

**CONTRACT**  
**regarding conditions for payment for university courses of study**  
**and educational services provided by the University of Gdańsk for students of extramural studies**

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 a course of study in the Faculty of.....  
and in the department of ....., on an extramural basis,  
student grade-book number: .....,

further referred to as the Student, 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

Subject of the Contract

The subject of this Contract is to set forth the conditions for the payment of fees by the Student undertaking extramural studies in a university course of study and for educational services as described in article 98 section 1 point 5, article 99, sections 1-3 and 6, and article 160a 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

Declarations of the Parties

1. The University declares that it meets the requirements set forth in articles 9, 9a, and 9c of the Act and regulations issued based on it, including:
  - 1) all human resources and other necessary conditions, including facilities and other essential material resources, to provide educational services in the course of study of ..... (name of course) undertaken by the Student, and the University declares that it will fulfill them to the end of the Student's planned period of study (including possible extensions of this period in accordance with the Study Regulations);
  - 2) requirements stemming from prevailing educational standards preparing the Student for the teaching profession, including the total number of class hours taught by persons holding the required qualifications;
  - 3) the conditions for study meet the requirements set forth in articles 160 and 161 of the Act, and in the Study Regulations, and specifically with regard to conditions of study in subsequent academic years and/or semesters, including: the list of subjects with the number of hours of lectures, classes, and laboratory and/or practical sessions, the names and titles of persons conducting these sessions, the location and time of them, how they will be taught, and the requirements for passing them will be provided to the Student before the beginning of the each academic year and/or semester\*;
    - a. the course of study undertaken by the Student will conclude with he/she earning the title of:  
.....,  
which the University is accredited to award and declares it will endeavor to retain this right until the end of the period indicated in point 1;

- b. the following rules and procedures will be applied when organizing required work experience/internships:

.....  
2. The Student declares that he/she has read and understands the University Statute, the Study Regulations, and the applicable Senate Resolution of the University of Gdańsk for payment for university courses of study and educational services rendered by the University of Gdańsk and procedures and conditions for waiving such payments, and all other normative acts in force at the University, the texts of which are available at the University Internet website [www.ug.edu.pl](http://www.ug.edu.pl).

### § 3

#### Obligations of the Parties

1. The University declares that if it goes into liquidation, University authorities will undertake all necessary measures to create opportunities that will permit the Student to graduate under conditions similar to those specified in this Contract.
2. The Student is obliged to:
  - 1) comply with all obligations imposed on him/her by the Act, the University Statute, and the Study Regulations, and also to comply with the internal regulations of the University of Gdańsk;
  - 2) submit written notification to the University of any changes of his/her personal data, including changes in address. The consequences of the failure to meet this obligation are entirely those of the Student;
  - 3) pay fees referred to in § 4 of this Contract in a timely manner.

### § 4

#### Conditions of Payment

1. The Student agrees to pay for the following educational services in accordance with the conditions set forth in the applicable Senate Resolution of the University of Gdańsk regarding 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 with subsequent amendments in the following amounts:
  - 1) *fees for university courses of study designated in article 99 section 1 point 1 of the Act: installments...../per semester...../per year.....\*;*
  - 2) *fee for the repetition of a seminar (per semester) as a result of unsatisfactory grades:.....;*
  - 3) *fee for the repetition of a subject (per semester) as a result of unsatisfactory grades:.....;*
  - 4) *fee for the repetition of a subject (per semester) with a laboratory component as a result of unsatisfactory grades: .....*;
  - 5) *fee per semester for an additional subject not included in the plan of study: .....*;
  - 6) *fee for studying in a foreign language: installments . . . /per semester. . . . . /per year. . . . .;*
  - 7) *fee for readmission to the University: .....*;
  - 8) *fee for one ECTS point: .....*;
  - 9) *fee for e-learning health and safety training at a time determined by the Student: .....*;in accordance with the Rector's ordinance, and fees for issuing electronic student identification, diploma (and duplicate copies) of graduation from a university course in accordance with the regulation of the Ministry of Science and Higher Education of September 14, 2011 on the documentation of the progression of studies (Journal of Laws no. 201, item 1188).
2. The Student, who has permission from the Dean to study in the subsequent grading period with an ECTS point deficit, agrees to pay a fee equal to the number of ECTS points for the subject that has not been passed multiplied by the cost per ECTS point within the limits set forth in the Senate resolution.
3. The fees referred to in section 1 can be increased in the subsequent academic year by an ordinance issued by the Rector when justifiable reasons cause actual increases in educational costs (in accordance with article 99 section 2 of the Act).
4. If the fees described in section 1 are increased, the Student will be informed six months in advance. He/she will be presented with an Annex to this Contract for signature. In this case, the Student may terminate this Contract.

5. If the ways in which payment is made or payment due dates are changed during the period when this Contract is binding, the Student may submit a declaration of a new form of payment for educational services to the Dean's Office or terminate this Contract.

§ 5

Payment of Fees

1. Fees for university courses of study are payable by the Student of extramural studies per year by September 30, and by semester by September 30 for the winter semester, and by February 28 for the summer semester. Installment payments are due as follows: installment 1 – September 30; installment 2 – October 31; installment 3 – November 30; installment 4 – February 28; installment 5 – March 31; installment 6 – April 30; and are payable to the individual account number indicated on the Portal Studenta (Student Portal) (<https://ps.ug.edu.pl>).
2. For first-year students of extramural studies, fees for university courses of study are payable by the Student of extramural studies per year within 30 days of signing the Contract, by semester within 14 days of signing the Contract for the winter semester and by February 28 for the summer semester. Installment payments are due as follows: installment 1 – within 14 days of signing the Contract; installment 2 – December 15; installment 3 – January 15; installment 4 – February 28; installment 5 – March 31; installment 6 – April 30; and are payable to the individual account number indicated on the Portal Studenta (Student Portal) (<https://ps.ug.edu.pl>).
3. Fees for rendering educational services, as described in § 4 section 1 points 2-9 and section 2 and issuing the electronic student identification, diploma (and also duplicate copies) of university graduation are paid once only to an individual account number available on the Portal Studenta (Student Portal) (<https://ps.ug.edu.pl>).

§ 6

Terms of the Contract

1. This contract is entered into for the duration of the course of study, and terminates at the moment the course concludes.
2. This contract will terminate prior to the conclusion of the course referred to in section 1 if:
  - 1) the Student is removed from the list of students;
  - 2) the Student submits written notice of withdrawal from his/her course of study.
  - 3) the form of the university course of study is changed to full-time.
3. Graduation from the course of study does not exempt the Student from paying fees.

§ 7

Refund of Fees Paid

1. The University will refund all fees for a given academic year provided the Student submits written notice of withdrawal no later than 14 days after the beginning of the semester.
2. The University will refund fees proportionally to the period remaining until the end of the semester in the following instances:
  - 1) the Student submits written notice of withdrawal from his/her course of study or other educational services described in § 4 section 1 points 1–6 and section 2 after the first 14 days of the semester;
  - 2) the Student's removal from the list of students during the semester is legally binding;
  - 3) termination of this Contract because the Student has failed to meet the obligations imposed upon him/her by this Contract.
3. If the Student has either a Dean's leave or a leave of absence for health-related reasons, payment of fees for educational services is suspended, unless the Student participates in a class/classes. In this case, the fees for the class/classes are set by the Dean in the details of the Student's leave.

§ 8

Final Provisions

1. Any amendments to this Contract must be made in writing or they will not be valid.
2. If the Student changes either the form of studies or the course of study, the University will enter into a new Contract, as described in section 1, with the Student. The previous Contract is terminated on the day the new Contract is entered into.
3. Any matters not addressed in this Contract are subject to the regulations in the Civil Code and the Act.
4. The Parties will seek to resolve amicably any conflict arising from this Contract. If it is impossible to reach an understanding, the case will be heard by the appropriate Court of general jurisdiction.
5. This Contract has been drawn up in two identical copies one for each Party to this Contract.

.....  
/ Student /

.....  
/ University of Gdańsk /

*\* score out where inapplicable*