

Guidelines on Fees

Preamble

The Rules on Additional Fees apply to all Undergraduate, Graduate and Post-graduate students of Modul University, Vienna, unless otherwise specified in the sections below. Tuition and related fees are set on an annual basis for the following Academic Year. The fee schedule published on www.modul.ac.at may be subject to change without notice.

§ 0 Tuition Fees

(1) Study Fees:

Program	Years	ECTS	As of Spring 2016 ¹
Foundation Program	0,5	-	5,900
BBA THM	3	180	37,000
BBA THO	4	240	52,000
BSc IM	3	180	37,000
MSc MGMT	2	120	19,000
MSc ITM	2	120	19,000
MSc SDMP	2	120	19,000
MBA	1,5	90	25,000
PhD	4	240	45,000

¹ Fees are valid for the entire standard duration of the study program excluding discounts, scholarships (see www.modul.ac.at for special offers), and student union fee (see § 0 (3)). For information on study extension fee see § 5.

(2) Reduction for External Credit Transfer: In accordance with MU's Examination Regulations and Student Code of Conduct § 2 (1e), MU deducts 150 EUR per ECTS for external course credit transfers.

(3) Student Union Fee: As per the Austrian Student Union Law (HSG 2014 § 1 (1) lit. 4), every student in Austria is automatically a member of the student union and required to pay a membership fee every semester. The amount of the membership fee is announced every semester in advance and must be paid in addition to the tuition fee. More information can be found here: <http://www.oeh.ac.at/service/oeh-beitrag>

§ 1 Retake Fees

- (1) In the event a course, or its equivalent, is not successfully completed, a retake fee will apply. Retake fees are subject to a cap until 2021, after which the cap will be removed.
- (2) A retake fee of 180 EUR per ECTS point applies (effective as of 1 August 2016), with a maximum retake fee per course of 720 EUR.

(3) The relevant fees for resubmitting a thesis are:

- a. Bachelor of Business Administration (BBA): 600 EUR;
- b. Bachelor of Science (BSc): 900 EUR; and
- c. Master of Business Administration (MBA) and Master of Science (MSc): 1.100 EUR.

§ 2 Modular Fees

(1) The fee for external students attending selected courses at Modul University will be charged at the following rates:

- a. Undergraduate, Master of Science and PhD study programs: 190 EUR per ECTS; and
- b. Master of Business Administration: 1.200 EUR per course (without final assessment); 1.400 EUR per course (with final assessment).

§ 3 Late Course Cancellation, Registration and Group Switch Fees

- (1) A fee of 50 EUR will apply for course registration changes made after the official course registration period has ended. This fee applies per change.
- (2) Cancellations of regular semester courses that occur after the elapse of more than 20 % of course sessions, incur a fee of 180 EUR per ECTS. A cap of 720 EUR applies.
- (3) Cancellations of blocked MBA/MSc enrichment courses requested within two weeks of the commencement of the course, incur a fee of 180 EUR per ECTS. A cap of 720 EUR applies.

§ 4 Charges for Extra ECTS

- (1) An ECTS fee applies for any ECTS which exceeds the required number of ECTS in the respective study program if the student:
 - a. participates in an extra course;
 - b. voluntarily repeats a course; or
 - c. completes a prerequisite exam(s) or participates in a course(s) required for admission to an MSc program.

The fee for extra ECTS is applicable to students enrolled in any Bachelor, Master of Science or Master of Business Administration program and amounts to:

- a. 50 EUR per ECTS until 31 July 2017;

- b. 120 EUR per ECTS as of 1 August 2017.
- (2) Students in the 112 BBA 2013 and the 113 BBA 2013 study programs may choose to complete two or more curriculum options. The fees for additional options are 600 EUR.

§ 5 Study Extension Fee

- (1) A study extension fee of 1.000 EUR per semester or 600 EUR per term applies if a student exceeds the minimum duration of the study program plus one additional grace semester / two additional grace terms.
- (2) The minimum duration of MU's study programs is as follows:
 - a. BBA in Tourism and Hospitality Management: six semesters
 - b. BSc in International Management: six semesters
 - c. BBA in Hotel Management and Operations: eight semesters
 - d. Master of Science programs: four semesters
 - e. Master of Business Administration: four terms
 - f. PhD in Business and Socioeconomic Sciences: eight semesters
- (3) Periods of leave are exempted from this rule.
- (4) Exceptions to this rule may be granted by applying for special consideration to the Dean of the respective study program. Grounds for exceptions may include the following:
 - a. extenuating circumstances when approved by the GDP;
 - b. part- or full-time work obligations carried out simultaneously to studies over a duration of or more than six months; MBA students are exempt from this rule; this reason may only be used once to apply for special consideration;
 - c. curriculum completed but graduation checklist not submitted yet;
 - d. additional courses required for admission.
- (5) This fee only applies to students enrolling from Spring semester / term 2017.

§ 6 Fees Due to the Change of Study Programs

- (1) An administrative fee of 1.000 EUR applies to students changing study programs. This administrative fee does not apply to students if the student has the status Extraordinary Student at the time of submitting the request.
- (2) An ECTS fee for all non-transferable courses (positive and negative assessments) will be charged. The value of one ECTS is calculated based on the current tuition fee and divided by the number of total ECTS of the study program.

- (3) An ECTS fee for all open ECTS in the transferred program will be charged. The value of one ECTS is calculated based on the current tuition fee and divided by the number of total ECTS of the study program. This rule does not apply to study program changes when changing into a program with a higher number of ECTS.
- (4) When changing into a study program with a higher number of ECTS, the total amount of fees is composed of the administration fee, the fees for non-transferable ECTS and the difference between the current tuition fee of the study programs.
- (5) If the request for changing study programs is made within the first two semesters of study, the tuition fee at the moment of admission will apply. If the request for changing study programs is placed after completion of the first two semesters, the current tuition fee will apply.

§ 7 Fees Due to Readmission to a Study Program

- (1) Former students applying for readmission to a study program will be charged an admission fee of 1.000 EUR.
- (2) Additionally, an ECTS fee for all outstanding ECTS necessary to complete the study program will be charged. The value of one ECTS is calculated based on the current tuition fee and divided by the number of total ECTS of the study program.
- (3) The sum of the calculated ECTS fee and the previously paid tuition fee, cannot be less than the current total tuition fee of the study program.
- (4) Scholarships are not transferable and applicants must reapply.

§ 8 Termination of Thesis Supervision

- (1) A signed thesis supervision agreement may be terminated by the supervisee or the supervisor.
 - a. A supervisor may terminate a signed thesis supervision agreement if it is determined that no substantial progress has been made and/or if a student fails to comply with the deadlines set out by the supervisor. In this case, the fees outlined at point (2) will apply.
 - b. A supervisee may terminate a signed thesis supervision agreement at any time and for any reason, in which case the fees outlined at point (2) will apply if the termination occurs after submission of the research proposal

(2) The following fees apply when terminating a signed thesis supervision agreement under the conditions outlined at point (1):

- a. BBA: 270 EUR
- b. BSc: 400 EUR
- c. MSc/MBA: 750 EUR
- d. PhD: 1.500 EUR

§ 9 Graduation Ceremony Fees

- (1) Two guests and children under the age of 10 will be permitted free entry.
- (2) A fee of 20 EUR will be charged for each additional guest attending the graduation ceremony.
- (3) No refund will be made to guests who paid for the entrance and are not able to attend the ceremony, however, another person may take a registered guest's space.

§ 10 Fees for Documents

- (1) The university charges a 10 EUR fee for academic transcripts, diploma supplements and diploma copies when issued for former students
- (2) Posting of original copies and original customized letters is free of charge within Austria (regular mail). All documents sent abroad (Europe and overseas) are subject to postal fees of 10 EUR (priority registered). Documents sent via courier will be charged an additional fee.
- (3) Graduation documents and copies thereof are only sent via courier - if not picked up in person. Fees incurring depend on the country of destination and are determined upon request.

§ 11 Waiving Fees

- (1) A Fee Waiver Form must be submitted to the Academic Office in order for a student to request charged fees to be waived. The approval of the fee waiver request is at the discretion of the dean of the respective study program and will depend on the reasons stated in the request.

*University Board
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