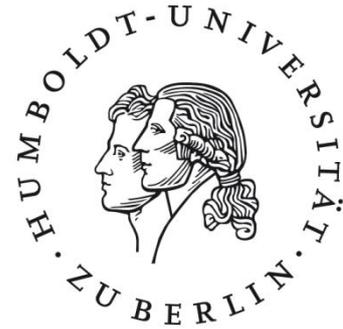


This is a translation of our schedule of fees. Please notice that only the German version is legally binding.

University Gazette



Course Fee Regulations

of the Language Centre at Humboldt-Universität zu Berlin

Edited by:

The President of Humboldt-Universität
zu Berlin
Unter den Linden 6, 10099 Berlin

No. 37/2005

Graphical design and distribution by:

Press and Public Relations Office

14th edition / 6 October 2005

This is a translation of our schedule of fees. Please notice that only the German version is legally binding.

University Gazette of Humboldt-Universität, No. 37/2005

Course Fee Regulations

of the Language Centre at Humboldt-Universität zu Berlin

Preamble

The Board of Trustees of Humboldt-Universität zu Berlin approved the following Course Fee Regulations of the Language Centre at Humboldt-Universität zu Berlin on 23 September 2005 based on the Berlin Higher Education Act (BerlHG) as amended on 13 February 2003 (Berlin State Gazette - GVBl., p. 82), last amended by the Tenth BerlHG Amendment Act on 21 April 2005 (GVBl., p. 254), and § 3 para. 1 item 7 of the Preliminary Statutes of Humboldt-Universität zu Berlin.¹

§ 1 Scope of application

The present regulations determine the fees for attendance of all courses offered by the Language Centre on its own responsibility, examination fees, as well as fees for the compiling of language assessments by staff members of the Language Centre at Humboldt-Universität zu Berlin. The present regulations do not apply to practical language courses that are a compulsory part of study programmes.

§ 2 Levying of fees

(1) All courses offered by the Language Centre are subject to fees.

(2) For students enrolled at Humboldt-Universität, the course fee amounts to €7.50 per semester hour (SWS).

(3) Should other people, within the limits of the available capacity, be permitted to attend courses, the fee amount shall be based on § 4 of the amendment to the regulations on auditing students (University Gazette AMB of Humboldt-Universität, 12/2001).

(4) Students in free Master's degree programmes offered by several universities are also obliged to pay fees. For students enrolled at Humboldt-Universität, the fee amounts to €7.50 per SWS. Students enrolled in these study programmes at other universities pay the auditor fee.

(5) Intensive language courses and language trips are subject to fees, the amount of which shall be based on the respective overall costs as well as the options for carrying out these courses. The applicable provisions will be published in the advertisement for each course. This applies also to fees due in the event of cancellation or non-attendance.

(6) In order to sit the German language proficiency test required for entry to a German university (DSH), a fee in the amount of €130 must be paid.

(7) Students of Humboldt-Universität can sit the UNICert® exam free of charge. Auditing students pay a fee in the amount of €60.

(8) Language assessments, e.g. for the DAAD, that were compiled by staff members at the Language Centre are subject to fees. For members of Humboldt-Universität, the fee amounts to €10. For auditing students and other external persons, the fee amounts to €30.

¹ The competent Berlin State Department has confirmed the present Course Fee Regulations by letter of 29 September 2005.

This is a translation of our schedule of fees. Please notice that only the German version is legally binding.

University Gazette of Humboldt-Universität, No. 37/2005

§ 3 Exceptions

(1) Students taking a German language course of at least intermediate level and for no more than 4 semester hours per week as part of their study programme are exempt from course fees. The same applies to students who, in the context of their university contract or study programme, are studying at Humboldt-Universität for a limited period of time; as well as to foreign full-time students of German Studies.

(2) In cases of financial difficulty, it is possible for the fee to be reduced or remitted. This can, for example, be deducted from a student having been awarded a grant to go towards his/her student travel ticket. Decisions, as per this paragraph, shall be made by the director of the Language Centre. He/she can assign the authority to make decisions to another staff member at the Language Centre.

§ 4 Use of course fees

(1) Course fees levied under the provisions of § 2 are credited to the Language Centre without any deduction.

(2) Course fees are used exclusively for the setting up and financing of additional language courses.

(3) The Language Centre reports the use of course fees to the Presidential Committee on a regular basis (at least once a year).

§ 5 Payment procedure

(1) The payment of fees, in accordance with §2, is to be made before the start of each course. Students at Humboldt-Universität are not to pay their fees in cash. Auditing students are to pay on-site at the Language Centre.

(2) More exact deadlines will be published in the Language Centre's course programme.

(3) Those who have registered in time, have paid the necessary fees and, following a potential selection process, have been accepted onto the course, are entitled to take part in courses offered by the Language Centre.

(4) Fees that have already been paid will be paid back, if a course is cancelled by the Language Centre or if the payer's attendance was prevented for legitimate reasons.

(5) In the case of intensive language courses and language trips, the payment procedure will be stipulated and published in the advertisement.

§ 6 Commencement

The present Course Fee Regulations become effective at the beginning of the semester following publication in the University Gazette of Humboldt-Universität zu Berlin. They shall apply to courses held after that date.