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Postal address:
Fachhochschule Bonn-Rhein-Sieg, 53754 Sankt Augustin

To
all students starting
studying at the
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Bonn-Rhein-Sieg

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Mo. 10:00 a.m. – 4:00 p.m.
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Contact persons: Gertrud Roman, Johanna Ruwwe

Study accounts in North Rhine Westphalia

Dear students,

In keeping with the regulations which came into effect in January 2003 concerning Study Accounts and the Financial Regulations in North Rhine Westphalia (StKFG NRW), from summer-term 2004 onwards all official Universities in North Rhine Westphalia are bounded to establish study accounts and charge tuition fees due to the condition of these regulations.

Study accounts are established from summer-term 2004 for all students, who are enrolled in this semester at a University of North Rhine Westphalia:

- in a degree course, which leads to a first academic degree (Diploma or Bachelor) or
- in a consecutive Master's degree course.

The consecutive Master's degree course implies a previous acquired Bachelor's degree, which is outlined in the respective examination regulations. It does not matter, if there is a brake between the Bachelor's degree and the Master's degree course.

For students obtaining a Diploma's degree Master's degree courses are not consecutive. Studying a second Master's degree course is also not consecutive.

The study account includes 200 credit hours. Each semester of studies will be deducted from this credit: 200 hours over one and half times of the nominal duration.

If you change your subject within your first two semesters, you will receive a new study account. However, if credits are transferred from your previous subject and you are therefore enrolled in a higher semester, the previously studied semesters which could be accredited will be deducted from your study account.

You have to pay tuition fees when your credit is used up or if you are enrolled in an additional course of study.

Together with your study documents you get a statement on your study account.

If the data should be collected faulty, you can apply for correction. Information on study accounts, regulations and application forms concerning hardship cases etc. can be found on our website http://www.fh-brs.de/The_Studienkonto_scheme-lang-en.html

Applications for the waiver of the tuition fee must be made separately for each semester

The tuition fees are payable each semester, they amount to € 650.00, which is payable at the time of registration for the new semester.

If you have further questions, please do not hesitate to contact the registrar's office.

Best regards,

Registrar's office

Notes on the student ID card

All students will be issued a student ID card once they have properly registered as students at this University. This ID card is valid throughout each student's course of studies here. In the near future this ID card will have several added functions easing the student's life at our University.

Please note: From the start of the semester it will be possible to print the ID card validity duration and that of the VR ticket at the self-service terminals at the St. Augustin and Rheinbach locations.

The following functions are already available using the ID card.

1. Library

The ID card is valid as a library customer card for the University library.

2. Copier

The ID card can be used on our copiers. Validation machines are installed in the libraries at which the cards can be credited. The amounts can be freely selected, the minimum being 5 Euro.

The University accepts no liability whatsoever for any copier account amounts so credited.

Please note: In the event of loss or damage there is currently no means of repayment of the amount credited.

There are three copiers at central sites in St. Augustin and Rheinbach respectively (library, auditoriums). The copy price is 0.05 Euro each. The reading device will also tell you how much remaining credit you have on your ID card.

3. Canteen

The card can also be used and be loaded in either of the two canteens.

Loss or damage to the card must be reported to the secretariat responsible for student affairs. They will then notify the Studentenwerk Bonn, resulting in the old card being invalidated. After approximately one week the residual credit may be collected in the students' cafeteria in St. Augustin or Rheinbach.

We regret that legal considerations made it impossible to install the same validation machines in canteens and at copier sites. Two independent accounts therefore exist on each ID card. Credit from a copier validator can hence only be used for copying and credits from a canteen machine only be used for food and drink in the canteens.

4. VRS tickets

The student ID is valid as a VRS ticket. The validation stamp on the back will be updated for each semester.

5. Self-service functions

The self-service terminal currently offers the options of stamping the validity duration of your ID card and your entitlement to use it as a VRS ticket on the back of the card for every semester.

Please note. Stamping for the summer semester (valid until the 31st of August) and the winter semester (valid until the 28th of February) is only possible if you have paid your semester fees punctually and they have been posted in the university's books).

You can also use the terminal to change your address records, view card data and change your card's PIN number.

Self-service terminal operating instructions

Insert your student ID card as shown on the terminal. If this is the first time you have used the terminal you will be asked to enter your date of birth and then your five-digit PIN number. Confirm your input by pressing the OK button. The other functions available can then be accessed by pressing the appropriate menu items.

Forgot your PIN number? Advise the students' office.

It is envisaged that the student ID card will have the following functions at some future date:

- Printout of study certificates
- Registration for the coming semester
- Payment of semester fees by EC card
- Registration for exams, viewing marks and printing out overall marks

Information on when these new functions are to be added will be given in due time.

6. Miscellaneous

The students' office is to be informed should the ID card be lost or damaged. They will request the issuing of a copy. Please note that a fee will be charged for issuing such copies.

If you have any queries please consult the students' office.