

Request for part-time studies

Personal information:

Name, first name:

Registration no. (or applicant no.):

Street, house number:

Mobile no. (or landline phone no.):

Postcode, city:

E-mail address:

Information on the degree programme:

- | | |
|---|---|
| <input type="checkbox"/> Bachelor Management of Social Services | <input type="checkbox"/> Master Geographies of Rural Areas |
| <input type="checkbox"/> Bachelor Gerontology | <input type="checkbox"/> Master Gerontology |
| <input type="checkbox"/> Bachelor Social Work | <input type="checkbox"/> Master Cultural Studies |
| <input type="checkbox"/> Bachelor Combined Studies | <input type="checkbox"/> Master Social Work |
| <input type="checkbox"/> Master of Education (<i>Grundschule</i>) (primary schools) | <input type="checkbox"/> Master of Education (<i>Haupt-/Realschule¹</i>) (secondary schools) |
| <input type="checkbox"/> Master Management of Social Services | <input type="checkbox"/> Focus on <i>Hauptschule</i> |
| | <input type="checkbox"/> Focus on <i>Realschule</i> |

I request part-time studies for two subsequent semesters, beginning with the

- | | |
|--|---|
| <input type="checkbox"/> Winter semester | <input type="checkbox"/> Summer semester |
| <input type="checkbox"/> First request | <input type="checkbox"/> Subsequent request |

I justify my request for part-time studies as follows (for statistical purposes only):

- | | |
|--|---|
| <input type="checkbox"/> Childcare | <input type="checkbox"/> Occupation |
| <input type="checkbox"/> Taking care of a relative | <input type="checkbox"/> Internship/practical course |
| <input type="checkbox"/> Illness | <input type="checkbox"/> Commitment at the university |
| <input type="checkbox"/> Disability | <input type="checkbox"/> Extramural commitment |
| <input type="checkbox"/> Studies abroad | <input type="checkbox"/> Other |

I have agreed upon my study plan with the Subject-Specific Student Advising Office who has confirmed its studiability (attachment, page 2). I am aware that I must not receive more than 15 credit points during my part-time studies and that the University of Vechta will revoke the permit for part-time studies in case of non-compliance. I assure that I will not work on a thesis for a *Diplom*, *Magister*, Bachelor's, or any other degree for the period of the part-time studies.

Place, date

Signature of the applicant

¹ *Hauptschule*: grades 5-9, slower teaching pace; *Realschule*: grades 5-10, intermediate level, possibility to change to *Gymnasium* to achieve *Abitur*

Attachment to the request for part-time studies: Study plan

Name, first name: _____

Registration no. (or applicant no.): _____

Degree programme: _____

for winter semester _____ and following sem. for summer semester _____ and following sem.

I will enrol for the following modules during my part-time studies:

Semester	Module number	Module title	Credit points

The presented study plan has been agreed upon with the student and its studiability is hereby confirmed.

The study plan corresponds to the attached study schedule (in this case, the table above does not need to be filled in, but the signature from a member of the Subject-Specific Student Advising Office is required for proof of a consultation).

Name of the subject-specific
student adviser in block capitals

Date
Stamp

Signature

Notes for the request for part-time studies:

As per the Regulation of part-time studies at the University of Vechta

See Official Newsletter 20/2014

<http://www.uni-vechta.de/universitaet/praesidium/bekanntmachungen-berichte/amtliche-mitteilungsblaetter/>

1. Conditions for filing the request:

- The request must be made for two semesters. In case of a semester spent abroad, part-time studies can also be requested for only one semester. In this case, the stay abroad must be proven by means of an admission by the foreign university, a Learning Agreement, an acceptance letter for an internship, or another appropriate document.
- Part-time studies are ruled out for students who are currently working on their thesis for a *Diplom*, *Magister*, Bachelor's, or any other degree.
- An individual study plan must be attached to this request. This plan must be specified together with the responsible subject-specific student adviser and confirmed by signature. The individual plan can be replaced by a part-time studies plan provided by the Subject-Specific Student Advising Office.
- Parallel studies of several academic subjects at the same time rule out part-time studies.
- The request can only be filed for degree programmes in which the examination regulation includes part-time studies. This applies to degree programmes subject to the framework examination regulation and therefore always applies to students who start their studies for the first time or change to a Master's degree programme. Students who do not study within the framework examination regulation cannot file this request. When in doubt, check the examination regulation that applies to your degree programme at <http://www.uni-vechta.de/studium/studienangebot/>.

2. Request periods:

- 30 September for the winter semester
- 31 March for the summer semester

Please bear in mind that, especially for the winter semester, the request will only be processed after completion of the admissions and enrolments.

3. Standard period of study:

The standard period of study is prolonged accordingly; in case of partially completed semesters, the standard period of study is rounded up to whole semesters. The standard period of study for full-time studies can be doubled at the most.

4. Long-term study fee for part-time studies:

In case you already have to pay long-term study fees, you will pay half of the fee designated for the full-time studies. All other fees and contributions must be paid in full. Please refer to our website: <http://www.uni-vechta.de/studierende/beratung-und-service/immatrulationsamt/beitraege-und-gebuehren/>

5. Revocation of the permit for part-time studies:

The university will revoke the permit for part-time studies for the affected semester in case the student has received more than 15 credit points (CP) per semester.

6. Premature termination of part-time studies:

In duly substantiated exceptional cases, a premature change to full-time studies is possible if requested before the re-registration deadline for the following semester. This request can be informal, but must include a justification.

7. Compatibility of part-time studies with occupation or other obligations:

Part-time studies do not constitute a legal claim for separate course offers, i.e., the students themselves

have to organise their studies.

8. Part-time studies and consequences:

Please clarify the consequences of part-time studies (e.g., on financial or other support) with the respective competent authority. Please consider the following circumstances (list is not complete):

- BAföG (Federal Training Assistance Act) (especially applies to students with children, as well as students with disabilities and/or chronic diseases; generally no entitlement to funding in case of part-time studies)
- General Child Benefit Fund
- Health insurance
- Bank/Credit institution
- Scholarship providers
- Employment office (regarding unemployment benefit, availability for the job market)
- Social security (regarding short-time employment, liability to social security payments)
- International students: Please clarify with the authority for foreigners whether part-time studies might put the residence permit at risk.

8. Advice:

We recommend seeking advice before filing the request whether part-time studies are suitable in your case. The Central Student Advising Office is happy to help you with this matter. Contact via zsb@uni-vechta.de