

## CONTRACT

### regarding conditions for payment for educational services

### rendered by the University of Gdańsk to Participants of postgraduate (non-degree) studies who pay fees in full, annually, or by semester

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 collecting payment for educational services for the postgraduate (non-degree) studies ..... conducted in the Faculty of ..... in accordance with article 98 section 1 point 5, and article 99 sections 1-3 and 6 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 the above-mentioned 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 the above-mentioned postgraduate (non-degree) studies
  - 3) the organization and progression of the postgraduate (non-degree) 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 postgraduate (non-degree) 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 postgraduate (non-degree) 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 above-mentioned postgraduate (non-degree) studies being conducted;
  - 2) ensure the facilities necessary for the proper implementation of the educational program of the above-mentioned 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 above-mentioned postgraduate (non-degree) 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, as is specified in § 4, in a timely manner.

#### § 4

1. The Participant who begins the above-mentioned Postgraduate (Non-degree) Studies in academic year ..... is required to pay fees for educational services (in total, annually – for postgraduate (non-degree) studies that are longer than two semesters, or by the semester))\* in the total of ..... accordingly:

- 1) for payment in full: fees in the amount of ..... by (date) ..... roku.
- 2) for annual payment: fees in the amount of ..... by (date) ..... academic year ..... and fees in the amount of ..... by (date) ..... academic year.....
- 3) For payment by the semester:  
fees in the amount of ..... by (date) ..... for the first semester,  
fees in the amount of ..... by (date) ..... for the second semester,  
fees in the amount of ..... by (date) ..... for the third semester,\*\*\*  
fees in the amount of ..... by (date) ..... for the fourth semester.\*\*\*

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 in the above-mentioned postgraduate (non-degree) studies.

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 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 above-mentioned 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 make a written request to the director of the above-mentioned postgraduate (non-degree) studies for a refund in full of fees paid for educational services rendered, if he/she withdraws from studies within 14 days of the beginning of classes, or a partial refund proportional to the period remaining until the end of the semester if he/she withdraws after the first 14 days of classes. The amount of the refund is determined by the director of the above-mentioned postgraduate (non-degree) studies depending on 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

\* score out where inapplicable

\*\* if this is a recruitment requirement

\*\*\* this refers to postgraduate (non-degree) studies that are loner than two semesters

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 in the above-mentioned postgraduate (non-degree) studies is final;
  - 2) the Participant submits written notice of withdrawal from the above-mentioned postgraduate (non-degree) course of study.
- 3. This contract is terminated upon the Participant's conclusion of the above-mentioned 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.
- 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 appropriate Court of general jurisdiction.
- 3. This Contract has been drawn up in two identical copies, one for each Party to this Contract.

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

.....  
(legible signature)

.....  
(signature and personal stamp)