausweis</i> ), or, alternatively, a medical certificate ( <i>ärztliche Bescheinigung</i> ) specifying the nature and duration of the illness, and an opinion on its potential to prolong the duration of study
4. <input type="checkbox"/>	Because of membership of University bodies, the student body ( <i>Studierendenschaft</i> ) or student services ( <i>Studentenwerk</i> ) which involves a considerable time commitment.	Evidence to be provided in the form of separate written confirmation by the relevant bodies.
5. <input type="checkbox"/>	For similar, compelling reasons, namely: Please specify and explain the reason und comment on its compelling nature! (Please use a separate sheet if necessary)	

The legal basis for applications for part-time study is § 9 *Hess. Verordnung über das Verfahren der Immatrikulation, Rückmeldung, Beurlaubung, und Exmatrikulation, das Studium als Gasthörerin oder Gasthörer, das Teilzeitstudium und die Verarbeitung personenbezogener Daten der Studierenden an den Hochschulen des Landes Hessen*, GVBl I, Page 94 ff dated 22.03.2010 (*Hessische Immatrikulationsverordnung - Hessen's Student Enrolment Regulation - dated 24.02.2010*).

## Explanatory notes on part-time study

1. As a rule, proof must be provided that the employment relationship (which must be subject to social insurance contributions) comprises a regular weekly working period of a minimum of 14 and maximum of 28 hours.
2. As a rule, bringing up a child aged 10 years or under, pursuant to §25(5) of BAföG (Federal Training Assistance Act), or proven care of close relatives with an assigned care level (*Pflegestufe*), pursuant to Article 15, Paragraph 1 Volume 11 *Sozialgesetzbuch* (German Social Act) are classed as 'care of dependent relatives'.
  - a. According to this Act, children of the income-earner are defined as his/her own children *and*
  - b. foster children (persons, with whom he/she is linked through a family-like, long-term bond) *and*
  - c. his/her spouse's children looked after in his/her household *and*
  - d. grandchildren looked after in his/her household.
3. According to Paragraph 1, a compelling reason is also membership of University bodies, the student body (*Studierendenschaft*) or student services (*Studentenwerk*) which involves a considerable time commitment.
4. Before an application can be made, the student must receive **academic counselling (*Fachstudienberatung*)** during which a target agreement on study progress must be concluded.
5. Applications can be repeated multiple times.
6. Part-time study **must not exceed twice the standard prescribed period of study**. For the calculation of the period, **two semesters completed in part-time study shall be deemed the equivalent of one academic semester (*Fachsemester*) of full-time study**.
7. All **retrospective claims** for part-time study for a completed semester are **explicitly excluded**.
8. Where more than half the designated credit points (*Kreditpunkte*) or proofs of achievement (*Leistungsnachweise*) for full-time study have been taken in a particular semester, that semester will count as a full academic semester (*Fachsemester*). Examination resits are not taken into account here.
9. Part-time study cannot be granted for vocationally- or training-integrated (*berufs- oder ausbildungsintegrierte*) and in-service (*berufsbegleitende*) degree courses.
10. The University may stipulate supplementary provisions for part-time study in the "*Allgemeinen Bestimmungen für Prüfungsordnungen für Studiengänge, deren Organisationsform und Lehrangebot den Belangen der Teilzeitstudierenden angemessen Rechnung tragen*". Otherwise, part-time study is governed by the Study Regulations (*Studienordnungen*) in accordance with Article 55 Paragraphs 3 and 4 of Hessen's Higher Education Act (*Hessisches Hochschulgesetz*) (*GVBl I S 666*).

<b>Academic counselling (<i>Fachstudienberatung</i>) received</b>	Date and signature of the Head of Degree Program
<b>* Adequate study progress must be demonstrated for repeat applications. Adequacy is assessed and certified by the Examination Board chairperson (<i>Prüfungsausschuss-vorsitzender</i>) by means of academic counselling</b>	Date and signature of the Examination Board chairperson

**Please Note:**

The application for part-time study is valid for the period of two semesters. The students are obliged to inform the University immediately should any of the grounds for part-time study cease to exist.

**Declaration**

I hereby declare that, to the best of my knowledge, the information I have provided is correct and complete

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Place and date

Signature of the applicant

*Processing remarks of the University  
Part-time study granted/ Entry in HIS-SOS*

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Place, Date

Signature

**Mailing address Hochschule Geisenheim University – Admission Office**

Von-Lade-Straße 1

65366 Geisenheim

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