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# **Legal Monitor of the Silesian University of Technology**

**item 309**

**ORDINANCE NO. 134/2019**

**OF THE RECTOR OF THE SILESIAN UNIVERSITY OF TECHNOLOGY**

**of 1 October 2019**

**on the principles for charging fees for educational services provided  
at the Silesian University of Technology and the mode and conditions of exemption from these  
fees**

Acting pursuant to Article 79(3) of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2018, item 1668, as amended), it is ordered as follows:

## **§ 1**

1. The Silesian University of Technology charges fees for educational services provided in connection with:
  - 1) the education of part-time students and part-time doctoral students (doctoral candidates) until the end of their period of study,
  - 2) repeating certain courses in full-time programmes and full-time doctoral programmes (until the end of the period in which they are taught) due to unsatisfactory academic performance, i.e. in the event of repeating a course in a subject which the student/doctoral student, despite the obligation to do so, failed to pass, thus obtaining an unsatisfactory academic result,
  - 3) education of foreigners at University in a foreign language,
  - 4) education of foreigners in full-time studies in Polish,
  - 5) teaching courses not included in the study programme.
2. The Silesian University of Technology also charges fees for:
  - 1) postgraduate education and education in other forms,
  - 2) carrying out the validation of learning outcomes.

## **§ 2**

The rules for charging fees for educational services set out in the present Ordinance apply to Polish citizens and foreigners.

## **§ 3**

1. The amount of fees for educational services provided by the Silesian University of Technology shall be determined by the Rector by means of a regulation after consultation with the Student Council.

2. The fees for the educational services referred to in § 1, section 1 may not exceed the costs incurred to the extent necessary to launch and run them, including the costs of preparing and implementing the University's development strategy.
3. Until the completion of a course of study by those enrolled in a course of study for an academic year, the fees set for them may not be increased, nor may new fees be introduced. This shall not apply to any increase in fees for courses not included in the study programme as referred to in § 1 section 1, point 5.
4. The Silesian University of Technology shall make information on the amount of the fees referred to in § 1 available in the Public Information Bulletin.

#### § 4

1. Fees for educational services provided shall be paid as follows:
  - 1) Students/doctoral students shall pay their dues to the individual bank account indicated in the ICT system used at the University to support the course of study,
  - 2) others shall pay their dues to the bank accounts indicated in the educational services contract.
2. The following deadlines are set for the payment of fees by students during the academic year:
  - 1) for the first winter semester - by 15 October,
  - 2) for the following winter semester - by 30 September,
  - 3) for the first summer term - by 15 March,
  - 4) for the following summer term - by 28 February.
3. Doctoral students pay the fees in full, within 7 days before the start of the next semester.
4. Postgraduate participants pay fees on a semester basis:
  - 1) for the first semester - within 7 days of the conclusion of the contract,
  - 2) for the following semester - 7 days before the start of classes for the semester.
5. Participants in other forms of training shall pay the fees within 7 days before the start of the course.

#### § 5

1. If a student is admitted to a part-time programme as a transfer from another higher education institution or changes from a full-time programme to a part-time programme in the course of a semester, the student shall pay a fee in an amount proportional to the time remaining until the end of the semester, counting from the date of the decision on admission or change of the form of study.
2. In part-time studies, a student who has been granted a medical, extraordinary leave of absence or one to make up programme differences shall pay a fee in the event that the Rector's plenipotentiary agrees to advance credit for selected courses. If it is necessary to make up curriculum differences, the obligation to pay the fee applies only to part-time students.
3. In the case of recognition of a part of a course, a part-time student re-admitted or resuming a course of study shall be charged only for the courses that the student will take in a given semester in accordance with the applicable study programme. The fee charged may not exceed the semester fee.
4. In the cases referred to in sections 2 and 3, the fee shall be determined on the basis of the value of one ECTS credit determined for the course of study concerned in accordance with an ordinance of the Rector.

#### § 6

In the case of courses outside the course of study for which a student has been admitted, the fee shall be paid the amount appropriate to the course of study in which the course is taken.

#### § 7

1. Students and doctoral students may apply for exemption from the fees set out in § 1, para. 1 in whole or in part, as well as for an extension of the payment deadline or for payment in instalments if:
  - 1) have achieved outstanding academic results,
  - 2) found themselves in a difficult financial situation,

- 3) participated in international scholarship programmes.
2. The documented request for exemption referred to in section 1 should be submitted by the student or doctoral student to the Rector's plenipotentiary no later than 14 days before the due date.
3. A decision to exempt a student or doctoral student in whole or in part from the fees referred to in §1, section 1 shall be taken by the Rector.
4. The Rector's plenipotentiary may, in particularly justified cases, if a student or doctoral student has paid previous fees on time, divide the fee into instalments, but the number of instalments may not exceed 5. Payment in instalments may be granted to a student or doctoral student no more than twice during the duration of study.
5. The Rector's plenipotentiary may extend the deadline for payment of the fee, but not more than 14 days.
6. Participation in the mentoring programme of the Silesian University of Technology exempts the student from the obligation to pay the fee referred to in § 1, section 1, item 5.

#### § 8

1. Foreigners may be exempted from the fees referred to in §1, section 1, points 2, 3 and 4 pursuant to the rules laid down in an agreement between higher education institutions or an international agreement. A foreigner may also be exempted from these fees on the basis of:
  - 1) administrative decision of the Rector, the Director of a PAN institute or the Director of a research institute,
  - 2) Ministerial or NAWA Director's decision in respect of its grantees.
2. The fees referred to in § 1(1)(4) shall not be charged to:
  - 1) a foreigner who is a citizen of a European Union member state, the Swiss Confederation or a member state of the European Free Trade Association (EFTA) or a party to an agreement on the European Economic Area and their family members residing in the territory of the Republic of Poland,
  - 2) a foreigner who has been granted a permanent residence permit or a long-term resident of the European Union,
  - 3) a foreigner who has been granted a temporary residence permit due to the circumstances referred to in Article 159(1) or Article 186(1)(3) or (4) of the Act of 12 December 2013 on foreigners (consolidated text, Journal of Laws of 2018, item 2094, as amended),
  - 4) a foreigner who has the status of refugee granted in the Republic of Poland or benefits from temporary or subsidiary protection on the territory of the Republic of Poland,
  - 5) a foreigner who has a certificate certifying his or her knowledge of Polish as a foreign language at least at the C1 language proficiency level, as referred to in Article 11a(2) of the Act of 7 October 1999 on the Polish language (consolidated text, Journal of Laws of 2019, item 1480).
  - 6) a holder of a Pole's Card or a person to whom a decision on the determination of Polish ancestry has been issued,
  - 7) a foreigner who is a spouse, ascendant or descendant of a citizen of the Republic of Poland residing in the territory of the Republic of Poland,
  - 8) a foreigner who has been granted a temporary residence permit in connection with the circumstances referred to in Article 151(1) or Article 151b(1) of the Act on Foreigners of 12 December 2013, or who is staying on the territory of the Republic of Poland in connection with the use of short-term mobility of a scientist under the conditions specified in Article 156b(1) of that Act, or who has a national visa in order to conduct scientific research or development work.
3. The family members of the persons referred to in section 2(1) shall be the persons listed in Article 2(4) of the Act of 14 July 2006 on the entry into, residence in and exit from the territory of the Republic of Poland of nationals of the Member States of the European Union and their family members (consolidated text, Journal of Laws of 2019, item 293).

#### § 9

1. The date of payment of the fee shall be deemed to be the date on which the amount due is credited to the relevant bank account.
2. The University charges statutory interest for late payment of fees.
3. When summoned, the student is obliged to show proof of the fee paid.
4. The University shall not be liable for any consequences of the misclassification of a payment as a result of circumstances attributable to the contributor, in particular the entry of an incorrect bank account number.
5. If the fee is not paid on time, the Rector's plenipotentiary shall summon the student/doctoral student/participant to pay the fee within 14 days of the date of delivery of the summons for payment, under pain of removal from the list of students/doctoral students/participants.
6. If a student/doctoral student/participant resigns in writing from a course of study, doctoral programme, postgraduate programme or other form of education, the fee paid shall be refunded in the amount reduced by the cost of the classes attended up to the date of the resignation and other costs incurred by the University. The amount to be refunded shall be determined by the Rector's plenipotentiary.

#### § 10

1. A student acknowledges awareness of the conditions for payment of tuition fees contained in the present Ordinance by signing a declaration, a specimen of which is annexed to the Ordinance.
2. The terms and conditions of payment for postgraduate studies and other forms of training shall be laid down in an agreement concluded in writing between the University and the participant, the template of which shall be determined by separate regulations.

#### § 11

Matters not covered by these rules are decided by the Rector.

#### § 12

The Ordinance shall enter into force on the date of signature, with effect from the 2019/2020 academic year.

**Rector of the SUT: A. Mężyk**

**ATTACHMENT**

**STATEMENT**  
**on acknowledgement and acceptance of the conditions of payment for educational services**  
**at the Silesian University of Technology**

I, the undersigned .....,  
residing in .....,  
born in ....., PESEL No. ...., holding  
identity card ....., series and number ....., hereby  
declare that:

- 1) I have familiarised myself with the provisions of the Act of 20 July 2018. - Law on Higher Education and Science (Journal of Laws of 2018, item 1668, as amended) and the regulation of the Minister of Science and Higher Education of 27 September 2018 on studies (Journal of Laws of 2018, item 1861, as amended) regarding fees paid by students and graduates,
- 2) I have familiarised myself with the current Statutes of the Silesian University of Technology, the Study Regulations of the University, the curriculum and the study plan,
- 3) I have familiarised myself with the binding Ordinance of the Rector on the principles of collecting fees for educational services provided at the Silesian University of Technology and the binding Ordinance of the Rector on fees for educational services provided, the contents of which can be found at [www.polsl.pl](http://www.polsl.pl).

I commit to:

- 1) attend classes, take examinations, complete work placements and meet other requirements of the study programme,
- 2) act in accordance with the oath and to comply with the provisions of the Statutes of the Silesian University of Technology, the Study Regulations and other ordinances, decisions and instructions issued by authorised bodies and entities of the Silesian University of Technology during their studies,
- 3) notify the University in writing of changes to my personal data, in particular changes to my name, correspondence address, email address and contact telephone number,
- 4) timely payment of fees:
  - a) for full-time education if I am a foreigner,
  - b) for part-time education,
  - c) for repeating certain courses due to unsatisfactory academic performance, i.e. for repeating a course in a subject which, despite the obligation, I fail to pass,
  - d) for courses not included in the study plan, in the event that I apply to take these courses,
  - e) provided for by generally applicable law, in particular for: the issuing of an electronic student card, duplicates of the diploma of graduation and the diploma supplement, and the authentication of documents intended for legal transactions with foreign countries,
  - f) for the use of the student residence in an amount determined by the Rector in separate regulations.

I acknowledge that:

- 1) fees for educational services for the study cycle commencing in the academic year 20...../20..... may not be increased; this does not apply to fees for courses not included in the study programme or for the use of the student house,
- 2) amount of the fee for the repetition of courses due to unsatisfactory academic performance shall be determined on the basis of the value of one ECTS credit determined for the field of study and the cycle of study within which the course is taken,
- 3) fees shall be paid once to the student's individual bank account allocated to me and indicated in the ICT system used at the University to support the course of study,
- 4) the date of payment of the fee shall be deemed to be the date on which it is credited to the University's bank account, and delay in payment of the fee shall result in the charging of statutory interest for late payment,
- 5) the University shall not be liable for any consequences of the misclassification of a payment as a result of circumstances attributable to the contributor, in particular the entry of an incorrect bank account number,
- 6) failure to pay fees, despite a written request to do so, is grounds for expulsion from the list of students according to the procedure set out in the Study Regulations,
- 7) in the event that a student resigns from a course of study after its commencement or is removed from the register of students and fails to pay the required fees, the University shall institute enforcement proceedings to recover the fees due in an amount proportional to the costs incurred by the University in connection with the commencement and running of the studies.

I declare that I am aware of the rights of the student, in particular the right to:

- 1) apply for exemption in whole or in part from payment of fees for educational services, as well as for postponement of the deadline for payment or payment in instalments in accordance with the rules laid down by the Rector,
- 2) apply for a refund of the fees paid for educational services in the event of a written resignation from studies.

I confirm that I am familiar with the rules of charging fees at the Silesian University of Technology, their amount as well as the mode and conditions of exemption from these fees. I accept the regulations in force at the Silesian University of Technology defining the conditions for charging fees and I undertake to comply with them.

I acknowledge receipt of a copy of the statement.

....., on .....

.....  
(legible signature of the student)