

WARSAW UNIVERSITY OF TECHNOLOGY

**Regulation no. 9/2021
of the Warsaw University of Technology Rector
of 3 February 2021**

on the regulations on the tuition fees for educational services

Pursuant to Art. 23 section 1, in connection with Art. 79 section 1 and section 2 points 1 and 2 and section 3, Art. 163 section 2 and Art. 324 section 1 of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2020 item 85, as amended), it has been decided as follows:

§ 1

The following is determined:

- 1) regulations on the tuition fees for educational services payable to the Warsaw University of Technology, related to:
 - a) education in first-cycle and second-cycle degree programmes and in long-cycle Master's degree programmes,
 - b) education in postgraduate study,
 - c) other forms of education,
 - d) education of foreigners;
- 2) The conditions and procedures of exemption from the tuition fees referred to in point 1 are included in Annex no. 1 hereto.

§ 2

1. The regulations referred to in § 1 shall apply to Polish citizens and foreigners who took up study in the academic year 2019/2020 and later:
 - 1) first-cycle and second-cycle degree programmes and long-cycle Master's programmes,
 - 2) education in postgraduate study,
 - 3) other forms of education.
2. Persons admitted to study, postgraduate studies or doctoral studies before 1 October 2019 shall be charged the tuition fees pursuant to the previously binding regulations until the end of their degree programme as foreseen in the study programme and plan.

§ 3

Regulation no. 47/2019 of the WUT Rector of 13 September 2019 on the rules of payment to the Warsaw University of Technology of the tuition fees for educational services, education in postgraduate studies and in other forms of education, and on the conditions and procedures of exemption therefrom shall expire.

§ 4

The Regulation enters into force on the day of its signing.

RECTOR

Regulations on the tuition fees payable to the Warsaw University of Technology for educational services related to first-cycle and second-cycle degree programmes and long-cycle Master's degree programmes, postgraduate studies and other forms of education and the conditions and procedures of exemption from the fees

§ 1

1. The Regulation lays down the rules on the fees charged by the Warsaw University of Technology:
 - 1) for educational services related to:
 - a) education in part-time degree programmes,
 - b) retaking certain courses in full-time degree programmes due to unsatisfactory progress in learning,
 - c) tuition in a foreign language,
 - d) courses not included in the study programme,
 - e) education of foreigners in full-time degree programmes in Polish as the language of instruction;
 - 2) for educational services related to education in:
 - a) postgraduate studies,
 - b) other forms of education;
 - 3) for conducting the verification of the achievement of learning outcomes;
 - 4) for issuing the student's record book and student ID card, as well as copies of the documents;
 - 5) for issuing an additional copy of the diploma of graduation from study or a copy of the diploma supplement in a foreign language referred to in Art. 77 section 2 of the Act;
 - 6) for issuing a copy of the diploma of graduation from study and diploma supplement.
2. The fees referred to in section 1 point 1 letter b shall be charged if the student retakes the same course or takes an equivalent course or takes a course from the same group of courses.

§ 2

1. No later than before the beginning of admissions, the Rector shall determine in a decision the tuition fees payable by students in a given academic year and their amounts.
2. The fees referred to in section 1 shall be determined upon consultation with the Students' Self-Government.
3. The decision referred to in section 1 shall be immediately published in the WUT Public Information Service.
4. Until the completion of study by persons admitted to study in a given academic year, the university may not increase the fees laid down for them or impose new fees. This shall not apply to increasing the fees for courses not included in the study programme.
5. The amounts of fees for the verification of the achievement of learning outcomes referred to in § 1 section 1 point 3 may not exceed their costs by more than 20%.

§ 3

1. The tuition fees for education referred to in § 1 section 1 point 1 shall be paid no later than within four weeks after the beginning of the semester, except for the first semester of study for which the fees shall be paid before the beginning of the semester. The fees shall be paid into an individual bank account number.
 - 1a. In justified situations, the Rector may specify another time limit than the one referred to in section 1, for payment of the fees referred to in §1 section 1 point 1 letters a and c, and point 2.
 - 1b. The date of crediting the bank account of the Warsaw University of Technology shall be understood as the date of making the payment of the tuition fees.
 - 1c. For payments of tuition fees calculated in EUR and paid into the Warsaw University of Technology account in PLN, the amount credited in PLN shall be calculated into EUR on the basis of the average NBP exchange rate for one day before the Warsaw University of Technology bank account was credited.
2. The amounts of the fees referred to in § 1 section 1 point 1 shall be available after logging in to the USOSweb service no later than two weeks after the beginning of the semester, except for the fees payable before the beginning of the semester, which shall be published before the beginning of the semester in the USOSweb system or in the admissions system for foreigners.
3. The fees for the verification of the achievement of learning outcomes referred to in § 1 section 1 point 3 and fees referred to in § 1 section 1 points 4-6 shall be paid in full in advance to the individual bank account number specified by the University.
4. The fees for educational services related to education in postgraduate studies referred to in § 1 section 1 point 2 letter a shall be paid into an individual bank account number within the time limit determined in the agreement or in the information on the amounts of the tuition fees.
5. The individual bank account number shall be available to students and participants of postgraduate studies and persons admitted to study or postgraduate study after logging in to the USOSweb service.
6. The fees for educational services related to other forms of education referred to in § 1 section 1 point 2 letter b shall be paid within the time limit determined in the agreement or in the information on the amounts of the tuition fees.
7. The individual USOSweb account of the student or participant of postgraduate studies shall include information on the current financial settlements with the University, taking into account the time required to complete accounting and banking operations.
8. Should there be a need to discuss the discrepancies in financial settlements, the student, participant of postgraduate studies or of another form of education shall submit the proof of payment at the dean's office or the office of the unit conducting the education.

§ 4

1. Students, participants of postgraduate studies or another form of education may apply for full or partial exemption from the fees, or for extension of the payment deadline, or for payment of the fees in instalments if:
 - 1) they have outstanding achievements in studies or sports, except for the fees referred to in § 1 section 1 point 1 letter b;
 - 2) they are going to study abroad within agreements concluded between the Warsaw University of Technology and foreign universities;
 - 3) they are in a difficult financial or life situation;
 - 4) they participated in international grant programmes;
 - 5) they completed some types of classes conducted as part of courses referred to in § 1 section 1 point 1 letter b;

- 6) there are other important justified reasons.
2. The application referred to in section 1 shall be submitted no later than one week before the fees are due. The application shall be submitted to the dean, director of the college or head of the relevant university-wide unit conducting the education.
3. When looking into the application, the dean, director of the college or head of the relevant university-wide unit conducting the education or another person authorized by the Rector shall also take into account the financial situation of:
 - 1) the unit conducting the study he or she is head of – in terms of the fees referred to in § 1 section 1 point 1;
 - 2) a given edition of postgraduate studies or another form of education in terms of the fees referred to in § 1 section 1 point 2.
4. The application referred to in section 1 shall be replied to in writing.
5. Applications submitted by foreigners regarding full or partial exemption from the fees shall be investigated by the Rector or a person authorized by the Rector on the basis of the criteria referred to in sections 1 and 3. The application submitted by a foreigner should be evaluated by the dean, director of the college or head of the relevant university-wide unit conducting the education.
6. Applications submitted by foreigners regarding extension of the payment deadline or spreading out the payment in instalments shall be investigated by the dean, director of the college or head of the relevant university-wide unit conducting the education on the basis of the criteria referred to in sections 1 and 3, or another person authorised by the Rector. The applications are investigated on the basis of criteria referred to in sections 1 and 3.

§ 5

1. Delays in payment of the fees shall entail charging statutory interest for the delay and charging the costs of sending a written request for payment by the University.
2. In case of a delay in payment of the fees, the student or participant of postgraduate studies or another form of education may be not allowed to participate in classes, earn credits and take examinations and may be struck off the register of students. The decision shall be taken by the dean, director of the college or head of the relevant university-wide unit conducting the education, and in case of striking off the register of students, by the Rector.
3. In case of withdrawal from study, postgraduate studies or another form of education for more than a semester, the following amounts of fees shall be reimbursed:
 - 1) 100% of the semester fees – in case of withdrawal before the beginning of classes;
 - 2) a part of the semester fees, proportional to the period of classes conducted in a given semester, counting from the day after the day the student or participant is struck off the register or the day of termination of the agreement on the tuition fees if it was concluded.
4. The Warsaw University of Technology shall pursue the financial claims related to the payment of the fees referred to in § 1 section 1, pursuant to the current legal regulations.
5. The dean, director of the college or head of the relevant university-wide unit conducting the education referred to in § 1 section 1 point 1 and point 2 shall be responsible for completion of the tasks listed in section 1 and section 4.