

CONTRACT
regarding conditions for payment for extramural university courses of doctoral study
and educational services rendered by the University of Gdańsk
to doctoral students of extramural doctoral 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 */the name of the doctoral course of study/* in the Faculty of.....

on an extramural basis; Doctoral Student grade-book number:,

further referred to as the Doctoral 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 Doctoral Student who is undertaking an extramural doctoral course for the course of study and educational services described in article 98 section 1 point 5 and article 99 sections 1-3 and 6, and article 195 section 10 of the Act of July 27, 2005 on the Law for Higher Education (Journal of Laws, 2012, position 572.), referred to further as the Act.

§ 2

Declarations of the Parties

1. The University declares that it meets the requirements set forth in article 195 section 1 and article 201 of the Act and ordinances issued pursuant to it, including: the required conditions for the organization and administrating doctoral courses of study, in particular human resources, facilities, and other essential material resources for doctoral courses of study, and the University declares that it will fulfill them to the end of the Doctoral Student's planned period of study (including possible extensions of this period in accordance with prevailing regulations).
2. The University declares:
 - 1) the conditions for administering doctoral courses of study are in accordance with the requirements of articles 195 and 197 and of article 201 of the Act, UG Doctoral Studies Regulations, and specifically conditions for studying in subsequent academic years, 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 Doctoral Student before the beginning of the each academic year,
 - 2) The course of doctoral study undertaken by the Doctoral Student will conclude with he/she earning the degree of doctor, 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.
 - 3) Pursuant to separate regulations, the Doctoral Student is obliged to conduct classes or participate in conducting them as part of his/her professional development; the director of the doctoral program determines how many hours, but there must be at least 10 hours and no more than 90 hours of teaching annually.

4) The Doctoral Student declares that he/she has read and understands the University Statute, the Doctoral Studies Regulations, the appropriate University of Gdańsk Senate Resolution regarding conditions of payment for university courses of study and educational services rendered by the University of Gdańsk and procedures and conditions for waiving such payments, and other normative acts in force at the University, the texts of which are available at the University Internet website www.ug.edu.pl, and he/she declares that he/she will abide by them.

§ 3

Obligations of the Parties

1. The University declares that if it goes into liquidation or it loses the authority to confer the doctoral degree in the field in which the Doctoral Student is pursuing this degree, University authorities will undertake all necessary measures to create opportunities that will permit the Doctoral Student to graduate from the university course of doctoral study under conditions similar to those specified in this Contract, subject to article 8 section 4 of the Act of March 14, 2003 on Academic Degrees and Titles and Degrees and Titles in the Arts, with subsequent amendments.
2. The Student agrees to pay for the course of doctoral study in accordance with the conditions set forth in the appropriate Senate Resolution regarding conditions of payment for university courses of study, fees for educational services rendered by the University of Gdańsk, and the procedures and conditions for waiving such payments, in accordance with the binding ordinance of the Rector regarding fees for educational services at the University of Gdańsk in the amount of:
(installment payment)..... (semester payment)..... (annual payment).....
3. The fees referred to in section 2 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 2 are increased, the Doctoral Student will be informed six months in advance. He/she will be presented with an Annex to this Contract for signature.
5. The Doctoral Student also agrees to pay fees stemming from the mandatory regulations of the general law, and above all those described in the regulations of the Minister responsible for higher education, specifically electronic student identification, student grade-book, graduation diploma (and duplicate copies).
6. If the ways in which payment is made or payment due dates are changed during the period when this Contract is binding, and the Doctoral Student is presented with an annex to this Contract for signature, he/she may submit a written declaration to terminate this Contract to the appropriate Dean's Office. The declaration of terminating this Contract results in withdrawal from the course of doctoral study and results in the Doctoral student being removed from the list of doctoral students.
7. In its administration of the doctoral studies program, the University declares that it will fulfill its obligation regarding the protection of personal data, and obliges the Doctoral Student to notify the University in writing of any changes in his/her personal data in this Contract. The consequences of the failure to meet this obligation are entirely those of the Doctoral Student.

§ 4

Conditions of Payment

1. Fees for university doctoral courses of study incurred by the Doctoral Student of extramural doctoral courses of study paid annually are due September 30, and by semester by September 30 for the winter semester, and by February 28 for the summer semester. If there is a provision in the ordinance of the Rector regarding fees for educational services, the Doctoral Student may pay the fees mentioned in § 3 point 2 to the individual account number indicated on the Portal Studenta (Student Portal) (<https://ps.ug.edu.pl>), in six installments 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.
2. For first-year Doctoral Students, fees for university extramural doctoral courses of study are payable by the Student of extramural studies annually 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. If there is a provision in the ordinance of the Rector regarding fees for educational services, the Doctoral Student may pay the fees

mentioned in § 3 point 2 to the individual account number indicated on the Portal Studenta (Student Portal) (<https://ps.ug.edu.pl>) in six installments 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.

§ 5

Terms of the Contract

1. This contract terminates at the moment the Doctoral Student concludes his/her course of doctoral study.
2. This contract will terminate prior to the conclusion of the doctoral course referred to in section 1 if:
 - 1) the Doctoral Student is removed from the list of students;
 - 2) the Doctoral Student submits written notice of withdrawal from his/her course of study.
3. Graduation from the doctoral course of study does not exempt the Doctoral Student from paying fees.

§ 6

Refund of Fees Paid

1. The University will refund all fees for a given academic year of doctoral studies provided the Doctoral Student submits written notice of withdrawal from doctoral studies 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 doctoral study 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.

§7

Final Provisions

1. Any amendments to this Contract must be made in writing or they will not be valid.
2. Any matters not addressed in this Contract are subject to the applicable regulations of the Civil Code.
3. 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 appropriate Court of general jurisdiction..
4. This Contract has been drawn up in two identical copies, one for each Party to this Contract.

.....
/ Doctoral Student/

.....
/ University of Gdańsk /

* score out where inapplicable