*annex 4 to University of Gdańsk Senate Resolution No. 64/14 with amendments*

**CONTRACT**

**on 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: ………………..……………………. PESEL ……….……………………….,

# address for correspondence:

# ……………………………………………………………………………………………………………………..….,

# who enrolling in /name of course of doctoral study/ in the Faculty of……………………….……………….……….,

and the course of study …………………………………………………………………….…, on an extramural basis,

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.

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§ 1.

Subject of the Contract

The subject of this Contract is to set forth the conditions for the payment of fees for educational services as described in article 98 subsection 1 point 5, article 99 subsections 1-3 and 6, and article 195 subsection 10 of the Act of July 27, 2005 on the Law for Higher Education (Journal of Laws of 2016, No. 1842 with amendments), 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 subsection 1 and article 201 of the Act and regulations issued based on this, including all necessary conditions for organizing and administering doctoral courses of study, in particular, human resources, facilities, and other essential material resources, to provide 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 that:
3. 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, Doctoral Studies Regulations, and, specific 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, degrees and academic 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:
4. the course of doctoral studies undertaken by the Doctoral Student will conclude with his/her 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 subsection 1,
5. 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 no fewer than 10 and no more than 90 hours of teaching annually.
6. The Doctoral Student declares that he/she has read in detail and understands the University Statute, the Doctoral Studies Regulations, and the applicable resolutions 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 (with amendments), and 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/)., and he/she declares that he/she will comply with 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 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 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.

§ 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:
2. semester fee for studying an additional subject not included in the study plan:: …………,
3. fee for procedures to reinstate the Doctoral Student in a course of doctoral study: ………,
4. fee for e-learning health and safety training at an individually determined time: ………,
5. 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.

1. 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.
2. 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).
3. 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.
4. 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.

§ 5.

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 § 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>).

§ 6.

Refund of fees paid

1. If the Doctoral Student withdraws from studies no later than 14 days from the beginning of the semester, he/she may apply for a refund of fees paid in connection with studies, if he/she submits within 14 days of withdrawing from studies the appropriate application to the head of the appropriate organizational unit. In other cases of withdrawal, payment is subject to refund proportionately to the number of weeks remaining to the end of the semester or year after the day on which the Doctoral Student withdraws from studies.
2. The University will refund in their entirety fees for educational services paid by the Doctoral Student in the following instances:

1) the loss by the University of entitlement to conduct doctoral studies;

2) the University’s failure to fulfill the responsibilities deriving from the contract concluded with the Doctoral Student concerning the conditions of payment for doctoral studies and educational services offered by the University of Gdańsk.

1. If the Doctoral Student is removed from the list of doctoral students or if the Doctoral Student’s contract is terminated because he/she has not fulfilled the obligations deriving from the contract, fees paid by the Doctoral Student are subject to refund proportionally to the number of weeks remaining to the end of the semester or year after the day on which the Doctoral Student was removed from the list of doctoral students or the contract was terminated.
2. If the Doctoral Student takes maternity leave, leave under the conditions of maternity leave, paternity leave, or family leave, payment of fees for use of educational services is suspended.

§ 7.

Duration and conditions of the Contract

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

§ 8

Final provisions

1. Any amendments to this Contract must be made in writing or they will be invalid.
2. Any matters not addressed in this Contract are subject to the regulations in the Civil Code.
3. The Parties will seek to resolve amicably any conflict arising from this Contract. If the Parties fail to reach agreement, the matter will be resolved by the competent court of general jurisdiction.
4. This Contract is drawn up in two identical copies one for each Party to this Contract.

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

* *score out where inapplicable*