

Fee Regulations of Hochschule Bremen for Studies in the Consecutive Master's Degree Programmes

as of 23 February 2023

On February 24, 2023, the President of Hochschule Bremen – in accordance with Section 110 para. 3 of the Bremen Higher Education Act (BremHG) in the version published on May 9, 2007 (Brem.GBl. p. 339), last amended by the Act of March 29, 2022 (Brem.GBl. p. 159) – approved the Fee Regulations of Hochschule Bremen for Studies in the Consecutive Master's Degree Programmes in the following version, as adopted by the President's Office of Hochschule Bremen on February 23, 2023 on the basis of Section 109 para. 5 sentence 2 BremHG.

Contents:

Section 1: Scope of application

Section 2: Amount and calculation of fees

Section 3: Payment obligation and due date of payment(s)

Section 4: International cooperation / Partner universities

Section 5: Additional charges / costs

Section 6: Fees for participation in individual modules

Section 7: Reduction, deferral, remission, and refund of fees

Section 8: Use of funds and controlling

Section 9: Entry into force

Annexes:

Appendix 1:

Full-Time Consecutive Master's Programmes Subject to Tuition Fees

Appendix 2:

Part-Time Consecutive Master's Programmes Subject to Tuition Fees

Section 1

Scope

These regulations apply to the consecutive master's degree offerings of Hochschule Bremen (HSB) described in more detail in Annexes 1 and 2. For participation in one of these degree programmes, HSB charges a tuition fee based on Section 109 para. 3 BremHG and in accordance with the following regulations.

Section 2

Amount and calculation of fees

(1) The amount of the tuition fee is determined for full-time degree programmes from Appendix 1 and for part-time degree programs from Appendix 2. The fee is calculated by dividing the sum of the costs of the respective degree programme by the intended number of participants. The following costs are taken into account:

1. Personnel costs (for planning, coordination, and administration) as well as personnel costs for teaching, including incidental costs such as travel, accommodation and subsistence expenses),

2. Non-recurring operating costs (teaching and learning materials, office supplies, room costs, other non-recurring costs),
3. Advertising and public relations,
4. Costs of accreditation,
5. Allocation to reserves for future investments and risk hedging, if applicable,
6. Other costs,
7. Overhead*.

*Overhead costs are included by means of an appropriate allowance for the use of existing personnel, equipment, and facilities.

- (2) The fees are determined with the aim of covering the costs incurred in connection with offering the consecutive master's degree programmes. In the event of a special public (social or educational) interest in a particular course of studies, the fee as calculated above can be reduced appropriately when determining the fee to be charged. Grants from third parties, e.g., from federal or state funds, have a reducing effect on the amount of the fee in accordance with their intended purpose.
- (3) HSB fulfils its legal mandate for continuing education as one of the core tasks of state universities by offering, among others, consecutive master's programmes. In the event that such offerings may be construed as economic activity in the sense of EU rules governing state aid, the separate accounting procedures applied at Hochschule Bremen ensure that the costs incurred by the course offerings in question are fully covered.

Section 3

Payment obligation and due date of the payment

- (1) The obligation to pay the fee arises with the written acceptance of admission or – if the study place is accepted orally or electronically – upon part payment pursuant to paragraph (2). The payment obligation is – subject to the conditions laid down in Section 7 – independent of enrolment, re-registration or actual participation in courses.
- (2) Part of the tuition fee in an amount of 1,000 euros (admissions up to and including the summer semester 2023) or 1,500 euros (admissions for the winter semester 2023/2024 and subsequent semesters) becomes payable upon receipt of the admission notice within the period specified therein prior to enrolment.
- (3) The remaining part of the fee can be paid
 - in whole at the beginning of the first semester in exchange for a reduction corresponding to the administrative reduction resulting from appendices 1 and 2, or
 upon request
 - in two equal instalments at the beginning of the first semester and before the beginning of the second semester,
 - in the case of degree programmes with a standard period of study of more than two semesters, semester by semester in equal instalments at the beginning of the first semester and before the beginning of the subsequent semesters, or
 - subject to sentence 3, monthly in advance and in equal instalments.

The application must be submitted in advance in writing or by email to the management of the Graduate and Professional School (IWW) at the latest at the time of enrolment or, in the case of an intended change in the method of payment, at the time of re-registration. In the case of full-time degree programmes, the approval of monthly instalment payments pursuant to the last indent of sentence 1 requires prior consultation on the part of the management of the IWW and the member of the President's Office responsible for the IWW.

(4) The use of semesters of leave does not exempt the student from the payment obligation under paragraph 3.

(5) Proof of payment of the tuition fee is a prerequisite for enrolment and re-registration within the meaning of Section 36 no. 7, Section 37 paragraph 1 no. 1, and Section 39 of the Bremen Higher Education Act. If payment is not made as stipulated in paragraph 3, enrolment or re-registration will be revoked.

Section 4

International cooperation / partner universities

Insofar as degree programs are carried out jointly with other partner universities within the framework of international cooperation, regulations may be contractually agreed that deviate from Section 3 and Annexes 1 and 2.

Section 5

Additional fees / costs

(1) HSB charges a fee of 500 euros for

1. each semester exceeding the standard period of study
2. the registration for a module as well as the repetition of the master's thesis within the scope of an additional semester according to no. 1
3. processing applications for the recognition of credit for competencies and skills acquired outside of higher education
4. the implementation of an accompanied practical semester for the acquisition of additional competences within the framework of the admission of applicants to one of the degree programmes named in Annexes 1 and 2 whose first professional qualification comprises fewer ECTS credits than stipulated in Section 2 of the Admission Regulations for the consecutive master's degree programmes at Hochschule Bremen (supplementary proof of qualification according to Section 5 of the Admission Regulations).

Semesters of leave of absence are not counted towards the standard period of study according to no. 1. The fee for an additional semester according to no. 1 is offset against the fee for the module registration or the repetition of the master's thesis module according to no. 2. In crisis situations (e.g. pandemic, major emergency, war), which give rise to considerable disruption in the course of studies and examinations, the management of the IWW can in individual cases and in consultation with the member of the president's office responsible for the IWW, grant additional semesters free of charge with reference to the fees according to nos. 1 and 2. The waiver of fees for an additional semester requires a corresponding application by the student concerned to the IWW management. The IWW will inform the student in due time about requirements for the waiver of fees as well as the details of the application.

(2) The fees established under these Regulations do not encompass the dues and fees payable under other regulations.

Section 6

Fees for participation in individual modules

(1) For participation in one or more modules of a consecutive master's degree programme in the context of a modular study program, the university charges fees in the amount shown in Appendices 1 and 2. The fees are calculated in accordance with Section 2; in addition, costs for additional administrative expenses are taken into account. The fees are to be paid in advance at the beginning of the semester. Upon request, advance payment in monthly instalments may be approved.

(2) Fees paid in accordance with Paragraph 1 – with the exception of an amount for additional administrative expenses as shown in the appendices – shall be credited against the fee for a subsequent full course of study in a consecutive master's degree programme at HSB, provided that the corresponding modules are recognized under the respective examination regulations.

Section 7

Reduction, deferral, remission, and refund of fees

(1) A uniformly fixed reduction of up to 500 euros may be granted on the tuition fee according to Section 2 paragraph 1 sentence 1 in the case of early acceptance of a place in a consecutive master's degree programme with open admission. This shall apply until a date to be announced on the IWW website or for other objective reasons.

(2) If no enrolment takes place after the acceptance of the study place, the tuition fee will be waived except for the down payment according to Section 3 paragraph 2. If enrolment takes place at a later point in time within the next three years, this down payment will be credited against the tuition fee. In exceptional cases and upon application, the down payment can be refunded if the person liable to pay is not responsible for the failure to enrol. The application must be submitted at the latest within one year of the originally planned start of studies in accordance with paragraph 4.

(3) The obligation to pay the tuition fee in full shall apply even in the event that the studies are not taken up or discontinued after enrolment. However, should the student be unable to begin or continue their studies after enrolment or re-registration for reasons beyond their control, in particular in the case of incapacity to study due to illness or professional transfer, the remaining tuition fees may be deferred, waived or refunded in whole or in part upon application and in accordance with paragraph 4, taking into account the semesters already studied in the respective master's degree programme. The reason for the failure to take up or to continue studies must be reported to the IWW management immediately after it arises. The IWW management decides on the application in consultation with the member of the president's office responsible for the IWW.

(4) Applications in accordance with paragraphs 2 and 3 must be submitted to the IWW management in writing or – if circumstances dictate that the written form cannot be required – by email, and must be substantiated and supported by evidence. The submission of evidence is not required if the applicant can credibly substantiate and demonstrate that he or she is not responsible for the failure to enrol or to commence or continue studies or that he or she is unable to provide sufficient evidence due to a crisis situation (e.g., pandemic, major emergency, war).

(5) In the event that the degree programmes, examinations and support services offered by the university are completely or partially cancelled, the tuition fee will be waived or refunded in full or on a pro-rata basis. If, due to special circumstances, the scope or form of the university's offerings are significantly restricted to the detriment of the student, a reduction of the tuition fee may be provided in accordance with the extent of the restriction. Decisions according to sentences 1 and 2 are made by the IWW management in consultation with the member of the president's office responsible for the IWW.

(6) The IWW shall document the reason(s) for and amount of the reduction as well as the deferral, remission, and refund of the fee.

(7) Paragraphs 3 to 6 shall apply mutatis mutandis to the fees for participation in individual modules pursuant to Section 6 (1) sentence 1 and the additional fees pursuant to Section 5 (1) nos. 1, 2 and 4.

Section 8

Use of funds and controlling

(1) The revenues from the offerings of the consecutive master's degree programs are to be used for expenditures connected with the IWW's programmes of continuing education.

(2) The IWW Board of Directors regularly reports to the president's office on the revenues and costs of the implemented offerings of the consecutive master's degree programs.

Section 9

Entry into force

(1) These Regulations shall enter into force upon approval by the President of Hochschule Bremen. At the same time, the Fee Regulations for Studies in Consecutive Master's Degree Programmes from March 25, 2021 (AM 2/2021) shall expire.

(2) For students enrolled until the winter semester 2022/2023, the previous regulations regarding the amount of fees and their annexes shall continue to apply.

Approved, Bremen, February 24, 2023

The President of Hochschule Bremen

**Annexes to the Fee Regulations of Hochschule Bremen
for Studies in the Consecutive Master's Degree Programmes**

Attachment 1

**Full-time consecutive master's degree programmes subject to
tuition fees (summer semester 2023)**

Full-time degree programme	Total tuition fee		Module fee, Section 6*
	Regular fee	In the case of payment in full, Section 3 para. 3	
1. Global Management (MBA)	14,900 euros	14,400 euros	1,490 euros
2. International Tourism Management (MBA)	13,500 euros	13,000 euros	1,290 euros
3. European/Asian Management (MBA)	14,900 euros	14,400 euros	1,490 euros
4. Aeronautical Management (M. Eng.)	8,500 euros		1,290 euros
5. International Master of Business Administration (MBA) (winter semester)	7,200 euros	7,000 euros	1,490 euros
6. International Master of Business Administration (MBA) (summer semester)	8,800 euros	8,600 euros	1,490 euros
7. European Studies (M. A.)	9,800 euros	9,300 euros	1,290 euros

**Full-time consecutive master's degree programmes subject to
tuition (winter semester 2023/2024 and subsequent
semesters)**

Full-time degree programme	Total tuition fee		Module fee, Section 6*
	Regular fee	In the case of payment in full, Section 3 para. 3	
1. Global Management (MBA)	15,900 euro	15,400 euro	1,590 euro
2. International Tourism Management (MBA)	14,500 euro	14,000 euro	1,390 euro
3. European/Asian Management (MBA)	15,900 euro	15,400 euro	1,590 euro
4. Aeronautical Management (M. Eng.)	8,500 euro		1,290 euro
5. International Master of Business Administration (MBA) (winter semester)	7,650 euro	7,400 euro	1,590 euro
6. International Master of Business Administration (MBA) (summer semester)	9,350 euro	9,100 Euro	1,590 euro
7. European Studies (M. A.)	11,500 euro	11,000 euro	1,490 euro

