

# **Tuition Regulation of the Technische Universität München**

of 19 July 2006

as amended by the 2<sup>nd</sup> amendment to the tuition regulation of 31 July 2009

Pursuant to Art. 13 (1) clause 2 in conjunction with Art. 71 (6) of the Bayerisches Hochschulgesetz (BayHSchG) [Bavarian Higher Education Act] the Technische Universität issues the following regulation:

*Preliminary statement on linguistic usage*

*In accordance with Article 3 (2) of the German Constitution, women and men have equal rights. Any terms relating to persons and functions mentioned in the following regulations are equally valid for women and men.*

*The English version is provided merely as a convenience and is not intended to be a legally binding document.*

## **Table of Contents:**

- § 1 Imposition of Tuition Fees
- § 2 Tuition Amount
- § 3 Tuition Obligation
- § 4 Exemptions Provided by Law
- § 5 Exemptions by Request
- § 6 Payment Due Date
- § 7 Consequences of Non-Payment
- § 8 Utilization of Tuition Funds
- § 9 Review
- § 10 Entry into Force

### **§ 1**

#### **Imposition of Tuition Fees, Purpose**

<sup>1</sup>The Technische Universität München, as a public law corporation, will require students to pay tuition beginning with the summer semester 2007. <sup>2</sup>The revenue raised from tuition fees will be used for the improvement of study conditions.

### **§ 2**

#### **Tuition Amount**

<sup>1</sup>Students at the Technische Universität München will be charged €500 tuition for each semester of study. <sup>2</sup>The tuition amount is based, on the one hand, on the cost of improving study conditions and, on the other hand, on the benefits that will accrue to the students pursuant to the provisions contained in § 8.

### **§ 3**

#### **Tuition Obligation**

- (1) Except for those cases stated in § 4, all students must pay tuition.
- (2) <sup>1</sup>Students must pay tuition to the Technische Universität München even if they are obligated to pay tuition to another institution of higher education unless, pursuant to the applicable curriculum and/or examination regulations, their study program requires simultaneous enrolment at several institutions of higher education, in which case tuition

must be paid only to the institution of higher education where the main emphasis of their program is located. <sup>2</sup>If it cannot be determined in which institution the main emphasis of their program is located, the institutions involved will come to an agreement as to which institution shall be responsible for collecting the tuition payments and how this sum will be allocated.

#### **§ 4 Exemptions Provided by Law**

<sup>1</sup>Students are exempt from paying tuition:

1. for semesters in which the student has taken a leave of absence for the entire semester;
2. for semesters which are devoted, predominantly or exclusively, to professional activity or training required for the successful completion of their studies, as defined in Art. 56 (1) clause 3 of the BayHSchG;
3. for semesters devoted exclusively to the completion of the practical year [*Praktisches Jahr*] pursuant to § 1 (2) clause 1 no. 1 in conjunction with § 3 of the *Approbationsordnung für Ärzte* [act on the licensing of physicians] of 27 June 2002 as amended;
4. for a period of no more than six semesters if they enroll to pursue a doctoral program;
5. for semesters in which students are enrolled in the *Vorbereitungsstudium für ausländische Studienbewerber (Studienkolleg)* program [preparatory studies for international students].

<sup>2</sup>Students must prove their eligibility for the exemptions pursuant to clause 1.

#### **§ 5 Exemptions by Request**

- (1) Upon application, exemption from tuition may be granted for periods following the application, including the ongoing semester, for:
  1. students who are caring for and raising a child who, at the beginning of the semester in question, has not yet completed his/her 18<sup>th</sup> year or is disabled; to provide proof of eligibility, the student must submit either an excerpt from the family register, the birth certificate of the child, the adoption certificate, foster care certificates, or the formal acknowledgement of paternity;
  2. students whose parents or guardians under civil law receive child benefits or similar payments for three or more children in a member state of the European Union; if a child renders charitable services, this will be deemed equivalent to receiving child benefits; to provide proof of eligibility, the student must submit certification of child benefit payments or of the charitable services rendered; international students must provide equivalent documentation issued by the authorities in their home country; the same shall apply if one or more children have completed their 25<sup>th</sup>, but not yet their 27<sup>th</sup> year, but fulfill in all other respects the requirements of § 32 (4) sentence 1 no. 2 of the Einkommensteuergesetz (EStG) [German Income Tax Act], or if the disability pursuant to § 32 (4) sentence 1 no. 3 EStG has occurred between completion of the 25<sup>th</sup> and 27<sup>th</sup> year,
  3. students whose parents or guardians under civil law have a maintenance obligation towards another child who is enrolled at a German institution of higher education and pays tuition; comparable fees paid in member states of the European Union are deemed equivalent to the tuition fees specified in this regulation.

4. international students who are enrolled within the framework of interstate or international treaties, EU regulations, or interuniversity agreements which provide for an exemption from tuition;
5. students for whom the imposition of tuition payments would, due to special circumstances of the individual case, cause undue hardship even if they were entitled to a tuition loan; those students are, in particular,
  - a) severely disabled and chronically ill students, to the extent that they are severely disabled, i.e. those for whom at the time of application for exemption an impairment of work capacity of at least 50% was attested and for whom the disability would impair studies; to provide proof of eligibility, the student must submit the official attestation of disability issued by the competent authority; non-EU nationals must submit a report issued by a medical specialist licensed to practice medicine in the Federal Republic of Germany which describes the type and extent of and specifies the percentage degree of the disability; in cases of doubt the institution of higher education may request the submission of a medical certificate issued by the medical examiner;
  - b) students in the semester following the last examination of a successfully completed final examination series, if the student does not perform any coursework or take any examinations during the semester in question;
  - c) students who apply for immediate withdrawal of enrolment or dematriculation within five weeks from the beginning of classes;

Financial or economic reasons will not be recognized on principle.

- (2) <sup>1</sup>An application for tuition exemption for the ongoing semester will be considered only if it has been received by the Technische Universität München by 31 October (for the winter semester) or 30 April (for the summer semester). <sup>2</sup>If the grounds for an exemption occur after these dates, the application will be considered if it is received by 5 December (for the winter semester) or 5 June (for the summer semester). <sup>3</sup>An application for exemption has no suspensive effect with regard to the payment obligation.
- (3) <sup>1</sup>To the extent not otherwise provided for, any certifications required must be official documents. <sup>2</sup>In the case of subsection (1) no. 3, the certificate of enrollment of the institution of higher education to which the tuition is paid must be submitted. <sup>3</sup>Further, an affidavit must be submitted stating that tuition is actually paid for the child pursuant to § 5 (1), subsection 3. <sup>4</sup>Foreign-language documents must be accompanied by true and complete translations rendered by publicly commissioned translators. <sup>5</sup>At the end of the semester in question, the university will conduct random checks to verify the correctness of the submitted data.
- (4) The request for exemption must be denied if the required documentation has not been submitted together with the application, or within a time period stipulated by the Technische Universität München.
- (5) Students must notify the Technische Universität München without delay of any changes to the grounds for an exemption which would lead to a tuition obligation.
- (6) <sup>1</sup>In the case of an exemption from tuition, any payments already paid will be reimbursed upon request. <sup>2</sup>Any interest or expenses, even if incurred for a tuition loan, will not be reimbursed.

## **§ 6 Payment Due Date**

- (1) Tuition becomes due and payable upon filing an application for enrolment or re-enrolment for the semester in question.
- (2) <sup>1</sup>The full tuition amount must be paid in one installment. <sup>2</sup>Reference is made to Art. 46 no. 5 (impediments to enrolment) and Art. 49 (2) no. 4 (dematriculation) of the BayHSchG.
- (3) <sup>1</sup>Payment by due date pursuant to (1) will be deemed to have taken place if the student has filed a binding application for a tuition loan pursuant to Art. 71 (7) clause 3 of the BayHSchG, and the lending institution pays the required amount as follows:
  1. for first enrolment, by 15 December for the winter semester, by 15 June for the summer semester;
  2. for re-enrolment, by 1 October for the winter semester, by 1 April for the summer semester.

<sup>2</sup>It must be ensured that the loan agreement provides for payment of the tuition amount by the lending institution for the following semesters.
- (4) Any payments received which cannot be allocated unequivocally will, in the order of due dates, be offset first against the Student Service Fee (Studentenwerksbeitrag) and then against the tuition charges.
- (5) <sup>1</sup>In the event of renewed enrolment at the Technische Universität München the tuition amount, in deviation of (2) clause 1, will become due and payable at the time the application for renewed enrolment is filed. <sup>2</sup>Any outstanding amounts from earlier semesters must be settled at the time of renewed enrolment.

## **§ 7 Consequences of Non-Payment**

The Technische Universität München will process re-enrolment or renewed enrolment only if any outstanding amounts due have been paid by the due date (see Art. 46 no. 5 of the BayHSchG).

## **§ 8 Utilization of Tuition Funds**

- (1) The revenue raised from tuition fees will, after deduction of the funds for the Sicherungsfonds [reserve fund] pursuant to Art. 71 (7) of the BayHSchG, be provided to the Technische Universität München for the purposes of improving study conditions.
- (2) <sup>1</sup>First, 3 percent of the entire revenue amount will be deducted for the statutory Sicherungsfonds; additionally, the administrative expenses incurred in managing the tuition process (personnel, premises and material costs and expenses), which are to be kept as low as possible, will be paid. <sup>2</sup>The remaining funds will be used for goal-oriented improvements in the study conditions. <sup>3</sup>This means that measures directly relating to particular programs of study as well as interdisciplinary programs are to be financed. <sup>4</sup>For this purpose the university administration will allocate funds to the individual faculties and/or Zentrale Einheiten (central institutions), based on specific, previously developed ideas with suggestions for the use of tuition revenue. <sup>5</sup>Students shall participate with equal representation in the development of those concepts (improvement goals, measures, quality management). <sup>6</sup>Moreover, the student

representatives may submit their own ideas with suggestions for use via third parties (faculties, Zentrale Einrichtungen, university administration).

- (3) <sup>1</sup>The concepts must first be submitted for evaluation by the "Präsidialkommission Studienbeiträge" - initially by 30 September 2006 - and require the approval of the university administration. <sup>2</sup>In reaching its decision the university administration will ensure that all study-relevant qualitative and quantitative parameters, in particular the number of students admitted to each program, will be given due consideration. <sup>3</sup>The "Präsidialkommission Studienbeiträge" consists of the president (chair), the chancellor, a representative of the professors' council, the chairperson of the interdisciplinary Fachschaftenrat [central student council], the student representative in the Senate/Administrative Council and the representative of the Konvent der wissenschaftlichen Mitarbeiter [association of research associates]. <sup>4</sup>The concepts shall be subject to continuous development. <sup>5</sup>After approval by the university administration, the ideas shall be made available, in an appropriate manner, to the students internally within the university.
- (4) The operative responsibility for the use of tuition revenue within the individual faculties will lie with the deans of study.
- (5) The deans of study will, annually by the end of the winter semester, render account to the university administration and the interdisciplinary central student council of the use of tuition funds from the previous academic year.

## **§ 9 Review**

The tuition amount pursuant to § 2 will be reviewed and appropriately adjusted to the requirements every three years, for the first time in 2010.

## **§ 10 Entry into Force \*)**

These regulations shall enter into full force and effect on 1 October 2006.