



Item 214

**ANNOUNCEMENT No. 17
OF THE RECTOR OF THE UNIVERSITY OF WARSAW**

dated 18 August 2021

**on announcement of the consolidated text of the Ordinance No. 130
of the Rector of the University of Warsaw of 30 September 2019
on the rules for charging and the conditions and procedure for exemption
from the fees for educational services at the University of Warsaw**

Announced hereby is the consolidated text of the Ordinance no. 130 of the Rector of the University of Warsaw dated 30 September 2019 on the rules for collecting and the conditions and procedure for exempting from the fees for educational services at the University of Warsaw (Monitor UW of 2019, item 306) as amended by:

- 1) Ordinance No. 91 of the Rector of the University of Warsaw of 31 May 2021 on amending the Ordinance no. 130 of the Rector of the University of Warsaw dated 30 September 2019 on the rules for charging and the conditions and procedure for exemption from the fees for educational services at the University of Warsaw (Monitor UW of 2021, item 150);
- 2) Ordinance No. 78 of the Rector of the University of Warsaw of 30 April 2021 on amending the Ordinance no. 130 of the Rector of the University of Warsaw dated 30 September 2019 on the rules for charging and the conditions and procedure for exemption from the fees for educational services at the University of Warsaw (Monitor UW of 2021, item 129);
- 3) Ordinance No. 135 of the Rector of the University of Warsaw of 19 June 2020 on amending the Ordinance no. 130 of the Rector of the University of Warsaw dated 30 September 2019 on the rules for charging and the conditions and procedure for exemption from the fees for educational services (Monitor UW of 2020, item 275).

Rector of the University of Warsaw: *A. Z.
Nowak*

Appendix

to the Announcement No. 17 of the Rector of the University of Warsaw
dated 18 August 2021 on announcement of the consolidated text of the Ordinance No. 130
of the Rector of the University of Warsaw dated 30 September 2019.
on the rules for charging and the conditions and procedure for exemption from
the fees for educational services at the University of Warsaw

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

dated 30 September 2019

**on the rules for charging and the conditions and procedure for exemption from
the fees for educational services at the University of Warsaw¹**

Pursuant to the provisions of Article 23 section 2 item 10 in conjunction with Article 79 section 3 of the Act dated 20 July 2018 , the Law on Higher Education and Science (Polish Journal of Laws, item 1668, as amended), hereinafter referred to as the "Act", and paragraph 36 section 2 item 11 in conjunction with paragraph 36 section 4 of the Statute of the University of Warsaw (Monitor UW of 2019, item 190), hereinafter referred to as the "Statute", it is hereby ordered as follows:

§ 1

1. The Ordinance regulates the rules for charging, as well as the conditions and mode for exempting from the fees for educational services.

2. The terms used in the Ordinance shall have the following meaning:

- 1) HTU – the Head of the Teaching Unit, as defined in the Statute;
- 2) teaching unit – an organizational unit of the University of Warsaw, as defined in the Statute which organizes teaching in a given subject of study or subjects of study;
- 3) teaching and learning council – a collegial body, as defined in the Statute, competent for one or more subjects of study.

§ 2

¹Consolidated text including the amendments introduced by means of the following documents:

- 1) Ordinance No. 135 of the Rector of the University of Warsaw of 19 June 2020 on amending the Ordinance no. 130 of the Rector of the University of Warsaw dated 30 September 2019 on the rules for collecting and the conditions and procedure for exempting from the fees for educational services (Monitor UW of 2020, item 275);
- 2) Ordinance No. 78 of the Rector of the University of Warsaw of 30 April 2021 on amending the Ordinance no. 130 of the Rector of the University of Warsaw dated 30 September 2019 on the rules for collecting and the conditions and procedure for exempting from the fees for educational services at the University of Warsaw (Monitor UW of 2021, item 129);
- 3) Ordinance No. 91 of the Rector of the University of Warsaw of 31 May 2021 on amending the Ordinance no. 130 of the Rector of the University of Warsaw dated 30 September 2019 on the rules for collecting and the conditions and procedure for exempting from the fees for educational services at the University of Warsaw (Monitor UW of 2021, item 150).

The University of Warsaw, hereinafter referred to as the "University", may charge the following fees for educational services:

- 1) for part-time studies;
- 2) for retaking specific failed full-time classes due to unsatisfactory academic progress;
- 3) for studies conducted in a foreign language;
- 4) for extracurricular classes;
- 5) for full-time studies in Polish from foreigners.

§ 3

1. The Rector shall determine the amounts of fees for educational services by way of an ordinance before the beginning of the recruitment process, upon the request of the teaching and learning councils presented by the HTU.

2. A proposal of the fees amounts shall be drafted by the HTU and submitted to the teaching and learning council for approval. The HTU's draft fees shall have a cost calculation attached.

3. The draft fees shall be consulted with the competent body of the students' self-governing authority. The competent body of the students' self-governing authority shall present its position and the grounds for it within 14 days from the day when it is requested. Failure to express the position within this time limit shall be considered an approval.

4. The formula used for the cost calculation mentioned under section 2 shall be set forth by the Rector by way of an ordinance.

5. The fees for educational services shall meet the following conditions:

- 1) when a student retakes a stage of their studies, a fee shall be charged equal to the total of the amounts charged for retaking all the failed courses at the retaken stage of the studies; however, the total fee must not be higher than the fee applicable to that respective stage;
- 2) when a student is conditionally admitted to the next stage of the studies, a fee equal to the total of the amounts charged for retaking the failed courses shall also be applied;
- 3) ²in the case of readmission not later than two years after being expelled from studies due to the failure to complete the last educational cycle of undergraduate thesis seminar or other subject leading to diploma thesis due to the failure to submit the thesis as per the curriculum, the fee is imposed in the amount of 1/10 of the charge payable for repeating a part of a course. The fee is paid before the date set for the degree examination.

6. Fees for educational services must not exceed the total costs necessary to set up and administer the studies, as well as those necessary to prepare and implement the University's strategy.

² In the wording set forth under paragraph 1 item 1 of the Ordinance No. 78, mentioned under footnote 1.

7. The amount of the fees mentioned under paragraph 2 items 1, 3 and 5 may depend on whether the fee is paid one-off or in instalments.

8. The amount of the fees mentioned under paragraph 2 items 1-3 and 5 may not be increased until the persons admitted to the studies in a given academic year complete their studies. The fee amount mentioned under paragraph 2 item 4 may however be increased.

9. The Rector's Ordinance mentioned under section 1 shall be published in the Public Information Bulletin at the University's organizational unit's website.

10. It shall be the students' legal duty to pay the fees due to the University in a timely manner.

§ 4

1. The deadlines for the payment of the fees shall be determined by the HTU.

2. The student shall pay the whole amount or the first instalment of the fees mentioned under paragraph 2 items 1, 3 and 5 before the stage of the studies begins, however not before written confirmation of taking the student oath. A foreign student may pay the fee before taking the student oath in writing.

3. A student receiving a student loan may pay the fees in monthly instalments on the day when the loan instalments are disbursed, provided they submit a proof that they issued instructions for the bank to pay the loan instalments into the University's account.

§ 5

If the student is in arrears with payment of the fees for over 30 days, the HTU shall request them to pay the fees plus statutory interest accrued from the due date within 14 days from the date of delivery of the request, also notifying that following the ineffective lapse of this deadline, the student shall be expelled from the studies at the University due to failure to pay the fees connected with their studies.

§ 6

1. ³In the case of being expelled from studies due to the failure to undertake studies where education is paid, the fee is imposed in the amount of 10% of the fee payable for the first year of studies which is to cover the cost necessary to launch and conduct studies and prepare and implement the University strategy.

2. In the case of being expelled from studies for reasons other than those mentioned under section 1, i.e. resignation from studies, lack of academic progress, failing to obtain credit for a stage of the studies by the required deadline, having received a disciplinary penalty in the form of expulsion from the University or failure to participate in obligatory classes – the fee paid shall be reimbursed proportionately, i.e., after deducting the fee for the period from the start of the academic year until the day when the decision on expulsion from the studies became final.

³ In the wording set forth under paragraph 1 item 2 of the Ordinance mentioned under footnote 2.

3. ⁴In the case of being expelled from studies due to the resignation from studies submitted in the period of limited or suspended functioning of the University ordered by the Rector, the fee paid is subject to proportional repayment, i.e., after deducting the fee for the period from the start of the academic year till the day of submitting the written application to resign from studies.

§ 7

1. The HTU may exempt a student from the fees in whole or in part, or divide the fee into instalments upon a grounded request of the student.

2. Reasons for granting exemption from the fees or dividing them into instalments may include, but not be limited to:

- 1) the student's outstanding academic achievements;
- 2) the student's outstanding scientific achievements;
- 3) the student's outstanding sports achievements in at least nationwide competitions;
- 4) substantial deterioration of the financial situation of the student during the course of the studies;
- 5) important social considerations, constituting grounds for providing the student with support due to their personal situation;
- 6) particularly important social activity of the student performed for the benefit of the University,
including as part of the University's students organization.

3. ⁵The application mentioned under section 1, based on the circumstances set forth in section 2 items 1-3 or 6, is submitted to the HTU no later than 30 days before the start of the classes that are the subject of this application, unless the HTU sets forth by way of an ordinance a different term for the application submission, no later however than the day of the start of classes that are the subject of this application. The application mentioned under section 1, based on the circumstance set forth in section 2 item 4 or 5, is submitted to the HTU no later than three months after the day of significant deterioration in the standard of living or the day of the occurrence of difficult personal situation, as applicable. In justified cases the HTU can consider an application submitted at a different date.

3a. ⁶The applications mentioned under item 1 shall not be accepted in December.

4. ⁷The Student shall be obliged to demonstrate to have met the prerequisite stipulated in item 2. To the request mentioned under section 1, the student shall attach documents confirming that they meet the relevant prerequisite mentioned under section 2.

5. The teaching and learning council may determine the academic achievements and the scientific achievements to be deemed outstanding.

⁴ Added by means of paragraph 1 item 1 of Ordinance No. 135 mentioned under footnote 1.

⁵ In the wording set forth under paragraph 1 item 3 of the Ordinance mentioned under footnote 2.

⁶ Added by means of paragraph 1 item 2 of the Ordinance mentioned under footnote 4.

⁷ In the wording set forth under paragraph 1 item 1 of the Ordinance No. 91, mentioned under footnote 1.

6. The Rector determines, by way of an ordinance, the conditions, procedure and amount of exemption related to students' outstanding sports achievements.

7. The student shall prove the significant deterioration of their financial situation during the course of the studies, as mentioned under section 2 item 4, in a manner set forth for determining income as part of the social allowance procedure.

8. Exemption from fees based on significant deterioration in the student's financial situation during the course of the studies shall be inadmissible, if the student's difficult financial situation existed at the time when they started their studies.

9. ⁸(deleted).

10. The amount of tuition fees exemption depends on the instalment plan selected by the student and the resulting tuition fee.

§ 8

1. ⁹The HTU shall issue administrative decisions concerning the waiver of the entire fee or its part. The HTU can request a written opinion on the matter from the competent body of the students' self-governing authority, while protecting the applicant's personal data.

2. The competent body of the students' self-governing authority shall submit the opinion mentioned under section 1 to the HTU. The competent body of the students' self-governing authority shall express its position within 14 days from receiving the request. Failure to express the position within this time limit shall be considered an approval.

3. The decision mentioned under section 1 shall provide the legal and factual grounds.

4. A student may appeal against the decision mentioned under section 1 to the Rector through the HTU within 14 days following its service.

§ 9

1. The HTU shall maintain a register of the decisions on exemption from the tuition fees, as mentioned under paragraph 8.

2. A specific procedure for maintaining the register mentioned under section 1 shall be set forth by the Rector.

3. The HTU shall submit to the Rector an annual written report on the tuition fees exemption decisions issued.

§ 10

1. ¹⁰A foreign student can submit to the Rector a justified application for the exemption from the fees in their entirety or in part, or for the fees to be paid in

⁸Removed under paragraph 1 item 2 of Ordinance mentioned under footnote 7

⁹In the wording set forth under paragraph 1 item 4 of the Ordinance mentioned under footnote 2.

¹⁰In the wording set forth under paragraph 1 item 5 letter a of the Ordinance mentioned under footnote 2.

instalments. The application is submitted through the head of the teaching unit. The HTU promptly transfers the application along with their written opinion to the Rector. The Rector issues an administrative decision on waiving the fee in its entirety or in part for the foreign student.

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

- 1) for retaking specific failed full-time classes due to unsatisfactory academic progress;
- 2) for studies conducted in a foreign language;
- 3) for full-time studies in Polish.

3. The grounds for granting a foreign student exemption from the fees or dividing them into instalments are set forth under paragraph 7 section 2. A foreign student may also be exempted from the fee or the fee may be divided into instalments for the following reasons:

- 1) if they are able to demonstrate significant involvement and progress in integrating with the Polish people, including in learning Polish;
- 2) due to humanitarian reasons;
- 3) under especially justified circumstances.

4. The foreign student shall be responsible for proving the fulfilment of the prerequisite mentioned under section 3. To the request mentioned under section 1, the foreign student shall attach documents confirming that the prerequisite mentioned under section 3 has been met. The foreign student shall provide Polish translations of foreign language documents drafted by a sworn translator. In justified cases the Rector may take into account the relevant evidence in English, without a translation into Polish drafted by a sworn translator.

5. A foreign student may request the Rector to reconsider the matter within 14 days from the date of service of the decision mentioned under section 1.

6. ¹¹Foreign students are not charged with the fee mentioned under paragraph 6 section 1 if the failure to undertake the studies is due to inability to obtain an appropriate visa by the foreign student.

7. The provision of paragraph 9 shall apply accordingly; however, the Rector shall present the issued exemptions from the tuition fees in the report mentioned under paragraph 155 section 6 item 2 of the Statute.

8. ¹²Should the Rector's decision about admission of a foreign student to studies expire, the already paid fee is subject to proportional return, i.e. after the set-off of the fee for the period from the start of the academic year till the day when the decision stating the expiry of the decision of the Rector concerning the admission of a foreign student becomes final.

¹¹ In the wording set forth under paragraph 1 item 5 letter b of the Ordinance mentioned under footnote 2.

¹² In the wording set forth under paragraph 1 item 5 letter c of the Ordinance mentioned under footnote 2.

§ 11

1. ¹³The Rector or the head of the teaching unit where a child of a University employee is learning, each in the scope resulting from separate laws, can decide on the exemption from the fees in their entirety or in part for the student who is a child of an employee, and no older than 25 years of age.

2. A request for reconsideration of the Rector's decision mentioned under section 1 may be submitted within 14 days from its service.

3. The Rector determines the specific conditions and criteria for exempting the children of the University employees from the entirety of the fees or their part.

4. ¹⁴Decisions mentioned under paragraph 8 section 1, paragraph 10 section 1 and paragraph 11 section 1 are made for the period no longer than one academic year.

§ 12

1. Upon the terms set forth in separate regulations, the fees for educational services may be waived in whole or in part, or their payment may be postponed or divided into instalments.

2. Any overdue fees for educational services shall be enforced in court under separate provisions.

3. ¹⁵The fee unduly collected shall be returned.

§ 13

1. The financial consequences of the decisions mentioned under paragraph 8 section 1 and 4 shall be covered from the budget of the teaching unit.

2. The financial consequences of the decisions mentioned under paragraph 11 section 1 shall be covered from the budgets of the teaching unit where the child of the employee receives education and the budget of the University, respectively.

3. The financial consequences of the decisions mentioned under paragraph 10 section 1 shall be covered from the budgets of the teaching unit where the foreign student receives education and the budget of the University, respectively.

§ 14

Provisions applicable hitherto shall apply to any proceedings initiated and not completed before the effective date of this Ordinance.

§ 15

¹³ In the wording set forth under paragraph 1 item 6 letter a of the Ordinance mentioned under footnote 2.

¹⁴ In the wording set forth under paragraph 1 item 6 letter b of the Ordinance mentioned under footnote 2.

¹⁵ In the wording set forth under paragraph 1 item 7 of the Ordinance mentioned under footnote 2.

Fees charged for educational services and exemptions from such fees in specific circumstances for

- 1) doctoral students,
- 2) foreign students who began their studies until 1 October 2018 at the latest – are regulated under the hitherto applicable regulations.

§ 16

The Ordinance shall enter into force on 1 October 2019.

Rector of the University of Warsaw:

M. Pałys