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This is not a full translation of the Rahmengebührenordnung. This is a convenience translation for the TU Berlin University Library (Universitätsbibliothek) and as such only contains those sections relevant to the UB.

# I. Legal and Administrative Provisions

## Board of Trustees

### Framework Fee Regulations for Collecting Usage Fees for Facilities and Administrative Services at Technische Universität Berlin (TU Berlin Framework Fee Regulations - RGebO)

of 14 December 2018

On 14 December 2018, the Technische Universität Berlin Board of Trustees adopted the following regulations pursuant to Section 15 (1) no. 6 of the Technische Universität Berlin Constitution in combination with Section 2 (7a) of the Berlin Higher Education Act of 26 July 2011 (Berlin Gazette of Laws and Ordinances p. 379), most recently amended by Article 6 of the act on 2 February 2018 (Berlin Gazette of Laws and Ordinances p. 160): \*)

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### Part A - General regulations

#### Section 1 Scope of application

(1) <sup>1</sup>Technische Universität Berlin charges fees to use the facilities and administrative services named in Part B insofar as these are provided on the basis of tasks assigned to the University under public law (Section 4 Berlin Higher Education Act - BerlHG). <sup>2</sup>The use of facilities pursuant to sentence 1 as well administrative services is not the subject of these regulations, provided the claim for use is made on the basis of civil law or commercial operations.

(2) Other statutory obligations to pay fees remain unaffected.

#### Section 2 Fees

(1) <sup>1</sup>Fees are determined on the basis of the framework rates stated in Part B

of these regulations as well as decisions of the Executive Board. <sup>2</sup>Fees may be adjusted to reflect the development of costs.

(2) Individual fees will be published separately by the Executive Board.

### Section 3 Reductions and sliding scale for user groups

(1) <sup>1</sup>In exceptional cases fees for participating in events or using administrative services can be reduced. <sup>2</sup>The relevant University institution is responsible for decisions based on social factors. <sup>3</sup>Exceptional cases with regards to sentence

1 include extended illness, an accident, special social need, or other exceptional circumstances beyond the control of the user.

<sup>4</sup>Special social need can be determined, for example, on the basis of a granted stipend in accordance with TU Berlin's Social Fund Regulations.

(2) In objectively justified cases, a differentiated fee may be charged according to user group.

### Section 4 Time for payment

(1) As a rule, administrative fees are to be paid in advance. If the user is required to submit an application or registration for the services, payment must be made when submitting these.

(2) <sup>1</sup>As a rule, the requirement to pay usage fees commences with the start of use or the start of the service if the relevant units do not arrange otherwise in their terms of use. <sup>2</sup>If special arrangements must be made within the scope of requested use, use shall formally commence at the time the facility provides the service for use.

(3) Facilities may arrange further details in their terms of use.

### Section 5 Reimbursement of fees

(1) As a rule, the fee will be reimbursed if use of the facility or administrative services is not possible due to cancellation or other circumstances which are the responsibility of the respective facility.

(2) <sup>1</sup>The fee can be reimbursed in part or in full if the user does not use the facilities or administrative services due to cancellation or another reason that is the responsibility of the user. <sup>2</sup>The decision for this is taken by the relevant University unit. <sup>3</sup>Units may arrange further regulations in their terms of use. <sup>4</sup>A processing fee of EUR 5.00 to 50.00 may be charged.

### Section 6 Payment

(1) <sup>1</sup>As a rule, fee payments are to be made via bank transfer to a TU Berlin account. <sup>2</sup>The costs of the payment transaction are to be borne by the party liable to pay the fee.

(2) The exact payment dates are provided on the payment notices issued by the University facilities listed in Part B.

(3) <sup>1</sup>The provisions of Sections 280 (1) and (2), 286-291 as well as Sections 293 et seqq. German Civil Code apply accordingly.

<sup>2</sup>The costs for chargebacks are borne by the party responsible for requiring the chargeback.

## **Part B - Use and services against payment and related framework fee regulations of the University institutions**

### **Section 7 IT in Faculty II**

### **Section 8 Guest auditors**

### **Section 9 Center for Modern Languages**

### **Section 10 Preparatory School**

### **Section 11 Center for Electron Microscopy**

## **Section 12 Libraries, archives, and museums**

The following fees are charged for the use of libraries, archives, and museums:

### **1.: Basic fee**

An annual fee of EUR 0.00 to 150.00 is charged for providing a library card.

### **2.: Replacement library card**

EUR 5.00 to 15.00 is charged for replacing a lost or damaged library card.

### **3.: Overdue media**

If media are not returned by the due date, an overdue fee ranging from EUR 2.00 to 10.00 is charged for each item in accordance with the reminder level.

### **4.: Confiscation, replacement, or repair of media, equipment, and materials**

If media, equipment, materials, or parts thereof (including term papers, television recordings, project or Diplom theses) are damaged or lost, a processing fee of EUR 5.00 to 40.00 will be charged for each item that is damaged, lost, or recorded as such.

### **5.: Administrative demand for payment, requesting address details**

A processing fee of EUR 5.00 to 20.00 is charged when issuing an administrative demand for payment or requesting address details.

### **6.: Subject-specific information**

A fee of EUR 0.00 to 40.00 for every 30 minutes commenced is charged for extended research of archival documents.

### **7.: Inter-library loan, document delivery**

(1) A fee of EUR 3.00 to 10.00 is charged to replace lost or damaged media carriers required to electronically loan the item.

(2) A fee of EUR 0.00 to 10.00 per order is charged to TU Berlin members for copy requests.

### **8.: Reproductions**

(1) The fee for reproductions requested by users is charged by page:

- EUR 0.20 to 1.00/DIN A4 page, EUR 0.40 to 2.00/DIN A3 page
- for microform back enlargements: EUR 0.50 to 2.50 EUR for DIN A4, EUR 1.00 to 5.00 for DIN A3

(2) The reproduction fee for archive materials (print, copy, scan, photograph) is EUR 0.50 to 20.00 per page.

9. : Long-term lockers

The usage fee for long-term lockers is EUR 5.00 to 10.00 per month. The monthly fee may be reduced to EUR 3.00 to 9.00 in the event of extended use.

10. : Individual study rooms, group study rooms

A fee of EUR 0.00 to 50.00 is charged for the temporary use of individual or group study rooms.

## Part C - Final provisions

### Section 13 Entry into force and expiration

(1) The Framework Fee Regulations take effect the day after their publication in the TU Berlin Official Gazette.

(2) The following fee regulations expire with the publication of the Framework Fee Regulations:

1. Regulations for charging guest auditor fees at TU Berlin of 11.11.1998 (TU Official Gazette p. 14), amended on 21.11.2001 (TU Official Gazette p. 185).
2. Fee regulations of the TU Berlin Center for Modern Language of 15.07.2010 (TU Official Gazette p. 267)
3. Fee regulations of the TU Berlin Center for Electron Microscopy of 11.12.1991 (TU Official Gazette p. 47), most recently amended on 06.06.2001 (TU Official Gazette p. 107)

4. Fee regulations for the libraries, documentation centers, and archives of TU Berlin as well as the University Library and university archive of Berlin University of the Arts of 09.06.2004 (TU Official Gazette p. 31) within TU Berlin's scope of application
5. Fee regulations for conducting acoustic measurements at the TU Berlin Institute of Technical Acoustics of 28.02.1997 (TU Official Gazette No. 6/1997, p. 90), most recently amended on 18.06.2003 (TU Official Gazette No. 8, p. 138)
6. Fee regulations of the Deutsche Forschungsgesellschaft für Bodenmechanik (Degebo) at TU Berlin of 13.05.1992 (TU Official Gazette p. 59), most recently amended on 21.11.2001 (TU Official Gazette p. 184).
7. Schedule of fees for conducting optical measurements and developments at the Technical Optics Laboratory - LATO at the TU Berlin Optical Institute of 21.03.1984 (TU Official Gazette p. 60).
8. Schedule of fees for conducting emission and immission measurements pursuant to Section 26 of the Federal Immission Control Act at the TU Berlin Institute of Environmental Technology - Chair of Air Research of 11.12.1985 (TU Official Gazette p. 64).

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\*) Approved by the TU Berlin Executive Board on 29.01.2019 and the Governing Mayor of the Berlin Chancellery for Science and Research on 04.07.2019



## Executive Board

### Determination of Fee Rates for the Use of Facilities and Administrative Services at Technische Universität Berlin

of 4 and 16 April 2019

On 04.04.2019 and 16.04.2019, the TU Berlin Executive Board adopted the following decision regarding the fees to use facilities and administration services of Technische Universität Berlin in accordance with Section 2 (7a) sentence 2 of the Berlin Higher Education Act in combination with Part A Section 2 (1) sentence 1 of the Framework Fee Regulations for Collecting Usage Fees for Facilities and Administrative services at Technische Universität Berlin (*Rahmengebührenordnung* - RGebO) of 14.12.2018:

[.....]

#### Re Section 12 Framework Fee Regulations - Libraries, archives, and museums of TU Berlin

**Decision by the TU Berlin Executive Board regarding the use of libraries, archives, and museums at Technische Universität Berlin in accordance with Section 2 (7a) sentence 2 of the Berlin Higher Education Act (BerlHG) in combination with Part A Section 2 (1) and Part B Section 12 of the TU Berlin Framework Fee Regulations (RGebO)**

of 4 April 2019

On 04.04.2019 the TU Berlin Executive Board adopted the following decision regarding the fees to use libraries, archives, and museums at Technische Universität Berlin in accordance with Section 2 (7a) sentence 2 of the Berlin Higher Education Act in combination with Part A Section 2 (1) sentence 1 and Part B Section 12 of the Framework Fee Regulations for Collecting Usage Fees for Facilities and Administrative Services at Technische Universität Berlin (RGebO) of 14.12.2018:

#### 1. Fees

##### Re 1: Basic fee

1. The cost of a library card for natural persons is as follows
  - a) EUR 20.00 annual fee
  - b) EUR 5.00 for a library card valid for three months
  - c) EUR 0.00 for members of the Berlin (Section 1 (2) BerlHG) and Brandenburg (Section 1 (2) BbgHG) universities
  - d) EUR 0.00 for official members of the TU Berlin and UdK alumni programs
  - e) EUR 0.00 for TU Berlin and UdK Berlin instructors

An annual fee of EUR 5.00 is charged for school students, persons with a disability, unemployed persons or those receiving social benefits pursuant to No. 1 upon presentation of relevant proof.

2. The cost of a library card is
  - a) EUR 100.00 for legal persons or entities
  - b) EUR 0.00 for affiliated institutes of Technische Universität Berlin and the Berlin University of the Arts
  - c) EUR 0.00 for institutions primarily financed by public funds upon presentation of relevant proof
  - d) EUR 0.00 for authorities of the states of Berlin and Brandenburg and federal authorities for the provision of administrative assistance (Amtshilfe).

##### Re 2: Replacement library card

A fee of EUR 5.00 is charged to replace lost or damaged library cards.

##### Re 3: Overdue media

Overdue fees are charged per item:

1<sup>st</sup> reminder: EUR 2.00

2<sup>nd</sup> reminder: EUR 5.00 (plus EUR 2.00 for the first reminder)

3<sup>rd</sup> reminder: EUR 8.00 (plus EUR 2.00 for the first reminder and EUR 5.00 for the second).

##### Re 4: Replacement or repair of media, equipment, and materials

(1) The processing fee for items that are damaged, lost or recorded as lost is EUR 2.000 per item.

(2) A processing fee of EUR 5.00 is charged for lost keys and to replace locks.

##### Re 5: Administrative demand for payment, requesting address details

A processing fee of EUR 10.00 each is charged when issuing an administrative demand for payment or requesting address details from the State Registration Office (Landeseinwohneramt).

##### Re 6: Subject-specific information

A fee of EUR 20.00 is charged for every 30 minutes commenced for extended research of archive documents.

No fee is charged for extended research for scientific and artistic purposes as well as purposes serving the interests of the relevant unit.

##### Re 7: Inter-library loan, document delivery

(1) A fee of EUR 5.00 is charged to replace lost or damaged media carriers required to electronically borrow an item.

(2) Copy request: The fee for TU Berlin employees is EUR 0.00 and for students EUR 2.00 per order.

##### Re 8: Reproductions

Fees are charged per page

- EUR 0.20/DIN A4 page, EUR 0.40/DIN A3 page
- For microform back enlargements: EUR 0.50 for DIN A4, EUR 1.00 for DIN A3
- For copies of archival materials: EUR 0.50
- For printed/scanned/photographed archive materials: EUR 2.50, up to EUR 20.00 for items requiring particular attention or care

##### Re 9: Long-term lockers

The usage fee for long-term lockers is EUR 5.00 per month.

The usage fee for a locker is EUR 12.00 for three months and EUR 20.00 for six months if longer term use is arranged.

##### Re 10: Study rooms, group study rooms

The fee for temporary use of individual or group study rooms is EUR 0.00.

**2. Entry into force**

These regulations enter into force the day after their publication in the Technische Universität Berlin Gazette.