



6.40.21E Regulations Governing Part-time Study at Clausthal University of Technology of December 19, 2017

as amended for the first time on July 16, 2019

*This English translation is for information purposes only.
The original German text is the legally binding version.*

The Senate of Clausthal University of Technology adopted the following Regulations Governing Part-time Study on December 19, 2017, pursuant to section 41(1) of the Lower Saxony Higher Education Act (*Niedersächsisches Hochschulgesetz*) (Mitt.TUC 2018, p. 24). They were last amended by Senate decision on July 16, 2017 (Mitt.TUC 2019, p. 377).

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Section 1 Scope

These Regulations shall govern the prerequisites, configuration, and legal consequences of part-time study for suitable bachelor's and master's degree programs at Clausthal University of Technology on the basis of section 19(2) of the Lower Saxony Higher Education Act in conjunction with the General Examination Regulations and the program-specific Implementing Provisions applicable in each case.

Section 2

Prerequisites for part-time study

- (1) A student can apply for part-time study if he or she has significant reasons to be unable to complete a program of full-time study and the faculty responsible has determined that the degree program in question is suitable for part-time study and has enshrined that suitability in the program-specific Implementing Provisions. A student's initial application to start part-time study in an undergraduate bachelor's or a consecutive master's degree program at TU Clausthal must be submitted within the standard duration of the full-time program. Once the standard duration has been exceeded, only renewal applications can be submitted.
- (2) Students can be admitted for part-time study if all the prerequisites are met, unless this is impossible for reasons of capacity.
- (3) The prerequisites for starting part-time study shall be timely submission of an application (in accordance with section 3(1) or (2) below) and evidence of a consultation on part-time study including the conclusion of a Learning Agreement (in accordance with section 4(1) below).
- (4) Part-time study is not permissible for students enrolled in two parallel degree programs.
- (5) If the program-specific Implementing Provisions stipulate that a set number of credit points have to be gained within a certain timeframe (in accordance with section 6(4) of the General Examination Regulations) and that timeframe lies within the academic year to which the application for part-time study pertains, the application cannot be accepted.
- (6) The program-specific Implementing Provisions for degree programs suitable for part-time study must contain at least one recommended model program schedule for part-time study with, on average, half of the full-time workload.
- (7) Part-time study shall explicitly not serve as a means to gain economic or examination-related advantage.

Section 3

Application, deadlines, transfer

- (1) Applications to begin part-time study shall be submitted to the Student Office in writing using the Clausthal University of Technology application form before the start of the re-registration period for the next semester (see section 8(1) of the Enrollment Regulations).
- (2) By way of derogation from paragraph (1) above, newly enrolled students (those beginning their first semester or transferring from another university) can submit their applications for part-time study at any time until the application deadline (see section 2(1) of the Enrollment Regulations).

(3) Applicants for part-time study must specify and provide evidence for the reasons. Significant reasons as referred to in the first sentence of section 2(1) above shall include the following in particular:

(a) family activities relating to the raising of the student's own child or children up to the age of 17 or the care and assistance of unwell and vulnerable family members who have been assigned a grade of care;

(b) a disability or severe chronic illness in the student which reduces his or her capacity for study or available time to such an extent as to rule out ordinary full-time study;

(c) an outstanding degree of engagement in society and civic involvement (including elite sport, supraregional musical and artistic activities, and social, political, or trade union involvement);

(d) participation in organs of student or academic self-government;

(e) paid employment with regular working hours of at least 15 hours a week.

(4) The application for part-time study must be accompanied by evidence of a consultation including a signed Learning Agreement (in accordance with section 4(1) and (2) below).

(5) A student can only apply for part-time study for one academic year, or two consecutive semesters, at a time.

(6) In exceptional circumstances (e.g. if the significant reasons for studying part-time have been removed), it shall be possible, upon application, to switch from part-time to full-time study early, if it would be unreasonable to expect the student to continue to study part time.

(7) For renewal applications to continue or resume part-time study, paragraphs (1) and (3) above shall apply, *mutatis mutandis*. In addition, renewal applications shall require written confirmation from the relevant coordinator of part-time study that the student has not violated the terms of previous Learning Agreements (under section 4(4) below) in earlier semesters of part-time study.

Section 4

Consultations, individualized program schedule (Learning Agreement)

(1) Before applying for part-time study, the student must attend a consultation with the person appointed by the relevant faculty (coordinator of part-time study). As a rule, this person shall be the program advisor. During the consultation, the modules to be completed in the upcoming academic year of part-time study shall be agreed in an individualized program schedule known as a Learning Agreement.

(2) The Learning Agreement shall always be drawn up in triplicate and confirmed by the

signatures of the student and the relevant coordinator of part-time study. One copy of the Learning Agreement shall remain with the coordinator of part-time study, and the student shall receive the other two copies, one of which shall be intended for submission to and retention by the Student Office.

(3) Part-time study shall generate no legal entitlement to provision of separate classes, degree programs, or examinations. However, the feasibility of the agreed program schedule must be checked by the coordinator of part-time study.

(4) After each semester of part-time study, a repeat consultation with the coordinator of part-time study shall be held on a mandatory basis. The purpose of the consultation shall be to review the student's progress. If required, necessary changes to the modules to be completed in the subsequent semester can also be made in the Learning Agreement. For each completed part-time semester, the coordinator of part-time study shall review and document in writing whether the student has adhered to the agreed program schedule.

(5) The part-time student shall have an obligation to print and present to the coordinator of part-time study, for each consultation, a current overview (no more than one week old) of his or her work to date (transcript of records/certificate of conformity) from the electronic exam-administration system.

(6) The consultations held under paragraph (4) above shall be conducted by May 31 of the same year following each winter semester and by November 30 of the same year following each summer semester. The student shall have an obligation to arrange an appointment with the coordinator of part-time study in good time (at least two weeks before the deadline). The negative consequences of failure to do so shall be borne by the student (see section 10(1) below).

Section 5

Credit points in part-time study

(1) In part-time study, a student can gain a maximum of half the credit points allocated for a semester of full-time study in the relevant program-specific Implementing Provisions, in accordance with the following rules:

(a) The student shall be permitted to gain no more than 20 credit points in each semester of part-time study and no more than 30 credit points altogether in each authorized academic year of part-time study; a maximum of 3 credit points in excess of the limit shall be possible. Heed shall be paid to ensure that the total number of credit points for full-time study is not exceeded.

(b) The number of credit points gained during part-time study shall be calculated on the basis of the pieces of learning and assessment work completed during the academic year in question.

(c) Examinations to fulfill conditions (in accordance with section 13(5) of the General Examination Regulations) which are taken during a master's degree program shall not be counted in the calculation of credit points gained.

(d) Credit points gained in retake examinations or as a result of the transfer, incorporation, and/or recognition of work done elsewhere shall not be factored into the calculation of the total number of credit points gained in part-time study. The counting of semesters shall remain unaffected by this rule.

(2) Supplementary work (under section 13(3) of the General Examination Regulations) and pre-emptive master's work (under section 13(4) of the General Examination Regulations) shall not be permitted within the framework of part-time study.

Section 6

Final theses, industrial placements

(1) A master's thesis as defined in section 16 of the General Examination Regulations cannot be undertaken in the context of part-time study. Admission to undertake a master's thesis can only be granted if the student is engaged in full-time study in the relevant degree program at Clausthal University of Technology at the time of applying for it.

(2) A bachelor's thesis as defined in section 16 of the General Examination Regulations can be undertaken in the context of part-time study, but the same amount of time shall be allowed for its production as in the case of full-time students.

(3) Mandatory vocational placements (industrial placements) to be undertaken during the degree program in accordance with the relevant program-specific Implementing Provisions can be undertaken on a part-time basis if the placement provider permits it. The content of the present Regulations shall thus generate no legal entitlement to part time.

Section 7

Standard program duration, periods of study, increased allowance of semesters

(1) The standard program durations set out in each set of program-specific Implementing Provisions shall remain unaltered for part-time study. However, one semester spent in part-time study shall count as only half a semester when it comes to calculating the number of semesters already used for the program in question.

(2) The number of semesters spent at university shall remain unaffected by part-time study.

(3) Applications for sabbatical semesters can be submitted during part-time study in accordance with the same rules that apply to full-time study. Following completion of a sabbatical semester, a consultation with the coordinator of part-time study shall be obligatory. The coordinator of part-time study shall adapt the Learning Agreement for the subsequent semester in liaison with the student. Section 4(6) shall apply here, *mutatis mutandis*.

(4) With regard to the incorporation of learning and assessment work completed within

the framework of another degree program or at another university, the semesters shall be factored into the calculation in line with the rules for full-time study.

(5) The allowance of semesters shall be increased accordingly pursuant to the eighth to eleventh sentences of section 12(8) of the Lower Saxony Higher Education Act.

Section 8 Student status

Part-time students shall have the same status as full-time students within the university and shall be part of the normal operation of the university.

Section 9 Fees and levies

(1) The sum of the semester fees to be paid each semester shall remain unaffected by part-time study.

(2) The long-term study levy shall be reduced by half for semesters spent in part-time study (in accordance with section 13(1), third sentence, of the Lower Saxony Higher Education Act).

Section 10 Revocation

(1) Admission to study part time shall be revoked if the student
(a) has gained more than the permitted number of credit points (see section 5(1) above),

(b) has not submitted evidence to the Student Office of completed consultations after he or she was requested to do so and a deadline was set (see section 3(4) and (7) above),

(c) has failed to arrange and/or missed mandatory consultations (see section 4(6) above),

(d) has started work on his or her master's thesis during part-time study (see section 6(1) below).

(2) The long-term study levies shall be retroactively paid in full; the levies to be paid retroactively shall become due upon receipt of the revocation.

(3) In cases of revocation, any part-time semesters already used shall be counted as whole semesters. The number of semesters used shall be amended accordingly, *ex officio*.

Section 11
Entry into force

- (1) The present Regulations shall enter into force on the day after their publication in the official journal of Clausthal University of Technology, the *Amtliches Verkündungsblatt*.
- (2) Applications for part-time study can be submitted for the first time in the 2018 summer semester.