

Please note that this English translation is for information purposes only and that the German version is legally binding.

**Academy of Fine Arts Leipzig /
Hochschule für Grafik und Buchkunst Leipzig
(HGB Leipzig)
Academy Fee and Charge Regulations**

Effective from 11 July 2019

On 20 June 2019, and in consultation with the Senate, the Rectorate issued the following Academy Fee and Charge Regulations, in accordance with Sect. 12(8), Sentence 1, and Sect. 13(5), Sentence 2, of the Freedom of Institutions of Higher Education in the Free State of Saxony Act (Sächsisches Hochschulfreiheitsgesetz, SächsHSFG) of 15 January 2016 (as published in the Saxon gazette SächsGVB1, p. 3), last modified on 5 April 2019 (SächsGVB1, p. 782).

Contents

- § 1 Scope
- § 2 Fees and Charges
- § 3 Costs for Official Acts
- § 4 Incurrence and Due Date
- § 5 Deferrals / Instalment Payments / Waivers
- § 6 Transitional Regulations
- § 7 Entry into Force / Expiry

Appendices:

- Appendix 1 Studies and Further Training at the HGB Leipzig
- Appendix 2 HGB Library
- Appendix 3 Archive of the HGB Leipzig
- Appendix 4 Additional Services of the HGB Leipzig

§ 1

Scope

- (1) The Academy of Fine Arts Leipzig (Hochschule für Grafik und Buchkunst, HGB Leipzig) levies fees, expenses and charges in accordance with these regulations for the use of its facilities and services.
- (2) The party liable for fees, expenses and charges is the person:
 1. who uses the facilities or services of the Academy
 2. in whose interest the facilities or services are used
 3. who assumes responsibility in writing for the payment of user fees and expenses owed to the Academy or who is liable for the debt of another person under law
- (3) If several parties are responsible for the fees and charges, they are liable as joint debtors.
- (4) This regulation does not apply to internal cost allocations and transfers.

§ 2

Fees and Charges

- (1) Fees are defined as public charges levied for separately attributable public services or fulfilment of official acts which are chargeable to the beneficiary or liable person in order to fully or partially cover the public expense.
- (2) Charges shall be defined as considerations agreed upon for the use of facilities and services as part of a private-law contract, through which the service-providing organisational unit of the HGB Leipzig potentially competes with private providers.
- (3) The HGB Leipzig will levy fees and charges for:
 1. long-term studies in accordance with Sect. 12(2) of the SächsHSFG
 2. a second course of studies in accordance with Sect. 12(4) of the SächsHSFG, if the student already holds a master's, diploma or magister degree in a degree programme with a final state or church exam, provided that the total duration of their studies exceeds the prescribed period of study of their previous degree programme by six months or more

3. postgraduate studies
 4. auditors
 5. examinations of knowledge acquired externally in accordance with Sect. 37(2) of the SächsHSFG
 6. participation in the HGB's Evening Academy (Abendakademie)
 7. use of the HGB Leipzig facilities, especially the HGB Library and the HGB Archive, provided they are not generally free of charge
 8. any fees and/or charges for additional services not covered in the appendices of these regulations; fees or charges are determined by the Department of Finance/Procurement in consultation with the service- providing organisational unit of the HGB Leipzig
- (4) The individual fees and charges are determined by Sect. 12 of the SächsHSFG and the appendices of these regulations.

§ 3

Costs for Official Acts

(1) The HGB Leipzig will levy administrative fees and expenses for activities it carries out in performance of its sovereign duties (official acts) and in accordance with the Administrative Costs Act of the Free State of Saxony (Verwaltungskostengesetz des Freistaates Sachsen, SächsVwKG) of 17 September 2003 (as published in the Saxon gazette SächsGVB1, p. 698), as amended.

(2) In accordance with Sect. 1 combined with Sect. 12 and Sect. 13 of the SächsVwKG, expenses are defined as expenditures incurred in connection with an official act or the use of services or facilities not covered by existing fees and charges. They will be levied in addition to any existing fees or charges. Expenses generally include:

- remuneration of experts
- charges for postal and telecommunication services
- contributions due for services by public authorities, institutions or other persons
- document fees

(3) The costs are determined by the Saxon Schedule of Values (Sächsisches Kostenverzeichnis) as amended, provided they are not determined by these regulations.

(4) Expenses in the sense of Sect. 2 will be levied even if payments have not yet been made to other authorities, institutions or persons for reasons of administrative ease or similar reasons.

(5) Any appeal proceedings are determined by Sect. 11 of the SächsVwKG.

§ 4

Incurrence and Due Date

(1) Fees, expenses and charges are incurred in connection with the use of the Academy's facilities and services.

(2) Fees, expenses and charges are due as soon as they have been imposed unless the Academy has specified a different date.

(3) Fees, expenses and charges may be levied in advance.

(4) If the public service is subject to value-added tax, this will be passed on to the person liable for the fees and expenses. User fees and expenses for services subject to value-added tax will be increased by the amount of the statutory value-added tax.

§ 5

Deferrals / Instalment Payments / Waivers

(1) The HGB Leipzig may defer fees, expenses and charges in individual cases upon written request if immediate collection would be associated with considerable hardship, provided that the claim will not be compromised by the deferral. The deferral will be granted against appropriate interest and, under normal circumstances, only against collateral security.

(2) The HGB Leipzig may agree to have fees, expenses and charges paid in instalments upon written request if the collection of the total sum would be associated with considerable hardship, provided that the claim will not be compromised by payment in instalments. However, the outstanding balance will become due immediately if the due date of an instalment is exceeded by a period

to be specified in a corresponding agreement.

(3) The HGB Leipzig may fully or partially waive fees in individual cases upon written request if their payment would cause considerable hardship. A waiver is only possible if deferral or instalment payments as per Sect. 1 and Sect. 2 cannot be taken into consideration. Charges and expenses cannot be waived.

(4) Written requests for deferrals, instalment payments and waivers must be submitted to the Department of Finance/Procurement no later than the date the claim is due. Any decisions on requests for deferral and instalment payments will be made by the Department for Finance/Procurement on behalf of the Chancellor following a hearing of the structural unit responsible for levying the fees and charges and taking into consideration the provisions of the Saxon Higher Education Financial Regulations (Sächsische Hochschulfinanzordnung). Any decisions regarding waiver requests will be made by the Chancellor taking into consideration the audit results of the Department of Finance/Procurement.

(5) Deferrals and instalment payments are determined by Sect. 5(1) of the SächsHSFinVO. Waivers are determined by Sect. 5(3) of the SächsHSFinVO. In addition, the Administrative Regulations from the Saxon State Ministry of Finance in Sect. 59 of the Saxon Budget Regulations (Sächsische Haushaltsordnung) of 27 June 2005 apply as amended.

§ 9

Transitional Regulations

Fees, expenses and charges that were incurred before this regulation entered into force are determined by the previous Fee and Charge Regulations of the HGB Leipzig as amended.

§ 10

Entry into Force / Expiry

These regulations come into force on the day following their publication. They also replace the Fee and Charge Regulations of the Academy of Fine Arts Leipzig of 21 December 2010, as amended on 26 April 2012 and 6 August 2018.

Leipzig, the 11th of July 2019

Thomas Locher,
Rector

Appendix 1 Studies and Further Training at the HGB Leipzig

No.	Item	Assessment Basis	EUR
1	Long-term studies in accordance with Sect. 12(2) of the SächsHSFG	per semester	500.00
2	Second course of studies in accordance with Sect. 12(4) of the SächsHSFG	per semester (from winter semester 2019/2020)	100.00
3	Postgraduate studies	per semester	550.00
4	Auditors	per semester	150.00
5	Evening academy (Abendakademie)	per course and semester	120.00
6	Examinations of knowledge acquired externally in accordance with Sect. 12(2), number 2, of the SächsHSFG		1,500.00

Appendix 2 HGB Library

No.	Item	Assessment Basis	EUR
1.	Late fees		
1.1.	For usage beyond the loan period	per week begun and media unit	1.00 but no more than 25.00
1.2.	Short-term loan	per day and media unit	2.50 but no more than 25.00
1.3.	Processing fee for overdue media reminder		1.50
2.	Acquisition of replacement, repair and compensation for damages		
2.1.	Compensation for the replacement of library items lost by the user		in each case, as incurred in full
2.2.	Processing fee for indexing the substitute		40.00
2.3.	Repair of library items damaged by the user		in each case, as incurred in full
2.4.	Lesser damages to library items caused by the user		according to the value of the object and extent of damage
2.5.	Processing fee for the repair and replacement of locks following the loss of a key		20.00

3.	Reissue of library card		5.00
4.	Direct copies		
	up to DIN A4 b/w		0.10
	larger than DIN A4 b/w		0.20
	Print A4 b/w		0.04
	Print A4 colour		0.40
5.	German inter-library loan		
5.1.	Inbound inter-library loan This covers the costs for the shipping of media or 20 DIN A4 copies. Additional costs of the delivering library will be charged as expenses.	per order	1.50
5.2.	Outbound inter-library loan	media unit and/or up to 20 copies	free of charge
		more than 20 copies, see charge for direct copies	

Appendix 3 Archive of the Academy of Fine Arts Leipzig

No.	Item	Assessment Basis	EUR
1.	Extraordinary research expenses		
	<p>Obtaining information that goes beyond general information on the nature, extent and usability of the relevant archive material, including any necessary research, even if this research is unsuccessful, as well as researching archive material for use.</p> <p>Provided that the research serves academic or artistic and no commercial purposes, no fees will be levied. No fee is charged to former or current members and affiliates of the HGB Leipzig if their intended use relates to their own archival material. Sect. 4(3) of the GO-HGB remains unaffected.</p>	per each quarter of an hour begun	12.00
2.	Shipment of archive materials for external inspection	per shipment	actual costs
3.	Reproductions		
3.1.	Basic fee	per order or service	2.50
3.2.	Reproductions on copy paper, rendered in greyscale		
3.2.1.	of loose, planar master copies	per reproduction	
	up to DIN A4		0.25
	up to DIN A3		0.50
3.2.2.	of fixed or non-planar master copies	per reproduction	

	up to DIN A4		0.60
	up to DIN A3		1.20
3.3.	Reproductions on copy paper, rendered in colour up to DIN A4		2.00
3.4.	Reproductions of digital master copies	per reproduction	
	in greyscale up to DIN A4		0.25
	in colour up to DIN A4		2.00
3.5.	Reproductions, issued as a file	per reproduction	
	low resolution, jpeg format		0.60
	high resolution, jpeg format		3.00
	high resolution, tiff format		4.50
3.6	Additionally per digital data carrier	per order	2.50
4.	Publishing of archive material		
4.1.	for the printing of reproductions in books, brochures and magazines and their duplication on analogue and digital media.	per page/image	
	edition up to 5,000		40.00
	edition up to 50,000		80.00
	edition above 50,000		160.00
4.2.	Publishing of archive material in audiovisual media		
4.2.1.	per reproduction of documents, photographs and similar media		
	local broadcast		25.00
	regional broadcast		50.00

	national and international broadcast		100.00
4.2.2.	per minute begun of reproduction for audiovisual archive material		
	local broadcast		50.00
	regional broadcast		100.00
	national and international broadcast		200.00
4.2.3.	Rebroadcasts within 48 hours are free of charge. Subsequently, half of the fee according to number 4.2. is charged for every additional broadcast.		
4.3.	Publishing of archive material on the internet and other online services, per reproduction of documents, photographs and similar media or per minute begun of reproduction for audiovisual archive material.		
	up to six months		50.00
	longer than six months		100.00
4.4.	<p>Fees mentioned in 4.1 and 4.3 will not be charged if the publication serves academic or artistic and not commercial purposes.</p> <p>Fees will be charged at half the price if the publication serves academic and artistic purposes or if it is of public interest and commercial purposes do not prevail.</p>		

Appendix 4 Additional Services of the Academy of Fine Arts Leipzig

No.	Item	Assessment Basis	EUR
1	Duplicate and replacement copies (if not listed separately)	per reissue	at least 5.00
1.1	Reissues of the student identity card (in accordance with the Administrative Costs Act of the Free State of Saxony [Verwaltungskostengesetz des Freistaates Sachsen]/Saxon Schedule of Values (Sächsisches Kostenverzeichnis).	per certificate	15.00
1.2	Reissue of the semester sheet, including the student identity card	per reissue	15.00
1.3	Reissue of academic certificates, records, transcripts (in accordance with the Administrative Costs Act of the Free State of Saxony [Verwaltungskostengesetz des Freistaates Sachsen]/Saxon Schedule of Values [Sächsisches Kostenverzeichnis])	per reissue	25.00
2	Processing fee if enrolment is revoked before the start of the lecture period	per official act	50.00
3	Enrolment after the re-enrolment deadline (in accordance with the Administrative Costs Act of the Free State of Saxony [Verwaltungskostengesetz des Freistaates Sachsen]/Saxon Schedule of Values [Sächsisches Kostenverzeichnis])	per semester	25.00
4	Processing fee for reminders according to the level of escalation and administrative cost (in accordance with the Administrative Costs Act of the Free State of Saxony	per reminder	5.00- 25.00

	[Verwaltungskostengesetz des Freistaates Sachsen]/Saxon Schedule of Values [Sächsisches Kostenverzeichnis])		
5	Certification of documents in the German language (in accordance with the Administrative Costs Act of the Free State of Saxony [Verwaltungskostengesetz des Freistaates Sachsen]/Saxon Schedule of Values [Sächsisches Kostenverzeichnis])	per document	2.60, at least 5.00
6	Directory enquiries	per official act	subject to each case, at least 6.30
7	transponder (deposit)	per transponder	25.00
	Charges for the use of the Academy's facilities and equipment are determined by the respective regulations of the HGB Leipzig.		