

Fees and Charges Regulations of the University of Applied Sciences Emden/Leer

On the basis of Section 13(9) of the Lower Saxony Higher Education Act (Niedersächsisches Hochschulgesetz) of 26 February 2007, most recently amended by Article 7 of the Act of 23 March 2022 (Nds. GVBl. p. 218), the University adopted the following revised version of the Fees and Charges Regulations on 15 March 2022, most recently amended on 12 May 2026, and published it in Official Gazette No. 168/2026 on 17 June 2026.

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§ 1 Fees and Charges

In order to fulfil its public duties, University of Applied Sciences Emden/Leer charges fees on the basis of the Lower Saxony Higher Education Act. As a consequence of the prohibition on state aid, charges for services provided under private law are calculated on the basis of separate accounting and agreed individually by contract (for usage charges, see Annex 3).

§ 2 Fees for Continuing Education Degree Programmes

1. For the degree programmes “Technical Management”, “Business Intelligence and Data Analytics”, “Technology to Market” and “Business Informatics”, tuition fees and semester contributions totaling 5,980 Euro per semester are payable. Further information:
<https://www.hs-emden-leer.de/studierende/fachbereiche/technik/technical-management-master/gebuehren-und-entgeltordnung>
2. For the part-time degree programmes “Master Business Intelligence and Data Analytics”, “Technology to Market” and “Business Informatics”, a basic fee of 500 Euro per semester plus 1,480 Euro per module is charged. In the final semester, a fee of 500 Euro is charged for the “Master Thesis” module.
3. Business Informatics Master Online Fee payment is processed through a central university consortium outside the University of Applied Sciences Emden/Leer:
<https://www.hs-emden-leer.de/studierende/fachbereiche/wirtschaft/studiengaenge/wirtschaftsinformatik-online-m-sc>

§ 3 Media Access Fees for Undergraduate and Consecutive Online Degree Programmes

Fee payment is processed through a central university consortium outside the University of Applied Sciences Emden/Leer:

Medieninformatik (Media Informatics):

<https://www.hs-emden-leer.de/studierende/fachbereiche/technik/studiengaenge/medieninformatik-online>

<https://www.hs-emden-leer.de/studierende/fachbereiche/technik/studiengaenge/medieninformatik-online-master>

Regenerative Energien (Renewable Energies):

<https://www.hs-emden-leer.de/studierende/fachbereiche/technik/studiengaenge/regenerative-energien-online>

Wirtschaftsinformatik (Business Informatics):

<https://www.hs-emden-leer.de/studierende/fachbereiche/technik/studiengaenge/wirtschaftsinformatik-online>

BASA:

<https://www.hs-emden-leer.de/studierende/fachbereiche/soziale-arbeit-und-gesundheit/studiengaenge/soziale-arbeit-basa-online-ba>

§ 4 Fees for Subsequent Awarding of Diplomas and Duplicate Documents

1. A fee of 100 Euro is charged for issuing a diploma certificate in connection with the subsequent award of a Diploma degree to graduates.
2. A fee of 50 Euro is charged for each duplicate certificate or degree certificate.
3. For other duplicate study-related documents or certificates (e.g. Diploma Supplement, Transcript of Records, etc.), fees of 20 Euro to 100 Euro are charged depending on the work involved.

§ 5 Guest Auditors

1. Guest auditors are charged a tuition fee per semester of 50 Euro for enrolment in up to four weekly semester hours and 100 Euro for enrolment in more than four weekly semester hours.
2. A fee of 50 Euro per examination is charged for completing coursework and taking examinations.

§ 6 Fees for the CampusCard / Access Cards

1. A replacement chip card is issued free of charge in the event of:
 - a change of name,
 - an electronic defect where the card is visually undamaged,
 - theft reported to the police, and
 - particularly justified cases of hardship.
2. In all other cases, such as:
 - loss,
 - theft without a police report, and
 - damage caused by improper use,a fee of 15 Euro is charged.

§ 7 Fees for Late Re-registration

If the deadline is missed, a fee of 25 Euro is charged for late re-registration that is still accepted by the University.

§ 8 Fees for University Sports

1. University sports activities conducted and supervised by instructors appointed by the University are generally free of charge for members of the University, provided that the sports activities do not incur special costs.
2. For cost-intensive sports, course fees are charged in accordance with Annex 1.

The usage fees for the use of sports equipment are shown in Annex 2.

§ 9 Students' Own Contribution for Participation in Excursions

The University of Applied Sciences may require students to make their own financial contribution for participation in excursions.

§ 10 Fees for the Conferral of State Recognition in the Field of Social Work

A fee of 150 Euro is charged for examining whether the requirements have been met and for conferring State Recognition on social workers (B.A.) / social pedagogues (B.A.). The fee becomes due upon submission of the "Application for Admission to the Colloquium". This provision applies to documents submitted for examination from 1 January 2022 onwards.

§ 11 Fee for Additional Support Services for Undergraduate and Consecutive Degree Programmes

For additional support services within the consecutive Master's degree programme Advanced Management, a fee of 1,500 Euro per semester is payable.

§ 12 Reference to the State Fee Regulations

1. With regard to fee provisions not specified in these Regulations, in particular for certifications, copies, etc., reference is made to the General Fee Regulations of the State of Lower Saxony.
2. Library fees are governed by the currently applicable "Fee Regulations for State Libraries and University Libraries".

§ 13 Due Date and Equitable Relief Measures

The due date is governed by Section 14 NHG. The University Executive Board decides on equitable relief measures upon proposal by the responsible organizational unit.

§ 14 Entry into Force

This revised version enters 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 dated 23 June 2021 cease to be in force.

Annex 1: University Sports Fees for Particularly Cost-Intensive Sports Courses

Per course	Persons pursuant to § 8
Recreational boating training (theory: SBF Sea, SBF Inland and SKS)	20 Euro
Kitesurfing (theory and practice)	120 Euro

Annex 2: University Sports Fees for the Use of Sports Equipment

Per item and day	Persons pursuant to § 8
Jolle (Dinghy)	5 Euro
Jonathan	20 Euro
Bicycle	5 Euro
Kite equipment	40 Euro

Annex 3: Usage Charges for Premises, Equipment and Systems

1. The provision and direct handover / acceptance of premises, equipment and systems shall be based on a civil-law rental agreement (Appendix 1) or a handover protocol (Appendix 2).
2. Charges are determined individually by the WTT department. This also applies to personnel and other services associated with the use of premises, equipment and systems.
3. The handover / acceptance of rented items must be agreed / confirmed in writing (Appendices 1 and 2).
4. Charges are subject to the value-added tax applicable at the time.

Appendix 1 to Annex 3

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

Between University of Applied Sciences Emden/Leer, Constantiaplatz 4, 26723

Emden, hereinafter referred to as the Lessor,

and (individual / company)

hereinafter referred to as the Lessee, the following rental agreement is concluded.

§ 1 Subject Matter of the Agreement

The Lessor rents to the Lessee:

For the following purpose:

2 General Provisions

- a. The handover / acceptance of the contractually agreed items shall take place directly, against signature, between a responsible representative of the University and the Lessee. Any damage must be documented immediately (Appendix 2 to Annex 3).
- b. Interventions, alterations and additions by the Lessee are not permitted; transfer of the subject matter of the agreement to a third party is likewise not permitted.
- c. The rented items may be used only in accordance with the contract and/or their intended purpose. Events are subject to special regulations published on the University website.
- d. For the duration of the rental agreement, liability obligations pass to the Lessee, who must indemnify the University - including against claims by third parties - by taking out adequate insurance.
- e. The Lessee is liable for damage to the rented item unless it is attributable to normal wear and tear within the agreed purpose of use.
- f. The University's liability for consequential damages (e.g. lost profits, financial losses, etc.) is excluded.
- g. The rental agreement may be terminated for good cause before expiry of the agreed period. Tacit extension of the agreement is excluded. Either party may withdraw from the agreement no later than five working days before the start of the rental period.

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§ 3 Rental Period

from:

to:

§ 4 Charge

The charge for the agreed period amounts to (Euro plus applicable VAT):

The charge shall be invoiced by the Lessor as a single amount.

§ 5 Written Form Clause

No oral collateral agreements have been made. Amendments and additions must be made in writing.

§ 6 Place of Jurisdiction

The place of performance and jurisdiction is Emden.

§ 7 Entry into Force

The agreement enters into force upon signature by both parties.

§ 8 Severability Clause

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

Place, Date

Lessor

Lessee

Appendix 2 to Annex 3

Handover Protocol for University Facilities

The following University facility/facilities is/are handed over:

No.	Type of facility	Description	Quantity	Inventory number for equipment
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Proper handover / acceptance is confirmed.

The following defects were identified during handover:

Lessor

Lessee

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Date / Time / Signature

Date / Time / Signature