



# **M O N I T O R**

## **OF THE UNIVERSITY OF WARSAW**

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Item 174

### **ORDINANCE NO 32 OF THE RECTOR OF THE UNIVERSITY OF WARSAW**

of 18 July 2014

#### **on the procedure for keeping the register of decisions on exemption from the fees for educational services at the University of Warsaw**

Based on § 15 of 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), it is hereby ordered as follows:

#### **§ 1**

The procedure for keeping the register of decisions on exemption from the fees for educational services, attached as an appendix to this ordinance, shall be hereby introduced.

#### **§ 2**

The ordinance shall come into force on the day of its signing and shall apply to decisions made based on 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).

#### **§ 3**

Resolution no 6 of the Rector of the University of Warsaw of 24 July 2013 on the introduction of the procedure for keeping the register of decisions on exemption from fees for education services at the University of Warsaw (UW Monitor 2013, No 7, item 173) shall be hereby cancelled.

Rector of the University of Warsaw:  
*M. Palys*

Appendix

to ordinance no 32 of the Rector of the University of Warsaw of 18 July 2014  
on the implementation of the procedure for keeping the register of decisions on exemption  
from the fees for educational services at the University of Warsaw

**PROCEDURE**  
**for keeping the register of decisions on exemption from the fees for educational**  
**services at the University of Warsaw**

**§ 1**

**Register of decisions on exemption from the fees**  
**of students, doctoral students, course participants and attendees**

1. The register of decisions on exemption from the fees shall be compiled on an ongoing basis at the basic organisational unit of the University, based on decisions issued by the head of this unit, and when the decision is made by the Rector – at the Office for Student Affairs, hereinafter referred to as "OSA" or the Office for Doctoral and Postgraduate Studies, hereinafter referred to as "ODPS."

2. The template of the register of decisions on exemption from fees is attached as appendix no 1 to this Procedure for keeping the register of decisions on exemption from the fees for educational services at the University of Warsaw, hereinafter referred to as the "Procedure."

3. Organisational units of the University of Warsaw shall submit, in electronic form (Excel file) and in hard copy, the register of decisions on exemption from the fees, signed by persons authorised by the head of the basic organisational unit to the OSA and the ODPS, taken during the period:

- a) from January to June – by 30 June of the particular year;
- b) from July to December – by 31 December of the particular year.

4. To the register of decisions on exemption from the fees signed by persons authorised by the head of the basic organisational unit, the organisational unit of the University of Warsaw shall enclose the declaration of the person exempt based on the template attached as appendix no 2 to this Procedure, and submit this declaration to the OSA and the ODPS within time limits specified in s. 3. Based on appendix no 2, the organisational unit shall update in USOS the student's details pertaining to the residence address.

5. The student's declaration is attached as an appendix to the request for exemption from the fees for educational services. Making the declaration shall be at the same time the condition for examining the request for exemption from the fees.

6. Together with the declarations, the Offices referred to in s. 1 shall submit the summary of registers to Financial Services, signed by the author, controller and the Vice

Rector in charge of student affairs and education quality, by 31 July and 15 January respectively.

7. Based on summaries of registers of decisions on exemption from the fees, the Financial Services shall prepare the PIT information.

## **§ 2**

### **Register of decisions on exemption from the fees of employees of the University of Warsaw and children of employees of the University of Warsaw**

1. The register of decisions on exemption from the fees shall be compiled at the basic organisational unit of the University, based on decisions issued by the head of this unit, and when the decision is made by the Rector – at the Office for Personal Affairs, hereinafter referred to as "OPA" or the OSA and the ODPS.

2. The template of the register of exemptions:

- a) for employees – is attached as appendix no 3 to this Procedure (OPA);
- b) for employees' children – is attached as appendix no 4 to this Procedure (OSA and ODPS).

3. Organisational units of the University shall submit, in electronic form (Excel file) and in hard copy, the register of decisions on exemption signed by persons authorised by the head of the basic organisational unit, to the OSA, ODPS and the OPA, taken during the period:

- a) from January to June – by 30 June of the particular year;
- b) from July to September – by 5 October of the particular year.

4. During the period from October to December, the decisions on exemption of the employees' children and employees from the fees shall not be examined by the Rector and the head of the basic organisational unit due to inability to deduct the advance for income tax and social insurance (ZUS) premiums.

5. The Offices referred to in s. 1 shall submit the summary of registers to Financial Services, signed by the author, controller and a responsible Vice Rector, no later than by 31 July and 15 October.

6. Based on summaries of registers of decisions on exemption from the fees, the Financial Services shall determine the income tax advance and social insurance (ZUS) premiums on the amount of the exemption granted, and shall deduct them from the employee's remuneration.

**Register of decisions on exemption from the fees for educational services**  
**during the period from January to June / from July to December\*** (delete as appropriate)  
**of the \_\_\_\_\_ calendar year**  
**and the \_\_\_\_\_ academic year**  
**Faculty / Organisational Unit of the University \_\_\_\_\_**

no	first name and surname	basis for exemption <sup>1)</sup>	exemption amount <sup>2)</sup>	type of the service in accordance with the specification included in § 2 of resolution no 507 of the Senate <sup>3)</sup>	decision:  of the Rector (R) / Head of the Unit (HU) <sup>4)</sup>	comments
1						
2						
3						

**prepared  
by:**

\_\_\_\_\_

**verified by**

\_\_\_\_\_

**approved by**

\_\_\_\_\_

1) enter respectively (select one main option):

- a) learning outcomes;
- b) financial position;
- c) other – please specify in comments;

1) enter respectively (select one main option):

- a) learning outcomes;

2) the exemption amount in EUR should be translated into PLN, depending on two situations:

- in case of exemption from part of the fee: the average exchange rate announced by the National Bank of Poland on the day of receiving the remaining amount of the fee, not subject to exemption;
- in case of exemption from the fee in whole: the average exchange rate announced by the National Bank of Poland on 30 September of the particular year;

3) enter respectively:

- a) education in form of part-time studies;
- b) repetition of classes due to unsatisfactory learning outcomes (failure to pass);
- c) studies conducted in a foreign language;
- d) classes not included in the study curriculum, including the classes supplementing the learning outcomes required to start the second-cycle studies in the particular field;
- e) post-graduate studies, additional courses and training courses;
- f) procedures related to the confirmation of the learning outcomes;
- g) 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;
- h) as well as in other instances provided for in the Act or other provisions of the generally binding regulations;

4) enter the name of the unit granting exemption.

Name of the Faculty / Organisational Unit of the University

**Declaration of the student/doctoral student/participant  
benefiting from exemption from the fee for educational services  
for the purposes of drawing up the PIT information**

Surname: .....

First name, second name: 1 ..... 2.....

Date of birth: .....

ID number: .....

Personal Identification Number (PESEL): \_ \_ - \_ - \_ - \_ - \_

Tax Identification number (NIP)  
(in case of carrying out business activities): \_ \_ - \_ - \_ - \_ - \_

Telephone number: ..... e-mail: .....

**Place of residence:**

Country: .....

Voivodship: .....

Poviat: .....

Community: .....

Street: .....

Building number: .....

Flat number: .....

Locality: .....

Postcode: \_ - \_ - \_

Post office: .....

Address of the Tax Office, to which the PIT information should be sent:

Post code: \_ - \_ - \_ Locality: \_

Street .....

I confirm that the aforementioned data comply with the actual status.  
I am aware of criminal liability for declaring untrue facts.

.....  
Date

.....  
Signature

**Register of exemption from fees for educational services granted to employees**  
in \_\_\_\_\_ (month) of \_\_\_\_\_ (year) and in the \_\_\_\_\_ academic year

no	first name and surname of the employee	name of the unit employing the employee	name of the unit, where the employee pursues education	basis for exemption <sup>1)</sup>	amount of exemption	type of the service in accordance with the specification included in § 2 of resolution no 507 of the Senate <sup>2)</sup>	decision: of the Rector (R) / Head of the Unit (HU) <sup>3)</sup>	comments
1								
2								
3								

**prepared by:**

\_\_\_\_\_

**verified by**

\_\_\_\_\_

**approved by**

\_\_\_\_\_

1) enter respectively (select one main option):

- a) learning outcomes;
- b) financial position;
- c) other – please specify in comments;

2) the exemption amount in EUR should be translated into PLN, depending on two situations:

- in case of exemption from part of the fee: the average exchange rate announced by the National Bank of Poland on the day of receiving the remaining amount of the fee, not subject to exemption;
- in case of exemption from the fee in whole: the average exchange rate announced by the National Bank of Poland on 30 September of the particular year;

3) enter respectively:

- a) education in form of part-time studies;
- b) repetition of classes due to unsatisfactory learning outcomes (failure to pass);
- c) studies conducted in a foreign language;
- d) classes not included in the study curriculum, including the classes supplementing the learning outcomes required to start the second-cycle studies in the particular field;
- e) post-graduate studies, additional courses and training courses;
- f) procedures related to the confirmation of the learning outcomes;
- g) 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;
- h) as well as in other instances provided for in the Act or other provisions of the generally binding regulations;

4) enter the name of the unit granting exemption.

**Register of decisions on exemptions from fees for educational services granted to employees' children  
during the period from January to June / from July to December\* (delete as appropriate)  
in the \_\_\_\_\_ calendar year and in the \_\_\_\_\_ academic year**

no	first name and surname of the employee	name of the unit employing the employee	first name and surname of the employee's child	name of the unit, where the employee's child pursues education	basis for exemption <sup>1)</sup>	exemption amount <sup>2)</sup>	type of the service in accordance with the specification included in § 2 of resolution no 507 of the Senate <sup>3)</sup>	decision: of the Rector (R) / Head of the Unit (HU) <sup>4)</sup>	comments
1									
2									

**prepared by:**

\_\_\_\_\_

**verified by**

\_\_\_\_\_

**approved by**

\_\_\_\_\_

1) enter respectively (select one main option):

- a) learning outcomes;
- b) financial position;
- c) other – please specify in comments;

2) the exemption amount in EUR should be translated into PLN, depending on two situations:

- in case of exemption from part of the fee: the average exchange rate announced by the National Bank of Poland on the day of receiving the remaining amount of the fee, not subject to exemption
- in case of exemption from the fee in whole: the average exchange rate announced by the National Bank of Poland on 30 September of the particular year;

3) enter respectively:

- a) education in form of part-time studies;
- b) repetition of classes due to unsatisfactory learning outcomes (failure to pass);
- c) studies conducted in a foreign language;
- d) classes not included in the study curriculum, including the classes supplementing the learning outcomes required to start the second-cycle studies in the particular field;
- e) post-graduate studies, additional courses and training courses;
- f) procedures related to the confirmation of the learning outcomes;
- g) 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;
- h) as well as in other instances provided for in the Act or other provisions of the generally binding regulations;

4) enter the name of the unit granting exemption.