



## APPLICATION TO STUDY PART-TIME

Applicants for and students in a **full-time degree program** can apply to study part-time if there are significant grounds why they cannot pursue their degree program on a full-time basis and they would like to be officially enrolled as a part-time student.

### DEADLINE FOR APPLICATIONS

The application must be submitted **at the latest by the first day of classes of the semester** in which the degree program is to be pursued on a part-time basis.

### GENERAL INFORMATION

- ➔ The application to study part-time is conditional on re-registration for the coming semester. This means that payment of the **full semester fee** is mandatory!
- ➔ Application is made for **1 academic year** (2 semesters).
- ➔ The period of part-time study can be **extended** by a further year by submitting a new application. The relevant deadline must again be observed when submitting a new application.
- ➔ Part-time studies can only be applied for **within the standard period of study** and for a **maximum of double the standard period of study**.
- ➔ The university must be **notified immediately** if the grounds for studying part-time no longer apply.
- ➔ Part-time semesters count as **half regular semesters of study** and as full semesters enrolled.
- ➔ As a rule, **up to two thirds** of the **credit points** or course certificates specified in the examination regulations for the relevant degree program can be earned per semester when studying part-time. This does not affect credit points earned through retakes. If more than two thirds of the credit points or course certificates required for a full-time degree program according to the examination regulations are acquired in the respective part-time semester, this semester is to be counted as a full semester of study.
- ➔ The time allotted for completion of the **final thesis** at the end of the degree program may be extended upon request, but may not exceed a maximum of double the regular completion time. The time allotted for completion of all other written assignments (e.g., term papers) remains unaffected.
- ➔ As a part-time student, you have the **same status** within the university **as a full-time student**. Study regulations therefore apply equally to part-time students.
- ➔ If you are an **international student** from a non-EU country holding a residence permit for the purposes of studying, and your studies are the main purpose of your stay in the Federal Republic of Germany, it is essential that you clarify in advance with your immigration authority whether a change of status from full-time to part-time student will jeopardize your residence status.
- ➔ Important information for **BAföG** (governmental financial aid) recipients: As no aid is generally granted for part-time degree programs, please contact the Amt für Ausbildungsförderung of the Studierendenwerk Frankfurt ([www.swffm.de/bafoeg-finanzen/bafoeg/faq/](http://www.swffm.de/bafoeg-finanzen/bafoeg/faq/)) for advice on the consequences for further financial support before taking the decision to study part-time.



## ADMISSIBLE GROUNDS & APPROPRIATE DOCUMENTATION

### → **Gainful employment**

As a rule, gainful employment is documented by employment subject to social insurance contributions for at least 14 hours of regular weekly working hours.

#### Documentation:

Certificate from the employer stating the

- weekly number of hours
- obligation to pay social insurance contributions
- duration of the employment contract

### → **Caring for family members**

Caring for family members generally means parenting a child up to the age of ten in accordance with Section 25 (5) of the BAföG (German Federal Training Assistance Act) or evidence that you are caring for a close relative who has been assigned a long-term care level in accordance with Section 15 (1) of Volume 11 of the German Social Insurance Code.

In addition to the income earner's own children, the following are also considered children of the income earner:

- foster children (persons with whom he/she lives permanently in a family-like relationship)
- children of his/her spouse who live in his/her household,
- grandchildren living in his/her household.

#### Documentation:

Depending on the grounds given: original maternal health passport (Mutterpass), a medical certificate with date of birth or birth certificate. Confirmation from the long-term care insurance provider of the care level of the family member and the extent and frequency of the care you provide.

### → **Disability or chronic illness**

The disability or chronic illness must be such that regular full-time studies are not possible.

#### Documentation:

Presentation of ID for the severely disabled; medical certificate confirming the nature and duration of the illness with a statement on the ways in which it requires an extension of the study period.

The documentation must enable an assessment to be made that regular full-time study is not possible.

### → **Membership in a national squad (A, B, C or D/C squad) of a top professional association in the German Olympic Sports Confederation**

#### Documentation:

Certificate from the relevant national sports squad

### → **Comparable significant grounds that preclude regular full-time studies**

#### Documentation:

Grounds and explanation of the significance (in the comment section in the application form) plus appropriate evidence.

## LEGAL BASIS

Hochschule RheinMain's [statutes on part-time study](#) (Official Announcement No. 873 dated July 25, 2023).



## APPLICATION PROCESS

Applications are to be submitted digitally via your student account in COMPASS.

Menu => Service => Applications => Other applications

You will be informed in COMPASS if additional documentation is required.

You will also be informed about the approval of the application in COMPASS.

Click on the application to check its status. The status comments may include information about missing documents or other details.

In the event of a final rejection of your application, you will receive official notification of the decision by post in addition to the information made available in COMPASS.

**Studying part-time is always specific to the degree program. This means that if you are enrolled in more than one degree program at Hochschule RheinMain, you must inform us as to which degree program you wish to study part-time/whether you wish to study on a part-time basis in one or all of your degree programs. Please let us know in the comments section of the application form.**

### Contact

Studienbüro der Hochschule RheinMain – Admissions Office

studienbuero@hs-rm.de

☎ 0611 94 95 1560 (Admissions Office Wiesbaden); 06142 898 4114 (Admissions Office Rüsselsheim)