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## Schedule of Fees and Charges of the University of Applied Sciences Emden

On the basis of § 13 para. 9 of the Lower Saxony Higher Education Act of 26.02.2007, last amended by Article 7 of the Act of 23.03.2022 (Nds. GVBl. p. 218), the university has decided on 15.03.2022, last amended on 02.05.2023 the following new version of the schedule of fees and charges and published by the official gazette no. 124/2023 on 04.05.2023:

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## § 1 Fees and charges

In order to fulfill its governmental duties, the University of Applied Sciences Emden/Leer charges fees on the basis of the Lower Saxony Higher Education Act fees. As a consequence of the so-called prohibition of subsidies the fees for the provision of services under private law are calculated and contractually agreed on an individual basis. (for user fees, see Annex 3).

## § 2 Fees for further education study programs

The following general conditions apply to tuition fees for further education courses at the University of Applied Sciences Emden/Leer:

1. Students who withdraw from their studies after the beginning of a current semester will not be refunded the tuition fee. A refund of the paid semester amounts shall be governed by the provisions of the Lower Saxony Higher Education Act. The semester times can be found in the valid semester schedule.
2. Starting with the winter semester 2021/2022, for the full-time study programs "Technical Management" and "Business Intelligence and Data Analytics" a total of 5980 Euro per semester will be charged (tuition + semester fee). If at the beginning of the 4th or higher semester the admission to the master 's thesis has been made, a reduced total amount of 500 Euro will be charged from this semester on.
3. For the part-time course of studies "Master Business Intelligence and Data Analytics" the fee charged with the exception of the module "Master Thesis and Colloquium" amounts to 1480 Euro per module. In addition, for each semester a basic fee of 500 Euro per semester (tuition + semester fee) is charged.

## § 3 Media subscription fees for undergraduate and consecutive online degree programs

1. For the purchase of study material within the framework of undergraduate and consecutive online degree programs, a fee of 5 cps per semester is charged for each module taken, up to and including the summer semester 2021, a media subscription fee in the amount of 78, -- € is to be paid.  
From the winter semester 2021/2022 onwards, a media subscription fee of 95, -- € is to be paid.
2. Upon proof of BAföG eligibility, the media subscription fee will be reduced according to para. 1 to 53, -- € per module/semester, up to and including the summer semester 2021.
3. From the winter semester 2021/2022, the media subscription fee according to para.1 will be reduced to 70, -- € per module/semester upon proof of BAföG eligibility.
4. Media subscription fees for modules not equal to 5 cps will be converted proportionally to the cp-number.

5. The processing of the media purchase fee payments takes place in a central university network outside the University.

#### **§ 4 Fees for postgraduate diplomas and duplicates**

1. For the issuance of a diploma certificate in the context of the subsequent conferral of a diploma degree to graduates, a fee of 100 € is charged.
2. For the duplicate of a diploma or a certificate a fee of 50 € will be charged.
3. For other duplicates of documents or certificates related to the study program (e.g. Diploma Supplement, Transcript of records, etc.) fees of 20 € to 100 € depending on the effort will be charged.

#### **§ 5 Guest auditors**

1. For guest students, a tuition fee of 50, -- € for an enrollment of up to four semester hours per week and 100, -- € for an enrollment of more than four semester hours per week are charged.
2. For the completion of course work and the taking of exams, a fee of € 50 per exam is charged.

#### **§ 6 Fees for the CampusCard / Access cards**

1. The replacement of the chip card is free of charge in case of
  - change of name,
  - electronic defect with visually undamaged card,
  - theft with a police report and
  - in particularly justified cases of hardship.
2. in all other cases such as
  - Loss,
  - theft without a police report and
  - damage due to improper use a fee of 15 € will be charged.

#### **§ 7 Fees for late re-registration**

- If the deadline is missed, a fee of 25 euros will be charged for a late re-registration that is still accepted by the university.

#### **§ 8 Fees for university sports**

1. The events of the university sports under the direction and supervision of the exercise instructors commissioned by the university are free of charge for university members,

members of the cooperation partners, as well as University members of the member universities of the general German University Sports Association (adh), provided that no special costs are incurred as a result of the sports events.

2. for cost-intensive sports, fees shall be charged in accordance with Annex 1. Annex 2 shows the fees for the use of sports equipment.

### **§ 9 Students' own contribution for participation in excursions**

The University of Applied Sciences Emden/Leer may charge students a personal contribution for participation in excursions.

### **§ 10 Fees for the award of national recognition in the department of Social Studies**

For the verification of the compliance with the requirements and the awarding of the national recognition of social workers (B.A.) / social pedagogues (B.A.), a fee of 150 Euro is charged, which is due with the >application for admission to the colloquium<. This regulation enters into force with the submission of the documents to be examined as of 01.01.2022.

### **§ 11 Fee for additional supervision services for undergraduate and consecutive degree programs**

A fee of 1500 Euro per semester is to be paid for additional supervision services in the context of the consecutive master's program in Advanced Management.

### **§ 12 Reference to the fee regulations of the state**

1. With regard to fee regulations not mentioned in these regulations, in particular for certifications, transcripts, etc., reference is made to the General Fee Regulations of the State of Lower Saxony.
2. The fees for the library are laid down in the currently valid "Schedule of Fees for Libraries of the State and University Libraries".

### **§ 13 Maturity Equitable measures**

The due date is determined by § 14 NHG. The university management decides on equitable measures upon the proposal of the supervising organizational unit.

### § 14 Entry into force

This amendment shall enter into force on the day following its publication in the official gazette of the University of Applied Sciences Emden/Leer. At the same time, the previous regulations in the version of 23.06.2021 shall expire.

#### Appendix 1: Fees of the University Sports for particularly cost-intensive sports courses

Per course	Persons according to § 8
Sport boat training (theory SBF Sea, SBF Inland and SKS)	20 €
Kitesurfing (theory and practice)	120 €

#### Appendix 2: Fees of the University Sports for the use of sports equipment

Per device and day	Persons according to § 8
Jolle	5 €
Jonathan	20 €
Bicycle	5 €
Kite equipment	40 €

#### Appendix 3: User charges for areas, equipment and systems

1. The transfer and immediate handover / takeover of space, equipment and systems shall be based on a lease agreement under civil law (Annex 1) or a protocol (Annex 2).
2. The fees are determined individually by the WTT department. This also applies to personnel, and other, services associated with the use of area, equipment and systems.
3. Handover / takeover of the rented objects are to be agreed / confirmed in writing (Annexes 1 and 2).
4. The fees are charged plus the currently applicable value added tax.

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Appendix 1 to Annex 3

**Rental Agreement for Area, Equipment and Systems of the University of Applied Sciences Emden/Leer**

Between the University of Applied Sciences Emden/Leer, Constantiaplatz 4, 26723 Emden, hereinafter referred to as the lessor

and (individual / company) hereinafter referred to as lessee, the following rental agreement is concluded.

§ 1 Subject matter of the contract

The lessor rents to the lessee:

For the purpose of use:

§ 2 General

- a. The handover / takeover of the contractually agreed objects shall take place against signature directly between a responsible person of the university to the tenant. Any damage is to be documented immediately (Annex 2 to the Annex 3).
- b. Interventions, changes and additions by the lessee are not permitted, transfer of the subject matter of the contract to a third party is also not permissible.
- c. The rented objects are to be used exclusively in accordance with the contract and / or for their use in accordance with the purpose of the contract. The holding of events is subject to special regulations, which are published on the homepage of the homepage of the university.
- d. For the term of the rental agreement, liability obligations are transferred to the tenant, by taking out sufficient insurance policies to keep the university free of damages - also towards third parties.
- e. The lessee shall be liable for any damage to the leased property, insofar as it is not due to normal wear and tear within the scope of the agreed purpose of use.
- f. The liability of the university for consequential damages (e.g. lost profits, financial losses, etc.) is excluded.
- g. The rental relationship may be terminated for good cause before the expiry of the agreed period. A tacit extension of the contract is excluded. Both parties can withdraw from the contract at the latest 5 working days before the start of the rental period.

### § 3 Rental period

from:

until:

### § 4 Fee

The fee for the agreed period is (Euro plus applicable VAT):

The fee will be invoiced by the lessor in one sum.

### § 4 Written form clause

Verbal side agreements have not been made. Changes and additions require the written form.

### § 5 Place of jurisdiction

Place of performance and jurisdiction is Emden.

### § 6 Entry into force

The contract shall enter into force upon signature by both parties.

### § 7 Severability clause

The legal invalidity of any provision of this contract shall not affect the validity of the remaining provisions. In this case, the invalid provision shall be replaced by a valid provision which comes closest to the intended purpose of the contract.

Place, Date

\_\_\_\_\_  
Lessor

\_\_\_\_\_  
Lessee

## Appendix 2 to Annex 3

**Handover protocol for university facilities**

The following university facility(ies) will be handed over:

No.	Type of equipment	Designation	Number	Inventory number for equipment
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The proper handover/acceptance is confirmed.

The following deficiencies were noted during the handover:

Lessor

Lessee

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Date / Time / Signature

.....

Date / Time / Signature