

Statutes on the levying of fees and charges at the Ostbayerische Technische Hochschule Amberg-Weiden (GebEntS)

19/12/2023

(in the consolidated version of the 1st amendment statutes dated 23rd April 2024)

Based on Art. 9 sentence 1 and sentence 2, Art. 13 para. 7 sentence 1 of the Bavarian University Innovation Act (BayHIG) of 5th August 2022 (GVBl. p. 414, BayRS 2210-1-3- WK), as amended, the Ostbayerische Technische Hochschule issues the following statutes:

Table of contents

I.	General information	2
	§ 1 Scope of application and definitions	2
	§ 2 Personal data, evidence	2
II.	Fees and charges	2
	§ 3 Levying of fees and charges under private law.....	2
	§ 4 Exemption from the obligation to pay fees and charges	3
	§ 5 Amount of fees and charges for administrative activities.....	3
	§ 6 Amount of fees and charges for continuing education	4
	§ 7 Due date of fees and charges	4
	§ 8 Consequences of non-payment	5
	§ 9 Remission, exemption, reimbursement.....	5
	§ 10 Reduction.....	6
III.	Service fees for international applicants and international students.....	6
	§ 11 Levying of service fees.....	6
	§ 12 Exemption from the service fee obligation	7
	§ 13 Amount of the service fees	9
	§ 14 Due date of the service fees	9
	§ 15 Consequences of non-payment	9
	§ 16 Exemption	10
	§ 17 Refund, payment by instalments, deferral	10
IV.	Final provisions.....	10
	§ 18 Transitional provisions.....	10
	§ 19 Entry into force	11

I. General information

§ 1

Scope of application and definitions

- (1) These statutes apply to fees and charges levied at Ostbayerische Technische Hochschule (OTH) Amberg-Weiden in the area of continuing education, the International Office and the Office of Student Affairs in accordance with Art. 13 BayHIG.
- (2) The levying of other fees, expenses and charges, in particular in accordance with the Costs Act and the levying of fees and contributions for the Studierendenwerk Oberfranken remain unaffected.
- (3) Enrolled persons within the meaning of these statutes are persons who are enrolled at the Ostbayerische Technische Hochschule Amberg-Weiden in accordance with the provisions of the statutes on the enrolment, leave of absence, re-registration and de-registration procedure.

§ 2

Personal data, evidence

- (1) Applicants, students and participants in further education programmes in accordance with Art. 78 Para. 1 and 2 BayHIG are obliged to provide the necessary personal data and submit the required documents in accordance with Art. 13 Para. 8 BayHIG.
- (2) Foreign-language certificates must be accompanied by complete translations in German language by an officially sworn translator.

II. Fees and Charges

§ 3

Levying of fees and charges under private law

The Ostbayerische Technische Hochschule Amberg-Weiden charges the following fees and fees under private law:

- a) from students and persons enrolled in accordance with Art. 87 para. 3 sentence 1 BayHIG for participation in training and part-time study programmes in accordance with Art. 77 para. 3 sentence 4 BayHIG

- b) from all enrolled and non-enrolled persons for participation in continuing education programmes in accordance with Art. 78 para. 1 and para. 2 BayHIG
- c) persons enrolled in accordance with Art. 87 para. 3 sentence 1 BayHIG who attend courses other than those specified in Art. 78 para. 1 and 2 BayHIG outside of a degree programme (in particular visiting students).

§ 4

Exemption from the obligation to pay fees and charges

No fees apply to

- a) Students and persons enrolled in accordance with Art. 87 para. 3 sentence 1 BayHIG who are enrolled as students at another university with a corresponding cooperation agreement.
- b) Students who are authorised to take part in courses at OTH Amberg-Weiden on the basis of Art. 77 Para. 7 Sentence 1 BayHIG.
- c) students who are enrolled at another university and are part-time students at OTH Amberg-Weiden.

§ 5

Amount of fees and charges for administrative activities

¹ In accordance with Art. 13 Para. 7 BayHIG and the Cost Act (KG) for special administrative activities with budgetary implications, the Ostbayerische Technische Hochschule Amberg-Weiden charges fees. The amount of the fees is determined as follows:

- a) Fees for visiting students pursuant to Art. 87 para. 3 sentence 1 BayHIG
The fee for visiting students is 25.00 euros per semester hour per week.
- b) The following fees are set for certifications, the replacement issue of study documents and other official acts in accordance with Art. 6 KG and the schedule of costs:

- Duplicates and additional certificates: 5,00 Euro
- Duplicate if the original certificate or document is lost: 15.00 Euros
- Notarisation of certificates (for graduates of OTH Amberg-Weiden up to 5 copies free of charge): 5,00 Euro/document
- Confirmation of grades in triplicate: 5,00 Euro
- Replacement in the event of loss or damage to the student ID card or reissuing due to name change: 15,00 Euro

§ 6

Amount of fees and charges for further education

- (1) ¹The fees for participation in fee-paying part-time degree programmes can be found in the current version of Annex 1 of this fee schedule. ²The fees are semester fees that must be paid at the start of the course or upon enrolment or re-registration.
- (2) ¹The fees for participation in further education Master's degree programmes can be found in the current version of Annex 1 of these fee and charge regulations. ²All fees must be paid prior to the start of the respective course, enrolment or re-registration.
- (3) ¹The fees for participation in continuing education programmes can be found in the current version of Annex 2 of these fee and charge regulations. ²All fees are to be paid before the start of the respective course or for enrolment or re-registration.

§ 7

Due date of fees and charges

- (1) The obligation to pay fees generally arises upon application for enrolment or registration for further studies (re-registration).

- (2) ¹On enrolment and re-registration, the total amount of the fee or charge must be paid by the date set by Ostbayerische Technische Hochschule Amberg-Weiden using the specified payment method. ²Open fees or charges for previous semesters must be paid at the time of re-enrolment or re-registration.
- (3) The fee for visiting students is due when the application for enrolment or re-registration is submitted.

§ 8

Consequences of non-payment

- (1) If the applicant or the person to be enrolled in accordance with Art. 87 para. 3 sentence 1 BayHIG does not provide proof of payment of fees or charges due, enrolment will be refused (Art. 91 no. 4 BayHIG).
- (2) If the student fails to provide proof of payment of fees due upon re-registration, the student will be de-registered (Art. 91 para. 2 BayHIG).
- (3) If the participant does not provide proof of payment of fees or charges due, he/she is excluded from participation in the respective offer.

§ 9

Remission, exemption, reimbursement

- (1) Persons enrolled in accordance with Art. 87 para. 3 sentence 1 BayHIG and participants for whom the levying of a fee or charge represents a particular hardship due to special circumstances of the individual case, also in consideration of the possibility of participating in a comparable fee-free programme at Ostbayerische Technische Hochschule Amberg-Weiden, are exempted from the obligation to pay fees or charges upon application for the periods after the application has been submitted, including the current semester. A distinct hardship is to be assumed in particular if the charging of fees is unreasonable for the applicant due to financial and/or social circumstances in the individual case.
- (2) The application to para. 1 sentence 1 must be submitted in written form or electronically. The reasons for the particular hardship must be presented by the applicant in writing or electronically and made credible.
- (3) Applications for exemption will only be considered for the current semester if they are received by OTH Amberg-Weiden by 30 September (for the winter semester) or 14 March (for the summer semester). If the reason for exemption occurs later than the mentioned deadlines, applications must be submitted to OTH Amberg-Weiden within four weeks of the reason for exemption arising. An application for exemption

has no suspensive effect with regard to the payment obligation.

- (4) If fees have already been paid and an exemption applies in accordance with paragraph 1, the fees paid will be refunded in the amount of the exemption. Interest and costs will not be refunded.
- (5) Before an exemption pursuant to para. 1 is granted, it must be examined whether the applicant is able to pay part of the fees or charges or is able to pay instalments pursuant to § 11.
- (6) If a training or further qualification programme is not carried out, any fees already paid will be refunded.
- (7) Repeated failure to pass examinations or non-participation in courses does not entitle the student to a refund of payments made.
- (8) In the event of de-registration on application or ex officio or cancellation by the participant after the start of the course, fees or charges already paid will not be refunded.
- (9) The Department of Further Education and the Office of Student Affairs are responsible for deciding on any exemption from or refund of fees or charges.

§ 10

Reduction

¹Discounts may be granted for the continuing education programmes in accordance with Section 6 (2) and (3). ²The structure of these discount options is governed by Annex 3 to these fee and remuneration regulations.

III. Service fees for international applicants and international students

§ 11

Collection of service fees

¹The Ostbayerische Technische Hochschule Amberg-Weiden charges service fees in accordance with Art. 13 Para. 3 for the special expenses incurred in the social support of foreign applicants and foreign students.

Sentence 1 No. 2 BayHIG. ²Students who are not nationals of a member state of the European Union or another contracting state of the Agreement on the European Economic Area are foreign students.

§ 12

Exemptions to the service fee obligation

(1) No service fees are charged for

1. Nationals of another Member State of the European Union,
2. Nationals of another contracting state of the Agreement on the European Economic Area and persons who hold a domestic higher education entrance qualification,
3. Persons with an established domestic connection, in accordance with Section 8 (1) to (4) of the Federal Training Assistance Act, provided they are not already covered by Nos. 1 to 3,
4. Persons who, on the basis of other agreements, legal provisions or intergovernmental agreements, are treated as equivalent to Germans or are exempt from the levying of fees,
5. Persons with a residence permit in accordance with Section 55 (1) of the Asylum Act who are nationals of a country of origin that was assessed by the Federal Office for Migration and Refugees as having a protection quota of 50 percent or more on the basis of the announcement by the Federal Ministry of the Interior on July 1st of a year for the following winter semester and on January 1st of a year for the following summer semester, the protection quota does not apply and the obligation to pay fees takes effect from the following semester,
6. Persons enrolled in accordance with Art. 87 para. 3 sentence 1 BayHIG, provided that enrolment in accordance with Art. 87 para. 3 sentence 1 BayHIG at another higher education institution is required in addition to enrolment as a student for an undergraduate or postgraduate degree programme in order to carry out and complete this degree programme properly in accordance with the relevant examination regulations,
7. Persons enrolled in accordance with Art. 87 para. 3 sentence 1 BayHIG who are enrolled as students at another university with which a

corresponding cooperation agreement exists,

8. Foreign students enrolled in accordance with Art. 87 para. 3 sentence 1 BayHIG who are enrolled as part of a student exchange programme within the European Union or another contracting state of the Agreement on the European Economic Area or university cooperation agreements, also with regard to the exemption from tuition fees,
9. Participants in further education programmes in accordance with Art. 78 Para. 1 and 2 BayHIG,
10. Pupils who are authorised to participate in courses at universities on the basis of Art. 77 para. 7 sentence 1 BayHIG,
11. Applicants and students on the basis of special partnership agreements with the Ostbayerische Technische Hochschule Amberg-Weiden
12. Guest students
13. Exchange students

(2) ¹Students and applicants are obliged to provide Ostbayerische Technische Hochschule Amberg-Weiden with the necessary information in order to be able to check the existence of the respective exceptions according to para. 1. ²In order to ensure an examination of the exceptional circumstances and the associated possible enrolment in due time at the beginning of the semester, the necessary information must be submitted by 31st August (for the winter semester) and by 15th February (for the summer semester).

(3) Exceptions will only be considered for the current semester if the necessary information has been submitted to OTH Amberg-Weiden by the deadlines specified in paragraph 2, sentence 2.

(4) No service fees are charged for the period of a leave of absence, provided that no modules are taken, no examinations are taken and no repeat examinations have to be taken during this period.

§ 13

Amount of the service fees

- (1) ¹The amount of the service fees to be paid shall be calculated according to the expenses incurred by Ostbayerische Technische Hochschule Amberg-Weiden and the importance of the service for the student concerned. ²Such an expense results from the total additional personnel and material costs incurred for the special expenses for the selection and social support of foreign applicants and foreign students - in particular from costs caused by specific forms of organisation or additional administrative requirements. ³Actual utilisations of the services are not required for the claim to arise. ⁴There is no entitlement to all services being offered at all times.
- (2) The fees are due for each semester in which the student is enrolled Ostbayerische Technische Hochschule Amberg-Weiden.
- (3) The amount of the service fees is set out in Annex 4 and in the OTH Amberg-Weiden service fee schedule to be issued by resolution of the university management.

§14

Due date of the service fees

¹The service fees are due upon enrolment or re-registration; payment of the service fees is a prerequisite for enrolment. ²OTH Amberg-Weiden will issue a corresponding notification of fees. ³The service fee must be paid by the date specified in the notice and by the payment method specified in the notice.

§ 15

Consequences of non-payment

¹A student who has not paid the service fees due per semester by the due date may not participate in the courses or the associated examinations in the degree programme. ²The date of receipt of payment by OTH Amberg-Weiden is decisive for this. ³Students and applicants who have not paid the service fees due despite a reminder will not be enrolled or will be de-registered at the end of the semester.

§ 16
Liberation

- (1) ¹On request, applicants and students may be exempted from paying the service fee in individual cases if payment of the fees would constitute particular hardship for them. ²Special hardship is to be assumed in particular if the collection of fees is unreasonable for the applicant due to financial and/or social circumstances in the individual case.
- (2) ¹The application pursuant to para. 1 must be submitted in writing or electronically. ²The reasons for the particular hardship must be presented by the applicant in writing or electronically and made credible.
- (3) ¹Applications for exemption will only be considered for the current semester if they are received by OTH Amberg-Weiden by 31st August (for the winter semester) or 15th February (for the summer semester). ²If the reason for exemption occurs later, applications must be submitted to OTH Amberg-Weiden within four weeks of the reason for exemption occurring. ³An application for exemption has no suspensive effect with regard to the payment obligation.

§ 17
Refund, payment by instalments, deferral

- (1) ¹A refund of service fees is generally not possible; in the case of exemption in accordance with § 16 para. 1, fees already paid will be refunded in the amount of the exemption. ²Interest and costs shall not be refunded. § Section 9 (7) and (8) shall apply accordingly.
- (2) Payment by instalments and deferral are not possible.

IV. Final provisions

§ 18
Transitional arrangements

- (1) For students who were enrolled on a degree programme accompanying their training when these regulations came into force, this degree programme remains free of charge.
- (2) For students who were enrolled on a part-time degree programme when these statutes came into force, the provisions of Art. 71 para. 2 sentences 2 to 4 of the Bavarian Higher Education Act (BayHSchG) in the version valid on 31 December 2022 apply in conjunction with the provisions of Art. 71 para. 2 sentence 2 to 4 of the Bavarian Higher Education Act

(BayHSchG) with the University Fees Ordinance (HSchGebVO) in the version valid on 31st December 2022 will continue to apply.

- (3) For students who were enrolled in a special further education programme in accordance with Section 1 (1) sentence 2 nos. 1 and 2 of the University Fees Ordinance in the version valid on 31st December 2022 when these statutes came into force, the provisions of Art. 71 (2) sentences 1, 3 and 4 of the Bavarian Higher Education Act (BayHSchG) in the version valid on 31st December 2022 in conjunction with the University Fees Ordinance (HSchGebVO) in the version valid on 31st December 2022 shall continue to apply.
- (4) For students named in paragraphs 2 and 3, the regulations contained therein shall apply from the date of entry into force of these statutes, insofar as the regulations made are more favourable for these students.
- (5) For foreign students who were enrolled in a degree programme before these statutes came into force, this degree programme remains free of charge.

§ 19

Entry into force

These fee and charge regulations of the Ostbayerische Technische Hochschule Amberg-Weiden come into force on the day after their announcement.

Amberg, 19/12/2023

signed.

Prof. Dr. Clemens Bulitta President

Bachelor's degree programme (part-time)	Standard period of study	Tuition fee per semester in EUR (plus student union fee)	Decided on
Trade and Service Management part-time (B.A.)	10.5 semesters	1.928,-	12/06/2013
<p>Special case: Bachelor's thesis extending beyond the semester:</p> <p>If the Bachelor's thesis is the only remaining examination and the Bachelor's thesis is started in one semester, but the submission and/or colloquium do not take place (until) the following semester, the following regulation applies:</p> <ul style="list-style-type: none"> • Submission and/or colloquium within the first month after the start of the semester: there are no tuition fees. • Submission and/or colloquium in the second month after the start of the semester: reduced tuition fees apply in the amount of € 1,000. • Submission and/or colloquium after the end of the second month after the start of the semester: the complete Tuition fee (see above, table line 1) for the semester to 			

Master's programme (further education)	Standard period of study	Tuition fee per semester in EUR (plus student union fee)	Decided on
Digital Business Management (MBA)	5 semesters	3.350,--	14/02/2017
Technology Management 4.0 (MBA)	5 semesters	3.350,--	14/02/2017
Tax law and tax theory (LL.M.)	4 semesters	3.750,--	03/05/2022
Digital Marketing	5 semesters	3.350,--	26/10/2021
Medical law	5 semesters	3.350,--	24/06/2020
Labour law	5 semesters	3.350,--	18/05/2021
Commercial and company law	5 semesters	3.350,--	18/05/2021
Tenancy and residential property law	5 semesters	3.350,--	30/11/2023

Appendix 2

to the Statutes of Fees and Charges of the OTH Amberg-Weiden as of 12/2023

Further training programme	Fee in EUR	Decided on
BeVorStudium - Mathematics I	300,--	06/02/2019
BeVorStudium - Mathematics II	450,--	06/02/2019
BeVorStudium - Physics	250,--	06/02/2019

Module from Bachelor's degree programme (further education)	Fee in EUR	Decided on
One module from a part-time Bachelor's degree programme	660,--	06/02/2019

Module from Master's programme (further education)	Fee in EUR	Decided on
One module from a further education Master's programme	1.120,--	20/06/2018

General further education modules	Fee in EUR	Decided on
A further education module to the extent of 5 ECTS credits	1.120,--	18/05/2021
A further education module to the extent of 1 ECTS credit point	225,--	30/11/2023

Discount by target group

Full-time students	Discount: 10%
Alumni	Discount: 10%
Employees	Discount: 10% (as a subsidy from the university)
Selected companies	Companies of the Partner Circle, ILO and DGO: Discount of 10% on bookings of "standard courses" (see definition below) or on the first semester fee (for degree programmes)

Quantity discount

Several employees of a company in the "standard course", i.e. the course is not individually designed for the company if the company pays
(In-house training courses are not included, these are calculated individually):

- from 4 participants: Discount of 10% for the 4th participant and others.

Booking of several courses by one participant:

- every 3rd course discount of 10%

Early booking discount

(Bachelor and MBA programmes only!) Application in May or November: 10% discount on the first semester fee

Discounts

About discount code as required

Annex 4 to the Statutes of Fees and Charges of the Ostbayerische Technische Hochschule Amberg-Weiden

Service fees for international students

Maximum amount in euros per semester in which the student is enrolled at OTH Amberg-Weiden:	500,--
---	--------

The following services (not exhaustive) are planned, for example:

1. Onboarding and orientation
 - Online info session in the application phase
 - Orientation offers
 - Support with visits to the authorities and finding accommodation
 - International Student Club

2. Promoting integration (language, culture, society, ...)
 - Intercultural events
 - Extracurricular language support DaF
 - Cultural excursions

3. Labour market skills
 - Support with internships
 - Support with final theses
 - Company contacts for career entry
 - Excursions
 - Application training, application portfolio check