



M O N I T O R

OF THE UNIVERSITY OF WARSAW

Item 218

ANNOUNCEMENT NO 11 OF THE RECTOR OF THE UNIVERSITY OF WARSAW

of 19 November 2015

on announcing the consolidated text of resolution no 507 of the Senate of the University of Warsaw of 25 April 2012 on the rules for collecting the fees for educational services

The consolidated text of resolution no 507 of the Senate of the University of Warsaw of 25 April 2012 on the rules for collecting the fees for educational services (consolidated text: UW Monitor 2014, item 226) is announced in the appendix to this announcement, including amendments made by resolution no 405 of the Senate of the University of Warsaw of 23 September 2015 on amendments to resolution no 507 of the Senate of the University of Warsaw of 25 April 2012 on the rules for collecting the fees for educational services (UW Monitor 2015, item 173).

Rector of the University of Warsaw:
M. Pałys

to announcement no 11 of the Rector of the University of Warsaw of 19 November 2015 on announcing the consolidated text of resolution no 507 of the Senate of the University of Warsaw of 25 April 2012 on the rules for collecting the fees for educational services

**RESOLUTION NO 507
OF THE SENATE OF THE UNIVERSITY OF WARSAW**

of 25 April 2012

on the rules for collecting the fees for educational services¹

Pursuant to Article 99 s. 3 of the Act of 27 July 2005 – Law on Higher Education (Journal of Laws No 164, item 1365, as amended), the Senate of the University of Warsaw has resolved as follows:

§ 1

1. The resolution lays down the rules for setting and collecting the fees for educational services provided to the students, as well as exemptions from these fees.

2. ²Provisions of the resolution shall apply respectively to participants of part-time doctoral studies and participants of post-graduate studies subject to provisions of the this resolution, Rules of Post-graduate Study at the University of Warsaw (consolidated text: UW Monitor 2011, No 7E, item 173, as amended) and the Rules of Doctoral Study at the University of Warsaw (consolidated text: UW Monitor 2014, item 106).

§ 2

Fees at the University of Warsaw can be collected for:

- 1) education in form of part-time studies;
- 2) repetition of classes due to unsatisfactory learning outcomes (failure to pass);
- 3) studies conducted in a foreign language;
- 4) classes not included in the study curriculum, such as the classes supplementing the learning outcomes required to start the second-cycle studies in the particular field;
- 5) post-graduate studies, additional courses and training courses;
- 6) procedures related to the confirmation of the learning outcomes;

¹ Consolidated text, including amendments introduced by:

– resolution no 252 of the Senate of the University of Warsaw of 25 June 2014 on amendments to resolution no 507 of the Senate of the University of Warsaw of 25 April 2012 on the rules for collecting the fees for educational services (UW Monitor 2014, item 135);

– resolution no 284 of the Senate of the University of Warsaw of 24 September 2014 on amendments to resolution no 507 of the Senate of the University of Warsaw of 25 April 2012 on the rules for collecting the fees for educational services (UW Monitor 2014, item 182);

– resolution no 299 of the Senate of the University of Warsaw of 15 October 2014 on amendments to resolution no 507 of the Senate of the University of Warsaw of 25 April 2012 on the rules for collecting the fees for educational services (UW Monitor 2014, item 211);

– resolution no 405 of the Senate of the University of Warsaw of 25 April 2015 on amendments to resolution no 507 of the Senate of the University of Warsaw of 25 April 2012 on the rules for collecting the fees for educational services (UW Monitor 2015, item 173).

² In the wording set out in § 1 point 1 of resolution no 405 referred to in footnote 1.

- 7) issuance of a diploma, certificate or other document related to the study process, including the student record book, student ID and documents confirming the completion of the studies, as well as their duplicates;
- 8) as well as in other instances provided for in the Act or other provisions of the generally binding regulations.

§ 3

1. The amount of the fees shall be set by the Rector, in the procedure specified in the Rules of Study at the University of Warsaw, Rules of Doctoral Study and Rules of Post-graduate Study.

2. The amount of the fee may differ depending on whether the fee is paid on a one-off basis or in instalments.

3. The amount of the fees referred to in § 2 points 1 and 2 cannot exceed costs incurred to the extent necessary to launch and conduct studies or doctoral studies at the University of Warsaw, as referred to in § 2 point 1, and classes as part of studies and doctoral studies referred to in § 2 point 2, taking into account costs of preparation and implementation of the university development strategy, in particular the development of research staff as well as the educational and research infrastructure, including depreciation and refurbishments. The amount of the fees referred to in § 2 point 5 shall be set based on costs of educational classes at the University of Warsaw, taking into account specific costs of the particular field of study.

4. ³The amount of the fees referred to in § 2 points 7-8 shall change in case of amendments to the Act or other generally binding legal regulations.

5. ⁴The amount of the fees for educational services referred to in § 2 points 1-6 may change, including their increase, in case of: changes in the study curriculum resulting in changes in costs of the classes conducted, as well as changes of costs referred to in Article 99 s. 2 of the Act, in particular costs of development of the research staff as well as the educational and research infrastructure, including depreciation and refurbishments.

§ 4

1. ⁵The amount of the fees shall be set by the Rector for one academic year. Fees for the whole beginning education cycle shall be set in the particular academic year.

2. ⁶The amount of the fees shall be announced at least six months before the beginning of the academic year.

3. (repealed)

³ In the wording set out in § 1 point 2 letter a of resolution no 405 referred to in footnote 1.

⁴ In the wording set out in § 1 point 2 letter b of resolution no 405 referred to in footnote 1.

⁵ In the wording set out in § 1 point 3 letter a of resolution no 405 referred to in footnote 1.

⁶ In the wording set out in § 1 point 3 letter a of resolution no 405 referred to in footnote 1.

4. Together with the information on the amount of the fees, the Rector shall publish, on the website of the University of Warsaw, the information on the amount of costs incurred to the extent necessary to provide the services subject to the fees collected by the university, by publishing the material and financial plan for the particular year, immediately after it is passed by the Senate of the University of Warsaw.

5. Ordinances of the Rector on the amount of fees for educational services shall be announced in the Monitor of the University of Warsaw and on websites of the University of Warsaw.

§ 5⁷

In case of a student repeating the semester or the year, the amount of the fee cannot be higher than the fee binding for the particular semester or year of studies respectively.

§ 6

1. ⁸Deadlines for paying the fees shall be set by the council of the faculty/basic organisational units, and shall be announced respectively within time frames specified in § 4 s. 2 and 3 of this Resolution, subject to § 8 s. 4 of the Rules of Post-graduate Study.

2. ⁹Students and doctoral students using loans granted based on the Act of 17 July 1998 on student loans and credits (consolidated text: Journal of Laws of 2014, item 1026, as amended) may pay the fees in monthly instalments without additional charges, on the condition that they instruct the bank to transfer the loan or credit instalments to the account of the University of Warsaw.

§ 7¹⁰

Shall a student be in delay with paying the fee for more than 30 days, the head of the basic organisational unit shall call the student to immediately pay the fees plus statutory interest since the due date, within 14 days of the date of submission of the call, including the notification that after this deadline passes ineffective, the student would be removed from the list of students of the University of Warsaw based on Article 190 s. 2 point 3 of the Act – Law on Higher Education.

§ 8

1. In case of removing from the list of students due to a failure to start the studies, the fee shall be returned in full amount.

2. In case of removing from the list of students for a reason other than the one referred to in s. 1, in particular due to resignation from studies, removal due to identifying lack of progress in learning, failure to pass the semester, imposition of disciplinary penalty involving expulsion from the University during the semester, the fee paid shall be returned proportionally, i.e. after deducting the fee for the period from the beginning of the academic year to the day on which the decision on removal from the list of students became final.

⁷ In the wording set out in § 1 point 4 of resolution no 405 referred to in footnote 1.

⁸ In the wording set out in § 1 point 5 letter a of resolution no 405 referred to in footnote 1.

⁹ In the wording set out in § 1 point 5 letter b of resolution no 405 referred to in footnote 1.

¹⁰ In the wording set out in § 1 point 6 of resolution no 405 referred to in footnote 1.

§ 9

The amount of proceeds from fees remaining at the disposal of the basic organisational unit shall be governed by separate regulations binding at the University of Warsaw.

§ 10

1. The council of the basic organisational unit shall set the limit of admissible exemptions from the fee, for each field, type and year of study, for each academic year. This limit cannot exceed 10% of the funds left at the disposal of the basic organisational unit, referred to in § 9, received for the particular field, type and year of study in the previous academic year.

2. If no paid classes were conducted in the particular field, type and year of study in the previous academic year, the council of the basic organisational unit shall set the limit referred to in s. 1 in the amount not exceeding 7% of expected proceedings from fees referred to in § 2 points 1, 3 and 5.

§ 11

1. A student may file the request to be exempt from the fee in whole or in part, or for an option of payment in instalments.

2. ¹¹The exemption from the fee or payment of the fee in instalment can be based, in particular, on:

- 1) the student achieving outstanding learning outcomes;
- 2) the student participating in an international scholarship programme;
- 3) significant deterioration of the student's financial position during the study;
- 4) voluntary activities of the student for the university, important for the university and requiring the significant time commitment.

3. ¹²The request referred to in s. 1, based on the circumstances referred to in s. 2 points 1, 2 and 4, shall be submitted to the head of the basic organisational unit no later than 30 days before the beginning of educational classes subject to this request. The request referred to in s. 1, based on the circumstances referred to in s. 2 points 3, shall be submitted to the head of the basic organisational unit no later than 3 months after the day of deterioration of the financial position. For important reason, the head of the basic organisational unit may accept for examination the request submitted at a later date.

4. ¹³Unsubstantiated requests shall be returned for supplementation. A failure to supplement the request within seven days shall be result in the request remaining unprocessed.

5. ¹⁴The head of the basic organisational unit may publish the information on the learning outcomes considered outstanding, on the website of the unit.

§ 12

1. ¹⁵The head of the basic organisational unit shall issue the decision on exemption from the fee, in whole or in part, or payment of the fee in instalment, after previous obtaining a written opinion of the competent students' government body.

¹¹ In the wording set out in § 1 point 7 letter a of resolution no 405 referred to in footnote 1.

¹² In the wording set out in § 1 point 7 letter a of resolution no 405 referred to in footnote 1.

¹³ In the wording set out in § 1 point 7 letter a of resolution no 405 referred to in footnote 1.

¹⁴ In the wording set out in § 1 point 7 letter b of resolution no 405 referred to in footnote 1.

1a. ¹⁶The opinion referred to in s. 1 shall be issued by the competent students' government body and submitted to the head of the basic organisational unit within 14 days of the day of requesting this body to issue the opinion on the student's request. Shall the opinion be not presented within this time limit, the head of the basic organisational unit shall issue the decision independently.

1b. ¹⁷In particular, the justification of a negative decision should include a detailed justification, explaining why the head of the basic organisational unit concluded that the circumstances referred to in § 11 s. 2 did not occur.

2. The student may appeal against the decision referred to in s. 1 to the Rector, through the head of the basic organisational unit, within 14 days of its submission.

3. Taking into account participants of part-time doctoral studies, decisions referred to in s. 1 shall be taken by the head of the basic organisational unit after seeking an opinion of the competent doctoral students' government body.

4. The Rector and the head of the basic organisational unit, which employs the employee of the University of Warsaw, each within the scope arising from regulations referred to in § 9, can make the decision on non-collecting or on reduction of the fees due from this employee, who studies at the University in order to develop his/her qualifications.

5. The Rector and the head of the basic organisational unit, at which the employee studies, can make the decision on non-collecting or on reduction of the fees due from employees of the University of Warsaw, employed at the central administration of the University, who study in order to develop their qualifications.

6. The Rector and the head of the basic organisational unit, at which a child of the employee of the University of Warsaw studies, each within the scope arising from regulations referred to in § 9, can make the decision on non-collecting or on reduction of the fees due from the employee's child, up to 25 years of age.

7. The request for the re-examination of the case can be submitted with respect to decisions of the Rector referred to in ss. 6-8, within 14 days of their submission.

8. Provisions of s. 4 shall apply to decisions of the head of the basic organisational unit referred to in ss. 5, 6 and 8.

9. The Rector shall set detailed conditions and criteria for exemption from the fees, in whole or in part, of the employees of the University of Warsaw and children of the employees of the University of Warsaw.

10. Decisions referred to in ss. 1, 5-8 shall be made for a period no longer than one academic year.

§ 12a

1. After an additional ineffective call to pay, amounts due for educational services (civil law cash receivables), unpaid within the time frame set by competent authorities of the University, shall be enforced from the debtor in civil proceedings.

¹⁵ In the wording set out in § 1 point 8 letter a of resolution no 405 referred to in footnote 1.

¹⁶ Added by § 1 point 8 letter b of resolution no 405 referred to in footnote 1.

¹⁷ Added by § 1 point 8 letter b of resolution no 405 referred to in footnote 1.

2. The amount due referred to in s. 1 can be redeemed ex officio in whole or in part if:

- 1) the debtor died and did not leave any property or left the property not subject to enforcement based on separate regulations, or left household items, the total value of which does not exceed PLN 6,000;
- 2) there is a justified supposition that the amount generated in the enforcement proceedings will not exceed costs of enforcement of this amount due or the enforcement proceedings proved ineffective, or the amount due together with interest does not exceed PLN 100;
- 3) an important debtor's interest or public interest exists.

3. At the request of the debtor, the amount due, referred to in s. 1, can be:

- 1) redeemed in whole or in part;
- 2) repaid in instalments, in whole or in part;
- 3) the time limit for repayment of the amount due, in whole or in time, can also be deferred;

– for social reasons, in particular repayment potential of the debtor and justified interest of the University.

4. ¹⁸Decisions referred to in ss. 2 and 3, pertaining to students and participants of part-time doctoral studies, shall be taken by the head of the basic organisational unit after seeking an opinion of the competent doctoral students government body, in line with the procedure referred to in § 12 s. 1a.

5. ¹⁹Before issuing the decision referred to in s. 3, addressed to the person having a status of a student or a doctoral student, the head of the basic organisational unit shall seek a written opinion of the competent government body, in line with the procedure referred to in § 12 s. 1a.

6. The debtor may appeal against the decision referred to in s. 3 or s. 3 to the Rector, through the head of the basic organisational unit, within 14 days of its submission.

7. Redemption of the amount due and the deferral of repayment in whole or in part, or repayment in instalments in whole or in part shall be confirmed in written form.

8. Enforcement proceedings shall be instituted with respect to unpaid civil-law due cash receivables, from repayment of which the debtor was not exempt. The principles for enforcement of civil-law cash receivables shall be set by a vice-chancellor in charge of economic matters, in an instruction.

9. Monitoring of amounts due as fees for educational services from the student, which were unpaid within the time limit set by competent authorities of the University, shall remain within exclusive competencies of the basic organisational unit.

§ 13

1. Financial consequences of decisions referred to in § 12 ss. 1 and 3, and decisions taken by the Rector in the appeal procedure, based on § 12 s. 2, shall be charged to the budget of the basic organisational unit.

¹⁸ In the wording set out in § 1 point 9 of resolution no 405 referred to in footnote 1.

¹⁹ In the wording set out in § 1 point 9 of resolution no 405 referred to in footnote 1.

2. Financial consequences of decisions referred to in § 12 s. 4 shall be charged to the budget of the basic organisational unit, which employs the employee of the University, and the budget of the University.

3. Financial consequences of decisions referred to in § 12 s. 5 shall be charged to the budget of the basic organisational unit, at which the employee studies, and the budget of the University respectively.

4. Financial consequences of decisions referred to in § 12 s. 6 shall be charged to the budget of the basic organisational unit, at which the employee's child studies, and the budget of the University respectively.

§ 14

1. Shall the decision referred to in § 12 s. 1 result in exceeding the limit referred to in § 10, the amount of the funds remaining at the disposal of the basic organisational unit, determined based on § 9, shall be reduced by the excess amount.

2. The head of the basic organisational unit shall notify the Rector of the excess referred to in s. 1.

§ 15

1. Organisational units shall be obliged to keep the register of decisions referred to in § 12.

2. The detailed procedure pertaining to keeping the register shall be set out by the Rector.

§ 16

Provisions of this resolution pertaining to the head of the basic organisational unit and the basic organisational unit shall apply to the head of the inter-faculty organisational unit and the inter-faculty organisational unit respectively.

§ 17

Resolution no 135 of the Senate of the University of Warsaw of 27 September 2006 on detailed rules for collecting the fees for educational services (UW Monitor 2006, No 8, item 125) amended by resolution no 359 of the Senate of the University of Warsaw of 20 April 2011 on amendments to resolution no 135 of the Senate of the University of Warsaw of 27 September 2006 on detailed rules for collecting the fees for educational services (UW Monitor 2011, No 4, item 70) shall be hereby cancelled.

§ 18

The resolution shall come into force on the date of its enactment and shall apply to fees collected starting 1 October 2012.

Rector of the University of Warsaw:
K. Chałasińska-Macukow