



M O N I T O R

OF THE UNIVERSITY OF WARSAW

Item 234

ORDINANCE NO 38 OF THE RECTOR OF THE UNIVERSITY OF WARSAW

of 14 December 2015

**on amendments to ordinance no 32 of the Rector of the University of Warsaw
of 18 July 2013 on the procedure for keeping
the register of decisions on exemption from fees for education 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 the 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

Appendices no 1, 3 and 4 to the procedure attached as an appendix to ordinance no 32 of the Rector of the University of Warsaw of 18 July 2014 on keeping the register of decisions on exemption from the fees for educational services at the University of Warsaw (UW Monitor 2014, item 174) shall be hereby amended to read as specified in the appendix to the ordinance.

§ 2

The ordinance shall come into force on the day of its signing and shall apply to decisions taken as of 1 January 2016.

Rector of the University of Warsaw:
M. Patys

Appendix
to ordinance no 38 of the Rector of the University of Warsaw of 14 December 2015
on amendments to 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 fees for education services
at the University of Warsaw

Appendix no 1
to the procedure for keeping the register of decisions on exemption from the fees
for educational services at the University of Warsaw

Template

**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 ¹⁾	exemption amount ²⁾	type of the service in accordance with the specification included in § 2 of resolution no 507 of the Senate ³⁾	decision: of the Rector (R) / Head of the Unit (HU) ⁴⁾	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.

Template

**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 ¹⁾	amount of exemption	type of the service in accordance with the specification included in § 2 of resolution no 507 of the Senate ²⁾	decision: of the Rector (R) / Head of the Unit (HU) ³⁾	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.

Template

**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 ¹⁾	exemption amount ²⁾	type of the service in accordance with the specification included in § 2 of resolution no 507 of the Senate ³⁾	decision: of the Rector (R) / Head of the Unit (HU) ⁴⁾	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.