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**Ordnung
über die Erhebung von Entgelten
für die Weiterbildungsstudiengänge und -angebote
am Institut für Weiterbildung Berlin / Berlin Professional School
der Hochschule für Wirtschaft und Recht Berlin
vom 26.11.2018**

Regulations

Regarding the collection of fees

for the courses of continuing professional education

Provided at the Institut für Weiterbildung Berlin / Berlin Professional School
of the Berlin School of Economics and Law (HWR Berlin)

Date: 26.11.2018

Editor

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Date: 26.11.2018¹

In accordance with § 2 section 8 in connection with § 83 section 1 no. 1 and § 71 section 1 no. 1 of the *Gesetz über die Hochschulen im Land Berlin (Berliner Hochschulgesetz – BerlHG)* in the version from 26 July 2011 (*GVBl. p. 378*), revised on 2 February 2018 (*GVBl. p. 160*), the Institute Council of the Berlin Professional School issued the following regulations regarding the collection of fees for the courses of continuing professional education provided at the *Institut für Weiterbildung Berlin / Berlin Professional School (Entgeltordnung 2019)*

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¹ The English translation is for information purposes only. The German version is the original and constitutes the sole legally-binding version of this text.

§ 1 Scope

- (1) The Berlin School of Economics and Law charges fees for participation in degrees and other courses of continuing professional development.
- (2) These regulations apply to students who commence their studies in Summer semester 2019 and all participants of other programmes in accordance with § 4, provided from 1 January 2019.
- (3) Students who have commenced their studies before summer semester 2019 and participants in other programmes in accordance with § 4, who began before 1 January 2019 are subject to the provisions of the previous regulations.

§ 2 The fees charged for courses of continuing professional education

The following fees are charged:

Degree programme	A) The fees for a Master's degree programme	B) The fees per ECTS credits for auditing students / students from other institutions in accordance with § 6 for a completion certificate or a certificate of attendance	Degree programme-specific regulations for
a) Chinese-European Economics and Business Studies (M.A.)	The fees amount to 14,950 €.	250 €	§ 3 section 2
b) European Public Management (M.A.)	The fees amount to 2,100 € per subject-specific semester (8,400 € for the standard period of study).	125 €	§ 3 section 3
c) General Management – dual (M.A.)	The fees amount to 11,850 €.	175 €	§ 3 section 2
d) Sustainability and Quality Management (M.A.)	The fees amount to 7,950 €.	110 €	§ 3 section 2
e) Security Management (M.A.)	The fees amount to 1,950 € per subject-specific semester (7,800 € for the standard period of study).	125 €	§ 3 sections 3 and 4
f) Master of Business Administration (MBA) ("Berlin MBA")	The fees amount to 19,800 €.	300 €	§ 3 section 2
g) Public Administration (MPA)	The fees amount to 2,100 € per subject-specific semester (8,400 € for the standard period of study).	125 €	§ 3 section 3
h) International Business Management (M.Sc.)	The fees amount to 14,500 €.	250 €	§ 3 section 2

- (2) Payment dates and part-payment options are specified in the appendix.

- (3) The requirement for payment of the fees arises with admission. Acceptance of a place on the degree course is effected by payment of the fee / the first instalment. Failure to make the payment within the deadline period specified on the notification of admission will result in forfeiture of admission.
- (4) If an exception is made and a student is permitted only to enter individual modules before being admitted to the Master's phase (e.g. re-commencing their studies after interruption) the fees are to be paid on a module by module basis in accordance with § 2 section 1 column B. In such a case, a fee of 700.00 € will be charged for the Master's phase module. Payment dates will be set in the notification.
- (5) Should an applicant decide not to take up their place, they must inform the *IWB/BPS* of their decision in writing. The obligation to prove the receipt by the *HWR Berlin* of this notification or the date on which it was received, lies with the student.
- (6) Students withdrawing from their studies before the start of the programme are subject to the following provisions:
- a) Should the student withdraw from their studies on grounds for which they are responsible, all fees paid will be reimbursed with the exception of the first payment required for admission (see appendix 1). If this student starts this degree course in the immediately subsequent academic year the fees already paid will be subtracted in full from the costs of the new fees now due.
 - b) If the student is unable to take up their place on grounds subject to the provisions of force majeure (e.g. refusal of a visa) or other grounds which makes enrolment impossible, the director of the *IWB/BPS* can make a decision on the basis of fair dealing to reimburse the fees paid, including the first instalment of fees required for admission.
 - c) Should the student not commence their studies on grounds which are the responsibility of the *HWR Berlin* or the *IWB/BPS*, the student is to receive a full refund of all fees paid. This also applies for courses which are cancelled on grounds of under-subscription.
- (7) The fees include all enrolment and re-enrolment fees in accordance with *BerlHG*, contributions to the student representative body and *Studierendenwerk*, as far as they are to be charged and no programme-specific specifications have been recorded in § 3. This figure does not include the contribution for the *Semesterticket*. We reserve the right to make alterations to the fees during the course of the degree programme in accordance with changes to the fees and contributions.
- (8) Those students opting to take an intermission semester are not required to pay these fees. The obligation to pay all fees and contributions resulting from other regulations is not affected. The payment of the fees is to be resumed with re-commencement of the degree programme; the payment dates are delayed accordingly.
- (9) An additional fee of 100 € will be charged for every module subject to a recognition procedure in accordance with § 11 section *RStud/PrüfO HWR Berlin*. If the recognition procedure is performed for multiple modules, a maximum fee of 300.00 € will be charged.
- (10) Certificates of disenrolment and examination transcripts will only be issued if the student has paid all fees and contributions connected to their studies in full.
- (11) Those students whose employers pay their fees either in part or in whole are joint and severally liable to the *HWR Berlin*. Should the employer fail to pay the fees agreed, the *HWR Berlin* is entitled to invoice the student for their payment. This does not have an impact on the validity of agreements made between the student and their employer.

(12) As far as the *HWR Berlin* enters agreements with institutions, companies or other universities, pertaining to a settlement of costs, the student may be released from the obligation to make payment. The institute council will make all decisions in this matter.

§ 3 Programme-specific regulations

(1) The following regulations only apply to the degree programmes specified in § 2 section 1 column "Regulations applicable to specific degree programmes in accordance with § 3".

(2) The fees are levied for the entire degree programme. Should a student withdraw from a degree programme, the fees will be reimbursed to the following extent:

- Students withdrawing from their studies within first half of the degree programme will receive a 50 % reimbursement of their total fees.
- Students withdrawing from their studies after completion of half of the degree course or later are to pay the fees in full. There will be no reimbursement.

(3) Fees are payable every semester. The requirement to pay the semester fees comes into force after the second semester due to re-enrolment for the following semester. Should a student withdraw from their studies within a month after commencement of the semester (1 April or 1 October) they will receive a reimbursement of 50 % of the (semester) fees. Should withdrawal follow later than a month after the start of the semester, they will not qualify for any reimbursement. Fees will be charged per subject-specific semester if the duration of study exceeds the standard period of study. The costs for participation in special events / trips / excursions are not covered by the fees. A fee of 100.00 € will be charged for a recognition procedure involving skills acquired in a non-university context.

(4) Students enrolled in the Master's degree programme Security Management who chose a flexible study programme (part-time with the completion of selected modules) will be charged 90.00 € per ECTS credit awarded in the respective semester. In deviation to this, the fees for the Master's module phase amounts to 700.00 €.

§ 4 The fees charged for other programmes

(1) Strategic skills for women on supervisory boards.

The fees for participation in the certificate programme "Strategic skills for women on supervisory boards" amounts to 4,850.00 €.

The fees are due in full before commencement of continuing professional development programme.

- 1,500.00 € three weeks after admission to the programme.
- 3,350.00 € before the start of the programme.

Should a student withdraw before commencement of the programme, the second instalment will be reimbursed. Should a student withdraw after the commencement of a programme, they will not receive any reimbursement.

(2) PhD supervision programme

The fees for enrolment in the PhD supervision programme for students of the London South Bank University by the HWR Berlin amounts to 520.00 € per Semester.

The fees are due per semester by 28 February (for the summer semester) or 31 August (for the winter semester).

Should a student withdraw after the commencement of a programme, they will not receive any reimbursement.

(3) Continuing professional development programme IMB XL

In the programme of continuing professional development IMB XL, the fees for a seminar consisting of 16 hours or for Career Coaching (KODE) amount to 225.00 €. The fees are due in full before commencement of the seminar / coaching measure. Unless otherwise specified, the fees cover participation in the class, the cost of the documents provided and the food and drink provided in the breaks. The fees do not include the costs of lunch or evening meal.

Students who withdraw from the programmes up to four weeks before the class will receive reimbursement in full. Those students who withdraw up to a day before the class will receive a reimbursement of 50 %. Those students withdrawing on the day of the programme or later are not eligible for any form of reimbursement. Should the HWR Berlin cancel courses, students will receive a full reimbursement of fees paid.

(4) English Assessment Test

The fees for the "English Assessment Test" amount to 70.00 €. The fees are due in full before beginning the test procedure. Students who withdraw from the programmes up to four weeks before the test will receive reimbursement in full. Those students who withdraw up to a day before the date of the test will receive a reimbursement of 50 %. Those students withdrawing on the day of the test or later are not eligible for any form of reimbursement. Should the HWR Berlin cancel test dates, students will receive a full reimbursement of fees paid.

§ 5 Grants and reductions

(1) The Berlin Professional School and the *HWR Berlin* can award a restricted number of grants. This matter is subject to regulation in the *Richtlinie zur Vergabe von Stipendien des IWB/BPS*.

(2) The unemployed, those receiving state benefits in accordance with *SGB II*, *SGB XII* and all those engaged in military service or national voluntary service are eligible for a reduction of fees for the subject-specific semester / module offered in the time in which they hold this status. This requires the submission of a corresponding application (with proofs).

(3) Students participating in a co-operation programme with other institutions, in particular universities abroad, can be awarded a reduction in fees. Decisions pertaining to the level of this reduction are to be taken by the Institute Council.

§ 6 Auditing students / students from other institutions

(1) Given spare capacity, individual modules of the degree programmes listed in § 2 can be attended by auditing student and students from other institutions as modules of continuing professional education. Decisions pertaining to admission will be made by the directorate in agreement with the Academic Director. Auditing students and students from other institutions will be issued with certificates of attendance or will have the opportunity to attain certificates in accordance with the provisions of the respective study and examination regulations.

(2) The fees for open modules of continuing professional education will be charged according to the number of ECTS credits issued in accordance with § 2 paragraph. 1 column B and are due as one-off payments before commencement of the module. Students who withdraw from the programmes up to fourteen days before the start of a module will receive reimbursement in full. Those students who withdraw up to a day before the start of the module will receive a reimbursement of 50 %. Those students withdrawing on the day on which the module commences or later are not eligible for any form of reimbursement.

(3) Students commencing their studies at a later point and who are granted ECTS credits for the degree programme will have 75 % of the fees which they have already paid credited to their first instalment.

§ 7 Commencement

These regulations take effect on the day after their publication in the *Mitteilungsblatt / Bulletin der HWR Berlin*.

Appendix

Degree programme	§ 2 section 1a) CEEBS	§ 2 section 1b) EVM	§ 2 section 1c) MA GM Dual	§ 2 section 1d) MA NaQM	§ 2 section 1e) MSM	§ 2 section 1f) Berlin-MBA full-time	§ 2 section 1f) Berlin-MBA part-time	§ 2 section 1g) MPA	§ 2 section 1h) MIBMa
	WS	WS	WS	WS	WS	WS	WS	SS*/WS	WS
Commencement of studies in	3	4	4	4	4	2	4	4	2
Subject-specific semester at the HWR Berlin									
Fees									
(completion within the standard period of study)	14,950 €	8,400 €	11,850 €	7,950 €	7,800 €	19,800 €	19,800 €	8,400 €	14,500 €
<i>Included fees / contributions for every semester, last updated: Winter semester 2018/2019</i>									
Administrative fee currently 50.00 €/Sem.	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Contributions to the Student representative body currently 4.00 €/Sem.	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Social contribution to the Studierendenwerk currently 54.09 €/Sem.	Yes	No	Yes	Yes	No	Yes	Yes	No	Yes
Sum of fees and contributions	324.27 €	216.00 €	432.36 €	432.36 €	216.00 €	216.18 €	432.36 €	216.00 €	216.18 €
<i>Contributions due in addition to the fees:</i>	<i>Upon application</i>	<i>No</i>	<i>Upon application</i>	<i>Upon application</i>	<i>No</i>	<i>Upon application</i>	<i>Upon application</i>	<i>No</i>	<i>Upon application</i>
<i>Public transport SemTicket currently 193.80 €/Sem.</i>									
Payment date									
1. Admission instalment for the acceptance of a place to study, due within three weeks following admission (non-refundable upon withdrawal)	1,500 €	1,000 €	1,500 €	1,500 €	1,000 €	1,500 €	1,500 €	1,000 €	1,500 €
Payment of the balance in an instalment by the commencement of studies									
Fees - balance due by the commencement of studies	13,450 €	7,400 €	10,350 €	6,450 €	6,800 €	18,300 €	18,300 €	7,400 €	13,000 €
Payment plant 2 - payment per semester payment of the balance in instalments									
Fees 1st Sem. instalment by commencement of studies	5,950 €	1,100 €	4,450 €	2,450 €	950 €	9,000 €	8,300 €	1,100 €	6,000 €
Fees 2nd Sem. instalment until 28.02. of a year	3,750 €	2,100 €	2,950 €	2,000 €	1,950 €	9,300 €	5,000 €	2,100 €	7,000 €
Fees 3rd Sem. instalment until 31.08. of a year	3,750 €	2,100 €	2,950 €	2,000 €	1,950 €		5,000 €	2,100 €	
Fees 4th Sem. instalment until 28.02. of a year		2,100 €			1,950 €			2,100 €	
Payment plant 3 - 2 instalments per semester payment of the balance in instalments									
Fees 1.1 Sem. instalment until commencement of studies	2,975 €	550 €	2,225 €	1,230 €	475 €	4,500 €	4,150 €	550 €	3,000 €
Fees 1.2 Sem. instalment by 31.10. of a year	2,975 €	550 €	2,225 €	1,230 €	475 €	4,500 €	4,150 €	550 €	3,000 €
Fees 2.1 Sem. instalment by 28.02. of a year	1,875 €	1,050 €	2,000 €	1,330 €	975 €	4,650 €	2,500 €	1,050 €	3,500 €
Fees 2.2 Sem. instalment by 30.04. of a year	1,875 €	1,050 €	1,950 €	1,330 €	975 €	4,650 €	2,500 €	1,050 €	3,500 €
Fees 3.1 Sem. instalment by 31.08. of a year	1,875 €	1,050 €	1,950 €	1,330 €	975 €		2,500 €	1,050 €	
Fees 3.2 Sem. instalment by 31.10. of a year	1,875 €	1,050 €			975 €		2,500 €	1,050 €	
Fees 4.1 Sem. instalment by 28.02. of a year		1,050 €			975 €			1,050 €	
Fees 4.2 Sem. instalment by 30.04. of a year		1,050 €			975 €			1,050 €	

* with start in SS; the payment dates are delayed accordingly

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