

**Decree no. 101/R/23
of the Rector of the University of Gdańsk
of 30 August 2023**

on the rules for collecting fees for education in postgraduate studies offered by the University of Gdańsk and the conditions and procedures for the waiving of these fees for the editions of postgraduate studies commencing in the academic year 2023/2024

It is decreed on the basis of Article 163 section 2 of the Act of 20 July 2018 – Law on Higher Education and Science (i.e. Journal of Laws 2023, item 742 with amendments) as well as § 34 section 1, in connection with § 152 and § 123 section 1 point 3 of the Statute of the University of Gdańsk of 13 June 2019 (with amendments), that:

§ 1.

1. The decree sets forth:
 - 1) the rules for collecting fees for education in postgraduate studies offered by the University of Gdańsk;
 - 2) the conditions and procedures for the waiving of the fees referred to in point 1.
2. Whenever the decree refers to:
 - 1) head, this should be understood as the head of postgraduate studies;
 - 2) administrative personnel, this should be understood as an employee whose duties involve the administrative management of postgraduate studies;
 - 3) fee, this should be understood as a fee for education in postgraduate studies offered by the University of Gdańsk;
 - 4) Regulations, this should be understood as the University of Gdańsk Postgraduate Study Regulations;
 - 5) Participant, this should be understood as a participant in postgraduate studies;
 - 6) Agreement, this should be understood as an agreement on the conditions of payment for education in postgraduate studies offered by the University of Gdańsk;
 - 7) University, this should be understood as the University of Gdańsk;
 - 8) Act, this should be understood as the Act of 20 July 2018 – Law on Higher Education and Science;
 - 9) competent Vice-Rector, this should be understood as Vice-Rector for Education.

§ 2.

The decree shall apply to a Participant who is:

- 1) a Polish national;
- 2) a foreign national, referred to in Article 323 section 1 of the Act.

§ 3.

The University shall collect a fee from the Participant, the amount of which has been specified by a separate decree of the Rector. The fee shall be collected after the conclusion of an agreement. It shall not be permissible for fees to be collected at the admissions stage, prior to the conclusion of an agreement,.

§ 4.

1. Subject to section 2, the Participant shall be obliged to conclude an agreement with the University within the deadline specified in § 5 section 1 point 1 of the Regulations.

2. The participant accepted into studies in the course of an academic year, on the basis of § 12 section 2 of the Regulations, shall be obliged to conclude an agreement with the University within the deadline specified in § 5 section 2 of the Regulations.
3. The agreement specifies, in particular, the rules and deadlines for collecting fees, as specified by the head.

§ 5.

1. The University shall conclude an agreement with:
 - 1) the Participant, or
 - 2) the Participant and another entity from whose funds the fee is financed,
- in writing, under pain of nullity. The agreement shall be concluded on behalf of the University by the head, acting on authorisation from the Rector.
2. The Agreement shall be concluded for the anticipated duration of postgraduate studies and shall expire by law on the date on which the postgraduate studies are completed or on which the participant loses his/her status for another reason.

§ 6.

1. The agreement specimen shall be specified respectively by:
 - 1) annex no. 1 – when the Participant pays the fee in instalments;
 - 2) annex no. 2 – when the fee paid by the Participant in instalments is financed from the funds of another entity;
 - 3) annex no. 3 – when the Participant makes a full, annual or semester payment;
 - 4) annex no. 4 – 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.
2. The specimens of agreements are available with the head or with the administrative personnel, in the FAST Academic ICT System and on the University's website.

§ 7.

1. The fee may be paid:
 - 1) in full (full fee);
 - 2) per semester (semester fee);
 - 3) per year (annual fee) – in the case of postgraduate studies which observe an annual settlement of fees.
2. The fee may also be paid in instalments (instalment fee), subject to consent from the head referred to in § 8.

§ 8.

At the request of the Participant, submitted with the head no later than seven days before the scheduled payment of:

- 1) the fees in full – in the case of the full fee;
 - 2) the first fee – in the case of a semester or an annual fee;
- the head may grant consent for the fee to be paid in instalments.

§ 9.

1. The Participant shall pay the fee to the individual bank account number or, in justified circumstances, to the University's general bank account number. The Participant is required to indicate in the title of the payment: name and surname, name of the postgraduate studies, edition number and semester number.
2. The individual bank account number referred to in section 1 shall be made available in the Student

Portal (www.ps.ug.edu.pl).

3. The general bank account number referred to in section 1 shall be communicated to the Participant in a manner usual for the particular postgraduate studies.
4. Fees paid in a foreign currency shall be converted into Polish currency (PLN) according to the exchange rates table of the bank in which the payment was recorded in force on the date payment was recorded.

§ 10.

1. The date on which the fee is credited to the bank account number referred to in § 9 section 1 shall be recognised as the date on which the payment was made.
2. Should the Participant fail to make the payment within the deadlines specified in the agreement, the University:
 - 1) shall demand from the Participant 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;
 - 2) shall undertake debt collection activities in accordance with the University's Monitoring and Debt Collection Manual.
3. Failure to make the payment within the deadline specified by the University referred to in section 2 point 1 shall authorise the University to charge statutory interest for the period of delay.
4. The University cannot be held responsible for the consequences of the payment being incorrectly qualified by the bank resulting from circumstances attributable to the Participant obliged to make the payment, particularly as a result of the Participant specifying an incorrect bank account number in the banking information system, to which the payment was made.

§ 11.

1. Should the Participant be removed from the register of postgraduate study participants, including due to the Participant's withdrawal from postgraduate studies, the fee, once paid, shall be subject to reimbursement at the request of the Participant or another entity from whose funds the fee is financed, addressed to the competent Vice-Rector and submitted with the head or with the administrative personnel of postgraduate studies concerned, to the amount calculated in proportion to the number of sessions remaining before:
 - 1) the next scheduled instalment – in the case of an instalment fee,
 - 2) the end of a semester – in the case of a semester fee,
 - 3) the end of a year – in the case of an annual fee,
 - 4) 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, or the date of the Participant submitting the withdrawal from the studies.
2. A specimen of the request form referred to in section 1 constitutes annex no. 5 to this decree. The specimen of the request form is available with the head or with administrative personnel and at the University's website.
3. The submitted request referred to in section 1 shall be subject to the opinion of the head. The opinion should contain the costs incurred by the University in connection with the Participant's education in postgraduate studies before the date of the request being submitted.
4. The request referred to in section 1 should be accompanied by proof of payment.

§ 12.

1. Should the Participant be removed from the register of postgraduate study participants, including due to the Participant's withdrawal from postgraduate studies, after the date of commencement of classes and non-payment of the fee, the University shall demand from the Participant or another entity from whose funds the fee is financed that the outstanding fee be made within seven days

from the demand being delivered.

2. The University shall demand from the Participant or another entity from whose funds the fee is financed that the outstanding fee referred to in section 1 be made in the amount calculated in proportion to the number of sessions held between the date of commencement of classes to the date of:
 - 1) the Participant being removed from the register of postgraduate study participants, or
 - 2) the date of the Participant submitting the withdrawal from studies – if the Participant was removed from the register of postgraduate study participants due to the Participant's withdrawal.
3. Should the Participant fail to make the payment referred to in section 1, the University shall undertake debt collection activities in accordance with the University's Monitoring and Debt Collection Manual.

§ 13.

1. The resumption of studies following removal from the register of postgraduate study participants due to non-compliance with the obligation to make prompt payments shall be conditional upon the settlement of overdue fees and reimbursement of any potential legal expenses incurred by the University.
2. Upon resumption of postgraduate studies, the Participant shall enter into a new agreement with the University.

§ 14.

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 in full or in part.
2. The Participant may be exempt from the fee in justified circumstances, particularly those resulting from a difficult financial or health-related situation.
3. A specimen of the request form referred to in section 1 constitutes annex no. 6 to this decree and is available with the head or with the administrative personnel as well as on the University's website.

§ 15.

1. The Participant should submit the request referred to in § 14 section 1 with the head immediately after the circumstances referred to in § 14 section 2 arise but no later than seven days before the commencement of classes in an academic year or before the date of the next payment specified in the agreement.
2. The request referred to in § 14 section 1 should contain justification. The Participant should also attach to the request documents confirming the reasons for the fee being waived, as indicated in the request form.

§ 16.

1. Within fourteen days of a decision on exemption from the fee referred to in § 3 being issued by the competent Vice-Rector acting on the authority of the Rector, the Participant shall have the right to appeal to the Rector for a reconsideration of their request.
2. The decision of the Rector, issued as a result of reconsideration regarding the waiving of the fee referred to in § 3, shall be final.

§ 17.

The manner in which foreign nationals may be exempt from fees are laid down in Article 324 section 1 of the Act.

§ 18.

The Decree shall come into force on 1 October 2023 and shall apply to the editions of postgraduate studies commencing in the academic year 2023/2024.

Under the authority of
Rector of the University of Gdańsk

Vice-Rector for Student Affairs and Education Quality
dr hab. Arnold Kłoczyński, prof. UG
/signed with qualified electronic signature/