

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 a semesterly basis. The fee schedule published on www.modul.ac.at may be subject to change without notice.

§ 1 Tuition Fees and Payment Structure

(1) Study Fees

Program	N° semesters (Standard duration)	ECTS	Study Fee in EUR (until 31.08.2023) ¹	Study Fee in EUR (from 01.09.2023) ¹
Foundation Program Business	1	-	7,240	7,440
Foundation Program Tech	1	-	7,240	7,440
Foundation Program without Business Communication	1	-	3,620	3,720
Foundation Program only Mathematics	-	-	1,210	1,240
Foundation program for students without high school certificate who need to take an additional entrance examination	1	-	7,920	8,140
BBA in Tourism and Hotel Management	6	180	7,350	7,550
BBA in Tourism, Hotel Management and Operations ²	8	240	7,670	7,880
BPr ³	6	180	10,635	10,635
BSc in International Management	6	180	7,350	7,550
BSc in International Management with Professional Experience	7	210	6,950	7,140
BSc in Applied Data Science	6	180	7,350	7,550
MSc in Management	4	120	5,520	5,670
MSc in International Tourism Management	4	120	5,520	5,670
MSc in Sustainable Development, Management and Policy	4	120	5,520	5,670
MBA	3	90	9,620	9,890
PhD	8	240	6,500	6,680

¹ The study fees are indicated per semester for the standard duration of the study program. They are subject to indexation on the basis of the Austrian Consumer Price Index 2020. The study fees are excluding discounts, scholarships (see <https://www.modul.ac.at/> for special offers), and student union fee. For information on additional services and fees see §§ 5-14.

² A surcharge of EUR 3,200 applies for those students doing their practical year at the New York City College.

³ Maximum fee for UNA (1 semester, 30 ECTS): EUR 20,310 + MU fee for 5 semesters (150 ECTS): EUR 300 per semester plus EUR 280 per ECTS (= EUR 43,500). The prices for the UNA modules are available

on <https://www.oehv.at/campus/ueber-den-oehv-campus/>. Reductions are possible for ÖHV members and applicants which apply for credit transfer for knowledge gained by previous academic or professional learnings.

(2) Tuition Fee Payment Structure

- (a) Four payment structures are available for the tuition fees: Full tuition fee payment; academic year tuition fee payment; semesterly tuition fee payment; monthly tuition fee payment.

	Full Tuition Fee Payment	Academic Year Fee Payment	Semesterly Tuition Fee Payment	Monthly Tuition Fee Payment
Payment frequency	One time	Every 2 semesters	Each semester	5 x 20% instalments each semester (not available for the first semester)
Initial payment deadline	<ul style="list-style-type: none"> • Within 3 weeks of offer letter being sent. • Visa-needing students are required to adhere to our application and payment deadlines below in order to ensure enough time for obtaining a visa. If payment is received after the below dates, MU reserves the right to defer applications to the next semester intake. <ul style="list-style-type: none"> ○ For Fall Semester admission: <ul style="list-style-type: none"> ▪ Application Deadline: 15th April ▪ Payment Deadline: 15th May ○ For Fall Semester admission (from Fall 2024 admissions): <ul style="list-style-type: none"> ▪ Application Deadline: 1st April ▪ Payment Deadline: 1st May ○ For Spring Semester admission: <ul style="list-style-type: none"> ▪ Application Deadline: 15th September ▪ Payment Deadline: 15th October ○ For Spring Semester admission (from Spring 2025 admissions): <ul style="list-style-type: none"> ▪ Application Deadline: 1st September ▪ Payment Deadline: 1st October • For third country nationals eligible for 90-day visa free in Schengen, but require "Student" Residence Permit: <ul style="list-style-type: none"> ○ For Fall Semester admission: <ul style="list-style-type: none"> ▪ Application Deadline: 1st July ▪ Payment Deadline: 1st August ○ For Spring Semester admission: <ul style="list-style-type: none"> ▪ Application Submitted: 1st December ▪ Tuition Fee Payment: 1st January 			
Subsequent payment deadlines	Not applicable	See table in (2b)		
Payment discount and indexation ¹	<ul style="list-style-type: none"> • 7% discount on full tuition fee 	<ul style="list-style-type: none"> • 5% discount on academic year tuition fee 	<ul style="list-style-type: none"> • 2% discount on semesterly tuition fee 	<ul style="list-style-type: none"> • Indexation applicable for all

	<ul style="list-style-type: none"> Indexation not applicable for the entire tuition fee 	<ul style="list-style-type: none"> Indexation not applicable for the first academic year (2 semesters) Indexation applicable from the third semester 	<ul style="list-style-type: none"> Indexation not applicable for the first semester (1 semester) Indexation applicable from the second semester 	instalments (semesters)
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¹For students of the BBA in Tourism and Hotel Management who go for one year of their study program to the NY City College: The tuition fee for the year at the NY City College has to be paid in full in advance according to the regular payment schedule. Students starting in the Spring intake cannot pay their first tuition fee as an academic year tuition payment. No payment discount applies for the year at the NY City College in case of an annual payment. In case of a full tuition fee payment, the 7% discount still applies.

- (b) The subsequent payment deadlines for the academic year tuition fee payments, semesterly tuition fee payments and for the monthly tuition fee payments are as follows:

Academic Year and Semesterly Tuition Fee Payments			
Students	Tuition fee payment	Fall Semester	Spring Semester
All Students	<i>As of second yearly tuition fee payment</i> (First payment deadline in line with table 2a)	July 15 th	December 15 th

Monthly Tuition Fee Payments			
All students	Initial instalments		
	1 st monthly tuition fee payment	Within 3 weeks of offer letter being sent (First payment deadline in line with table 2a)	
	2 nd monthly tuition fee payment	15 th of the following month	
	3 rd monthly tuition fee payment	15 th of the following month	
	4 th monthly tuition fee payment	15 th of the following month	
	5 th monthly tuition fee payment	15 th of the following month	
	Subsequent instalments		
	1 st monthly tuition fee payment	July 15 th	December 15 th
	2 nd monthly tuition fee payment	August 15 th	January 15 th
	3 rd monthly tuition fee payment	September 15 th	February 15 th
	4 th monthly tuition fee payment	October 15 th	March 15 th
	5 th monthly tuition fee payment	November 15 th	April 15 th

(3) Applicable reductions and grants

- (a) Reductions and grants are only applied at the point of admissions.

(b) Reductions are applied by the Admissions team. Grants are decided by the Deans. Scholarships are decided by the Merit Scholarship Committee.

(c) Reductions and grants can be combined if approved by the Dean of the respective study program. Nevertheless, one Student cannot get more than one reduction and one grant.

	Applicable Study Program¹	Discount name	% or € amount	Additional information
Reductions	All Undergraduate	European High School Reduction	3%	
	All Undergraduate	IB Diploma Reduction	5%	
	All study programs	Siblings reduction	10% for following siblings	
	All study programs	MU family member reduction	30%	
	MBA/MSc study programs	MU employee reduction	30%	
Grants	All study programs	Merit Grant	10%	
	All study programs	Exchange Alumni Grant	8%	Valid for all students that completed an exchange at MU in the previous 2 academic years before application
	BBA THM, BBA THO	Austrian Tourism Grant ²	EUR 12,000 (BBA THM) EUR 16,000 (BBA THO)	Only for students who are eligible for the Austrian tourism market (Proof: Residence permit in Austria OR relevant work experience OR Austrian high school diploma)
	MSc, MBA, PhD study programs	MU Alumni Grant	GPA dependent	GPA>95%: 40% of tuition GPA>90%: 35% of tuition GPA>85%: 30% of tuition GPA>80%: 25% of tuition GPA>70%: 15% of tuition GPA<70%: 10% of tuition
	PhD	Next Generation Grant	50 or 75%	

¹For students of the BBA in Tourism and Hotel Management who go for one year of their study program to the NY City College: Reductions and grants awarded at the point of admissions are not applicable for the tuition fee of the year at the NY City College of Technology, but only for the tuition fees of the three years spent at Modul University Vienna.

² The Austrian Tourism Grant is not applicable for the students of the BBA in Tourism and Hotel Management who go for one year of their study program to the NY City College of Technology. The Austrian Tourism Grant only applies for applicants who returned the signed study contract by January 15 (for the Spring semester) and by August 15 (for the Fall semester). The Austrian Tourism Grant is

split in equal installments over the standard duration of study (6 semesters for the BBA THM and 8 semesters for the BBA THO). The Austrian Tourism Grant cannot be combined with any other Reduction and Grant.

§ 2 Other Fees (applicable to all study contracts)

(1) Type of Fees

Fee Type	Study Program	Amount of Fee
Retake Fees, see § 4		
Course Retake Fee	All programs except BPr	230 EUR per ECTS
Thesis Resubmission Fee	BBA	720 EUR
	BSc	1,080 EUR
	MBA/MSc	1,320 EUR
Modular Fees, see § 5		
Fee for external students attending courses	Undergraduate / MSc / PhD	300 EUR per ECTS
	MBA course without final assessment	1,500 EUR per Course
	MBA course with final assessment	1,800 EUR per Course
Late Course Change/Cancellation Fees, see § 6		
Fee for late changes to course registration	All programs	50 EUR per change
Fee for late course cancellations after the elapse of >20% of sessions	All programs	150 EUR
Fee for cancellation of MBA/MSc enrichment courses within two weeks prior to the course	MBA/MSc	100 EUR
Charges for Extra ECTS, see § 7		
Fee for extra ECTS	All programs	230 EUR per ECTS
Fee for additional curriculum options	112 BBA 2013 / 113 BBA 2013	600 EUR
Fee for MSc prerequisite exams	MSc	Free
Fee for prerequisite courses for admissions to MSc and PhD program	MSc, PhD	100 EUR/ECTS
Study Extension Fees (only for students enrolled from Spring 2017 onwards) see § 8		
Study Extension Fee	All programs except MBA	1,200 EUR per semester
	MBA	600 EUR per semester
	BPr	Service fee, see § 1 (1)
Fees Due to the Change of Study Program, see § 9		
Study Program Change administrative fee	All programs (extraordinary students exempt)	1,200 EUR
Study Program Change ECTS fee	All programs	1 ECTS = Tuition fee/Number of ECTS in program

Fees Due to Readmission to a Study Program, see § 10		
Readmission fee	All programs	1,200 EUR
Fee for outstanding ECTS to complete study program	All programs	1 ECTS = Tuition fee/Number of ECTS in program
Termination of Thesis Supervision, see § 11		
Fee for terminating a signed thesis supervision agreement	BBA	270 EUR
	BSc	400 EUR
	MSc/MBA	750 EUR
	PhD	1,500 EUR
Graduation Ceremony Fees, see § 12		
Fee for graduation guests beyond free allowance of 2 guests	All programs	45 EUR
Fees for Documents, see § 13		
Fee for academic transcripts, diploma supplements and diploma copies for former students	All programs	10 EUR per document
Posting original copies and original customized letters	All programs	Within Austria: free (regular mail); Europe and overseas: 15 EUR (priority registered); Courier (e.g. for Graduation documents and copies): additional fee upon request

- (2) **Application Fee:** Applicants will be charged a registration fee of 50 EUR for processing their application. The application fee will be deducted from the first tuition payment for all accepted candidates. For those who choose to decline a study offer or rescind their application, the fee is non-refundable.
- (3) **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.
- (4) **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 government announces the amount of the membership fee every semester in advance and the fee must be paid in addition to the tuition fee. More information can be found here: <http://www.oeh.ac.at/service/oeh-beitrag>
- (5) All additional fees incurred during a semester are to be paid until the beginning of the following semester, except for the study extension fee which is to be paid within four

weeks after semester start in the semester where the study extension fee applies. It is not possible to apply for a fee waiver after the payment deadline has passed.

- (6) The University further reserves the right to charge interest rates in the amount of 8% per annum on any outstanding amounts.
- (7) All additional fees are adjusted on a semesterly basis at the latest by the end of January and June.
- (8) Any discount letter issued to current students is valid for no more than 5 years after the issuance date.
- (9) Up to four language courses (at MU or external), but not more than one per semester, are included in the tuition fees of each study program.

§ 3 Retake Fees

- (1) In the event a course, or its equivalent, is repeated, a retake fee will apply.
- (2) A retake fee of 230 EUR per ECTS point applies. Retake fees are subject to a cap of 720 EUR per course until Fall 2021, after which the cap will be removed.
- (3) The relevant fees for resubmitting a thesis are:
 - a. Bachelor of Business Administration (BBA): 720 EUR;
 - b. Bachelor of Science (BSc): 1,080 EUR; and
 - c. Master of Business Administration (MBA) and Master of Science (MSc): 1,320 EUR.

§ 4 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: 300 EUR per ECTS; and
 - b. Master of Business Administration: 1,500 EUR per course (without final assessment and transcript); 1,800 EUR per course (with final assessment and transcript).

§ 5 Late Payment of Tuition Fees, late Course Cancellation, Registration and Group Switching Fees

- (1) Students who will not have paid their tuition fees on the first day of course registration will not be registered in courses until the end of the course registration period and will not be guaranteed registration in all courses.
- (2) 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.
- (3) If approved by the Dean of the respective study program via special consideration, cancellations of regular semester courses that occur after the official and, if available, the extended registration period, incur a fee of 150 EUR. The Dean of the respective study program might decide on a fee waiver if the student is facing exceptional circumstances.
- (4) If approved by the Dean of the respective study program via special consideration, cancellations of blocked MBA/MSc enrichment courses requested within two weeks of the commencement of the course, incur a fee of 100 EUR. The Dean of the respective study program might decide on a fee waiver if the student is facing exceptional circumstances. The course Master Thesis Tutorial II is exempt from any cancellation fees.

§ 6 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.

The fee for extra ECTS is applicable to students enrolled in any degree program at MU and amounts to 216 EUR per ECTS. The fee for extra ECTS does not apply to students that complete more ECTS than foreseen for the BBA or BSc study program in which they are enrolled because of the BBA or BSc specialization.

- (2) The MSc prerequisite exam is free.
- (3) The fee for an extra ECTS to participate in a course required for admission to an MSc or PhD program ('prerequisite courses') is 100 EUR per ECTS.

§ 7 Study Extension Fee

- (1) A study extension fee of 1,200 EUR per semester applies if a student exceeds the minimum duration of the study program plus one additional grace semester.

- (2) For students in the MBA study program, the study extension fee is reduced by 50% (600 EUR).
- (3) For students in the Professional Bachelor degree program (BPr), the study extension fee is replaced by the service fee (EUR 300). There is no grace semester.
- (4) The standard duration of MU's study programs is as follows:
 - a. BBA in Tourism and Hospitality Management: six semesters
 - b. BSc in Applied Data Science: six semesters
 - c. BSc in International Management: six semesters
 - d. BSc in International Management with Professional Experience: seven semesters
 - e. BBA in Hotel Management and Operations: eight semesters
 - f. Bachelor Professional in Hotel Management: six semesters
 - g. Master of Science programs: four semesters
 - h. Master of Business Administration: three semesters
 - i. PhD in Business and Socioeconomic Sciences: eight semesters
- (5) Periods of leave are exempted from this rule.
- (6) Exceptions to this rule may be granted by applying for special consideration to the Dean of the respective study program within four weeks after semester start in the semester where the study extension fee applies. Grounds for exceptions may include the following:
 - a. extenuating circumstances when approved by the IDC (e.g., in case of learning deficits);
 - b. childcare: care for children up to seven years/school entry age living in the same household as you (Proof: "Meldezettel" of you and the child with their birth certificate).
 - c. Pregnancy: at least two months during the semester (Proof: confirmation by a medical specialist)
 - d. curriculum completed but graduation checklist not submitted yet;
 - e. prerequisite courses that prolong the required MSc or PhD for study duration;
 - f. Internship cannot be completed for reasons beyond the student's control.
- (7) This fee only applies to students enrolling from Spring semester 2017.
- (8) Rules on the study extension fee for employees of MU enrolled in an MU degree program are outlined in the Labor Regulations.

§ 8 Fees Due to the Change of Study Programs

- (1) An administrative fee of 300 EUR applies to students changing study programs when they are enrolled in the Foundation Program at the time of submitting the request.
- (2) An administrative fee of 1,200 EUR applies to students changing study programs. This administrative fee does not apply when a student switches from the BSc in International Management to the BSc in International Management with Professional Experience.
- (3) In addition to (1), 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.
- (4) Already paid and consumed non-transferable courses (positive and negative assessments) will not be reimbursed.
- (5) If the request for changing study programs is made within the first semester 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.

§ 9 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 1,200 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.

§ 10 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

§ 11 Graduation Ceremony Fees

- (1) Two guests and children under the age of 10 will be permitted free entry.
- (2) A fee of 45 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.

§ 12 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 transcripts, diploma supplements 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 15 EUR (priority registered). Documents sent via courier will be charged an additional fee.
- (3) Graduation documents and copies thereof are only sent via registered mail (Austria) or courier (Europe and overseas) - if not picked up in person. Fees incurring depend on the country of destination and are determined upon request.

§ 13 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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