

AGREEMENT

on the conditions of payment for education in postgraduate studies offered by the University of Gdańsk to a postgraduate study participant paying in instalments

agreement number:*

Agreement concluded on (date) in Gdańsk, between the Parties:

- Ms/Mr**
stating her/his** correspondence address as:
undertaking [name of postgraduate studies]
at the Faculty / Centre [name of organisational unit]
starting in the academic year, participant number
hereinafter referred to as “Participant”

and

- the University of Gdańsk, hereinafter referred to as “University”, represented by its representative:
.....,
authorised to make declarations of intent on behalf of the University on the basis of the authorisation from the Rector.

§ 1.

The subject of the Agreement is to lay down the rules on the amount and collection of fees for education in
..... [name of postgraduate studies] at the Faculty/ Centre [name of organisational unit]
....., in accordance with Article 163 section 2 of the Act of 20 July 2018
– Law on Higher Education and Science (i.e. Journal of Laws 2021, item 478 with amendments), hereinafter
referred to as the “Act”.

§ 2.

1. The University declares that:

- 1) it meets the conditions, including staffing requirements, and possesses the infrastructure necessary to offer education in postgraduate studies;

- 2) the postgraduate studies undertaken by the Participant are run on the basis of the postgraduate study programme;
 - 3) the organisation and course of postgraduate studies and related rights and obligations of the Participant are specified in the Postgraduate Study Regulations.
2. Moreover, the University declares that:
- 1) it collects the fees for education in postgraduate studies referred to in Article 163 section 2 of the Act;
 - 2) the rules for collecting fees for education in postgraduate studies, and the conditions and procedures for the waiving of these fees, have been defined by the Decree of the Rector of the University of Gdańsk on the rules for collecting fees for education in postgraduate studies offered by the University of Gdańsk as well as the conditions and procedures for the waiving of these fees, the text of which is available at the University's website (www.ug.edu.pl);
 - 3) the amount of fees for education in postgraduate studies is determined by the University's Rector.

§ 3.

1. The University undertakes to:
 - 1) ensure that classes are conducted by academic teachers or other persons who possess appropriate qualifications to conduct classes in postgraduate studies;
 - 2) provide a didactic base necessary for the appropriate implementation of the postgraduate study programme;
 - 3) issue the Participant with a certificate of completion of postgraduate studies after the studies have been completed;
 - 4) observe the rights of the Participant as laid down in the Postgraduate Study Regulations.
2. The Participant undertakes to:
 - 1) participate in the classes included in the postgraduate study programme, obtain the required course credits and pass the required examinations;
 - 2) observe all the obligations imposed by the Postgraduate Study Regulations and the University's internal regulations;
 - 3) pay the fees for education in postgraduate studies, referred to in § 4, in a timely manner.

§ 4.

1. The Participant undertakes to pay the education fee in instalments, instalments in total, in accordance with the rules and deadlines laid down below:
to the amount of by (date) (year) – for the first semester***,
to the amount of by (date) (year) – for the first semester ***,
to the amount of by (date) (year) – for the first semester ***,

- to the amount of by (date) (year) – for the second semester ***,
to the amount of by (date) (year) – for the second semester ***,
to the amount of by (date) (year) – for the second semester ***,
to the amount of by (date) (year) – for the third semester.***
2. The education fee shall be paid to the individual bank account number indicated in the Student Portal (<https://ps.ug.edu.pl>) or, in justified circumstances, to the University's general bank account number, communicated in a manner usual for the particular postgraduate studies.
 3. Fees paid in a foreign currency shall be converted into Polish currency (PLN) according to the current exchange rates table of the bank in which the payment was recorded.

§ 5.

1. Should the Participant fail to make the payment within the deadlines specified in § 4 section 1, the University shall demand that the overdue payment be made within seven days from the demand being delivered, under pain of removal from the register of postgraduate study participants and legal proceedings.
2. Failure to make the payment within the deadlines specified in the Agreement shall authorise the University to charge statutory interest for late payment.
3. Settlement of overdue payment within the deadline referred to in section 1 shall exempt the Participant from the obligation to pay interest on late payment.
4. The University cannot be held responsible for the consequences of the payment being incorrectly qualified by the bank, for reasons attributable to the Participant obliged to make the payment, particularly as a result of the Participant specifying a bank account number in the banking information system, different from the one specified in § 4 section 2, to which the payment was made.

§ 6.

1. In the case of withdrawal from postgraduate studies, the fee, once paid, shall be subject to reimbursement at the request of the Participant, addressed to the competent Vice-Rector and submitted with the head of postgraduate studies or with the administrative personnel of particular postgraduate studies, to the amount calculated in proportion to the number of sessions remaining before the next scheduled instalment, from the date of the Participant submitting the withdrawal.
2. A specimen of the request form referred to in section 1 constitutes annex no. 5 to the Decree of the Rector of the University of Gdańsk on the rules for collecting fees for education in postgraduate studies offered by the University of Gdańsk and on the conditions and procedures for the waiving of these fees. The request shall be subject to approval by the head of postgraduate studies. The request should be accompanied by proof of payment.

§ 7.

1. Should the Participant be removed from the register of postgraduate study participants for reasons other than withdrawal, the fee paid by the Participant is subject to reimbursement at his/her request, addressed to the competent Vice-Rector and submitted with the head of postgraduate studies or with the administrative personnel of particular postgraduate studies, to the amount calculated in proportion to the number of sessions remaining before the next scheduled instalment.
2. The provisions of § 6 section 2 shall apply respectively.

§ 8.

1. Acting on the basis of the Rector's authorisation, the competent Vice-Rector may, at the request of the Participant and in consultation with the head, waive the fee fully or partially.
2. The Participant may be exempt from the fee in justified circumstances, particularly those resulting from a difficult financial or health-related situation.
3. The request referred to in section 1 should be submitted by the Participant with the head no later than seven days before the commencement of classes or the date of the next payment specified in the agreement.
4. The request referred to in section 1 should contain justification. The request should also be accompanied by documents to confirm the reasons for the fee being waived indicated in the request form.
5. A specimen of the request form referred to in section 1 constitutes annex no. 6 to the decree of the Rector of the University of Gdańsk on the rules for collecting fees for education in postgraduate studies offered by the University of Gdańsk as well as the conditions and procedures for the waiving of these fees.

§ 9.

1. The Agreement is concluded for the duration of a particular edition of postgraduate studies, i.e. for the period of semesters.
2. The Agreement shall be terminated prior to the date referred to in section 1 in the event of:
 - 1) the Participant's removal from the register of postgraduate study participants;
 - 2) the Participant's submission of written withdrawal from postgraduate studies.
3. The Agreement shall cease to apply on the date on which postgraduate studies are completed by the Participant.

§ 10.

The Parties may terminate the Agreement at any time. The termination, unless made in writing, shall be null and void. The Participant's termination of the Agreement shall be understood as withdrawal from postgraduate studies.

§ 11.

1. In matters not covered by the Agreement, appropriate provisions of the Act, with executive regulations to the Act, and of the Civil Code shall apply.
2. The Parties shall strive to settle any disputes arising in connection with this Agreement in an amicable manner, and should no consensus be reached, the disputes shall be settled by a competent general court.
3. This Agreement has been drawn up in two identical copies, one for each of the Parties.

Participant

On behalf of the Rector

.....

(legible signature)

.....

(signature and personal stamp)

** number assigned automatically in the FAST Academic ICT System*

*** delete where applicable*

**** to be completed according to the conditions specified by the head*

AGREEMENT

on the conditions of payment for education in postgraduate studies offered by the University of Gdańsk when the fee paid by the Participant in instalments is financed from the funds of another entity

agreement number:*

Agreement concluded on (date) in Gdańsk, between the Parties:

1.

- Ms/Mr**.....
stating her/his** correspondence address as:
undertaking [name of postgraduate studies].....
at the Faculty / Centre [name of organisational unit].....
starting in the academic year, participant number
hereinafter referred to as “Participant”,

2.

[in the case of a natural person conducting business activity]

Ms/Mr **.....,
residing at,
conducting business activity as [name of company]
with its seat in: [place], postcode:, [street name]:,
registered in the Central Registration and Information on Business, tax identification number (NIP):
....., National Business Registry Number (REGON):,
hereinafter referred to as “Financer”,

[in the case of an entity other than a natural person conducting business activity]

[company (name of entity)]
with its seat in: [place], postcode:, [street name]:,
tax identification number (NIP):, National Business Registry Number (REGON):
....., registered at the National Court Register kept by the District Court

..... under the number:, represented by:
.....
hereinafter referred to as “Financer”,

3.

the University of Gdańsk, hereinafter referred to as “University”, represented by its representative:
.....,
authorised to make declarations of intent on behalf of the University on the basis of the authorisation from the Rector.

§ 1.

The subject of the Agreement is to lay down the rules on the amount and collection of fees for the Participant’s education, in connection with the Financer making the payments referred to in § 4 sections 1 and 2 of this Agreement, in [*name of postgraduate studies*] at the Faculty/ Centre [*name of organisational unit*], in accordance with Article 163 section 2 of the Act of 20 July 2018 – Law on Higher Education and Science (i.e. Journal of Laws 2021, item 478 with amendments), hereinafter referred to as the “Act”.

§ 2.

1. The University declares that:

- 1) it meets the conditions, including staffing requirements, and possesses the infrastructure necessary to offer education in postgraduate studies;
- 2) it runs the postgraduate studies undertaken by the Participant on the basis of the postgraduate study programme;
- 3) the organisation and course of postgraduate studies and related rights and obligations of the Participant are specified in the Postgraduate Study Regulations.

2. Moreover, the University declares that:

- 1) it collects the fees for education in postgraduate studies referred to in Article 163 section 2 of the Act;
- 2) the rules for collecting fees for education in postgraduate studies, and the conditions and procedures for the waiving of these fees, have been defined by the Decree of the Rector of the University of Gdańsk on the rules for collecting fees for education in postgraduate studies offered by the University of Gdańsk as well as the conditions and procedures for the waiving of these fees, the text of which is available at the University’s website (www.ug.edu.pl);
- 3) the amount of fees for education in postgraduate studies is determined by the University’s Rector.

§ 3.

1. The University undertakes to:
 - 1) ensure that classes are conducted by academic teachers or other persons who possess appropriate qualifications to conduct classes in postgraduate studies;
 - 2) provide a didactic base necessary for the appropriate implementation of the postgraduate study programme;
 - 3) issue the Participant with a certificate of completion of postgraduate studies after the studies have been completed;
 - 4) observe the rights of the Participant laid down in the Postgraduate Study Regulations.
2. The Participant undertakes to:
 - 1) participate in the classes included in the postgraduate study programme, obtain the required course credits and pass the required examinations;
 - 2) observe all the obligations imposed by the Postgraduate Study Regulations and the University's internal regulations.
3. The Financer undertakes to pay the fees for the Participant's education in postgraduate studies, referred to in § 4, in a timely manner.

§ 4.

1. The Financer undertakes to pay the fee for the Participant's education, in instalments, instalments in total, in accordance with the rules and deadlines laid down by the Parties below:

to the amount of by (date) (year) – for the first semester***,

to the amount of by (date) (year) – for the first semester ***,

to the amount of by (date) (year) – for the first semester ***,

to the amount of by (date) (year) – for the second semester ***,

to the amount of by (date) (year) – for the second semester ***,

to the amount of by (date) (year) – for the second semester ***,

to the amount of by (date) (year) – for the third semester.***
2. The fee referred to in section 1 shall be paid to the individual bank account number, made available to the Participant in the Student Portal (<https://ps.ug.edu.pl>) or, in justified circumstances, to the University's general bank account number, communicated in a manner usual for the particular postgraduate studies.
3. Fees paid in a foreign currency shall be converted into Polish currency (PLN) according to the current exchange rates table of the bank in which the payment was recorded.

§ 5.

1. Should the Financer fail to make the payment within the deadlines specified in § 4 section 1, the University shall demand that the overdue payment be made within seven days from the demand being delivered, under pain of the Participant's removal from the register of postgraduate study participants and legal proceedings.
2. Failure to make the payment within the deadlines specified in the Agreement shall authorise the University to charge statutory interest for late payment.
3. Settlement of overdue payment within the deadline referred to in section 1 shall exempt the Financer from the obligation to pay interest on late payment.
4. The University cannot be held responsible for the consequences of the payment being incorrectly qualified by the bank, for reasons attributable to the Financer obliged to make the payment, particularly as a result of the Financer specifying a bank account number in the banking information system, different from the one specified in § 4 section 2, to which the payment was made.

§ 6.

1. In the case of the Participant's withdrawal from postgraduate studies, the fee, once paid, shall be subject to reimbursement at the request of the Financer, addressed to the competent Vice-Rector and submitted with the head of postgraduate studies or with the administrative personnel of particular postgraduate studies, to the amount calculated in proportion to the number of sessions remaining before the next scheduled instalment, from the date of the Participant submitting the withdrawal.
2. A specimen of the request form referred to in section 1 constitutes annex no. 5 to the Decree of the Rector of the University of Gdańsk on the rules for collecting fees for education in postgraduate studies offered by the University of Gdańsk and on the conditions and procedures for the waiving of these fees. The request shall be subject to approval by the head of postgraduate studies. The request should be accompanied by proof of payment.

§ 7.

1. Should the Participant be removed from the register of postgraduate study participants for reasons other than withdrawal, the fee paid by the Financer is subject to reimbursement at his/her request, addressed to the competent Vice-Rector and submitted with the head of postgraduate studies or with the administrative personnel of particular postgraduate studies, to the amount calculated in proportion to the number of sessions remaining before the next scheduled instalment.
2. The provisions of § 6 section 2 shall apply respectively.

§ 8.

1. The Agreement is concluded for the duration of a particular edition of postgraduate studies, i.e. for the period of semesters.
2. The Agreement shall be terminated prior to the date referred to in section 1 in the event of:
 - 1) the Participant's removal from the register of postgraduate study participants;
 - 2) the Participant's submission of written withdrawal from postgraduate studies.
3. The Agreement shall cease to apply on the date on which postgraduate studies are completed by the Participant.

§ 9.

1. The Parties may terminate the Agreement at any time. The termination, unless made in writing, shall be null and void.
2. The Participant's termination of the Agreement shall be understood as withdrawal from postgraduate studies. The Financer's termination of the Agreement may result in the Participant's removal from the register of postgraduate study participants.

§ 10.

1. In order to fulfil all the obligations resulting from this Agreement, each of the Parties shall process the personal data of the Participant and the persons representing the other Party to the Agreement. Consequently, each of the Parties undertakes to inform those persons about the processing of their personal data.
2. The University states that the information clause regarding the processing of personal data in accordance with Article 13 sections 1 and 2 of the general data protection regulation of 27 April 2016, hereinafter referred to as "GDPR", is available at the following internet address: <https://bip.ug.edu.pl/>.
3. The Financer declares that he/she is acquainted with the content of the above-mentioned clause.
4. The Financer undertakes to fulfil the information obligations laid down in Articles 13 and 14 of the GDPR towards natural persons from whom he/she has directly or indirectly obtained personal data in order to conclude and implement this Agreement.
5. The University declares that the information obligation towards the Participant was fulfilled at the stage of admissions to postgraduate studies.

§ 11.

1. In matters not covered by the Agreement, appropriate provisions of the Act, with executive regulations to the Act, and of the Civil Code shall apply.

2. The Parties shall strive to settle any disputes arising in connection with this Agreement in an amicable manner, and should no consensus be reached, the disputes shall be settled by a competent general court.
3. This Agreement has been drawn up in three identical copies, one for each of the Parties.

Participant

Financer

On behalf of the Rector

.....

.....

.....

(legible signature)

(legible signature)

(signature and personal stamp)

** number assigned automatically in the FAST Academic ICT System*

*** delete where applicable*

**** to be completed according to the conditions specified by the head*

AGREEMENT

on the conditions of payment for education in postgraduate studies offered by the University of Gdańsk to a postgraduate study participant making a full annual or semester payment

agreement number:*

Agreement concluded on (date) in Gdańsk, between the Parties:

- Ms/Mr**
stating her/his** correspondence address as:
undertaking [name of postgraduate studies]
at the Faculty / Centre [name of organisational unit]
starting in the academic year, participant number
hereinafter referred to as “Participant”

and

- the University of Gdańsk, hereinafter referred to as “University”, represented by its representative:
.....,
authorised to make declarations of intent on behalf of the University on the basis of the authorisation from the Rector.

§ 1

The subject of the Agreement is to lay down the rules on the collection of fees for education in [name of postgraduate studies] at the Faculty / Centre [name of organisational unit], in accordance with Article 163 section 2 of the Act of 20 July 2018 – Law on Higher Education and Science (i.e. Journal of Laws 2021, item 478 with amendments), hereinafter referred to as the “Act”.

§ 2.

1. The University declares that:

- 1) it meets the conditions, including staffing requirements, and possesses the infrastructure necessary to offer education in postgraduate studies;

- 2) it runs the postgraduate studies undertaken by the Participant on the basis of the postgraduate study programme;
 - 3) the organisation and course of postgraduate studies and related rights and obligations of the Participant are specified in the Postgraduate Study Regulations.
2. Moreover, the University declares that:
- 1) it collects the fees for education in postgraduate studies referred to in Article 163 section 2 of the Act;
 - 2) the rules for collecting fees for education in postgraduate studies, and the conditions and procedures for the waiving of these fees, have been defined by the Decree of the Rector of the University of Gdańsk on the rules for collecting fees for education in postgraduate studies offered by the University of Gdańsk as well as the conditions and procedures for the waiving of these fees, the text of which is available at the University's website (www.ug.edu.pl);
 - 3) the amount of fees for education in postgraduate studies is determined by the University's Rector.

§ 3.

1. The University undertakes to:
 - 1) ensure that classes are conducted by academic teachers or other persons who possess appropriate qualifications to conduct classes in postgraduate studies;
 - 2) provide a didactic base necessary for the appropriate implementation of the postgraduate study programme;
 - 3) issue the Participant with a certificate of completion of postgraduate studies after the studies have been completed;
 - 4) observe the rights of the Participant laid down in the Postgraduate Study Regulations.
2. The Participant undertakes to:
 - 1) participate in the classes included in the postgraduate study programme, obtain the required course credits and pass the required examinations;
 - 2) observe all the obligations imposed by the Postgraduate Study Regulations and the University's internal regulations;
 - 3) pay the fees for education in postgraduate studies, referred to in § 4, in a timely manner.

§ 4.

1. The Participant undertakes to pay the education fee (in full or on an annual or semester basis)** to the total amount of, in accordance with the following rules:
 - 1) in the case of a full fee: to the amount of by (date).....(year);
 - 2) in the case of an annual fee:

to the amount of by (date) – for the first year of study,
to the amount of by (date) – for the second year of study***,
to the amount of by (date) – for the third year of study***,
to the amount of by (date) – for the fourth year of study***;

3) in the case of a semester fee:

to the amount of by (date) – for the first semester,
to the amount of by (date) – for the second semester,
to the amount of by (date) – for the third semester***,
to the amount of by (date) – for the fourth semester***,
to the amount of by (date) – for the fifth semester***,
to the amount of by (date) – for the sixth semester***,
to the amount of by (date) – for the seventh semester***,
to the amount of by (date) – for the eighth semester***.

2. The education fee shall be paid to the individual bank account number indicated in the Student Portal (<https://ps.ug.edu.pl>) or, in justified circumstances, to the University's general bank account number, communicated in a manner usual for the particular postgraduate studies.
3. Fees paid in a foreign currency shall be converted into Polish currency (PLN) according to the current exchange rates table of the bank in which the payment was recorded.

§ 5.

1. Should the Participant fail to make the payment within the deadlines specified in § 4 section 1, the University shall demand that the overdue payment be made within seven days from the demand being delivered, under pain of removal from the register of postgraduate study participants and legal proceedings.
2. Failure to make the payment within the deadlines specified in the Agreement shall authorise the University to charge statutory interest for late payment.
3. Settlement of overdue payment within the deadline referred to in section 1 shall exempt the Participant from the obligation to pay interest on late payment.
4. The University cannot be held responsible for the consequences of the payment being incorrectly qualified by the bank, for reasons attributable to the Participant obliged to make the payment, particularly as a result of the Participant specifying a bank account number in the banking information system, different from the one specified in § 4 section 2, to which the payment was made.

§ 6.

1. In the case of withdrawal from postgraduate studies, the fee, once paid, shall be subject to reimbursement at the request of the Participant, addressed to the competent Vice-Rector and submitted with the head of postgraduate studies or with the administrative personnel of particular postgraduate studies, to the amount

calculated in proportion to the number of sessions remaining before:

- 1) the end of a semester – in the case of a semester fee,
 - 2) the end of a year – in the case of an annual fee,
 - 3) the end of postgraduate studies – in the case of a full fee
– from the date of the Participant submitting the withdrawal from studies.
2. A specimen of the request form referred to in section 1 constitutes annex no. 5 to the Decree of the Rector of the University of Gdańsk on the rules for collecting fees for education in postgraduate studies offered by the University of Gdańsk and on the conditions and procedures for the waiving of these fees. The request shall be subject to approval by the head of postgraduate studies. The request should be accompanied by proof of payment.

§ 7.

1. Should the Participant be removed from the register of postgraduate study participants for reasons other than withdrawal, the fee paid by the Participant is subject to reimbursement at his/her request, addressed to the competent Vice-Rector and submitted with the head of postgraduate studies or with the administrative personnel of particular postgraduate studies, to the amount calculated in proportion to the number of sessions remaining before:
 - 1) the end of a semester – in the case of a semester fee,
 - 2) the end of a year – in the case of an annual fee,
 - 3) the end of postgraduate studies – in the case of a full fee– after the date of the Participant being removed from the register of postgraduate study participants.
2. The provisions of § 6 section 2 shall apply respectively.

§ 8.

1. Acting on the basis of the Rector's authorisation, the competent Vice-Rector may, at the request of the Participant and in consultation with the head, waive the fee fully or partially.
2. The Participant may be exempt from the fee in justified circumstances, particularly those resulting from a difficult financial or health-related situation.
3. The request referred to in section 1 should be submitted by the Participant with the head no later than seven days before the commencement of classes or the date of the next payment specified in the agreement.
4. The request referred to in section 1 should contain justification. The request should also be accompanied by documents to confirm the reasons for the fee being waived indicated in the request form.
5. A specimen of the request form referred to in section 1 constitutes annex no. 6 to the decree of the Rector of the University of Gdańsk on the rules for collecting fees for education in postgraduate studies offered by the University of Gdańsk as well as the conditions and procedures for the waiving of these fees.

§ 9.

1. The Agreement is concluded for the duration of a particular edition of postgraduate studies, i.e. for the period of semesters.
2. The Agreement shall be terminated prior to the date referred to in section 1 in the event of:
 - 1) the Participant's removal from the register of postgraduate study participants;
 - 2) the Participant's submission of written withdrawal from postgraduate studies.
3. The Agreement shall cease to apply on the date on which postgraduate studies are completed by the Participant.

§ 10.

The Parties may terminate the Agreement at any time. The termination, unless made in writing, shall be null and void. The Participant's termination of the Agreement shall be understood as withdrawal from postgraduate studies.

§ 11.

1. In matters not covered by the Agreement, appropriate provisions of the Act, with executive regulations to the Act, and of the Civil Code shall apply.
2. The Parties shall strive to settle any disputes arising in connection with this Agreement in an amicable manner, and should no consensus be reached, the disputes shall be settled by a competent general court.
3. This Agreement has been drawn up in two identical copies, one for each of the Parties.

Participant

On behalf of the Rector

.....

(legible signature)

.....

(signature and personal stamp)

* number assigned automatically in the FAST Academic ICT System

** delete where applicable

*** refers to postgraduate studies lasting more than two semesters

AGREEMENT

on the conditions of payment for education in postgraduate studies offered by the University of Gdańsk when the fee is paid by the Participant in full or on an annual or semester basis and financed from the funds of another entity

agreement number:*

Agreement concluded on (date) in Gdańsk, between the Parties:

1.

- Ms/Mr**
stating her/his** correspondence address as:
undertaking [*name of postgraduate studies*]
at the Faculty / Centre [*name of organisational unit*]
starting in the academic year, participant number
hereinafter referred to as “Participant”,

2.

[*in the case of a natural person conducting business activity*]

Ms/Mr **
residing at
conducting business activity as [*name of company*]
with its seat in: [*place*], postcode:, [*street name*]:
registered in the Central Registration and Information on Business, tax identification number (NIP):
....., National Business Registry Number (REGON):
hereinafter referred to as “Financer”,

[*in the case of an entity other than a natural person conducting business activity*]

[*company (name of entity)*]
with its seat in: [*place*], postcode:, [*street name*]:
tax identification number (NIP):, National Business Registry Number (REGON):
....., registered at the National Court Register kept by the District Court under the number:, represented by:
hereinafter referred to as “Financer”,

3.

the University of Gdańsk, hereinafter referred to as “University”, represented by its representative:
.....,
authorised to make declarations of intent on behalf of the University on the basis of the authorisation from the Rector.

§ 1.

The subject of the Agreement is to lay down the rules on the amount and collection of fees for the Participant’s education, in connection with the Financer making the payments referred to in § 4 sections 1 and 2 of this Agreement, in [name of postgraduate studies] at the Faculty / Centre [name of organisational unit], in accordance with Article 163 section 2 of the Act of 20 July 2018 – Law on Higher Education and Science (i.e. Journal of Laws 2021, item 478 with amendments), hereinafter referred to as the “Act”.

§ 2.

1. The University declares that:

- 1) it meets the conditions, including staffing requirements, and possesses the infrastructure necessary to offer education in postgraduate studies;
- 2) it runs the postgraduate studies undertaken by the Participant on the basis of the postgraduate study programme;
- 3) the organisation and course of postgraduate studies and related rights and obligations of the Participant are specified in the Postgraduate Study Regulations.

2. Moreover, the University declares that:

- 1) it collects the fees for education in postgraduate studies referred to in Article 163 section 2 of the Act;
- 2) the rules for collecting fees for education in postgraduate studies, and the conditions and procedures for the waiving of these fees, have been defined by the Decree of the Rector of the University of Gdańsk on the rules for collecting fees for education in postgraduate studies offered by the University of Gdańsk as well as the conditions and procedures for the waiving of these fees, the text of which is available at the University’s website (www.ug.edu.pl);
- 3) the amount of fees for education in postgraduate studies is determined by the University’s Rector.

§ 3.

1. The University undertakes to:

- 1) ensure that classes are conducted by academic teachers or other persons who possess appropriate qualifications to conduct classes in postgraduate studies;

- 2) provide a didactic base necessary for the appropriate implementation of the postgraduate study programme;
 - 3) issue the Participant with a certificate of completion of postgraduate studies after the studies have been completed;
 - 4) observe the rights of the Participant laid down in the Postgraduate Study Regulations.
2. The Participant undertakes to:
- 1) participate in the classes included in the postgraduate study programme, obtain the required course credits and pass the required examinations;
 - 2) observe all the obligations imposed by the Postgraduate Study Regulations and the University's internal regulations.
3. The Financer undertakes to pay the fees for the Participant's education in postgraduate studies, referred to in § 4, in a timely manner.

§ 4.

1. The Financer undertakes to pay the fee for the Participant's education (in full or on an annual or semester basis)**, to the total amount of, in accordance with the following rules:
 - 1) in the case of a full fee: to the amount of by (date) (year);
 - 2) in the case of an annual fee:
to the amount of by (date) – for the first year of study,
to the amount of by (date) – for the second year of study***,
to the amount of by (date) – for the third year of study***,
to the amount of by (date) – for the fourth year of study***;
 - 3) in the case of a semester fee:
to the amount of by (date) – for the first semester,
to the amount of by (date) – for the second semester,
to the amount of by (date) – for the third semester***,
to the amount of by (date) – for the fourth semester***,
to the amount of by (date) – for the fifth semester***,
to the amount of by (date) – for the sixth semester***,
to the amount of by (date) – for the seventh semester***,
to the amount of by (date) – for the eighth semester***.
2. The education fee shall be paid to the individual bank account number made available to the Participant in the Student Portal (<https://ps.ug.edu.pl>) or, in justified circumstances, to the University's general bank account number, communicated in a manner usual for the particular postgraduate studies.
3. Fees paid in a foreign currency shall be converted into Polish currency (PLN) according to the current exchange rates table of the bank in which the payment was recorded.

§ 5.

1. Should the Financer fail to make the payment within the deadlines specified in § 4 section 1, the University shall demand that the overdue payment be made within seven days from the demand being delivered, under pain of the Participant's removal from the register of postgraduate study participants and legal proceedings.
2. Failure to make the payment within the deadlines specified in the Agreement shall authorise the University to charge statutory interest for late payment.
3. Settlement of overdue payment within the deadline referred to in section 1 shall exempt the Financer from the obligation to pay interest on late payment.
4. The University cannot be held responsible for the consequences of the payment being incorrectly qualified by the bank, for reasons attributable to the Financer obliged to make the payment, particularly as a result of the Financer specifying a bank account number in the banking information system, different from the one specified in § 4 section 2, to which the payment was made.

§ 6.

1. In the case of the Participant's withdrawal from postgraduate studies, the fee, once paid, shall be subject to reimbursement at the request of the Financer, addressed to the competent Vice-Rector and submitted with the head of postgraduate studies or with the administrative personnel of particular postgraduate studies, to the amount calculated in proportion to the number of sessions remaining before:
 - 1) the end of a semester – in the case of a semester fee,
 - 2) the end of a year – in the case of an annual fee,
 - 3) the end of postgraduate studies – in the case of a full fee– from the date of the Participant submitting the withdrawal from studies.
2. A specimen of the request form referred to in section 1 constitutes annex no. 5 to the Decree of the Rector of the University of Gdańsk on the rules for collecting fees for education in postgraduate studies offered by the University of Gdańsk and on the conditions and procedures for the waiving of these fees. The request shall be subject to approval by the head of postgraduate studies. The request should be accompanied by proof of payment.

§ 7.

1. Should the Participant be removed from the register of postgraduate study participants for reasons other than withdrawal, the fee paid by the Financer is subject to reimbursement at his/her request, addressed to the competent Vice-Rector and submitted with the head of postgraduate studies or with the administrative personnel of particular postgraduate studies, to the amount calculated in proportion to the number of sessions remaining before:
 - 1) the end of a semester – in the case of a semester fee,

- 2) the end of a year – in the case of an annual fee,
 - 3) the end of postgraduate studies – in the case of a full fee
- after the date of the removal from the register of postgraduate study participants.
2. The provisions of § 6 section 2 shall apply respectively.

§ 8.

1. The Agreement is concluded for the duration of a particular edition of postgraduate studies, i.e. for the period of semesters.
2. The Agreement shall be terminated prior to the date referred to in section 1 in the event of:
 - 1) the Participant's removal from the register of postgraduate study participants;
 - 2) the Participant's submission of written withdrawal from postgraduate studies.
3. The Agreement shall cease to apply on the date on which postgraduate studies are completed by the Participant.

§ 9.

1. The Parties may terminate the Agreement at any time. The termination, unless made in writing, shall be null and void.
2. The Participant's termination of the Agreement shall be understood as withdrawal from postgraduate studies. The Financer's termination of the Agreement may result in the Participant's removal from the register of postgraduate study participants.

§ 10.

1. In order to fulfil the obligations resulting from this Agreement, each of the Parties shall process the personal data of the Participant and the persons representing the other Party to the Agreement. Consequently, each of the Parties undertakes to inform those persons about the processing of their personal data.
2. The University states that the information clause regarding the processing of personal data in accordance with Article 13 sections 1 and 2 of the general data protection regulation of 27 April 2016, hereinafter referred to as "GDPR", is available at the following internet address: <https://bip.ug.edu.pl/>.
3. The Financer declares that he/she is acquainted with the content of the above-mentioned clause.
4. The Financer undertakes to fulfil the information obligations laid down in Articles 13 and 14 of the GDPR towards natural persons from whom he/she has directly or indirectly obtained personal data in order to conclude and implement this Agreement.
5. The University of Gdańsk declares that the information obligation towards the Participant was fulfilled at the stage of admissions to postgraduate studies.

§ 11.

1. In matters not covered by the Agreement, appropriate provisions of the Act, with executive regulations to the Act, and of the Civil Code shall apply.
2. The Parties shall strive to settle any disputes arising in connection with this Agreement in an amicable manner, and should no consensus be reached, the disputes shall be settled by a competent general court.
3. This Agreement has been drawn up in three identical copies, one for each of the Parties.

Participant

Financer

On behalf of the Rector

.....

(legible signature)

.....

(legible signature)

.....

(signature and personal stamp)

** number assigned automatically in the FAST Academic ICT System*

*** delete where applicable*

**** refers to postgraduate studies lasting more than two semesters*

.....

place

date

Name and surname:

Participant number:

Name of postgraduate studies:

Faculty/ another unit:

Correspondence address:

Contact phone number:

Vice-Rector for Student Affairs and Education Quality
Dr hab. Arnold Kłonczyński,
Associate professor

Request
for reimbursement of postgraduate study fees*

I would like to request that the postgraduate study fee be reimbursed due to overpayment/withdrawal from postgraduate studies/removal from the register of postgraduate study participants/payment made to an incorrect bank account number/other** to the amount of:

Request refers to the winter/summer** semester of the academic year

I request that the amount in question be reimbursed:

- **at the UG Cash Office*** (after receiving written notification at the correspondence address provided),

- **via bank transfer to bank account number***

.....

.....
date

.....
signature of postgraduate study participant

Annotations by administrative personnel for postgraduate studies

List of payments due and made:

No.	Amount due for	Amount due	Amount of payment	Date of payment
1				
2				
3				
4				
5				

I confirm an overpayment in the individual account of the postgraduate study participant to the amount of:

.....

.....

date

.....

signature of administrative employee for postgraduate studies

Opinion by head of postgraduate studies

I approve / do not approve the request for reimbursement of postgraduate study fees to the amount of

..... PLN*

.....

date

.....

signature of head of postgraduate studies

Decision by competent Vice-Rector for Student Affairs and Education Quality

On the basis of § 11 and § 12 of the Decree of the Rector of the University of Gdańsk no. _____ of _____ (date) on the fees collected for education in postgraduate studies offered by the University of Gdańsk and on the conditions and procedures for the waiving of these fees, I give my permission for the fee for postgraduate studies to the amount of PLN* to be reimbursed due to overpayment/withdrawal from postgraduate studies/removal from the register of postgraduate study participants/payment made to an incorrect bank account number/other** : in the winter/summer** semester of the academic year 20..... / 20..... .

.....

date

.....

signature of Vice-Rector for Student Affairs and Education Quality

* request should be accompanied by proof of payment

** delete where applicable

.....
place date

Name and surname:

Participant number:

Name of postgraduate studies:

Faculty/ another unit:

Correspondence address:

Contact phone number:

**Vice-Rector for Student Affairs and Education Quality
Dr hab. Arnold Kłonczyński,
Associate professor**

**Request
for postgraduate study fees to be waived**

I request that the fee for (*name of postgraduate studies*) be fully/
partially* waived in the winter/summer * semester of the academic year 20..... / 20..... .

Justification:

.....
.....
.....
.....

Attachments:

1.
2.
3.

.....
date

.....
signature of postgraduate study participant

Opinion by head of postgraduate studies

I recommend that the fee should be:

- ☐ waived
- ☐ reduced by PLN.

☐ I do not recommend that the fee be waived or reduced.

Justification:

.....
.....

.....
date

.....
signature of head of postgraduate studies

Decision by Vice-Rector for Student Affairs and Education Quality

On the basis of § 15 of the Decree of the Rector of the University of Gdańsk no. _____ of _____ (date) on the rules for collecting fees for education in postgraduate studies offered by the University of Gdańsk and on the conditions and procedures for the waiving of these fees, I:

- ☐ waive/ do not waive * fees
- ☐ reduce fees by PLN/ do not reduce fees * in the winter/summer* semester of the academic year 20..... / 20.....

.....
date

.....
signature of Vice-Rector for Student Affairs and Education Quality

* delete where applicable