

**Resolution no. 17/III/2019**  
**of the Senate of the Jagiellonian University**  
**of 27<sup>th</sup> March 2019**

**on: rules for charging fees and exempting from fees for educational services at first-cycle, second-cycle and long-cycle Magister degree study programmes at the Jagiellonian University**

On the basis of Article 79 (1) and (3) of the act of 20<sup>th</sup> July 2018 Law on higher education and science (Dz. U. 2018, poz. 1668 z późn. zm. – Polish Journal of Laws of 2018, item 1668 as amended), hereinafter referred to as the act, and § 130 (2) of the Statute of the Jagiellonian University, Senate of the Jagiellonian University decides, as follows:

**§ 1**

1. The present resolution shall determine:
  - 1) rules for charging fees for educational services related to studying at first-cycle, second-cycle and long-cycle Magister degree study programmes;
  - 2) rules for exempting from fees referred to in point (1) hereinabove;
  - 3) rules for establishing the amount of fees referred to in point (1) hereinabove; regardless the citizenship.
2. Rules for charging fees and exempting from fees referred to in Article 79 (2) and Article 163 (2) of the act shall be governed by separate regulations.
3. All references in the present resolution to a dean, are also to heads of inter-faculty as well as extra-faculty units.

**§ 2**

1. Jagiellonian University, hereinafter referred to as the University, charges fees for educational services for:
  - 1) part-time degree programmes;
  - 2) degree programmes in a foreign language;
  - 3) foreigners' education at full-time degree programmes in Polish;
  - 4) retaking specified courses at full-time degree programmes because of unsatisfactory learning achievements;
  - 5) delivering courses which are not included in a study programme.
2. Fee, referred to in point (1) (1) hereinabove, shall be charged for:
  - 1) studying in accordance with a study programme of the specified field of study, study level and profile;
  - 2) retaking specified courses, including the case of readmission to a degree program;
  - 3) studying – in the case of the obligation to supplement programme differences.
3. Fee, referred to in point (1) (4) hereinabove, shall be charged for:
  - 1) retaking classes within a subject, which was not passed by a student despite the obligation to do so, resulting in obtaining unsatisfactory learning achievements;
  - 2) retaking courses after readmission.

**§ 3**

1. The amount of fees for educational services, referred to in § 2 (1) hereinabove, shall be determined by the Rector by means of an order, on the basis of dean's proposal, and after consulting students' self-governing authority
2. The amounts of fees determined for persons admitted to a degree programme for a given academic year neither can be increased, nor any new fees can be introduced till the moment of graduation. The above does not include increasing of fees for delivering courses which are not included in a study programme, referred to in § 2 (1) (5) hereinabove.

#### § 4

1. Dean, when preparing proposals for the amounts of fees referred to in § 3 (1) hereinabove, shall prepare a budget for a degree programme which must be accepted by the Bursar of the Jagiellonian University, and in the case of Jagiellonian University Medical College – by the Deputy Bursar for Medical College.
2. The amount of fees cannot exceed costs indispensable for foundation and delivering degree programmes, as well as preparation and implementation of the university's strategy.
3. The model budget shall be determined by the Rector by means of an order, after consulting the Bursar of the Jagiellonian University, and in the case of Jagiellonian University Medical College – the Deputy Bursar for Medical College.

#### § 5

1. Fees referred to in § 2 (2) (1) hereinabove shall be paid for the whole academic year in 8 instalments in the amount of 1/8 of the fee for a given year of a degree programme, by the following dates:
  - 1) I instalment – till 15<sup>th</sup> October,
  - 2) II instalment – till 15<sup>th</sup> November,
  - 3) III instalment – till 15<sup>th</sup> December,
  - 4) IV instalment – till 15<sup>th</sup> January,
  - 5) V instalment – till 15<sup>th</sup> February,
  - 6) VI instalment – till 15<sup>th</sup> March,
  - 7) VII instalment – till 15<sup>th</sup> April,
  - 8) VIII instalment – till 15<sup>th</sup> May.
2. Fees referred to in § 2 (1) (2) and (3) hereinabove shall be paid in two instalments:
  - 1) I instalment – till 15<sup>th</sup> October,
  - 2) II instalment – till 15<sup>th</sup> February.
3. In the case of persons admitted to first year of a degree programme the first instalment as regards fee referred to in § 2 (1) (1-3) hereinabove shall be paid within 7 days from the day of enrolling to a degree programme. Further instalments shall be paid within time limits specified in point 1 or 2 hereinabove respectively.
4. Fees referred to in § 2 (1) (4) and § 2 (2) (2) hereinabove shall be paid at once by 22<sup>nd</sup> October in the case of courses in the winter semester as well as courses lasting a whole academic year, and till 15<sup>th</sup> March in the case of courses in the summer semester.
5. Fees referred to in § 2 (1) (5) hereinabove shall be paid both in time limits and in the manner determined by a dean.
6. Fees referred to in § 2 (1) (4) and (5) and § 2 (2) (2) hereinabove, with the exception of language courses, shall be determined on the basis of value of one hour of classes specified for a given degree programme, in accordance with the Rector's order.
7. Fee referred to in § 2 (1) (1-3) hereinabove shall be paid also in the event of necessity of programme differences supplementation. Amount of the fee shall be determined by the dean in accordance with point (6) hereinabove. The fee shall be paid within time limits specified in point (4) hereinabove,
8. In the case of full completion of courses provided for a given year of a degree programme by the study programme by means of the so called advance promotion, the obligation to pay fee referred to in § 2 (1) (1-3) hereinabove shall apply to the full amount of fee which was in force in the academic year in which courses are delivered. Fees shall be paid within time limits specified in point (1) or (2) hereinabove respectively.
9. In the case of completing a part of courses provided in a study programme by means of the so called advance promotion, the due amount of fee referred to in § 2 (1) (1-3) hereinabove shall be collected proportionally to the amount of this fee within time limit determined in point (1) or (2) hereinabove respectively. In the following year the fee shall be decreased proportionally to the paid amount.
10. Students who use a leave from classes do not pay fees. If the leave was granted during an academic year the paid fee shall be repaid to a student upon their written motion indicating the bank account

number, proportionally to delivered courses, counting from the day on which student was granted a leave. In the case of failure in filing a motion the paid fee shall be counted towards fees for further period.

11. If student declares participation in classes during their leave from classes, he/she is obliged to pay a fee in the amount determined by a dean. The fee shall be paid within time limits specified in point (1) and (2) hereinabove respectively.
12. In the case of transferring from other academic school or changing form of a degree programme which result in the necessity of paying a fee, during the academic year, student is obliged to pay fee in the amount which equals to a sum of fees for months remaining till the end of a semester, including the month in which student was transferred or form of a degree programme was changed. Fee shall be paid within terms specified in point (1) or (2) hereinabove respectively, commencing from a month following the month in which one of the abovementioned events occurred.
13. In the case of issuing a decision resulting in the necessity of paying a fee referred to in § 2 (1) (4-5) and § 2 (2) (2-3) hereinabove after dates specified in point (4) hereinabove, payments shall be made within time limit specified in point (1) hereinabove in a month after the month in which this decision was issued.
14. In the case of completing courses which are included in a study programme of another field of study, fee referred to in § 2 (1) (4-5) hereinabove shall be determined on the basis of value of one hour of classes specified for this field of study. Fee shall be paid within time limits specified in point (4) hereinabove.
15. In the case of transferring classes completed by a student, fee referred to in § 2 (1) (1-3) hereinabove shall be decreased proportionally to the amount of this fee and transferred classes.
16. Decisions in matters referred to in points (9-10) and (12-14) hereinabove shall be made by a dean.

## § 6

1. Fees for educational services referred to in § 2 hereinabove shall be paid to the bank account indicated by the University.
2. A fee shall be deemed to be paid on the date of crediting the University's bank account.
3. Statutory interests for delay shall be charged on fees paid after specified time limits.
4. Student, when summoned, is obliged to present a proof of payment.
5. The University shall not bear any responsibility for incorrect classification of the payment resulting from circumstances on the payer's side, in particular entering an incorrect bank account number.

## § 7

1. In the case of failure in paying a fee within specified time limit student may be struck from the student register because of failure in paying fees, after being summoned to pay fees.
2. Summons may be served to a student via USOSweb.

## § 8

1. Student may apply for repayment of the paid fees in total in the case of withdrawal from a degree programme before its commencement. The motion for fees repayment should include number of bank account of the applicant.
2. In the case of withdrawal from a degree programme after its commencement or being struck from the student register, student is entitled to, upon a written motion including number of bank account, repayment of the paid fee in the amount proportional to delivered classes and costs incurred by the University, counting from the day of withdrawal from the degree programme or being struck from the student register. Decision within this matter shall be made by a dean.
3. In the case of withdrawal from the degree programme after its commencement or being struck from the student register without paying required fees, the University shall initiate recovery proceedings, in which the University seeks due payments in the proportional amount to delivered classes, as well as costs incurred by the University.

## **§ 9**

When enrolling to the student register, a candidate confirms having received and becoming familiar with rules for charging fees and exempting from fees for educational services specified herein.

## **§ 10**

1. Student may apply for exemption in total or partial exemption from fees referred to in § 2 (1) hereinabove, as well as for payment in instalments or extension of the time limit for payment of these fees.
2. Exemption from fees during first year of a degree programme is not allowed.
3. Rules provided for in § 10-14 hereinabove are not applicable to persons who were struck from the student register.

## **§ 11**

1. Student may file a motion concerning matters referred to in § 10 (1) hereinabove only under exceptional and particularly justified circumstances, in particular:
  - 1) if for reasons of chance after commencement of a degree programme student found himself/herself in exceptionally difficult financial situation;
  - 2) in the case of obtaining outstanding performance in learning achievements;
  - 3) in the case of participation in international exchange programmes.
2. In the case referred to in point (1) (2) hereinabove student may file a motion if the average grade for the preceding year of a degree programme, calculated in accordance with Regulations for studies, equals at least 4,75.
3. Before filing a motion referred to in point (1) student may apply for an opinion of a proper students' self-governing authority.
4. Motion referred to in point (1) should include all the documents which confirm circumstances justifying granting an exemption, in particular:
  - 1) all the documents necessary in order to determine income per family member, confirming financial situation, in accordance with requirements stated for application for maintenance grant specified in separate provisions;
  - 2) documents confirming occurrence of reasons of chance referred to in point (1) (1) hereinabove;
  - 3) opinion issued by a unit in the system of social assistance responsible for determining income and financial situation of persons and families;
  - 4) other documents confirming circumstances indicated in a motion.
5. Financial situation of an applicant shall be verified in accordance with rules applicable in the procedure of granting maintenance grant.
6. Provided that documentation referred to in point (4) hereinabove was not drawn up in Polish, student is obliged as well to file its certified translation into Polish.

## **§ 12**

1. Subject to point (3) hereinbelow, motion referred to in § 11 (1) hereinabove should be filed till 20<sup>th</sup> September of the year preceding academic year which the motion concerns.
2. Motions referred to in point (1) hereinabove shall be examined till 30<sup>th</sup> September.
3. Motion may be filed after the time limit specified in point (1) hereinabove if the reason justifying exemption from a fee or the obligation to paying a fee occurred in the course of academic year. In such circumstances motion should be filed within 14 days from occurring of the reason of the obligation of payment, but not later than till the end of May of a given academic year.
4. Motions referred to in point (3) hereinabove shall be examined within 14 days from the day of filing.

## **§ 13**

1. Decision concerning matters referred to in § 10 (1) hereinabove shall be made by the Rector or person acting under the authority of the Rector.

2. Decision referred to in point (1) hereinabove may be appealed against within 14 days from the day of service.
3. Provision of § 7 hereinabove shall not be applied till the moment of reconsideration of the case.

#### **§ 14**

Students who commenced degree programmes before the present resolution came into force shall pay fees under conditions hitherto in force.

#### **§ 15**

With exception for provisions related to charging fees and exempting from fees doctoral students who commenced doctoral programmes before the 2019/2020 academic year, hereby are repealed:

- 1) resolution no. 75/VI/2015 of the Senate of the Jagiellonian University of 24<sup>th</sup> June 2015 on: rules for charging fees for educational services at the Jagiellonian University and models of agreements on conditions for charging fees related to studying at the Jagiellonian University;
- 2) resolution no. 104/VI/2014 of the Senate of the Jagiellonian University of 25<sup>th</sup> June 2014 on: rules for exempting from fees for educational services at first-cycle, second-cycle and long-cycle Magister degree study programmes at the Jagiellonian University.

#### **§ 16**

The present resolution comes into force on the date of its adoption.