



Important Notes and Information about Studying for a Bachelor's Degree at Macromedia University

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Additional Information about the Programme

1. Information on Data Protection and Data Processing

- 1.1 Full information on data protection and data processing can be found in the community (my.macromedia.de > student services > student affairs > important information).

2. Enrolment / Student ID Card

- 2.1 At the latest, enrolment takes place at the beginning of the first semester upon presentation of the required documents and is valid for the entire duration of the programme. If not all the necessary documents are available at the start of the programme, enrolment may be subject to reservation. In this case, missing documents must be submitted no later than four weeks after the start of the semester.
- 2.2 At the start of their studies, students (hereinafter referred to as "ST") receive a student ID card from Macromedia University, which is valid for the entire duration of their studies.
- 2.3 STs are obliged to carry their student ID card with them during their studies and to report any loss immediately.

3. Organisation of Studies

- 3.1 The standard period of study for Bachelor's programmes is 6 or 7 semesters.
- 3.2 The winter semester begins on 1 October of each year and ends on 31 March of the following year.
- 3.3 The summer semester begins on 1 April of each year and ends on 30 September of the same year.
- 3.4 STs are obliged to regularly attend the courses/seminars/projects during their studies, including all examinations and written examinations in accordance with the programme specifications, and in particular to actively participate in the seminars and projects.
- 3.5 All information relevant to the degree programme, including all aspects relevant to examinations, is published in the Macromedia University Community (my.macromedia.de).
- 3.6 All information relevant to the programme will be sent exclusively to the personal Macromedia email address (name@stud.macromedia.de). Even in the case of absence (e.g. semester of leave), students will receive information relevant to their studies via the Macromedia University email address assigned to them. They are obliged to check their emails regularly, at least once a week.
- 3.7 Macromedia University reserves the right to record presentations of subject content, lectures, etc. as part of online courses held via Blackboard or other tools. Personal data will be collected as part of the recording if the online course is attended live.
- 3.8 A practical module (internship) is included in the Bachelor's degree programmes. Students themselves are responsible for finding a suitable company in which to complete their compulsory internship. Macromedia University is not obliged to provide an internship position.
- 3.9 In some 7-semester Bachelor's degree programmes at Macromedia University, a mandatory semester abroad is integrated into the study plan. Proof of adequate English language skills is a prerequisite for studying in degree programmes with an integrated mandatory semester abroad.
- 3.10 Students must inform Macromedia University immediately of any changes to their contact details (e.g. place of residence, telephone number, email address) or must



- update these themselves in the community (my.macromedia.de > My Profile).
- 3.11 STs are required to use their own laptop/private graphics tablet for their studies (Bring Your Own Device). The minimum hardware and software requirements can be found in the information sheet in the Community (my.macromedia.de > student services > student affairs > important information).
 - 3.12 STs are obliged to comply with the applicable house rules.

4. Tuition Fees / Payment Terms / Payment Security / Late Payment

- 4.1 The registration and tuition fees, as well as the respective payment terms, are specified in the binding enrolment for studies.
- 4.2 Additional costs are incurred in connection with the compulsory semester abroad included in the 7-semester Bachelor's programmes for taking the Test of English as a Foreign Language (TOEFL), for travel, accommodation and meals, and for special insurance. Depending on the foreign partner university selected by the ST, additional tuition fees may be payable. Further information can be found in the Community (my.macromedia.de > student services > international affairs > semester abroad).
- 4.3 In addition to tuition fees, there may be additional expenses for hardware and software, subject-specific literature, work materials, printing costs and project-related costs, which are to be borne by the ST.
- 4.4 Depending on the location, additional costs for the semester ticket may be incurred.
- 4.5 Any other fees that may be incurred are regulated in the applicable fee schedule (my.macromedia.de > Student Services > Statutes and Regulations > Fee Regulations).
- 4.6 If students fall behind with the payment of registration and/or tuition fees, Macromedia reserves the right to terminate the study contract at the end of the semester after a reasonable period of time and in compliance with the reminder process.
- 4.7 Agreed special payment models apply exclusively to the standard period of study.
- 4.8 For students who have to extend their studies beyond the standard period of study, the tuition fees according to the currently applicable fee schedule apply for an extension semester.
- 4.9 A change fee is payable when changing study programmes or courses. Special payment models are cancelled by a corresponding change.

5. Examinations / Repeating Semesters / Bachelor Thesis / Bachelor's Examination / Certificates of Attendance / Certificates / Credit Points

- 5.1 STs must take the module examinations or module partial examinations prescribed in the currently applicable programme specifications and must register and complete their Bachelor's thesis in a timely manner to ensure the proper progress/completion of their studies.
- 5.2 The Bachelor's thesis is registered and written in the 6th or 7th semester.
- 5.3 If ST has to extend one or more semesters beyond the standard period of study due to module examinations not being completed properly or failed, tuition fees will be charged for each additional semester in accordance with the applicable fee schedule.
- 5.4 The additional tuition fees will be collected during the respective additional semester as soon as the total number of outstanding module examinations has been determined. This will be the case after the expiry of the appeal processing deadlines at the latest.
- 5.5 Macromedia University endeavours to offer students the opportunity to retake missed or failed examinations in all semesters. Some module examinations do not take place



in all semesters. It is not always possible for students who retake examinations to also repeat the course.

- 5.6 The respective examination board decides on the recognition of external academic achievements. If STs can be awarded enough ECTS credits to complete their studies in less than the standard period of study, the total tuition fees are reduced proportionally by the number of semesters by which the course of study is shortened. If STs enter the 2nd or a higher semester and have to complete individual modules from a semester whose remaining modules could be credited, tuition fees must be paid for this in accordance with the applicable fee schedule. Applications for recognition are only possible until the end of the first semester. In the case of recognition of individual examination achievements, a reduction in tuition fees is excluded for ST in face-to-face studies. Recognition of external achievements or competences for the practical module does not lead to a reduction in the standard period of study.
- 5.7 In case of imminent de-registration due to insufficient academic performance, STs begin their compulsory semester abroad, insofar as this is part of their degree programme, at their own risk. If STs are de-registered at the end of the semester preceding their compulsory semester abroad, they must nevertheless bear the costs incurred and still to be incurred in connection with the semester abroad that may already have begun. Examination achievements that STs complete during this semester abroad can no longer be recognised by Macromedia University.

6. Change of Study Location / Study Programme / Degree Programme / Field of Study

- 6.1 A change of study programme/course or field of study is only possible at the beginning of the semester and no later than the end of the second semester. It is possible to change the place of study until the end of the penultimate semester.
- 6.2 The change is subject to review and approval by the university. The university reserves the right to reject change requests for legal or organisational reasons. Requests for a change must be submitted by 15 February or 15 August at the latest.
- 6.3 Changing a study programme, degree programme or field of study is generally possible, taking into account the respective admission requirements, whereby the respective examination board decides **on a case-by-case basis** whether credits for completed studies or examinations will be recognised.

7. Semester Leave, Extension of Studies

- 7.1 STs may only interrupt their studies for good cause and in prior consultation with and after approval by Macromedia University in order to take a semester off. The application for approval of a semester of leave must be submitted at least eight weeks before the end of the semester preceding the semester of leave. A semester of leave due to illness may be requested at any time during the current semester.
- 7.2 As a rule, an interruption of studies may not exceed two semesters.
- 7.3 During a semester of leave, STs remain enrolled at Macromedia University and must pay a fee in accordance with the currently applicable fee schedule.
- 7.4 During a semester of leave, no ECTS credits that can be recognised for a Bachelor's degree programme may be acquired. Only previously taken and failed examinations may be repeated. If the semester of leave is due to illness, this must be proven by a medical certificate when applying. During a semester of leave due to illness, participation in any examinations is not permitted.
- 7.5 If STs wish or are required to retake examinations that they have already taken but failed during a semester of leave, they must pay a fee in accordance with the currently



applicable fee regulations in order to participate in the examination.

- 7.6 A semester of leave automatically extends the study contract by one semester.
- 7.7 The tuition fees for the contract extensions are payable in accordance with the selected payment model.

8. Termination of the Contract by Students

- 8.1 The study contract with Macromedia University can be terminated by the ST without giving reasons at least six or eight weeks before the end of a semester. The valid notice period can be found in the General Terms and Conditions. Ordinary termination is possible for the first time at the end of the first semester of study at Macromedia University.
- 8.2 In the event of timely and proper termination, STs shall only be required to pay the portion of the tuition fees incurred up to the date on which the termination takes effect, in addition to the registration fees and fees for work materials (if applicable).
- 8.3 Payments for services already rendered are due in full at the latest at the time of termination of the contract.
- 8.4 Termination requires written form.

9. Infrastructure / IT

- 9.1 The STs are obliged to treat the infrastructure, equipment and materials provided with care.
- 9.2 The PCs and media access provided by Macromedia University may not be used for any purpose other than study.
- 9.3 The use of the hardware and software provided for non-study-related personal or third-party purposes, and in particular for commercial purposes, is prohibited for licensing reasons.
- 9.4 Teaching materials (manuals, scripts, etc.) as well as videos or recordings made available on Blackboard and similar tools are subject to copyright protection and may only be used for individual study purposes at Macromedia University. Unauthorised distribution (e.g. sending to third parties, publishing online, sharing on social networks, etc.) constitutes a copyright infringement that may result in injunctive relief and liability for damages.
- 9.5 For reasons of licensing, data protection and network security, students are obliged to comply with the following rules when using the IT infrastructure of Macromedia University: It is prohibited to copy or distribute university-owned software in an unauthorised manner. It is also not permitted to independently install third-party software on computers provided by the university or on the university network. The use of user accounts or access data belonging to other students or university employees is prohibited. Without the express permission of the university, no programmes, images or other files may be downloaded, copied or uploaded to external networks or media via the university's own internet access, regardless of whether this is done on private or university-owned devices. Accessing illegal or pornographic content via the university's internet access is prohibited – again, regardless of the device or storage medium used. These regulations also apply to the sending and receiving of data by email and to exchanges via the university's own platforms and access points.
- 9.6 STs are obliged to comply with the legal provisions when using the wireless network infrastructure (WLAN) provided at the locations.
- 9.7 If login details (such as username, password, email, etc.) must be provided during registration, these must be kept secret and not made accessible to unauthorised third parties.



10. Macromedia Library / Terms of Use

- 10.1 The Macromedia Library is open to all members of the university (students, teaching staff and administrative staff).
- 10.2 By using the services of the Macromedia Library or entering the library premises, the terms of use are bindingly accepted.
- 10.3 The terms of use are displayed in the university library and published on the library's website (library.macromedia.de > Library).

11. Rights of Use for Project Work / Bachelor's theses

- 11.1 ST shall be deemed the copyright holder, within the meaning of the Copyright Act, for project work and Bachelor's theses created by them in the course of their studies.
- 11.2 Macromedia University acquires the following rights of use to the aforementioned project work / bachelor's theses free of charge: the right to store and archive them, the right to use the production for teaching purposes within the framework of degree programmes, training courses or seminars, the right to public and non-public presentation for demonstration and advertising purposes, and the right to modify and partially demonstrate them within the framework of teaching and public or non-public demonstration.
- 11.3 In principle, STs have the option of carrying out project work/bachelor's theses in cooperation with companies. If a company provides STs with a project/bachelor's thesis topic, the STs agree that all rights of use listed in Sections 15–23 of the German Copyright Act (UrhG) for non-commercial purposes will be transferred to the respective company.
- 11.4 The ST's right to use the project work/bachelor theses for its own advertising purposes and in application procedures remains unaffected.
- 11.5 Further regulations can be found in the respective study guidelines.

12. Exclusion from Studies, Compensation

- 12.1 If the ST intentionally or grossly negligently violates his/her obligations under the study contract, Macromedia University may – after issuing a warning, if necessary – terminate the study contract without notice and exclude the ST from further participation in the programme with immediate effect.
- 12.2 Termination and exclusion are also possible if the ST has not paid the tuition fees due within the set period despite a second warning.
- 12.3 Macromedia University expressly reserves the right to assert claims for damages, in particular for indemnification against any claims by third parties against Macromedia University and compensation for damages incurred by Macromedia University.
- 12.4 STs will be excluded from continuing their studies and will be de-registered if the requirements for continuing their studies according to the applicable study and examination regulations are no longer met.
- 12.5 If Macromedia University pronounces de-registration, the study contract shall end at the end of the semester in which the de-registration was pronounced.
- 12.6 STs must pay the tuition fees in full for both the semesters already completed and the semester in which the termination and exclusion take place.
- 12.7 Outstanding payments are due in full within two weeks of receiving an extraordinary termination.

13. Insurance, Liability

- 13.1 STs are covered by statutory insurance against accidents during teaching hours and



- on their direct way to and from the teaching location. The statutory accident insurance provider responsible is the Brandenburg Accident Insurance Fund.
- 13.2 Macromedia University is liable for any negligent or intentional breach of primary contractual obligations (cardinal obligations), in particular obligations whose breach would jeopardise the purpose of the contract, undermine the essential rights of the ST or the essential obligations of Macromedia University, or obligations that are necessary for the proper execution of the contract in the first place.
 - 13.3 Otherwise, Macromedia University shall only be liable for intentional or grossly negligent conduct on the part of its legal representatives or vicarious agents. This also applies to all cases of impossibility, delay, positive breach of contract, tortious claims and culpa in contrahendo.
 - 13.4 Macromedia University's liability is limited to foreseeable damage typical for this type of contract, unless Macromedia University is liable for grossly negligent or intentional breach of primary obligations (cardinal obligations). The above limitations of liability do not apply in the event of injury to life, limb or health. The above limitations of liability shall also not apply if Macromedia University enjoys cover under liability insurance.
 - 13.5 Macromedia University shall not be liable for personal injury or property damage caused by STs to third parties during classes or projects. STs are responsible for compensating for such damage. Macromedia University therefore recommends that STs take out liability insurance.

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