



Statutes of the School of Advanced Professional Studies (SAPS) for contact studies at Ulm University dated 7 August 2023

Based on §§ 2, 13 para. 1 of the federal state act on tuition fees (Landeshochschulgebührengesetz, LHGebG) of 1 January 2005 (Law Gazette p. 1, 56), last amended by Article 4 of the Act of 15 November 2022 (Law Gazette p. 585, 586) and based on § 19 para. 1 p. 2 no. 10 of the Baden-Württemberg Higher Education Act (Landeshochschulgesetz - LHG) in the version of 1 January 2005, amended several times and most recently by Article 8 of the Act of 7 February 2023 (Law Gazette p. 26, 43), the Senate of Ulm University adopted the following statutes on 26 July 2023. The President approved the Statutes pursuant to § 2 para. 2 sentence 2 LHGebG on 7 August 2023.

I. General Provisions

§ 1 Scope of application

- (1) These statutes apply to all contact study courses (contact studies) at Ulm University and Ulm University of Applied Sciences listed in Appendix 1.
- (2) The contact studies serve to deepen academic knowledge and supplement practical professional experience. The regulations on degree programmes do not apply.
- (3) For participation in the contact studies listed in Appendix 1 to these statutes (in the form of certificate courses (microcredentials) and (continuing education courses)), fees or charges are levied in accordance with Part IV of these statutes. The amount of the fee and the charges is determined by the SAPS, set by the University Board, depends on the number of registered certificate courses and is set out in the attached Appendix 1 in its current version. The SAPS reviews the amount for appropriateness at regular intervals and proposes an adjustment to the Board if necessary.
- (4) The person responsible for the contact study courses within the meaning of these statutes is the managing director of the SAPS or his or her deputy.

§ 2 Structure of the contact study courses

- (1) The contact studies at Ulm University and Ulm University of Applied Sciences are provided in the form of the following contact study courses: Certificate courses (microcredentials) and continuing education courses. Certificate courses usually consist of modules from a degree programme.
- (2) Certificate courses (microcredentials) can be taken individually or combined with each other and lead step by step to the Certificate of Advanced Studies (CAS), Diploma of Advanced Studies (DAS) or to the Certificate of Basic Studies (CBS) and Diploma of Basic Studies (DBS) as part of an undergraduate programme. Certificates are issued for the certificate courses with the continuing education qualifications specified in sentence 1 (CAS, DAS, CBS and DBS).
- (3) Continuing education courses are contact study courses with or without examination(s), for which certificates (with examination(s)) or certificates of attendance (without examinations) are awarded, but no ECTS points. In the case of subject-specific continuing education courses, ECTS points can be earned by taking an optional examination. The regulations in Part III. of these statutes apply accordingly to the examination(s) for continuing education courses; a fee is charged.

§ 3 Organisation of the certificate courses

- (1) The certificate courses generally have a modular structure and are linked to a course-related examination system. The title, ECTS credit scope and subject-specific requirements of the certificate courses that can be taken, as well as the number and type of examinations, can be found in the respective module handbooks of the relevant continuing education degree programmes at Ulm University and Ulm University of Applied Sciences for the respective individual modules or, outside the degree programmes, in the "Course Handbook for Contact Studies at the SAPS" (course-specific provisions).
- (2) The certificate courses are concluded with certificates of achievement in the form of an oral or written examination, in the form of a final examination, or other examination procedures defined in the course-specific provisions to determine the achievement. The examinations do not have to take place at the end of the contact studies. ECTS points are awarded on the basis of the European Credit Transfer and Accumulation System (ECTS) if the coursework and examinations required by the course-specific regulations have been completed.
- (3) The "Certificate of Advanced Studies" (CAS) and "Certificate of Basic Studies" (CBS) correspond to at least 10 ECTS points. The "Diploma of Advanced Studies" (DAS) and "Diploma of Basic Studies" (DBS) correspond to at least 30 ECTS credits.
- (4) The certificate courses are usually offered in a combination of online and on-site periods. If the synchronous courses (on-site or online) require students to actively participate in order to acquire competences, they may be subject to compulsory attendance. Further details are set out in the course-specific regulations.

II. Application and admission

§ 4 Application and admission to the certificate courses, minimum number of participants

- (1) Applications must be submitted electronically by the deadlines specified for the individual certificate courses on the SAPS website (www.uni-ulm.de; www.wissenschaftliche-weiterbildung.org). In addition to the electronic application, the qualification according to paragraph 2 must be proven by suitable documents by the deadline; the evidence must be uploaded with the application.
- (2) Anyone who has a qualification for a degree programme in accordance with § 58 (2) LHG or fulfils the requirements in accordance with § 31 (1) nos. 1 and 2 LHG may participate in the certificate courses at bachelor's level. Anyone who has completed a relevant degree programme at a university, institute of continuing academic education, university of cooperative education/vocational academy or at a foreign higher education institution or has acquired the required qualification in their profession or by other means can take part in the certificate courses at master's level. Further admission requirements in the form of subject-specific knowledge for the respective certificate courses result from the respective course-specific regulations. Admission is decided on a case-by-case basis. The decision is made by the person responsible for the contact study courses within the meaning of these statutes; he or she uses the administrative support of the SAPS for this task.
- (3) Admission to the respective certificate course is granted if the application has been received in due form and time and the applicant fulfils the admission requirements for the respective certificate course in accordance with paragraph 2.
- (4) Admission is granted in accordance with the admission capacity pursuant to Section 4 of the remuneration regulations for teaching activities in academic continuing education at the School of Advanced Professional Studies (SAPS). If the required admission capacity is not reached, the certificate course will not take place. In this case, Ulm University or Ulm University of Applied Sciences will immediately inform the participants who have already been admitted. Any admission already granted will be deemed not to have been granted. Ulm University or Ulm University

of Applied Sciences will refund the fees already paid in accordance with the regulations in Part IV of these statutes. If the number of applications received by the deadline exceeds capacity, admission will be granted in the order in which complete applications are received.

- (5) Admitted applicants will receive a letter of admission from the SAPS. Acceptance of the place occurs upon timely payment of the fee.

§ 5 Status of the participants

Participants in the contact study courses are members of Ulm University or Ulm University of Applied Sciences. They are entitled to use the facilities of Ulm University or Ulm University of Applied Sciences for study purposes to the extent required. Upon application, they will receive a personal account from Ulm University or Ulm University of Applied Sciences, depending on the assignment of the study course, and thus access to the central IT services of the corresponding institution. This does not confer student status.

III. Examination regulations for the certificate courses

§ 6 Examinations and examiners

- (1) Participants should be notified of the date of the examinations as early as possible, at least four weeks before the scheduled examination date.
- (2) The examinations are usually set by the certificate course organisers. They decide on the questions relevant to the examination. The examinations must demonstrate that the participants are able to grasp the content of the certificate course, apply it in context and solve specific tasks and questions.

§ 7 Special regulations for certificate courses with online components

Examinations can be conducted using modern information and communication technologies; online examinations and electronic written examinations are particularly suitable. Examinations may also be conducted as remote examinations at other institutions, in particular at other universities (e.g. as online examinations or by video conference).

It must be ensured that the principles of a fair examination procedure are observed. Participants must be given sufficient opportunity to familiarise themselves with the electronic examination system. Data protection regulations must be complied with.

§ 8 Exam evaluation, grading, passing and failing

The examinations are to be assessed in accordance with § 24 (1) of the current General Study and Examination Regulations for the Bachelor's and Master's degree programmes at Ulm University (ASPO). § 24 (2), (4) and (5) of the ASPO apply accordingly.

§ 9 Repetition of examinations

If an examination is assessed as "fail" (5.0), the examination can be repeated once, at the latest during the next certificate course, unless the course-specific provisions according to the SAPS module handbook or the module handbooks of the corresponding degree programmes provide for this differently.

§ 10 Default, deception

- (1) The examination is deemed to have been graded as "fail" (5.0) if participants fail to take the examination without providing valid reasons. If participants fail to attend, the attendance

periods that are mandatory for the certificate course, if any, admission to the examination may be made dependent on the provision of an appropriate substitute achievement. The reasons given for the default must be reported immediately to the person responsible for the certificate course and substantiated. In the event of illness of the participant or a child or relative in need of care, a medical certificate must be submitted.

- (2) If participants attempt to influence the result of an examination by deception or the use of unauthorised aids, the examination will be graded as "fail" (5.0).

§ 11 Certificates, examination certificate, certificate of attendance

- (1) After successful completion of all required examinations and payment of the fees incurred in connection with the course, participants in a contact study course receive a certificate. The certificate contains the following information:
 - family name, first name
 - date of birth,
 - if applicable, certificate designation (e.g. Certificate of Advanced Studies)
 - title of the continuing education course
 - number of ECTS awarded
- (2) In the case of certificate courses, the certificate is signed by the person responsible for the certificate course and the managing director of the SAPS or his/her deputy. It bears the date of the last examination. Participants also receive a diploma supplement showing the competences achieved and the EQF/DQR level.
- (3) In the case of continuing education qualifications (CAS; DAS, CBS, DBS), participants receive a certificate showing the overall grade of the examinations as well as the individual grades and ECTS points earned for the certificate courses taken and the associated examinations. The certificate bears the date of the last examination and is signed by the academic supervisor.
- (4) All participants in continuing education courses receive a certificate of attendance, provided that the fee has been paid in full. The certificate of attendance is signed by the person responsible for the course.

§ 12 Inspection of exam documents

- (1) Upon request to the person responsible for the certificate course, participants will be granted access to their examinations or examination transcripts within one month of notification of the examination results. The place and time of the inspection shall be determined by the person responsible for the certificate course.
- (2) Instead of inspection in accordance with paragraph 1, participants who are not on site may also be granted online inspection via an appropriately secure system, provided that the identity of the participant can be clearly verified and the examination results are transmitted via an encrypted connection.
- (3) § 22 of the ASPO applies accordingly.

§ 13 Crediting towards university studies

For the crediting of credit points from certificate courses towards a university degree programme at Ulm University, § 35 para. 4 in conjunction with § 35 para. 1 to 3 sentence 1 no. 1 LHG and the regulations in § 19 ASPO and the regulations of the current statutes of Ulm University on admission and enrolment for studies in higher semesters apply.

IV. Provisions regarding fees

§ 14 Obligation to pay fees

Ulm University charges fees for participation in the contact study courses listed in Appendix 1 to these statutes and fees for continuing education courses in accordance with § 2 and 14 of the State Higher Education Fees Act (LHGebG).

§ 15 Amount of the fees/charges

- (1) The fixed fee rates for the certificate courses and the fee rates for the continuing education courses are set out in Appendix 1 of these statutes.
- (2) The calculation of fees follows the principle of cost recovery and equivalence, § 2 (3) of the LHGebG in conjunction with § 7 of the federal state act on tuition fees (LGebG). Fees are based on the provisions of the *KLAR Fachkonzept*.
- (3) At regular intervals, but at the latest after two years, the established facts defining fees, the amount of the fees as well as fee reductions are to be reviewed and adjusted as required. The person responsible for the certificate course forwards the basis and results of this examination to the SAPS.

§ 16 Notification of fees, due date of the fees

- (1) The fee notifications are issued by the SAPS.
- (2) The fee is due when the fee notification is issued, unless the notification specifies a different due date.

§ 17 Cancellation and premature termination, withdrawal

- (1) If a certificate course is cancelled by the SAPS before it begins for reasons within the sphere of Ulm University or Ulm University of Applied Sciences or if it cannot take place because the minimum number of participants has not been reached, any fees already paid will be refunded to the participants without deduction.
- (2) If the certificate course is cancelled prematurely by Ulm University or Ulm University of Applied Sciences for reasons within the sphere of Ulm University or Ulm University of Applied Sciences, the fee will be refunded as follows: In the event of termination in the first half of the certificate course, the full fee will be refunded without deductions. In the event of termination in the second half of the certificate course, half of the fee will be refunded.
- (3) In the event of early termination, participants will receive a certificate of attendance showing their study progress to date.
- (4) If participants withdraw up to 36 working days before the start of the certificate course at the latest, a fee of 10% of the fee charged for the certificate course, but at least €20.00, will be retained for processing, the remainder will be refunded; if registration is cancelled up to 12 working days before the start of the certificate course, a fee of 50% of the fee charged for the certificate course, but at least €20.00, will be retained for processing, the remainder will be refunded. The date of receipt by the SAPS is decisive for compliance with the deadline. The withdrawal must be declared electronically by email to saps@uni-ulm.de.

If the withdrawal is not declared in due form and time, no fee will be refunded. After the respective deadline stipulated in sentence 1 has expired, the fee will no longer be refunded.

- (5) The processing fee will not be charged if the place vacated by the withdrawal is filled before the start of the certificate course by a substitute participant who is on the waiting list or who is nominated by the withdrawing participant. The person responsible for the certificate course will decide on the admission of the substitute participant.

§ 18 Waiver or refund of fees

- (1) If participants terminate the certificate course prematurely, the fee must be paid in full and will not be refunded.
- (2) If participants are prevented from starting or continuing the certificate course for a valid reason for which they are not responsible, the fixed fee may be waived in full or in part upon application. Fees already paid can be refunded under the same conditions. Proof of the reason must be provided in a suitable form. The managing director of the SAPS or his/her deputy will decide on the application.
- (3) Fee exemptions are not granted.

§ 19 Payment by instalments

Payment by instalments is subject to the current version of the Baden-Württemberg Fees Act (LGebG). Applications must be submitted before the start of the certificate course.

§ 20 Effective date, transitional provisions

- (1) These statutes come into effect on the day after their publication in the Official Bulletin (*Amtliche Bekanntmachungen*) of Ulm University.
- (2) For certificate courses in accordance with Appendix 1 that began before these statutes were issued, Parts I. and III. apply accordingly. Parts II. and IV. of these Statutes shall not apply.

Ulm, 7 August 2023

signed

Prof. Michael Weber
President (Dr.-Ing.)

Appendix 1 General fees for contact study courses

Appendix 1 - Part A

Table of fees

General fees for contact study courses

	Details	Fee in Euro for contact students
1	Certificate courses	
1a	Repetition with passed certificate of achievement (if defined for the certificate course)	30% of the regular fee
1b	Repetition	60% of the regular fee
2	Issue of certificate / Issue of CAS or DAS certificate	
2a	Issue of CAS or DAS certificate for enrolled students or subsequent issue	€ 45.00
2b	Issue of a certificate for enrolled students or re-issue of a certificate (copy)	€ 25.00
3	Withdrawal	
3a	Withdrawal up to 36 working days before the start of the certificate	10%, min. € 20.00
3b	Withdrawal up to 12 working days before the start of the certificate	50%, min. € 20.00
4	Discounts (5b and 5c cannot be combined)	
4a	In case of partial recognition	Corresponding to recognised CP
4b	if booking CAS/DAS as a package (from booking / not retroactive)	€ 20.00 / credit point
4c	for companies/institutions: if 5 or more fee notifications are paid in one semester at the same time	€ 20.00 / credit point

**School of Advanced
Professional Studies**

Centre for continuing academic
education for working
professionals at Ulm University
and Ulm University of Applied
Sciences (THU)

Appendix 1 - Part B

valid from 1 October 2023

Table of fees

Contact studies Actuarial Science

No.	Details	Fee in Euro per credit point for contact students
1	Certificate courses	
1a	Module \leq 6 CP	€ 195.00
1b	Module $>$ 6 CP	€ 160.00
2	Realisation of a project / case study / DAS thesis	€ 170.00

**School of Advanced
 Professional Studies**

Centre for continuing academic
 education for working
 professionals at Ulm University
 and Ulm University of Applied
 Sciences (THU)

Appendix 1 - Part C

Table of fees

valid from 1 October 2023

Contact studies in Biopharmaceutical-Medical Engineering

No.	Details	Fee in Euro per credit point for contact students
1	Certificate courses	
1a	Natural Sciences without period in laboratory	€ 260.00
1b	Natural Sciences including period in laboratory	€ 300.00
1c	Management and Economics	€ 170.00
2	Realisation of a project / DAS thesis	
2a	without laboratory courses	€ 120.00
2b	with laboratory courses	€ 220.00

Appendix 1 - Part D

Table of fees

Contact studies in Business Analytics

School of Advanced Professional Studies

Centre for continuing academic education for working professionals at Ulm University and Ulm University of Applied Sciences (THU)

valid from 1 October 2023

No.	Details	Fee in Euro per credit point for contact students
1	Certificate courses	
1a	Management and Economics	€ 270.00
1b	Mathematics	€ 320.00
1c	Computer Science	€ 270.00
2	Realisation of a project / DAS thesis	€ 210.00

Appendix 1 - Part E

Table of fees

Contact studies in Instructional Design

School of Advanced Professional Studies

Centre for continuing academic education for working professionals at Ulm University and Ulm University of Applied Sciences (THU)

valid from 1 October 2023

No.	Details	Fee in Euro per credit point for contact students
1	Certificate courses	€ 215.00
2	Realisation of a project / DAS thesis	€ 210.00

Appendix 1 - Part F

Table of fees

Contact studies in Sensor Systems Engineering

School of Advanced Professional Studies

Centre for continuing academic
education for working
professionals at Ulm University
and Ulm University of Applied
Sciences (THU)

valid from 1 October 2023

No.	Details	Fee in Euro per credit point for contact students
1	Certificate courses	€ 215.00
2	Realisation of a project / DAS thesis	€ 210.00

**School of Advanced
 Professional Studies**

 Centre for continuing academic
 education for working
 professionals at Ulm University
 and Ulm University of Applied
 Sciences (THU)

valid from 1 October 2023

Appendix 1 - Part G

Table of fees

Other courses with ECTS for contact students

No.	Details	Fee in Euro for contact students per credit point
1	Certificate courses	
1a	Nuggets from the master's programme in Instructional Design	€ 230.00
2	Bridge courses*	
2a	Bridge courses Mathematics	€ 45.00
2b	Bridge courses Natural Sciences	€ 45.00

Other courses with continuing education points from the (state) medical association for contact students

No.	Details	Fee in Euro for contact students
1	Certificate courses	
1a	Medicine: Variants of sexual development	€ 250.00

* Bridge courses serve as an introduction to a degree programme and provide the necessary skills if not yet available at the time of enrolment. However, they can also be taken independently of a degree programme.