*annex 11 to UG Senate resolution 64/14 with amendments*

**Annex to the Contract**

**concerning conditions for payment for educational services rendered by the University of Gdańsk**

**to doctoral students attending full-time doctoral courses of study/**

**concerning conditions for payment for extramural doctoral courses of study**

**and educational services rendered by the University of Gdańsk**

**to doctoral students attending extramural doctoral courses of study\***

Annex of ……………………. (date)

to the Contract entered into on .................................................... (date) in Gdańsk, between the Parties:

Ms./Mrs./Mr.\*……………………………………………………………………….……………………….

details from identification document: ................................................................................................, PESEL ..........................,

address for correspondence: …………………………………………………………………………………,

who enrolling in (name of the course of doctoral study) in the Faculty …………………………………..…..……

as a full-time/extramural\* student, student grade-book number ………………………………………………further referred to as the Doctoral Student, and

# The University of Gdańsk, further referred to as the University, which is represented

………………………………............................................................................................................................

who is authorized to make declarations on behalf of the University of Gdańsk by the Rector.

§ 1.

Pursuant to § 4 subsection 1 and § 12 subsection 3 of Resolution No. 64/14 of the Senate of the University of Gdańsk of September 25, 2014 conditions for payment for university courses of study and educational services rendered by the University of Gdańsk, and ways and conditions for waiving these payments (amended), and in accordance with the binding Rector's ordinance regarding fees for educational services rendered by the University of Gdańsk, the following changes are made to the Contract referred to in the introduction:

1. in the case of a contract on conditions for paying fees for the following educational services rendered by the University of Gdańsk to doctoral students attending full-time courses of doctoral study (model contract – annex 3 to Resolution No. 64/14 of the Senate of the University of Gdańsk concerning conditions for payment for university courses of study and educational services rendered by the University of Gdańsk, and ways and conditions for waiving these payments, with amendments)\*\*:
2. § 4 now reads:

“*§ 4*

*Rules for paying fees*

*1. The Doctoral Student agrees to pay fees for the following educational services in accordance with the conditions set forth in the binding University of Gdańsk Senate resolution on the conditions for payment for university courses of study and educational services rendered by the University of Gdańsk, and ways and conditions for waiving these payments (with amendments) in the following amounts:*

*1) semester fee for studying an additional subject not included in the study plan: …,*

*2) fee for procedures to reinstate the Doctoral Student in a course of doctoral study: …,*

*3) fee for e-learning health and safety training at an individually determined time: …,*

*4) fee for one ECTS point (when the subject is repeated because an unsatisfactory grade was earned): …,*

*in accordance with the binding ordinance of the Rector.*

*2. The Doctoral Student who is repeating a subject with the permission of the director of doctoral studies pays a fee for every subject repeated in an amount that is equal to the ETCS points of the failed subject multiplied by the cost per ECTS point plus the cost of one ECTS point within the limits set forth in the Senate resolution.*

*3. The fees mentioned in subsection 1 can be increased by an ordinance of the Rector in the subsequent academic year for justified reasons that cause actual increases in the costs of education (in accordance with art. 99 subsection 2 of the Act).*

*4. If the fees mentioned in subsection 1 are increased, the Doctoral Student will be informed six months in advance and he/she will be presented with an annex to this Contract for signature. In this instance, the Doctoral Student may terminate the Contract.*

*5. If, during the duration of the Contract, changes are made to due dates for payment or the manner in which payment is made, the Doctoral Student can submit to the Dean's Office a new statement regarding the choice of the form of payment for the university course of study or a declaration of Contract termination.”*,

1. § 4a is added and reads as follows:

*“§ 4a*

*Method of payment*

*Fees for educational services rendered, as mentioned in § 4 subsections 1 and 2, and fees mentioned in § 3 subsection 2, are paid by the Doctoral Student in full to an individual account number available at the Student Portal (*Portal Studenta*) (*<https://ps.ug.edu.pl)>*.”*;

1. in the case of a contract on conditions for payment for an extramural university doctoral course of and for fees for the following educational services rendered by the University of Gdańsk to doctoral students attending extramural courses of doctoral study (model contract – annex 4 to Resolution No. 64/14 of the Senate of the University of Gdańsk concerning conditions for payment for university courses of study and educational services rendered by the University of Gdańsk, and ways and conditions for waiving these payments, with amendments)\*\*:
2. § 4 now reads:

*“§ 4*

*Rules for paying fees*

*1. The Doctoral Student agrees to pay fees for the following educational services in accordance with the conditions set forth in the binding University of Gdańsk Senate resolution on the conditions for payment for university courses of study and educational services rendered by the University of Gdańsk, and ways and conditions for waiving these payments (with amendments) in the following amounts:*

*1) semester fee for studying an additional subject not included in the study plan: …,*

*2) fee for procedures to reinstate the Doctoral Student in a course of doctoral study: …,*

*3) fee for e-learning health and safety training at an individually determined time: …,*

*4) fee for one ECTS point (when the subject is repeated because an unsatisfactory grade was earned): …,*

*in accordance with the binding ordinance of the Rector.*

*2. The Doctoral Student who is repeating a subject with the permission of the director of doctoral studies pays a fee for every subject repeated in an amount that is equal to the ETCS points of the failed subject multiplied by the cost per ECTS point plus the cost of one ECTS point within the limits set forth in the Senate resolution.*

*3. The fees mentioned in subsection 1 can be increased by an ordinance of the Rector in the subsequent academic year for justified reasons that cause actual increases in the costs of education (in accordance with art. 99 subsection 2 of the Act).*

*4. If the fees mentioned in subsection 1 are increased, the Doctoral Student will be informed six months in advance and he/she will be presented with an annex to this Contract for signature. In this instance, the Doctoral Student may terminate the Contract.*

*5. If, during the duration of the Contract, changes are made to due dates for payment or the manner in which payment is made, the Doctoral Student can submit to the Dean's Office a new statement regarding the choice of the form of payment for the university course of study or a declaration of Contract termination.”*,

1. § 4a is added and reads as follows:

*“§ 4a*

*Payment due dates and method of payment*

*1. Fees for extramural university courses of study are paid by the Doctoral Student when making an annual payment by September 30, or, when making semester payments – by September 30 for the winter semester and by February 28 for the summer semester. If the ordinance of the Rector concerning payment of fees for educational services permits,* *the Doctoral Student can pay the fees mentioned in § 3 subsection 2 to his/her individual account number available at the Student Portal (*Portal Studenta*) (https://ps.ug.edu.pl) in six installments payable by the following due dates: 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. Fees for extramural university courses of study are paid by the first-year Doctoral Student when making an annual payment within 30 days from the date the Contract is signed, or, when making semester payments, within 14 days of signing the Contract for the winter semester and by February 28 for the summer semester. I* *If the ordinance of the Rector concerning payment of fees for educational services permits,* *the Doctoral Student can pay the fees mentioned in § 3 subsection 2 to his/her individual account number available at the Student Portal (*Portal Studenta*) (https://ps.ug.edu.pl) in six installments payable by the following due dates:1 installment – within 14 days of the date the Contract is entered into, installment 2 – December 15, installment 3 – January 15 , installment 4 – February 28, installment 5 – March 31, installment 6 – April 30.*

*3. Fees for educational services rendered mentioned in § 4 subsection 1 and subsection 2, and fees mentioned in § 3 subsection 5 are paid by the Doctoral Student in full to his/her individual account number available at the Student Portal (*Portal Studenta*) (*<https://ps.ug.edu.pl)>*.”*;

1. in the case of a contract on conditions for paying fees for educational services rendered by the University of Gdańsk to doctoral students attending full-time courses of doctoral study (model contract – annex 1 to ordinance of the Rector of the University of Gdańsk No. 102/R/13 of the Senate of the University of Gdańsk of November 8, 2013 concerning determining the model contract for conditions for payment for university courses of study at the University of Gdańsk rendered to participants of full-time and extramural courses of doctoral study)\***\***:
2. § 4 now reads:

*“§ 4*

*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 his/her 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 subsection 4 of the Act of March 14, 2003 on academic degrees and titles and degrees and titles in the arts.*

*2. The Doctoral Student agrees to pay fees set forth in binding provisions of the law, including fees specified in the regulations of the minister responsible for higher education for the electronic identity card, doctoral student grade book (*index*), doctoral diploma, and duplicates of these documents.*

*3. If, during the duration of the Contract, changes are made to due dates for payment, the manner in which payment is made, or the amount of fees, and a proposed annex to this Contract is presented to the Doctoral Student for signature, he/she can submit to the appropriate Dean's Office a written declaration of Contract termination, which signals his/her resignation from the course of doctoral study that will result in he/she being removed from the list of doctoral students.*

*4. The University, while administrating the course of doctoral study and fulfilling its obligations stemming from regulations to protect personal data, obliges the Doctoral Student to submit written notification of any changes in his/her personal data included in this Contract. The consequences of failing to meet this obligation are entirely those of the Doctoral Student.”*,

1. § 5 now reads:

*“§ 5*

*Rules for paying fees*

*1. The Doctoral Student agrees to pay fees for the following educational services in accordance with the conditions set forth in the binding University of Gdańsk Senate resolution on the conditions for payment for university courses of study and educational services rendered by the University of Gdańsk, and ways and conditions for waiving these payments (with amendments) in the following amounts:*

*1) semester fee for studying an additional subject not included in the study plan: …,*

*2) fee for procedures to reinstate the Doctoral Student in a course of doctoral study: …,*

*3) fee for e-learning health and safety training at an individually determined time: …,*

*4) fee for one ECTS point (when the subject is repeated because an unsatisfactory grade was earned): …,*

*in accordance with the binding ordinance of the Rector.*

*2. The Doctoral Student who is repeating a subject with the permission of the director of doctoral studies pays a fee for every subject repeated in an amount that is equal to the ETCS points of the failed subject multiplied by the cost per ECTS point plus the cost of one ECTS point within the limits set forth in the Senate resolution.*

*3. The fees mentioned in subsection 1 can be increased by an ordinance of the Rector in the subsequent academic year for justified reasons that cause actual increases in the costs of education (in accordance with art. 99 subsection 2 of the Act).*

*4. If the fees mentioned in subsection 1 are increased, the Doctoral Student will be informed six months in advance and he/she will be presented with an annex to this Contract for signature. In this instance, the Doctoral Student may terminate the Contract.*

*5. If, during the duration of the Contract, changes are made to due dates for payment or the manner in which payment is made, the Doctoral Student can submit to the Dean's Office a new statement regarding the choice of the form of payment for the university course of study or a declaration of Contract termination.”*,

1. § 6 now reads:

*“§ 6*

*Method of payment*

*Fees for educational services rendered, as mentioned in § 5 subsections 1 and 2, and fees mentioned in § 4 subsection 2, are paid by the Doctoral Student in full to an individual account number available at the Student Portal (*Portal Studenta*) (*<https://ps.ug.edu.pl)>*.”*;

1. in the case of a contract on conditions for payment for educational services rendered by the University of Gdańsk to doctoral students attending extramural courses of doctoral study (model contract – annex 2 to ordinance of the Rector of the University of Gdańsk No. 102/R/13 of the Senate of the University of Gdańsk of November 8, 2013 concerning determining the model contract for conditions for payment for university courses of study at the University of Gdańsk rendered to participants of full-time and extramural courses of doctoral study)**\*\***:
2. § 4 now reads:

*“§ 4*

*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 his/her 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 subsection 4 of the Act of March 14, 2003 on academic degrees and titles and degrees and titles in the arts.*

*2. The Doctoral Student agrees to pay fees for the extramural course of doctoral study in accordance with the conditions set forth in the binding University of Gdańsk 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 mentioned in subsection 2 can be increased by an ordinance of the Rector in the subsequent academic year for justified reasons that cause actual increases in the costs of education (in accordance with art. 99 subsection 2 of the Act).*

*4. If the fees mentioned in subsection 2 are increased, the Doctoral Student will be informed six months in advance and he/she will be presented with an annex to this Contract for signature.*

*5. The Doctoral Student also agrees to pay fees set forth in binding provisions of the law, including fees specified in the regulations of the minister responsible for higher education for the electronic identity card, doctoral student grade book (*index*), doctoral diploma, and duplicates of these documents.*

*6. If, during the duration of the Contract, changes are made to due dates for payment, the manner in which payment is made, or the amount of fees, and a proposed annex to this Contract is presented to the Doctoral Student for signature, he/she can submit to the appropriate Dean's Office a written declaration of Contract termination, which signals his/her resignation from the course of doctoral study that will result in he/she being removed from the list of doctoral students.*

*7. The University, while administrating the course of doctoral study and fulfilling its obligations stemming from regulations to protect personal data, obliges the Doctoral Student to submit written notification of any changes in his/her personal data included in this Contract. The consequences of failing to meet this obligation are entirely those of the Doctoral Student.”*,

b) § 5 now reads:

*“§ 5*

*Rules for paying fees*

*1. The Doctoral Student agrees to pay fees for the following educational services in accordance with the conditions set forth in the binding University of Gdańsk Senate resolution on the conditions for payment for university courses of study and educational services rendered by the University of Gdańsk, and ways and conditions for waiving these payments (with amendments) in the following amounts:*

*1) semester fee for studying an additional subject not included in the study plan: …,*

*2) fee for procedures to reinstate the Doctoral Student in a course of doctoral study: …,*

*3) fee for e-learning health and safety training at an individually determined time: …,*

*4) fee for one ECTS point (when the subject is repeated because an unsatisfactory grade was earned): …,*

*in accordance with the binding ordinance of the Rector.*

*2. The Doctoral Student who is repeating a subject with the permission of the director of doctoral studies pays a fee for every subject repeated in an amount that is equal to the ETCS points of the failed subject multiplied by the cost per ECTS point plus the cost of one ECTS point within the limits set forth in the Senate resolution.*

*3. The fees mentioned in subsection 1 can be increased by an ordinance of the Rector in the subsequent academic year for justified reasons that cause actual increases in the costs of education (in accordance with art. 99 subsection 2 of the Act).*

*4. If the fees mentioned in subsection 1 are increased, the Doctoral Student will be informed six months in advance and he/she will be presented with an annex to this Contract for signature. In this instance, the Doctoral Student may terminate the Contract.*

*5. If, during the duration of this Contract, changes are made to due dates for payment or the manner in which payment is made, the Doctoral Student can submit to the Dean's Office a new statement regarding the choice of the form of payment for the university course of study or a declaration of Contract termination.”*,

1. § 6 now reads:

*“§ 6*

*Payment due dates and method of payment*

*1. Fees for extramural university courses of study are paid by the Doctoral Student when making an annual payment by September 30, or, when making semester payments – by September 30 for the winter semester and by February 28 for the summer semester. If the ordinance of the Rector concerning payment of fees for educational services permits,* *the Doctoral Student can pay the fees mentioned in § 3 subsection 2 to his/her individual account number available at the Student Portal (*Portal Studenta*) (https://ps.ug.edu.pl) in six installments payable by the following due dates: 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. Fees for extramural university courses of study are paid by the first-year Doctoral Student when making an annual payment within 30 days from the date the Contract is signed, or, when making semester payments, within 14 days of signing the Contract for the winter semester and by February 28 for the summer semester.* *If the ordinance of the Rector concerning payment of fees for educational services permits,* *the Doctoral Student can pay the fees mentioned in § 3 subsection 2 to his/her individual account number available at the Student Portal (*Portal Studenta*) (https://ps.ug.edu.pl) in six installments payable by the following due dates:1 installment – within 14 days of the date the Contract is entered into, installment 2 – December 15, installment 3 – January 15 , installment 4 – February 28, installment 5 – March 31, installment 6 – April 30.*

*3. Fees for educational services rendered mentioned in § 5 subsection 1 and subsection 2, and fees mentioned in § 4 subsection 5 are paid by the Doctoral Student in full to his/her individual account number available at the Student Portal (*Portal Studenta*) (*<https://ps.ug.edu.pl)>*.”*.

§ 2.

The other terms of the Contract remain unchanged.

§ 3.

This annex was prepared in two identical copies, one for each of the Parties to this Contract.

|  |  |
| --- | --- |
| ………………………………..  *Doctoral Student* | …………….…………………  *University of Gdańsk* |

*\* score out inapplicable*

***\*\* with regard to the choice in § 1 points 1 to 4, which includes the provisions of the relevant model agreement, the remaining points that do not refer to the chosen model agreement should be scored out***