



Item 306

**ORDINANCE NO 130
OF THE RECTOR OF THE UNIVERSITY OF WARSAW**

of 30 September 2019

**on the principles for collection, as well as terms and procedure for exemption
from the fees for educational services at the University of Warsaw**

Pursuant to Article 23 section 2 point 10 in conjunction with Article 79 section 3 of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws, item 1668, as amended), hereinafter referred to as the “Act,” and § 36 s. 2 point 11 in conjunction with § 36 s. 4 of the Statute of the University of Warsaw (UW Monitor 2019, item 190), hereinafter referred to as the “Statute,” it is resolved as follows:

§ 1

1. The Ordinance sets forth the principles for collection, as well as terms and procedure for exemption from the fees for educational services.

2. Terms used in the ordinance shall have the following meaning:

- 1) EUH - head of the educational unit within the meaning of the Statute;
- 2) educational unit - organisational unit of the University of Warsaw within the meaning of the Statute, arranging education in the particular field or fields of study;
- 3) teaching council - a collegiate body within the meaning of the Statute, competent for one or more fields of study.

§ 2

Fees for the following educational services can be collected at the University of Warsaw, hereinafter referred to as the “University:”

- 1) education in form of part-time studies;
- 2) repetition of classes in the case of full-time studies due to unsatisfactory learning outcomes;
- 3) studies in a foreign language;
- 4) classes not included in the study curriculum;
- 5) foreigners taking up full-time studies in Polish language.

§ 3

1. At the request of the teaching council, presented by the EUH, the amount of the fee for educational services shall be determined by the Rector in an ordinance before the beginning of the recruitment process.

2. The EUH shall prepare a proposition on the fees and present it for approval to the teaching council. Together with the proposition, the EUH shall prepare the cost calculation.

3. Proposed fees shall require obtaining an opinion of a competent students' self-government body. The competent students self-government body shall express its justified opinion within 14 days of the day of receiving the request for such an opinion. Failure to express an opinion within this time limit shall be considered expressing a positive opinion.

4. The cost calculation template, referred to in s. 2, shall be determined by the Rector in an ordinance.

5. Fees for educational services shall comply with the following conditions:

- 1) in the case of a student repeating a stage of study, a fee shall be collected equal to the sum of fees for repeating all failed courses within the framework of the repeated study stage, provided that the total fee cannot be higher than the fee binding for this stage respectively;
- 2) in the case of a conditional completion of a study stage, a fee shall be collected equal to the sum of fees for repeating all failed courses;
- 3) in the case of resumption of studies within no more than two years of the date of removal from the list of students due to a failure to complete the last teaching cycle of the degree seminar or to obtain credit for any other course required to submit a thesis, as a result of a failure to submit a thesis as required in the study curriculum, a fee shall be collected for repeating the last cycle of the degree seminar or other course required to submit a thesis; the fee shall be paid no later than seven days before the date of the diploma examination, in a proportional amount (on a monthly basis) for the period from the date of resumption of studies to the day of approval of the thesis by its academic tutor; the maximum fee for repeating the last cycle of the degree seminar (related to the relevant study stage) cannot exceed 1/5 of the fee for repeating the study stage.

6. The amount of fees for educational services cannot exceed all costs necessary to establish and run the studies, and to prepare and implement the university strategy.

7. The amount of the fee, referred to in § 2 points 1, 3 and 5, may differ depending on whether the fee is paid on a one-off basis or in instalments.

8. The amount of fees referred to § 2 points 1-3 and 5 cannot be increased until completing studies by persons admitted for a particular academic year. The amount of the fee referred to in § 2 point 4 can be increased.

9. The Rector's ordinance referred to in s. 1 shall be published in the Public Information Bulletin on the website of the University.

10. The student shall be obliged to pay fees due to the University on a timely basis by virtue of law.

§ 4

1. Payment dates for the fees shall be set by the EUH.

2. The student shall pay the fee in whole or the first instalment of the fee referred to in § 2 points 1, 3 and 5 before the beginning of the study stage, but not before confirming in writing taking the oath. A foreign student may pay the fee before confirming in writing taking the oath.

3. A student using a student loan may pay the fees in monthly instalments and on dates of drawing the loan tranches, on the condition that they instruct the bank to transfer the loan instalments to the account of the University.

§ 5

Shall a student be in delay with paying the fees for more than 30 days, the EUH shall call the student to 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 time limit passes ineffective, the student would be removed from the list of students of the University due to a failure to pay the fees related to studies.

§ 6

1. In the case of removal from the list of students due to a failure to start studies, the fee shall be returned after deducting 10% of the amount of the fee due for the first year of studies, for covering costs necessary to establish and run the studies, and to prepare and implement the university strategy.

2. In the case of removal from the list of students for a reason other than the one referred to in s. 1, i.e. resignation from studies, removal due to identifying lack of progress in learning, failure to pass the study stage within the required time limit, imposition of disciplinary penalty involving expulsion from the University or failure to participate in obligatory classes, 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

1. The EUH can exempt the student from the fee in whole or in part, or can split the payment into instalments at a justified and documented request of the student.

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

- 1) outstanding learning outcomes of the student;
- 2) outstanding scientific achievements of the student;
- 3) outstanding sports achievements of the student in competitions on at least national level;
- 4) significant deterioration of the student's financial position during the study;

- 5) important social reasons justifying supporting the student due to their exceptionally difficult personal situation;
- 6) especially important social activity of the student for the University, including in the university student organisation.

3. The request referred to in s. 1, based on the circumstances referred to in s. 2 points 1-3 and 6, shall be submitted to the EUH 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 4 or 5, shall be submitted to the EUH no later than three months after the day of significant deterioration of the financial position or occurrence of exceptionally difficult personal situation, respectively. In justified instances, the EUH may accept for examination the request submitted at a later date.

4. Proving satisfying the ground referred to in s. 2 shall be the responsibility of the student. To the request referred to in s. 1, the student shall enclose documents confirming satisfying the grounds referred to in s. 2.

5. The teaching council may determine the learning outcomes and scientific achievements considered outstanding.

6. The Rector shall determine, in an ordinance, conditions, procedure and amount of exemption based on outstanding sports achievements of a student.

7. Significant deterioration of the student's financial position during the study, referred to in s. 2 point 4, shall be proved by the student in accordance with principles set forth for determining the income for the purposes of awarding the social scholarship.

8. Exemption from the fees on the ground of significant deterioration of the student's financial position during the study shall be not allowed if the student was in difficult financial position upon starting the studies.

9. Exemptions from educational fees shall be subject to personal income tax in accordance with the Act on personal income tax. The student exempt from the fees shall be obliged to provide the data necessary for the purposes of settlement of personal income tax.

10. The amount of exemption from educational fees shall depend on the instalment plan selected by the student and resulting study fees.

§ 8

1. The EUH shall issue administrative decisions on exemption from the fee in whole or in part, or on splitting the fee into instalments. With this respect, the EUH may request a written opinion of a competent students' self-government body, whereas ensuring that personal data of the applicant are protected.

2. The competent students' self-government body shall submit the opinion referred to in s. 1 to the EUH. The competent students self-government body shall express its opinion within 14 days of the day of receiving the request. Failure to express an opinion within this time limit shall be considered expressing a positive opinion.

3. The decision referred to in s. 1 shall include a legal and factual justification.
4. The student may appeal against the decision referred to in s. 1 to the Rector, through the EUH, within 14 days of its submission.

§ 9

1. The EUH shall be obliged to keep the register of decisions on exemptions from educational fees referred to in § 8.
2. The detailed procedure for keeping the register referred to in s. 1 shall be determined by the Rector.
3. The EUH shall present to the Rector a written report on decisions on exemptions from educational fees on an annual basis.

§ 10

1. A foreign student may file to the Rector a justified request to be exempt from the fees in whole or in part, or to split the fees into instalments. The request shall be filed through the EUH. The EUH shall immediately transfer the request to the Rector together with his/her opinion. The Rector shall issue an administrative decision on exempting the foreign student from the fees in whole or in part, or on splitting the fees into instalments.

2. The Rector may exempt the foreign student, in whole or in part, from the fees for:

- 1) repetition of classes in the case of full-time studies due to unsatisfactory learning outcomes;
- 2) studies in a foreign language;
- 3) taking up full-time studies in Polish language.

3. Grounds for exempting the foreign student from the fee or splitting the fee into instalments are set in § 7 s. 2. Additionally, the foreign student can be exempt from the fee or the fee can be split into instalment if:

- 1) the student shows significant commitment to and progress in integration with the Polish society, including Polish language learning;
- 2) it is justified for humanitarian reasons;
- 3) in other especially justified instances.

4. Proving satisfying the ground referred to in s. 3 shall be the responsibility of the foreign student. To the request referred to in s. 1, the foreign student shall enclose documents confirming satisfying the grounds referred to in s. 3. In the case of documents in foreign language, the foreign student shall present their certified translation into Polish language. In justified instances, the Rector can accept evidence in English language without certified translation into Polish language.

5. The foreign student may file a request to the Rector for re-examination of the decision referred to in s. 1, within 14 days of its submission.

6. Deductions referred to in § 6 s. 1 shall not apply to foreign students if a foreigner fails to start the studies due to a failure to obtain a relevant visa.

7. § 9 shall apply respectively, provided that the report on decisions on exemption from educational fees shall be included by the Rector in the report referred to in § 155 s. 6 point 2 of the Statute.

§ 11

1. The Rector or the EUH in charge of the unit, at which a child of the employee of the University studies, each within the scope arising from separate regulations, 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.

2. The request for the re-examination of the case can be submitted with respect to decisions of the Rector referred to in s. 1, within 14 days of their submission.

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

4. Decisions referred to in § 8 ss. 1 and 4, and § 10 s. 1 shall be made for a period no longer than one academic year.

§ 12

1. In accordance with principles set in separate regulations, amount due as fees for educational services can be redeemed in whole or in part, or their payment can be deferred or split into instalments.

2. Enforcement of amounts due as fees for educational services shall be brought to the court based on separate regulations.

§ 13

1. Financial consequences of decisions referred to in § 8 ss. 1 and 4 shall be charged to the budget of the educational unit.

2. Financial consequences of decisions referred to in § 11 s. 1 shall be charged to the budget of the educational unit, at which the employee's child studies, and the budget of the University, respectively.

3. Financial consequences of decisions referred to in § 10 s. 1 shall be charged to the budget of the educational unit, at which the foreign student studies, and the budget of the University, respectively.

§ 14

Provisions binding until now shall apply to proceedings instituted before the day of this Ordinance coming into force.

§ 15

Principles for collection, as well as terms and procedure for exemption from the fees for educational services with respect to:

- 1) doctoral students;
 - 2) foreign students, who started studies up to 1 October 2018 inclusive;
- shall be governed by provisions binding until now.

§ 16

The Ordinance shall come into force as of 1 October 2019.

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