

Regulation No. 127/R/19
of the Rector of the University of Gdańsk
31 December 2019

on the principles of charging fees for postgraduate studies conducted by the University of Gdańsk and the conditions and procedure for exemption from these fees

Under article 163 section 2 of the Act of 20 July 2018 - Act on higher education and science (Journal of Laws of 2018, item 1668, as amended) and § 34 section 1 in relation to section 3 item 3 of the Statute of the University of Gdańsk of 13 June 2019 (as amended) - the following is administered:

§ 1.

1. The ordinance regulation specifies:
 - 1) the principles of charging fees for postgraduate studies conducted by the University of Gdańsk;
 - 2) the conditions and procedure for exemption from the fees for postgraduate studies conducted by the University of Gdańsk.
2. Whenever the regulation mentions:
 - 1) the Head, it refers to the Head of Postgraduate Studies;
 - 2) administrative staff, it refers to an employee whose scope of duties includes administrative services for postgraduate studies;
 - 3) fees, it refers to the tuition fees for postgraduate studies conducted by the University of Gdańsk;
 - 4) University, it refers to the University of Gdańsk;
 - 5) participant, it refers to a participant of postgraduate studies;
 - 6) agreement, it refers to an agreement on the tuition fees for postgraduate studies conducted by the University of Gdańsk;
 - 7) Act, it refers to the Act of 20 July 2018 - Law on Higher Education and Science;
 - 8) competent vice-rector, it refers to the vice-rector in charge of student affairs.

§ 2.

The regulation applies to a participant who is:

- 1) is a Polish citizen;
- 2) a foreigner referred to in art. 323 paragraph. 2 of the Act.

§ 3.

The university charges the participant a tuition fee whose amount is specified in a separate Rector's regulation.

§ 4.

1. Subject to paragraph 2, the participant is required to conclude an agreement with the University within 14 days from the date of the beginning of classes.
2. A participant who has been admitted a postgraduate programme is required to conclude an agreement with the University during the first classes following admission to postgraduate studies under § 12 section 2 of the Regulations for Postgraduate Studies at the University of Gdańsk.
3. The agreement specifies in particular the principles for charging tuition fees and payment dates indicated by the manager.
4. A participant who fails to fulfil the obligation referred to in section 1 and 2 is withdrawn from the list of participants of postgraduate studies.

§ 5.

1. The university concludes an agreement with the participant or with the participant and a third party which covers the tuition in writing under pain of nullity. On behalf of the University, the Head enters into the agreement under the Rector's authorization.
2. The agreement is concluded for the period of study and expires by virtue of law on the date of graduation or loss of student status for another reason.

§ 6.

1. The agreement template specifies accordingly:
 - 1) Appendix 1 - tuition fee paid in instalments by the participant;
 - 2) Appendix 2 - tuition fee paid in instalments by a third party;
 - 3) Appendix 3 - tuition fee paid by the participant in full for the whole year or the whole semester;
 - 4) Appendix 4 - tuition fee paid in instalments by a third party;
3. Agreement templates are available from the Head or the administrative staff, in the FAST Academic ICT System and on the University's website.

§ 7.

1. The fee may be paid:
 - 1) in full (total fee);
 - 2) per semester (semester fee).
2. The fee may also be paid in instalments (instalment fee), with the consent of the Head of Postgraduate Studies referred to in § 8.

§ 8.

At the Participant's request submitted to the Head no later than 7 days before the date of the payment of:

- 1) the total fee - in the case of the full payment,
 - 2) the first-semester fee - in the case of the per-semester payment
- the Head may approve payment in instalments.

§ 9.

1. The date of payment is the date the fee is successfully transferred to the individual account indicated on the Student Portal (<https://ps.ug.edu.pl>) or the University bank account.
2. The individual account number referred to in paragraph 1 is announced to the participant:
 - 1) in the Internet Registration of Candidates for Postgraduate Studies (podyplomowi.irk.ug.edu.pl)- during recruitment for postgraduate studies;
 - 2) in the Student Portal - during postgraduate studies.
3. If a participant fails to pay tuition within the timelines specified in the Rector's regulation, the University summons the participant to pay the overdue fee within 7 days from the date of delivery of the summons, under the pain of removal from the postgraduate studies participant list and referring the case to court.
4. Failure to pay tuition within the periods specified in the agreement entitles the University to charge statutory interest for late payment.
5. Payment of the overdue fee within an additional period referred to in paragraph 3, releases the Participant from the obligation to pay interest for the delay.
6. The University shall not be liable for the consequences of the bank's incorrect classification of the fee due to circumstances attributable to the obligor to pay the fee, in particular as a result of indicating by the obligor an incorrect bank account number to which the fee was paid in the banking IT system.

§ 10.

1. In the event of payment of the fee and resignation from postgraduate studies before the expiry of 14 days from the date of the beginning of classes, the fee shall be refunded in full at the request of the participant or a third party which financed the fee submitted to the appropriate vice-rector.
2. In the event of payment of the fee and resignation from postgraduate studies after the expiry of 14 days from the date of the beginning of classes, at the request of the participant or a third party which financed the fee submitted to the appropriate vice-rector the fee shall be refunded proportionally to the number of sessions remaining until:
 - 1) the deadline for paying the next instalment - in the case of instalment payment,
 - 2) end of the semester - in the case of a semester fee,
 - 3) completion of postgraduate studies - in the case of full payment- after the participant resigns from these studies.
3. The application referred to in section 1 and 2 should indicate the current bank account number to which the fee should be refunded. Proof of fee payment should be attached to the application.
4. The fee is refundable after the appropriate vice-chancellor consults the Head of Postgraduate Studies. The Head should specify the costs incurred by the University in connection with the participant's education at postgraduate studies by the date of application submission.

§ 11.

1. In the event of removing a participant from the list of postgraduate students for reasons other than resignation, the fees paid by the participant shall be reimbursed upon request submitted to the appropriate vice-rector proportionally to the number of meetings remaining until:
 - 1) the deadline for paying the next instalment - in the case of instalment payment,

- 2) end of the semester - in the case of a semester fee,
- 3) completion of postgraduate studies - in the case of full payment
- after the date of removal from the list of postgraduate students.
2. The provisions of § 10 section 3 and 4 shall apply accordingly.

§ 12.

1. Resumption of studies after removal from the list of postgraduate students due to failure to meet the obligation to make a timely fee payment is possible after paying the outstanding fee and reimbursing any court costs incurred by the University.
2. The participant who resumes postgraduate studies enters into a new agreement with the University.

§ 13.

The competent vice-rector acting under the Rector's authorization may exempt the participant from the fee in whole or in part at the participant's request and after consulting the Head of Postgraduate Studies.

§ 14.

1. The participant may be exempt from the fee in justified cases, in particular involving a difficult financial or health situation.
2. Subject to paragraph 3, the application for exemption from the fee shall be submitted by the Participant to the Head no later than 7 days before the classes begin or before the subsequent payment date as specified in the agreement.
3. During the academic year, the participant may apply for exemption from the fee immediately after the circumstances referred to in sec. 1.
4. The application referred to in section 2 and 3 should include justification. Documents confirming the reasons for the exemption indicated in the application should be attached to the application.

§ 15.

The form of exemption from the fee is specified in item 324 section 1 of the Act.

§ 16.

The regulation comes into force on the day of signing with effect from 1 October 2019.

Rector
of the University of Gdańsk

prof. dr hab. Jerzy Piotr Gwizdała