

**Decree no. 90/R/22
of the Rector of the University of Gdańsk
of 20 July 2022**

**on the fees referred to in Article 79 sections 1 and 2 of the Act of 20 July 2018 – Law on
Higher Education and Science, collected from students of the University of Gdańsk
commencing their studies from the academic year 2022/2023 and on the conditions and
procedures regarding exemption from such fees**

On the basis of Article 79 sections 1-3 and Article 80 section 2 in conjunction with Article 324 section 1 of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws 2022, item 574 with amendments) and § 129 of the Statute of the University of Gdańsk of 13 June 2019 (with amendments) – it is hereby decreed:

§ 1.

1. The decree defines:
 - 1) the fees referred to in Article 79 sections 1 and 2 of the Act of 20 July 2018 – Law on Higher Education and Science, collected from the students of the University of Gdańsk;
 - 2) the manner and dates in which the fees referred to in point 1 should be paid;
 - 3) the conditions and procedures regarding exemption from the fees referred to in point 1.
2. The decree shall apply within the meaning of section 3 point 5 to students of the University of Gdańsk commencing their studies from the academic year 2022/2023.
3. Where the decree refers to:
 - 1) foreign nationals, it should be understood as the foreign nationals referred to in Article 323 section 1 of the Act of 20 July 2018 – Law on Higher Education and Science, excluding the foreign nationals referred to in Article 324 section 2 of the Act;
 - 2) a person admitted to studies, it should be understood as Polish nationals and the foreign nationals referred to in 324 section 2 of the Act of 20 July 2018 – Law on Higher Education and Science;
 - 3) Deputy Dean, it should be understood as a deputy dean for student affairs;
 - 4) Regulations, it should be understood as the Study Regulations of the University of Gdańsk;
 - 5) a student, it should be understood as the persons referred to in points 1 and 2;
 - 6) University, it should be understood as the University of Gdańsk;
 - 7) the Act, it should be understood as the Act of 20 July 2018 – Law on Higher Education and Science;
 - 8) the Act on assistance to citizens of Ukraine, it should be understood as the act of 12 March 2022 on assistance to citizens of Ukraine in connection with the armed conflict on the territory of that country (Journal of Laws 2022, item 583 with amendments).

§ 2.

1. The University collects fees for education services connected with:
 - 1) education in part-time studies;

- 2) repetition of specific courses in full-time studies due to unsatisfactory study results;
 - 3) education in studies in a foreign language;
 - 4) provision of courses outside the study programme;
 - 5) education of foreign nationals in full-time studies in Polish.
2. The University also collects fees for:
- 1) issuing a student ID and duplicate;
 - 2) issuing an additional copy of the diploma of higher education or a copy of the diploma supplement in a foreign language referred to in Article 77 section 2a of the Act;
 - 3) the use of student homes.

§ 3.

1. The University may not increase the amount of fees determined for persons admitted into studies in a given academic year, nor introduce new fees, until these persons have completed their studies. This does not apply to an increase in fees to cover the provision of courses outside the study programme or for the use of student homes.
2. The amount of the fees is defined in separate regulations.

§ 4.

1. The student shall be obliged to accept the rules on the collection and amount of fees by means of the ICT system, as well as to take the oath, within fourteen days from the date of commencement of studies.
2. The rules on the collection of fees apply until the student completes the studies or is removed from the student register.
3. Should the student change the form, profile or field of study, he or she shall be obliged to reaccept the rules determined for this form, profile or field of study.
4. The obligation to reaccept the rules for the collection and amount of fees shall also apply to foreign nationals who have lost or acquired the entitlement to be exempt from the fees referred to in Article 324 section 2 of the Act.

§ 5.

1. The date on which the payment of the fee is received in the individual account number indicated in the Student Portal (<https://ps.ug.edu.pl>) or the University's bank account is considered as the date on which the fee is paid.
2. Should the student fail to pay the fee within the dates laid down in this decree, the University shall demand that the student pay the overdue fee within fourteen days from the date on which such demand is received, under pain of being removed from the student register and the matter being referred to court.
3. Failure to pay the fee within the dates laid down in this decree shall authorise the University to charge statutory interest on late payment.
4. Payment of the outstanding fee at an additional date referred to in section 2 shall exempt the student from the obligation to pay interest on late payment.

5. The University shall not be held responsible for the consequences of the payment being incorrectly qualified by the bank, for reasons attributable to the student obliged to pay the fee, particularly as a result of the student specifying an incorrect bank account number in the banking information system to which the payment was made.

§ 6.

1. Subject to section 2, a person admitted to studies shall pay the fees referred to in § 2 section 1 points 1 and 3, in the form of instalments and within the dates specified in points 1 and 2:
 - 1) in the winter semester:
 - a) first instalment – within fourteen days from the oath being taken,
 - b) second instalment – by 15 December,
 - c) third instalment – by 15 January;
 - 2) in the summer semester:
 - a) first instalment – by 28 February,
 - b) second instalment – by 31 March,
 - c) third instalment – by 30 April.
2. The deadlines for the settlement of the fees specified in section 1 shall apply accordingly to persons admitted to studies in the summer semester.
3. A student in a higher year than the first year of study shall pay the fees referred to in section 1, in the form of instalments and within the dates specified in points 1 and 2:
 - 1) in the winter semester:
 - a) first instalment – by 30 September,
 - b) second instalment – by 31 October,
 - c) third instalment – by 30 November;
 - 2) in the summer semester:
 - a) first instalment – by 28 February,
 - b) second instalment – by 31 March,
 - c) third instalment – by 30 April.
4. In justified circumstances, following a request by the student, submitted prior to the expiry of the deadlines referred to in sections 1-3, the deputy dean, acting on the basis of the Rector's authorisation, may extend the deadline for the payment of the fee but by no longer than one month. The request should include justification and should additionally be accompanied by documents confirming inability to make the payment by the agreed date.

§ 7.

1. A foreign national shall make the payment referred to in § 2 section 1 points 1, 3 or 5 in instalments paid within the dates referred to in § 6 sections 1 and 2.
2. A foreign national who is a student in a higher year than the first year of study shall pay the fee referred to in section 1 within the dates specified in § 6 section 3.
3. The provisions of § 6 section 4 shall apply by analogy.
4. When converting the fees for education services into a foreign currency, the average exchange rate announced by the National Bank of Poland (NBP) on the day on which the payment is due should be adopted.

§ 8.

The Student who has been granted permission to study courses in advance on the basis of § 27 section 1 of the Regulations, shall make the payment referred to in § 2 section 1 points 1, 3 and 5:

- 1) to the full amount specified by a separate decree of the Rector within the dates indicated in § 6 section 3 – in the case of studying, on the basis of the permission, all the courses available in the study programme for a given semester;
- 2) on a one-off basis, within fourteen days from the start of the semester for which the student was granted permission, to the amount specified by a separate decree of the Rector, calculated in proportion to the number of ECTS points assigned to the courses covered by the permission – in the case of studying, on the basis of the permission, some of the courses available in the study programme for a given semester.

§ 9.

1. In the event of a course being retaken due to unsatisfactory study results, the student who has been granted permission to study in the subsequent semester on the basis of § 22 section 2 of the Regulations shall make a payment to the amount corresponding to the multiplication of the value of the ECTS points assigned to the uncredited course and the cost of one ECTS point specified by a separate decree of the Rector. The total fee for retaking courses within the permission may not exceed 1,200 PLN.
2. In the event of a course with no assigned ECTS points being retaken due to unsatisfactory study results, the student who has been granted permission to study in the subsequent semester on the basis of § 22 section 2 of the Regulations shall make a payment to the amount specified by a separate decree of the Rector.
3. In the event of a semester being retaken due to unsatisfactory study results, the student shall make a payment for each course retaken in the semester, to the amount specified by a separate decree of the Rector. The total fee for all the retaken courses may not exceed 2,800 PLN.

§ 10.

1. The payment referred to in § 9 sections 1-3 should be made by the student on a one-off basis within fourteen days from the start of the semester for which the student has permission to retake a course or a semester due to unsatisfactory study results, granted by the deputy dean, acting on the basis of the Rector's authorisation.
2. Following a request by the student, the deputy dean, acting on the basis of the Rector's authorisation, may grant permission for the deadline of a payment to be altered or for the payment referred to in section 1 to be divided into instalments.

§ 11.

The provisions of § 10 sections 1 and 2 shall apply accordingly to the fee indicated in § 2 section 1 point 4, the amount of which is defined by a separate decree of the Rector.

§ 12.

1. Subject to section 2, the student who has been granted permission to take leave from classes on the basis of § 54 section 1 of the Regulations, for a period of one or two semesters, does not pay the fee referred to in § 2 section 1 points 1, 3 and 5.
2. In the cases referred to in § 56 section 1 of the Regulations, the student shall pay the fees referred to in § 2 section 1 points 1, 3 and 5 within fourteen days from the commencement of classes, to the amount specified by a separate decree of the Rector, calculated in proportion to the number of ECTS points assigned to the courses covered by the permission – in the case of studying, on the basis of the permission, some of the courses available in the study programme for a given semester.
3. Should permission for leave have been granted to the student during the academic year, the fees shall not be collected during this period. The fees which have already been paid in this academic year shall be reimbursed at the student's request, duly submitted to the Vice-Rector for Student Affairs through the deputy dean. The amount to be reimbursed is calculated in proportion to:
 - 1) the number of weeks of classes conducted between the day classes commenced and the day on which the student was granted permission to take leave and the sum of instalments paid in a given semester – in the case of the fees referred to in § 2 section 1 points 3 and 5 and the fee referred to in § 2 section 1 point 1, connected with education in part-time studies;
 - 2) the number of sessions remaining until the end of the semester, following the day on which the student was granted permission to take leave and the sum of instalments paid in a given semester – in the case of the fee referred to in § 2 section 1 point 1.
4. Should the student fail to submit the request referred to in section 3 before the end of the semester in which leave from classes was granted, the payment previously made by the student shall be calculated towards the fees required from the student in the subsequent semester or academic year.

§ 13.

The student who participates in a national or international exchange programme in a given semester or academic year shall pay the fees referred to in § 2 under the terms laid out in this decree.

§ 14.

Permission to take the diploma examination shall be conditional upon the student having settled all the required payments referred to in § 2, no later than fourteen days before the scheduled date of the diploma examination.

§ 15.

1. In the event of the payment of the first instalment of the fee referred to in § 2 section 1 points 1, 3 and 5 and withdrawal from studies within fourteen days from the commencement of studies, the fee paid shall be fully reimbursed at the request of the student, duly submitted to the Vice-Rector for Student Affairs through the deputy dean.

2. In the event of withdrawal from studies after fourteen days from the commencement of studies, the fees paid shall be subject to reimbursement at the request of the student, duly submitted to the Vice-Rector for Student Affairs through the deputy dean, to the amount calculated in proportion to:
 - 1) the number of weeks remaining before the end of the semester after the day of the student submitting the withdrawal and the sum of instalments paid in a given semester – in the case of the fees referred to in § 2 section 1 points 2-5 and the fee referred to in § 2 section 1 point 1, connected with education in part-time studies;
 - 2) the number of sessions remaining until the end of the semester after the day of the student submitting the withdrawal and the sum of instalments paid in a given semester – in the case of the fee referred to in § 2 section 1 point 1.
 3. In the case of withdrawal from studies after fourteen days from the commencement of a semester and failure to pay the fees, the University shall have the right to demand that the student pay the overdue fees to the amount calculated in proportion to:
 - 1) the number of weeks of classes conducted between the day classes commenced and the day of the student submitting the withdrawal – in the case of the fees referred to in § 2 section 1 points 2-5 and the fee referred to in § 2 section 1 point 1, connected with education in part-time studies;
 - 2) the number of sessions conducted between the day classes commenced and the day of the student submitting the withdrawal – in the case of the fee referred to in § 2 section 1 point 1.
- Should payments not be settled, the University shall have the right to institute legal proceedings.
4. The fees referred to in § 7 section 1, once paid, may be fully returned to a foreign national at his/her request, duly submitted to the Vice-Rector for Student Affairs, also in the case of:
 - 1) failure to obtain a visa;
 - 2) withdrawal from studies before the commencement of classes;
 - 3) the University not launching studies in a given field.

§ 16.

In the event of:

- 1) the University losing the right to offer a particular level or profile of a field of study;
- 2) the University's non-compliance with the obligations resulting from this decree;
– the fees referred to in § 2 section 1 points 1, 3 and 5 paid by the student in the academic year in which the circumstances specified in points 1 or 2 occurred, are subject to reimbursement at the request of the student, duly submitted to the Vice-Rector for Student Affairs through the deputy dean.

§ 17.

1. Should the student be removed from the student register for reasons other than withdrawal, the fees paid are subject to reimbursement at the request of the student, duly submitted to the Vice-Rector for Student Affairs through the deputy dean, to the amount calculated in proportion to:

- 1) the number of weeks remaining before the end of the semester after the day of removal from the student register and the sum of instalments paid in a given semester – in the case of the fees referred to in § 2 section 1 points 2-5 and the fee referred to in § 2 section 1 point 1, connected with education in part-time studies;
 - 2) the number of sessions remaining until the end of the semester after the day of the student being removed from the student register and the sum of instalments paid in a given semester – in the case of the fee referred to in § 2 section 1 point 1.
2. Should the student be removed from the student register for reasons other than withdrawal and fail to pay the fees, the University shall have the right to demand that the student settle the overdue payments to the amount calculated in proportion to:
- 1) the number of weeks of classes conducted between the day classes commenced and the day of the student being removed from the student register – in the case of the fees referred to in § 2 section 1 points 2-5 and the fee referred to in § 2 section 1 point 1, connected with education in part-time studies;
 - 2) the number of sessions conducted between the day classes commenced and the day of removal from the student register – in the case of the fee referred to in § 2 section 1 point 1.

Should payments not be settled, the University shall have the right to institute legal proceedings.

§ 18.

A model request form regarding the reimbursement of fees in the cases specified in § 12 section 3, § 15 sections 1-2 and section 4, § 16 and § 17 section 1 constitutes Annex no. 1 to this decree. The model is available from the Dean's office, the Student Portal and the University's website.

§ 19.

The resumption of studies following removal from the student register due to failure to pay the study fees shall be possible only after the person requesting to resume studies has settled all outstanding payments and reimbursed any potential legal expenses incurred by the University.

§ 20.

1. The student who has been granted permission to resume studies shall pay the fee referred to in § 2 sections 1, 3 and 5:
 - 1) to the full amount specified by a separate decree of the Rector – in the case of studying, on the basis of the permission, all the courses available in the study programme for a given semester;
 - 2) to the amount specified by a separate decree of the Rector, calculated in proportion to the number of ECTS points assigned to the courses covered by the permission – in the case of studying, on the basis of the permission, some of the courses available in the study programme for a given semester.
2. In order to determine the deadline for the payment of the fee referred to in section 1, § 6 section 3 and § 7 section 2 shall apply by analogy.

§ 21.

The procedures and rules for the collection of the fees referred to in Article 79 section 2 of the Act are laid out in separate regulations.

§ 22.

Subject to § 26, the Vice-Rector for Student Affairs, acting on the authorisation from the Rector and following a request by the student submitted through the deputy dean, may, fully or partially, exempt the student from the fees referred to in § 2 section 1.

§ 23.

1. In justified circumstances, the student may be exempt from the fees for education services referred to in § 2 section 1 points 1, 3 and 5, particularly when he/she:
 - 1) has demonstrated outstanding academic, artistic or sports achievements in competitions at a national or international level;
 - 2) has experienced, due to unforeseen circumstances, an exceptionally difficult financial or life situation during their course of study;
 - 3) has been issued with a legally binding decision regarding severe, moderate or mild disability on the basis of the Act of 27 August 1997 on the vocational and social rehabilitation and the employment of persons with disabilities.
2. The student participating in a national or international exchange programme in a given semester or academic year may be exempt from the fees referred to in § 2 section 1 points 1, 3 and 5, should this be permitted by the programme in which the student is taking part.
3. In exceptionally justified circumstances, the student may also be exempt from the fees referred to in § 2 section 1 points 2 and 4.

§ 24.

1. In the cases referred to in § 23 section 1, the student shall submit the request:
 - 1) in the first semester – within fourteen days from the date of commencement of studies;
 - 2) in a semester higher than the first – by 30 September for the winter semester and by 28 February for the summer semester.
2. In exceptionally justified circumstances, the student may submit the request within fourteen days from the date on which the circumstances referred to in § 23 section 1 points 2 and 3 arose.
3. In the case referred to in § 23 section 3, the student shall submit the request within fourteen days from the date of receipt of the decision issued by the deputy dean, acting on the basis of the Rector's authorisation.

§ 25.

The request referred to in § 22 should be accompanied by documents confirming the reasons for the exemption from the fee, as indicated in the request form, in particular:

- 1) documents confirming the accomplished achievements – in the case referred to in § 23 section 1 point 1;
- 2) documents which permit a deterioration in the financial or life situation to be determined when compared to the situation on the day on which the rules for the collection of fees and

the amount of fees were accepted, as well as documents which permit the student's sources of income and his or her fixed financial obligations to be established – in the case referred to in § 23 section 1 point 2 and § 23 section 3;

- 3) a legally binding decision establishing the applicant's degree of disability – in the case referred to in § 23 section 1 point 3;
- 4) a copy of a certificate confirming participation in a given semester or academic year in an international or national exchange programme – in the case referred to in § 23 section 2.
- 5) a copy of the decision issued by the deputy dean, acting on the basis of the Rector's authorisation – in the case referred to in § 23 section 3.

§ 26.

1. Subject to § 27, the exemption of a foreign national from the fees referred to in § 2 section 1 points 1, 3 and 5 is defined by Article 324 sections 1-2 and 4 of the Act.
2. In the event of the circumstances referred to in Article 324 section 2 of the Act ceasing to apply, the student shall pay the fee referred to in § 2 section 1 point 5 under the terms defined in this decree.

§ 27.

While the Act on assistance to citizens of Ukraine is in force, the student who is the Ukrainian national referred to by Article 2 section 1 of the Act of 12 March 2022 on assistance to citizens of Ukraine, may be exempt from the fees referred to in § 2 sections 1, 3 and 5 after a request submitted to the Vice-Rector for Student Affairs through the deputy dean.

§ 28.

1. The student shall be entitled to request reconsideration of the decision regarding exemption from the fee for education services referred to in § 2 section 1 and issued by the Vice-Rector for Student Affairs acting on the authorisation from the Rector. The request should be submitted to the Rector within fourteen days from the day on which the decision is delivered.
2. The decision of the Rector, issued as a result of reconsideration of the exemption from the fee for education services referred to in § 2 section 1 shall be final.

§ 29.

A model of the form regarding the exemption from the fees constitutes Annex no. 2 to this decree. The model is available from the Dean's office, the Student Portal and the University's website.

§ 30.

The decree shall enter into force on 1 October 2022.

Rector
of the University of Gdańsk
Prof. Piotr Stepnowski,
corresponding member of the Polish Academy of Sciences
/signed with a qualified electronic signature/