

**Resolution No. 19/15
of the Senate of the University of Gdańsk
of March 26, 2015**

**concerning conditions for payment for university courses of study and educational services
rendered by the University of Gdańsk to non-Polish citizens admitted as fee-paying students by
decision of the Rector**

Pursuant to article 43 section 4 point 2, article 44 section 1, article 99 section 1 and 3, and article 160a section 5 of the Law on Higher Education of July 27, 2005, (*Journal of Laws* of 2012, item 57, with amendments), and § 120 section 1 point 9 and section 3 of the Statute of the University of Gdańsk, in conjunction with §§ 17 - 19 of the Ordinance of the Minister of Science and Higher Education of October 12, 2006, concerning non-Polish citizens pursuing studies and training courses, and participating in research and development (*Journal of Laws* No. 190, item 1406, with amendments), 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 admitted as fee-paying students by decision of the Rector, and also to participants in postgraduate (non-degree) studies, and to participants in training courses, who are not Polish citizens and who are also not citizens of the member states of the EU or of EFTA, and who do not possess the Polish Charter (*Karta Polaka*).

§ 2.

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

- 1) educating students participating in studies and doctoral studies,
- 2) repeating designated classes either in studies or doctoral studies because of unsatisfactory grades,
- 3) conducting courses not included in the studies plan, including courses supplementing the educational effects required to undertake second-cycle studies in a given course of study,
- 4) conducting postgraduate (non-degree) courses, training courses, and internships related to scientific/scholarly work and to procedures connected with the post-doctoral *habilitacja* degree,
- 5) confirmation of educational effects acquired outside the system of studies.

§ 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. Non-Polish citizens who are admitted to studies, doctoral studies, and postgraduate (non-degree) studies pay in their first year the fees referred to in section 1, plus the equivalent of 200 euros, irrespective of the number of courses of study followed.
3. Persons of Polish origin who undertake fee-paying studies or training courses which are conducted in Polish pay fees reduced by 30 %.

§ 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 – annex 1,
 - 2) for doctoral students – annex 2,
 - 3) for participants in postgraduate (non-degree) studies – annex 3,
 - 4) for participants in training courses – annex 4.
3. Sample contracts/agreements referred to in section 2 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, without any right to a refund of fees paid.
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; and with participants in training courses – by the directors of such courses.
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 the student or doctoral student is terminated on the day on which the new contract is signed.

§ 5.

1. Fees for courses taken by non-Polish citizens are charged in one payment for the entire academic year:
 - 1) for the first year – within 14 days of accepting admission to a course of study;
 - 2) for subsequent years – by September 10;or the entire course of study may be paid for in advance.
2. After payment has been made, the University issues the non-Polish citizen with a certificate confirming his/her admission to study at the University and that he/she has the status of a student. This is the basis for applying for a visa or residence permit.

3. In justified circumstances, the Deputy Rector for Student Affairs, after obtaining the opinion of the dean, may agree to the student paying the fees referred to in § 2 points 1 and 4 in two installments in a semester, or to an extension of the deadline for paying fees.
4. If a non-Polish citizen simultaneously undertakes a second course of study or education in another form on a fee-paying basis, the Deputy Rector for Student Affairs, after obtaining the opinion of the dean, may - on the application of the person involved - reduce the second fee referred to in § 2 point 1, or waive the fee entirely.
5. The University of Gdańsk will charge interest on late payments.
6. If the period of study undertaken by the non-Polish student is shorter than one academic year, the fee is calculated proportionately to the actual duration of the period of study.
7. 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.

§ 6.

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 the semester or the year, as appropriate.
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. The combined total fee for repeating subjects included in the dean's permission to study in the next grading period cannot exceed 350 euros.
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.

§ 7.

1. The Deputy Rector for Student Affairs, after obtaining the opinion of the dean, may waive a fee for educational services for a student either in whole or in part. The Deputy Rector's decision may be appealed to the Rector, whose decision is final.
2. 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.

§ 8.

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.

§ 9.

1. Fees are not refundable, except in situations referred to in § 18 section 6 of the Ordinance of the Minister of Science and Higher Education of October 12, 2006, concerning non-Polish citizens pursuing studies and training courses, and participating in research and development.
2. Fees are refundable for a period in which studies were not followed, if the non-Polish citizen received leave or gave up his/her studies because of ill health, confirmed by a doctor's certificate, or because of other important circumstances. Payment for the first year of studies will be refunded reduced by the equivalent of 200 euros.

§ 10.

The resolution comes into force on the day it is signed.

Chair of the Senate
Rector of the University of Gdańsk

Prof. dr hab. Bernard Lammek