

Disclaimer

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To: Student Administration Office

Application for part-time studies

☐ from winter semester _____

☐ from summer semester _____

Personal details			
Name, first name			
student ID number			
degree programme			
Street, house number			
Postcode, town			
Telephone (optional)		Email	

I am applying for part-time studies (50%)* for the following reason:

1. Employment alongside my studies ☐
2. Care and upbringing of a child aged up to 10 years ☐
3. Care of close relatives in need of care within the meaning of the Care Leave Act ☐
4. Part-time study is necessary due to a disability ☐
5. Part-time study is necessary due to pregnancy ☐
6. Other serious reasons that make part-time study necessary ☐

The reasons given must be substantiated by appropriate evidence.

Date / Signature of the student

The application is approved:

☐ Yes

☐ No

On behalf of

Date / Signature

Explanatory notes

Part-time studies can be applied for in accordance with § 19 (4) of the Brandenburg Higher Education Act. The application for part-time studies must be submitted before the beginning of the semester (28/29 February of each year for the following summer semester / 31 August of each year for the following winter semester). Part-time studies shall continue for as long as the reason for the application stated above applies. A shorter duration may be specified when re-registering for the semester in question. If the reason for applying for part-time studies no longer applies, the student is obliged to inform the university immediately.

Part-time studies should be for an even number of semesters. The periods of study completed in part-time studies will be credited to the standard period of study in accordance with the proportion completed in the regular study programme. The semester fee must be paid in full. A double degree is not possible during part-time studies.

*It is not possible to apply for the part-time model for the completion of the final thesis.