

Resolution No. 64/14
of the Senate of the University of Gdańsk
of September 25, 2014

concerning conditions for payment for university courses of study and educational services rendered by the University of Gdańsk, and ways and conditions for waiving these payments

Pursuant to article 99 sections 1 and 3 of the Law on Higher Education of July 27, 2005 (*Journal of Laws* 2012, item 572, with amendments) and § 120 sections 1 and 3 of the Statute of the University of Gdańsk, the following is resolved:

§ 1

1. The resolution sets the conditions for payment for university courses of study and for educational services rendered by the University of Gdańsk, hereafter called the University, including types of payments and deadlines for payment, and ways and conditions for waiving these payments.
2. The resolution applies to students and doctoral students, and also to participants in postgraduate (non-degree) courses, and to participants in training courses, who are:
 - 1) Polish citizens,
 - 2) non-Polish citizens studying on conditions that apply to Polish citizens, in accordance with article 43 section 2 of the Law on Higher Education of July 27, 2005 (*Journal of Laws* 2012, item 572, with amendments), hereafter called the Act.
3. Conditions for payment of fees by non-Polish citizens other than those mentioned in section 2 point 2 are governed by separate regulations.

§ 2

The University of Gdańsk can collect fees for educational services rendered for the following:

- 1) educating students participating in extramural courses of study and participants in extramural doctoral courses of study;
- 2) repeating designated classes either on full-time day or extramural courses of study because of unsatisfactory grades;
- 3) participation in courses conducted in a foreign language;
- 4) participation in classes not included in the plan of study, including classes supplementing the educational effects required to take up second-cycle studies in a given course of studies;
- 5) participation in postgraduate (non-degree) courses, and in training courses;
- 6) confirmation of educational effects.

§ 3

1. The fees for studies and for educational services rendered by the University are set by the Rector, in an ordinance, at least three months before the start of the academic year. In especially justified circumstances, the rector, at the request of the Deputy Rector for development and Finance, may change the fees at a date later than three months prior the start of the academic year. This date does not apply to the fees set by the Rector for training courses.
2. The Rector may increase the fees mentioned in section 1 for a subsequent academic year for

justifiable reasons that cause actual increases in the costs of education (in accordance with article 99 section 2 of the Act). If fees are increased, students will be notified six months in advance and they will be provided with an annex to the Contract for signature, as is outlined in § 4. A sample annex constitutes annex 7 to the resolution.

3. In the instance mentioned in section 2, the student or doctoral student has a right to terminate the Contract.

§ 4

1. Conditions for payment for courses of study and educational services, and also the level of fees, are set forth in the agreement signed between the University and the individual student, or person accepted for studies. This agreement must be in writing or it is invalid.
2. Sample contracts, as referred to in section 1, are annexes to this resolution, respectively as follows:
 - 1) for students:
 - a) full-time day studies – annex 1,
 - b) part-time studies – annex 2,
 - c) part-time studies beginning in academic year 2014/2015 – annex 2a,
 - 2) for doctoral students:
 - a) full-time day studies – annex 3,
 - b) part-time studies – annex 4,
 - c) part-time studies beginning in academic year 2014/2015 – annex 4a,
 - 3) for participants in postgraduate (non-degree) studies:
 - a) paying fees in installments - annex 5,
 - b) paying in full, annually, or by semester – annex 6.
3. Sample contracts/agreements referred to in section 1 are available in deans' offices, on the Student Portal, and on the University's website.
4. A student or doctoral student is obliged to present him/herself at the appropriate dean's office in order to sign the contract referred to in section 1. The contract is concluded no earlier than after the student has been accepted to studies, and no later than 30 days after the beginning of classes.
5. If a student does not meet the requirement set out in section 4, he/she may be removed from the list of students or doctoral students, as appropriate.
6. The contract referred to in section 1 is signed, with the Rector's authority, by the following respectively: with a student or a doctoral student – by the dean or vice-dean; with a participant in postgraduate (non-degree) studies – the director of postgraduate (non-degree) studies.
7. The contract is concluded for the set period of studies and ceases to be legally binding when a student completes his/her studies or loses the status of a student, doctoral student, or participant in postgraduate (non-degree) studies.
8. In the event of a student or doctoral student changing the form or course of studies, the University will sign a new contract with the student or doctoral student. The former contract between the University and that student or doctoral student is terminated on the day on which the new contract is signed.

§ 5

1. Students and doctoral students who have been accepted to studies pay for the educational services rendered in one of the following forms and by the following dates:
 - 1) six installments:
 1. installment – payable within 14 days of the signing of the contract referred to in § 4 section 1,
 2. installment – due by December 15,
 3. installment – due by January 15,
 4. installment – due by February 28,
 5. installment – due by March 31,
 6. installment – due by April 30,
 - or
 - 2) single payments per semester – payable within 14 days of signing the contract referred to in § 4 section 1, for the winter semester, and by February 28 for the summer semester,
 - or
 - 3) a single payment for the entire year –payable within 30 days of the date of signing the contract referred to in § 4 section 1.
2. Students and doctoral students in years other than the first pay for educational services in one of the following forms and by the following dates:
 - 1) six installments
 1. installment – due by September 30,x
 2. installment – dues by October 31,
 3. installment – due by November 30,
 4. installment – due by February 28,
 5. installment – due by March 31,
 6. installment – due by April 30,
 - or
 - 2) by semester, i.e., single payments per semester – due by September 30 for the winter semester, and by February 28 for the summer semester,
 - or
 - 3) annually, i.e., a single payment for the entire year – due by September 30.
3. The University of Gdańsk will charge interest on late payments.
4. Students and doctoral students must submit a declaration of the choice of payment plan, a sample of which is contained in annex 8 to this resolution. The choice of payment plan applies to the set period of study.
5. The payment plan may be changed at the student's or doctoral student's written request, when this is submitted no later than by September 20 of the subsequent academic year. In this case, the student or doctoral student is obliged to make a new declaration concerning his/her payment plan, which is referred to in section 4.
6. Students and doctoral students who are in the last year of their courses of study and who are prepared to take their diploma exam or doctoral defense must make all payments for the current academic year by the date of their diploma exam or doctoral defense regardless of the payment plan they have chosen for that academic year.

§ 6

1. Fees for educational services rendered on postgraduate (non-degree) courses may be paid each semester, for a whole year, or for an entire course of studies.
2. The director of postgraduate (non-degree) studies designates the due date for payment referred to in section 1.
3. The director of postgraduate (non-degree) studies can agree to fees referred to in section 1 being paid in installments. The participant must apply to the director of postgraduate (non-degree) studies for permission to pay fees in installments no later than seven days before the due date for paying the first installment.
4. In justified circumstances, as a result in particular of difficult material circumstances or ill health, a participant may – no later than 7 days before the start of classes – apply to the director of postgraduate (non-degree) studies to have his/her fees reduced.
5. A decision concerning the issue referred to in section 4 is made by the Deputy Rector for Educational Affairs, on the Rector's authority, after obtaining the opinion of the director of postgraduate (non-degree) studies. The Deputy Rector's decision may be appealed to the Rector, whose decision is final.

§ 7

1. Students and doctoral students can submit, no later than September 20 of a given academic year, applications as appropriate to the Deputy Rector for Student Affairs or the deputy Rector for Educational Affairs for waiving fees in part or in total. In particularly justified cases, a student or doctoral student:
 - 1) who has achieved high grade point averages, has achieved academic or artistic successes or significant results in sports in Poland or in international competition,
 - 2) who during studies finds him/herself in difficult material circumstances,
 - 3) who is the subject of a legal ruling providing confirmation of his/her slight, moderate, or significant disability, issued in accordance with the act of August 27, 1998 on Professional and Social Rehabilitation and the Employment of Disabled Persons (*Journal of Laws* 2011, No. 127, item 721, with later amendments),may have part or the entirety of his/her fees waived. A student or doctoral student who has been accepted to the first semester after September 20 in a given academic year should submit an application in this matter within 7 days of receiving confirmation of acceptance. The above deadlines do not apply to persons whose disability is legally established for the first time in the course of a given academic year.
2. Decisions relating to individual students or doctoral students referred to in section 1 are made, on the rector's authority, respectively by the Deputy Rector for Student Affairs after obtaining the opinion of the dean, or by the Deputy Rector for Educational Affairs after obtaining the opinion of the director of doctoral studies, in conjunction with the opinion of the dean of the appropriate faculty. A decision made by the appropriate Deputy Rector may be appealed to the Rector, whose decision is final.

§ 8

1. Fees for educational services are payable by a student or a doctoral student in a single payment in the amount determined in the Rector's ordinance no later than 14 days after the delivery of the dean's decision, but in justified circumstances no later than up to the day preceding the day of

taking an examination or obtaining credit for a given subject.

2. Upon a student's or doctoral student's written request, the dean may agree for fees for educational services to be paid in installments.
3. If a semester or a year is repeated as a result of unsatisfactory grades, the student will pay for every repeated subject in a semester or academic year in the amount set forth by the Rector in the ordinance. The total fee for repeating a subject in extramural studies in a given course of study cannot be higher than the semester fee for the course of study (if the semester is being repeated) or the one-time fee for one year of a course of study (if the year is repeated).
4. A student who has been given permission by the dean to study in the next grading period with an ECTS points deficit must pay a fee at a level equal to the product of the number of ECTS points allocated to a subject for which he/she has not obtained credit and the cost of one ECTS point as fixed by the Rector.
5. The fee referred to in sections 3 and 4 must be paid by the student within 14 days of receiving the dean's relevant decision.
6. The Deputy Rector for Student Affairs, after obtaining the opinion of the dean, may waive a fee for a student either in whole or in part. The Deputy Rector's decision may be appealed to the Rector, whose decision is final.
7. In particularly justified circumstances, the Deputy Rector for Educational Affairs, after obtaining the opinion of the dean and the director of doctoral studies, may waive fees for a doctoral student in whole or in part. The Deputy Rector's decision may be appealed to the Rector, whose decision is final.

§ 9

1. If students or doctoral students are late in paying fees for educational services, they will be served notice to pay within seven days of its receipt, and they will be informed that if payment is not received they will be removed from the list of students or doctoral students and the matter will be directed to the courts.
2. If the overdue fees referred to in point 1 are paid on time, students and doctoral students will be relieved of the obligation to pay interest on the fees for the overdue period.
3. Students or doctoral students who have been removed from the lists of students or doctoral students for failing to fulfill their obligation to pay fees promptly can enroll again after paying any overdue fees and any legal costs incurred by the institution and following the signing of a new contract regarding conditions for payment for educational services

§ 10

1. Students or doctoral students who withdraw from their courses of study no later than 14 days after the beginning of the semester can obtain a refund of fees paid for educational services if the appropriate application is submitted to the vice-rector for student matters for students or to the vice-rector for educational matters for doctoral students no later than 14 days of submitting their withdrawal from their course of study. In all other cases of withdrawal from courses of study, fees will be refunded proportionally to the period remaining until the end of the semester.

2. The University will refund the full fee paid for courses of study paid by students or doctoral students if:
 - 1) the University loses authorization to conduct the course of study at a designated level of study or doctoral study,
 - 2) the University fails to fulfill the obligations set forth in the written contract signed with the student regarding the conditions for payment for educational services rendered by the University of Gdańsk.
3. The University will proportionally return fees for the period remaining until the end of a semester in which a student's or doctoral student's removal from the list of students or doctoral students respectively became legally binding.

§ 11

1. Refunds for fees paid for postgraduate (non-degree) courses can be made after the participant has submitted a written withdrawal notice from the course including a request for a refund of fees paid to the director of the postgraduate course. A full refund will be made if the withdrawal is submitted within the first 14 days of the course, or proportionally to the period of time remaining until the end of the semester, if the notice of withdrawal is submitted after this period.
2. Refunds of fees for training courses will be made in full if withdrawal from the course is made before the first day of classes, or proportionally to the period of time remaining until the end of the course.

§ 12

University of Gdańsk Senate Resolution 56/14 of June 26, 2014, regarding the guidelines for fees for university courses and other educational services rendered by the University of Gdańsk and the ways and conditions for waiving these fees is no longer binding - with the reservation that for students and doctoral students who begin their studies in academic year 2014/2015, the existing form of payment in installments (in eight installments) will be retained for courses and educational services which are conducted in a foreign language.

§ 13

The resolution comes into force on October 1, 2014.

on the authority of
the Rector of the University of Gdańsk
Deputy Rector for Development and
Finance

Prof. dr hab. Mirosław Szreder