

Unified text of the Regulation with amendments introduced with Rector's regulations no. 30/2014, 82 /2014, 56/2015, 18/2016

WARSAW UNIVERSITY OF TECHNOLOGY

Regulation no. 34/2008 of the Rector of the Warsaw University of Technology of 19 June 2008

on the procedures of charging fees payable to the Warsaw University of Technology for education of foreigners as fee-paying students and on the procedures of accounting the University income therefrom

Pursuant to § 54 section 1 point 18 of the WUT Statute and Regulation of the Minister of Science and Higher Education of 19 October 2006 on taking up and pursuing degree programmes and trainings by foreigners and their participation in research and development work (Journal of Laws no. 190, item 1406), it is decided as follows:

§ 1

1. This regulation lays down the procedure of payment of fees by foreigners who take up degree programmes at the Warsaw University of Technology or participate in trainings as fee-paying students.
2. The procedure of payment of fees by foreigners who take up degree programmes at the Warsaw University of Technology or participate in trainings on the basis of international agreements or contracts and agreements concluded by the Warsaw University of Technology with foreign units shall be determined in these contracts and agreements.
3. The degree programmes and trainings referred to in section 1 are as follows:
 - 1) first-cycle degree programmes, second-cycle degree programmes and long-cycle degree programmes,
 - 2) doctoral degree programmes,
 - 3) post-graduate programmes,
 - 4) habilitacja internships,
 - 5) research, artistic or specialisation internships,
 - 6) additional training courses,
 - 7) job placements.
4. When the regulation refers to degree programmes and students without further specification, these shall be understood as forms of degree programmes and trainings referred to in section 3 and their participants.

§ 2

Payment of fees shall be based on a document issued each time by:

- 1) the Centre for International Cooperation (International Students Office) – for persons applying for admission to study,
- 2) the unit conducting the degree programme – for students,
- 3) the Department for Studies – for participants of doctoral degree programmes,
- 4) the unit managing post-graduate programmes, trainings, research, artistic and habilitacja internships and job placements – for participants of post-graduate programmes, trainings, internships and placements.

§ 3

1. The fees shall be transferred into the WUT bank account specified in the document referred to in §2; the fees shall be paid:

1) in lump sum for each semester in advance:

a) within the time limit laid down in the visa application – for candidates to study,

b) no later than by the day of the beginning of classes, in accordance with the study programme – in case of students;

2) should the time limit for the fee payment be extended, in accordance with section 2 – within the specified time limit, no later than by the day of submission of the diploma thesis, doctoral dissertation or the final paper.

2. Upon the request of the student, in justified cases, the Rector may extend the deadline of the fee payment, but by no more than 6 months or consent to payment of the fee in two instalments. The request for payment deadline extension should be evaluated by the head of the unit which conducts the degree programme.

3. The paid tuition fees shall not be reimbursed, except for the period when the foreigner does not study, in situations when the foreigner:

1) was granted a leave as specified in § 19 section 1 point 1 of the Academic Regulations at the Warsaw University of Technology, annex to resolution no. 301/XLVIII/2015 of the WUT Senate of 20 May 2015;

2) resigned from the study for health reasons as documented by a medical certificate;

3) resigned from the study for other important documented reasons, including failure to receive a visa allowing to enter and stay in the territory of the Republic of Poland.

§ 4

1. Payment of the fees due shall be required to allow the student to attend classes, to register for the subsequent study stage, to be admitted to the diploma examination or to the defense of the doctoral dissertation.

2. Statutory interest shall be charged for overdue fees.

3. At the University, payment of the fees shall be controlled by:

1) the Centre for International Cooperation – for persons applying for admission to study,

2) the unit conducting the degree programme – for students, also those who started the study but were not registered,

3) the Department for Studies – for participants of doctoral degree programmes,

4. The unit which conducts the study shall be responsible for recovery of overdue fees. The head of the unit shall appoint an employee responsible for the control of the payments.

5. The unit conducting the study shall inform the Centre for International Cooperation (International Students Office) on overdue fees of students and of those who started study but were not registered.

6. A foreigner who fails to pay the overdue fees for more than three months shall be struck off the register of students (participants) by the head of the unit conducting the study.

§ 5

1. The unit conducting the study shall include a relevant note in the documentation of the foreigner – student who was struck off the register of students and has fallen behind with the payments and shall forward the information to the Department of Students Register and the Centre for International Cooperation (International Students Office).

2. The note shall be included by the Department for Studies in the documentation of the foreigner – participant of doctoral study who was struck off the register of doctoral students and has fallen behind with the payments.
3. The relevant organizational unit referred to in § 2 section 1 point 3 shall include the note in the documentation of the foreigner – participant of postgraduate study, training, internship or job placement who was struck off the register of students and has fallen behind with the payments.
4. The unit conducting the study shall inform the Department of Students Register or the Department for Studies on payment of the overdue fee by the foreigner struck off the register of students or a foreigner – participant of doctoral students.
5. In case of overdue payments of a foreigner who is at WUT as a fee-paying student on the basis of an exchange agreement between WUT and a foreign University, the relevant unit, referred to in section 1-3, running the documentation, shall inform the WUT Centre for International Cooperation on WUT's permanent inability to recover the payments. The Centre shall inform the foreign university.

§ 6

The amounts of the fees in EUR for degree programmes referred to in § 1 section 3 point 1-7 shall be laid down by the Rector in a separate decision.

§ 7

1. The Warsaw University of Technology shall charge a non-returnable fee for admissions proceedings referred to in §1 section 3 point 1 and 2. The amount of the fee shall be laid down by the Rector in the decision on the amounts of fees payable by foreigners taking up degree programmes and other forms of education at the Warsaw University of Technology. The fee for admission proceedings referred to in §1 section 3 point 1 and 2 shall be divided as follows: 50% shall be the income of the Centre for International Cooperation, and 50% - of the unit conducting the study.
2. The fees referred to in § 6 section 1 shall be the income from teaching activity of the unit conducting the study, subject to the provisions of section 3.
3. 10% of the first annual fee for the degree programme or trainings paid by foreigners taking up study or pursuing education on the basis for the regulations other than those applicable to Polish citizens, in particular for:
 - 1) first- and second-cycle degree programmes and doctoral programmes;
 - 2) part of the study within European educational programmes and bilateral exchanges, managed by the Centre for International Cooperation and 5% of the first annual payment for preparatory language courses organized by the WUT Centre for Foreign Languages, with the support for the Centre for International Cooperation, shall be the income of the Centre for International Cooperation.
4. The units conducting the degree programmes and trainings shall forward the funds referred to in section 3 to the Centre for International Cooperation after the end of the winter admissions period – by 30 November, and after the end of the summer admissions period – by 30 April of a given year.
5. If the fee is reimbursed in situations referred to in § 18 section 6 of the regulation, at the request of the unit conducting the study, the Centre for International Cooperation shall reimburse to the organizational unit the whole amount received, referred to in section 3 or a part of it within 14 days.

6. The funds referred to in section 3 may be spent by the Centre for International Cooperation only on admissions and information actions regarding the educational offer of the Warsaw University of Technology, and in particular on:

- 1) participation in specific and coordinated admissions and information events on international educational markets (fairs, visits at universities and secondary schools, meetings with agents, government agencies, etc.);
- 2) providing information on the WUT offer on international and foreign educational portals;
- 3) preparation, publication, updating and sending informational materials on the WUT educational offer in foreign languages;
- 4) cooperation with recruitment agencies, government agendas and educational institutions.

§ 8

Foreigners participating in degree programmes and trainings referred to in § 1 section 3 pursuant to regulations valid prior to the date when this regulation enters into force shall pay fees in foreign currencies to the amounts laid down in the relevant regulations until the end of their education as foreseen for a given type of education.

§ 9

Regulation no. 15 of the WUT Rector of 25 May 2004 on the procedures of payment of fees payable to the Warsaw University of Technology for education of foreigners as fee-paying students and the regulations of accounting the University's income therefrom shall expire.

§ 10

This Regulation shall enter into force on the day of its signing and shall apply to persons admitted to study in the academic year 2007/2008 and in the coming years.

R E C T O R

Professor Włodzimierz Kurnik