

## Appendix D: Tuition and Financing for Graduate Study

Students must be prepared to cover all costs listed in this document and the estimated “Graduate Student Budget” and ensure that these funds are available before they arrive at Jacobs University Bremen.

### 1. Tuition and Fees

The following costs apply to all Graduate Students at Jacobs University Bremen. The most promising applicants are admitted on the basis of a full tuition waiver. In addition, stipends can be awarded upon application to the respective scholarship program. All admitted students are eligible for student jobs.

#### 1.1 Tuition

The University charges tuition for regular graduate studies and Professional Master’s Programs.

#### 1.2 Semester Ticket

The University is obliged to charge fees for the semester ticket.

#### 1.3 Student Government Fee

The University charges a Student Government Fee. This fee supports the activities of the Graduate Student Association.

#### 1.4 Administrative Fees for Students

Certain documents provided by Jacobs University Bremen require an administrative fee that Students have to pay in order to be issued the document. The following regulations apply:

- **Transcript.** During his/her period of studies at Jacobs University Bremen, every Student may - upon request - receive at total of ten official transcripts free of charge. For any additional transcript, the Student will be charged 5 Euros. Students submit the Transcript Request Form and the proof of payment to the Registrar’s Office;
- **Institutional Description of Jacobs University Bremen.** The Registrar will assist Students with an institutional description of Jacobs University Bremen. During his/her period of studies at Jacobs University Bremen, every Graduate Student may - upon request - receive a total of ten official copies of the description free of charge. For any additional description, the Student will be charged 5 Euros. Students submit the proof of payment with the data contact sheet to the Registrar.

#### 1.5 Enrollment Deposit

Every admitted student wishing to attend Jacobs University must pay an enrollment deposit of € 500 before the deadline given in his/her admission letter. This enrollment deposit secures your place at Jacobs University and is not refundable if you reverse your enrollment decision. The deposit will be kept on a separate account until the Student checks out after graduation or after leaving Jacobs University permanently. The deposit will be used to cover any outstanding balances on Student’s accounts. If there are no open balances, then the enrollment deposit will be reimbursed. In this case, the Student is required to inform the University of his/her bank account information.

#### 1.6 Student Account

All Jacobs University Bremen charges, such as tuition, the Enrollment Deposit, and the semester ticket are administered via Student accounts. The Students receive Student account statements on a regular basis. For details please refer to the “Student Account Payment Policies”.

#### 1.7 Student Agreement

Students must sign the “Student Agreement” upon matriculation by virtue of which they agree to abide by the rules and regulations of Jacobs University Bremen and to fulfill financial obligations to the University in a timely

and responsible manner. Students who refuse to sign the document may not remain at the University.

## **2. Financial Assistance**

Financial assistance may be made available to Master's Students and doctoral candidates. Financial assistance from University resources is not provided to Students enrolled in professional master's Programs. The graduate financial assistance Program at Jacobs University Bremen takes into account the University's desire to attract excellent Students into the Graduate Degree Programs, the need to provide living support for Graduate Students during their time at Jacobs University Bremen, the need to provide Graduate Students an opportunity to participate in teaching and research, and the obligation to optimize the use of institutional funds in furthering the academic Program of the University. Graduate financial assistance comprises stipends, tuition waivers, teaching assistantships and research associate positions.

Students may apply for financial assistance at the same time as they apply for admission to a Graduate Degree Program. Students complete the application for graduate financial assistance, which is an integral part of the graduate application form. For details please refer to the Graduate Admission website.

Decisions concerning admission and financial assistance are made separately. Stipends and financial assistance for Graduate Students at Jacobs University Bremen are coordinated by the Provost and in consultation with the Faculty. Students will be informed about financial support in the admission letter.

## **3. Guidelines for the Jacobs University Bremen Stipend Program**

### **3.1 Period of Stipends**

As a rule, stipends are allocated for one year. This applies without exception to Students working towards an MA/MSc degree. For these Students, both the academic year and the payment of the stipend commence on 1 September or on 1 February. The initial stipend to doctoral candidates, for whom the academic year also commences on 1 September, may cover a period of up to 18 months; thereafter, the academic year will apply. Following a report about the Student's progress by the academic advisor, financial support will, if appropriate, be extended by one academic year at a time. For this purpose the recipient of the stipend must submit an informal application for an extension, accompanied by the advisor's report, to the Provost's Office at least six weeks before the expiration of the current stipend period. Funding is limited to a maximum of 2 years for Master's Students and 3 years for PhD Students; in total the maximum period of funding for a Graduate Student is 5 years. Stipend payments can only be guaranteed for the year in which the stipend letter is issued. Should the stipend duration span more than one fiscal year payments are subject to budget approval and may be terminated earlier if sufficient funds are no longer available

### **3.2 Payments**

The amount of the annual stipend is specified in the stipend letter. It will be paid by bank transfer in 12 installments at the end of each month to an account designated in writing by the Student.

### **3.3 Social Security**

The award of a stipend by Jacobs University Bremen, does not constitute a contract of employment or service with Stipend Holders. It supports their academic work subject to certain conditions (e.g., completion of academic work requirements, assisting the teaching staff). Stipends are exempt from social security contributions because there is no contract of employment for which such social security contributions are obligatory.

The stipends are tax-free in accordance with the provisions of § 3 No. 44 German Income Tax Act (EStG). The stipends do not include any child allowance and this will not be granted.

Health insurance is obligatory for Stipend Holders, subject to the rules applicable to Students, and each Student is responsible for maintaining his/her own health insurance policy and for paying the contributions.

### **3.4 Obligations of Stipend Holders**

Acceptance of a stipend places a Stipend Holder under the obligation to concentrate entirely on the project specified in his/her letter of admission / study schedule.

The Stipend Holder must also inform Jacobs University Bremen immediately if his/her project is interrupted, modified, completed ahead of time or abandoned, if she/he receives payment from a third party for his/her academic work, if she/he or a third party with his/her approval makes a financial profit from the research project being financed or, if she/he receives a stipend from another source. As a rule students can earn a maximum amount of 450 Euro per month on top of any stipend. Should the income exceed this threshold the surplus will be deducted from the stipend.

Jacobs University Bremen reserves the right to deduct contributions by third parties to the Student's maintenance from payments to the extent that they relate to the project being financed, to modify the stipend or to withdraw it, if the Stipend Holder fails to satisfy the requirements applicable to the stipend, in particular to meet his above-mentioned obligations, to amend and add to the Guidelines for the Jacobs University Bremen Stipend Program and without any retrospective effect to adjust current stipends to take account of changes in circumstances.

The Stipend Holder must remain silent about all confidential matters.

### 3.5 Withdrawal / Revocation of the Stipend, Repayment of the Stipend

Failure to enroll during any semester during the Student's graduate career will lead to suspension of institutional financial support for that semester and to the revocation of the Student's privileges as a Student, until such time as the Student re-enrolls.

A stipend may be withdrawn/ revoked if

- the conditions for the allocation of the stipend have subsequently ceased to apply;
- the Stipend Holder has made false statements with respect to significant facts or concealed such facts;
- the Stipend Holder abandons his/her academic project;
- it becomes apparent that the Stipend Holder is not making the necessary and reasonably to be expected effort to achieve the purpose of the stipend.

Following notification of withdrawal or revocation, all payments will cease with effect from the next payment date.

In Case 2, all payments from the commencement of the stipend must be repaid in full, plus interest at 5 percent per annum above the current base rate (§ 247 German Civil Code (BGB)). In the other cases payments must be repaid from the time when the grounds for withdrawal or revocation arose, plus a reasonable rate of interest.

If the Stipend Holder cannot be held responsible for the grounds that apply the requirement for repayment may be waived.