

## CONTRACT

### regarding conditions for payment for educational services at the University of Gdańsk rendered to Participants of postgraduate (non-degree) studies who pay fees in installments

This Contract is entered into on ..... (date), in Gdańsk, between the parties: Ms./Mrs./Mr..... details from identification document:..... address for correspondence:..... who enrolling in postgraduate (non-degree) course ..... in the Faculty of..... from academic year....., participant grade-book number....., further referred to as the Participant, and the University of Gdańsk, further referred to as the University, represented by: ..... who is authorized to make declarations on behalf of the University of Gdańsk by the Rector.

#### § 1

The subject of this Contract is to set forth the conditions for payment for educational services for the postgraduate (non-degree) studies ..... conducted in the Faculty of ..... in accordance with article 99 of the Act of July 27, 2005 on the Law for Higher Education (Journal of Laws, 2012, No. 572 with subsequent amendments), referred to further as the Act.

#### § 2

1. The University declares that:
  - 1) it will conduct postgraduate (non-degree) studies.....which is within a field of studies connected with at least one course of study offered at the University of Gdańsk;
  - 2) it meets the conditions, including the personnel and material resources, necessary for conducting postgraduate (non-degree) studies.....;
  - 3) the organization and progression of the studies and the associated rights and obligations of the Participant are described in the Regulations for Postgraduate (Non-degree) Studies at the University of Gdansk.
2. Additionally, the University declares the following:
  - 1) it will collect fees for educational services as described in article 99 section 1 point 5 of the Act and documents issued in association with the progression of studies;
  - 2) the conditions of payment for university courses of study, educational services rendered by the University of Gdańsk, and the procedures and conditions for waiving such payments are regulated by UG Senate resolution, the text of which is available at the University Internet website [www.ug.edu.pl](http://www.ug.edu.pl);
  - 3) fees for educational services rendered as part of postgraduate (non-degree) studies and for issuing documents associated with the progression of such studies are determined by the Rector of the University.

#### § 3

1. The University declares it will:
  - 1) ensure that classes are conducted by academic teachers or by other persons who possess appropriate qualifications to teach in the field of the postgraduate (non-degree) studies being conducted;
  - 2) ensure the facilities necessary for the proper implementation of the educational program of the postgraduate (non-degree) studies;
  - 3) issue the Participant a certificate of completion upon completion of the postgraduate (non-degree) studies;
  - 4) maintain Participant's rights as envisaged in the Regulations for Postgraduate (Non-degree) Studies at the University of Gdansk.
2. The Participant declares he/she will:
  - 1) participate in classes as set forth in the studies plan and pass the required classes and examinations;
  - 2) meet all obligations imposed upon him/her by the the Regulations for Postgraduate (Non-degree) Studies at the University of Gdańsk and internal regulations of the University;

3) pay for educational services rendered for postgraduate (non-degree) studies in a timely manner.

#### § 4

1. The Participant who begins Postgraduate (Non-degree) Studies ..... academic year ..... is required to pay fees for educational services in a total number of installments of ..... according to the following principles and due dates:.....  
.....  
.....  
.....
2. The initial payment in the amount of ..... paid by the Participant during recruitment\*\* is applied to the total fee for educational services for the postgraduate (non-degree) studies mentioned above.
3. Fees for educational services are payable to the individual bank account number made available to the Participant during recruitment on the Internetowa Rejestracja Kandydatów (Internet Candidate Registration).
4. If the fees for educational services are not paid by the date they are due, the director of the postgraduate (non-degree) studies can remove the Participant from the list of participants.
2. In justified cases, specifically those arising from difficult material circumstances or health-related reasons, based on an application submitted by the Participant no later than 7 days following the beginning of classes, it is possible to decrease the fees mentioned in § 4 point 1. The final decision in this matter will be made by the Deputy Rector for Educational Affairs based on the opinion of the director of the postgraduate (non-degree) studies.

#### § 5

Regardless of the fees mentioned in § 4 section 1, the Participant is obliged to pay fees set forth in the executive ordinance of the Act, specifically for the issue of a certificate of completion of postgraduate (non-degree) studies.

#### § 6

1. The Participant can submit a written request to the director of postgraduate (non-degree) studies for a full refund of fees paid for educational services if the request to withdraw from the studies is received within the first 14 days of the studies commencing, or a partial refund to withdraw is received after this period. The director of postgraduate (non-degree) studies determines the amount of the refund based on the costs incurred.
2. If the Participant of postgraduate (non-degree) studies withdraws from the course of studies after they have commenced or is removed from the list of participants and does not pay the required fees, the University can take measures to obtain payment by instituting legal proceedings.

#### § 7

1. This Contract is entered into for the duration of a given postgraduate (non-degree) course of study, which is for the period of ..... semesters.
2. This contract will terminate prior to the conclusion of the course referred to in section 1 if:
  - 1) the decision to remove the Participant from the list of participants is final;
  - 2) the Participant submits written notice of withdrawal from his/her course of study.
3. This contract is terminated upon the Participant's conclusion of the postgraduate (non-degree) course of study.

#### § 8

The Parties to the Contract may terminate it at any moment. Termination of the Contract must be made in writing or it is not valid. Termination of the Contract by the Participant is tantamount to withdrawal from the the postgraduate (non-degree) course of study.

#### § 9

1. Any matters not addressed in this Contract are subject to the regulations in the Act and the executive ordinances of the Act and the regulations of the Civil Code.

\* score out where inapplicable

\*\* if this is a recruitment requirement

2. The Parties will seek to resolve amicably any conflict arising from this Contract. If it is impossible to reach a compromise, the case will be heard by the court of general jurisdiction of the University's seat.
3. This Contract has been drawn up in two identical copies, one for each Party to this Contract.

Participant

By authority of the Rector  
Director of postgraduate (non-degree) course of  
studies

.....  
*(legible signature)*

.....  
*(signature and personal stamp)*