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Tuition Regulations of the Technische Universität München

of 19 July 2006

as amended by the 3rd Amendment Regulations (*Dritte Änderungssatzung*) of 1 April 2010

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 regulations:

Introductory 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 for convenience only 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 Fees
- § 9 Entry into Force

§ 1

Imposition of Tuition Fees, Purpose

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

§ 2

Tuition Amount

- (1) ¹Students at the Technische Universität München will be charged € 500 tuition for each semester of study. ²The tuition amount is based, on the one hand, on the cost of improving academic conditions and, on the other hand, on the benefits that will accrue to the students pursuant to the provisions contained in § 8.
- (2) ¹The tuition amount will be proposed by the “*Präsidialkommission Studienbeiträge*” [Presidential Committee on Tuition Policy], a parity committee, in compliance with statutory regulations and be decided by the Senate of the Technische Universität München by adopting tuition regulations. ²The Presidential Committee on Tuition Policy consists of the *Präsident* [president] (chair), the *Kanzler* [chancellor], the *Vizepräsident Studium und Lehre* [vice president academic studies and teaching], the representative of the *Konvent der wissenschaftlichen Mitarbeiter* [research staff council] or a person nominated by such council from among the members of research staff, the chairperson of the *fakultätsübergreifender Fachschaftenrat* [interdisciplinary student council], one of

the deputies of the chairperson of the interdisciplinary student council, the student representative in the Senate/Supervisory Board, and a representative appointed by the interdisciplinary student council for one year.

- (3) The tuition amount will be reviewed every three years, for the first time in the winter semester 2010/2011.

§ 3 Tuition Obligation

- (1) Except for those cases stated in § 4, all students must pay tuition.
- (2) ¹Students 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. ²If 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

¹Students 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* [German physicians licensing act] 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].

²Students 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 care for and raise a child who, at the beginning of the semester in question, has not yet completed his/her 18th 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 court or government agency order;
 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 performs 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 provided; 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 25th, but not yet their 27th 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 25th and 27th 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 these regulations;
4. international students who are enrolled within the framework of interstate or international treaties, EU regulations, or interuniversity agreements that provide for an exemption from tuition;
5. students for whom the imposition of tuition payments would, due to special circumstances of each individual case, cause undue hardship even if they were entitled to a tuition loan; this applies in particular to
 - a) severely disabled and chronically ill students, if the chronically ill students are severely disabled, i.e. those students for whom, at the time of application for exemption, a reduction of work capacity of at least 50% was attested and whose disability would impair their 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 certificate 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 a medical certificate issued by a medical officer;
 - 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 for dematriculation within five weeks from the beginning of classes;

Financial or economic reasons will not be recognized on principle.

(2) ¹An 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). ²If 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). ³An application for exemption has no suspensive effect with regard to the payment obligation.

(3) ¹To the extent not otherwise provided for, any certifications required must be official documents. ²In 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. ³Further, an affidavit must be submitted stating that tuition is actually paid for the child pursuant to § 5 (1), subsection 3. ⁴Foreign-language documents must be accompanied by true and complete translations rendered by publicly commissioned translators. ⁵At 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) ¹If exemption from tuition is granted, any fees already paid will be refunded upon request. ²Any 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) ¹The full tuition amount must be paid in one installment. ²Reference is made to Art. 46 no. 5 (impediments to enrolment) and Art. 49 (2) no. 4 (dematriculation) of the *BayHSchG*.
 - (3) ¹The requirement of payment by due date pursuant to (1) will be deemed satisfied where 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.
- ²The loan agreement must provide that the lending institution shall continue to pay tuition fees 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) 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 Fees

- (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 academic conditions.
- (2) ¹First, two percent of the entire revenue amount will be deducted for the statutory *Sicherungsfonds*; additionally, the administrative expenses incurred in managing the

tuition process (staff, office space, general office expenses), which are to be kept as low as possible, will be paid. ²The remaining funds will be used for targeted improvements of academic conditions. ³Funds shall be used to finance measures directly related to particular programs of study and/or interdisciplinary programs. ⁴For this purpose the Executive Board of Management will, on the basis of specific concepts including proposals for the use of tuition revenue, allocate funds to the individual academic departments and/or Central Units. ⁵A certain proportion of the tuition revenue will be allocated to concepts developed by Central Units. ⁶This proportion, as a rule between 20 and 30 percent, will be determined by the Presidential Committee on Tuition Policy, at the beginning of the winter semester for the academic year to come, in accordance with Central Units requirements.

- (3) ¹The concepts (improvement targets, measures, quality management) will be developed by parity committees established by each academic department, *Studienfakultät* and/or Central Unit. ²Student representatives on the committees will be appointed for one year, for the academic departments and *Studienfakultäten* by the respective student council, and for Central Units by the interdisciplinary student council.
- (4) ¹Priority of the concepts developed by the Central Units will, based on their contribution towards an interdisciplinary improvement of academic conditions, be proposed by a Central Committee of the Presidential Committee on Tuition Policy. ²The Central Committee will be a parity committee consisting of three students, i.e. one student each from the three TUM campuses who will be appointed for one year by the student council of each campus, and three professors to represent the three campuses in the *Vorstand Lehre* [Teaching Executive Committee]. ³The Central Committee will be chaired by the spokesperson of the *Studiendekane* [Deans of Studies]. ⁴Moreover, student representatives may submit their own proposals for the use of tuition funds through third parties (academic departments, Central Units, Executive Board of Management).
- (5) ¹The concepts must first be submitted to the Presidential Committee on Tuition Policy for evaluation and require the approval of the Executive Board of Management. ²In reaching its decision, the Executive Board of Management shall ensure that all study-relevant qualitative and quantitative parameters, in particular the number of students admitted to each program, be given due consideration. ³The concepts shall be subject to continuous development. ⁴After approval by the Executive Board of Management, the concepts shall be made available to students internally within the university in an appropriate manner.
- (6) The operative responsibility for the use of tuition revenue within the individual academic departments will lie with the Deans of Studies.
- (7) The Deans of Studies of the individual academic departments and the persons responsible for the individual Central Units concepts will account to the Executive Board of Management for the use of tuition funds for the previous academic year.

§ 9 Entry into Force *)

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

*) This section refers to the entry into force of the regulation in its original version of 19 July 2006. The date of entry into force of the amendments is specified in the corresponding Amendment Regulations (*Änderungssatzung*).