

ORDINANCE NO. 122/2021OF

THE RECTOR OF THE UNIVERSITY OF SZCZECIN

of 11 June 2021.

on the rules for charging fees for educational services, as well as the conditions and procedure for exemption from such fees for first-cycle, second-cycle and long-term studies in the academic year 2021/2022

Pursuant to Article 79 (3) of the Act of 20 July 2018. Law on Higher Education and Science (Journal of Laws of 2021, item 478 as amended), it is decided as follows:

**Chapter I**  
**General provisions**

**§ 1.**

At the University of Szczecin, for studies starting in the academic year 2021/2022, fees are charged for educational services connected with

- 1) part-time studies, including the repetition of certain courses due to unsatisfactory academic performance;
- 2) repeating certain courses in full-time studies due to unsatisfactory academic performance;
- 3) pursuing study in a foreign language;
- 4) conducting courses not covered by the curriculum;
- 5) education of foreigners at full-time studies in Polish.

**§ 2.**

1. The Rector of the University of Szczecin shall determine, by means of a separate ordinance, the amount of fees for educational services referred to in §1 and the amount of semester fees for educational services payable in installments, increased by statutory interest for delays in their payment.
2. A higher education institution may not increase its fees or introduce new fees until the completion of studies by persons enrolled in a given academic year. This shall not apply to any increase in fees for courses not covered by the curriculum.
3. Wherever the term "semester fee" is used in this Ordinance, it shall be understood to mean the fee for educational services related to one semester of full-time studies and one semester of full-time studies conducted in a foreign language for foreigners and the fee for a semester of studies conducted in a foreign language.

4. Whenever the term "Dean's Office" is used in this Ordinance, it shall mean a student affairs section of the faculty.

### **§ 3.**

There is no charge at the University of Szczecin for:

- 1) registration for the next semester or year of studies;
- 2) examination, including re-sit examination;
- 3) examination conducted before an examination board;
- 4) diploma exam;
- 5) issuance of an internship logbook;
- 6) submission and assessment of a thesis/dissertation;
- 7) issuance of a diploma supplement.

### **§ 4.**

The University of Szczecin may also charge fees for:

- 1) admission procedure;
- 2) confirmation of learning outcomes;
- 3) issuing a student's grade book and student identity card, as well as duplicates of these documents;
- 4) issuing a copy in a foreign language of a diploma of graduation and a diploma supplement, other than those issued on the basis of Article 77, section 2 of the Act of 20 July 2018. Law on Higher Education (Journal of Laws of 2021, item 478 as amended), hereinafter referred to as "the Act";
- 5) issuing a duplicate of a diploma and a diploma supplement;
- 6) using of student dormitories and student canteens.

### **§ 5.**

The repetition of specific courses due to unsatisfactory academic performance referred to in § 1 points 1 and 2 is understood as:

- 1) repetition of a course by a student (except for library training and occupational health and safety training) - in connection with conditional registration for a semester or re-registration for a semester - a flat fee per semester per course;
- 2) a student repeating a course of a diploma seminar from a semester of studies in connection with conditional registration for a semester or with re-registration for a semester - a flat-rate fee per semester for a subject of a seminar;
- 3) a student repeating a course of a diploma seminar after resuming studies - a flat-rate fee per semester for the subject of the seminar;
- 4) following the courses constituting curriculum differences when resuming studies after expulsion for reasons not attributable to the student - a flat-rate fee per semester for the course constituting the curriculum difference.

## **§ 6.**

1. The amount of fees for the repetition of courses of study due to unsatisfactory academic performance in full-time and part-time first-cycle, second-cycle, and long-term studies shall be determined by the Rector's ordinance referred to in § 2, section 1.
2. The amount of fees for courses not covered by the curriculum of full-time and part-time studies shall be specified in the ordinance of the Rector referred to in § 2 section 1.

## **§ 7.**

1. Students who commenced studies at the University of Szczecin before the academic year 2021/2021 shall pay fees for educational services provided, including fees for repetition of courses, at the rates in force on the day of commencement of studies at the University of Szczecin until the student completes his/her studies.
2. A student who resumes studies in the academic year 2021/2022 or transfers to another field of study within a higher education institution or transfers from another institution shall pay fees for educational services according to the rates introduced by the Rector's ordinance and applicable to the year of study with which he/she continues his/her studies at the resumed or transferred year, field, form and degree programme.

## **§ 8.**

Fees for educational services provided at first-cycle, second-cycle and long-term studies conducted in a foreign language shall be charged according to the rates laid down in the Rector's ordinance referred to in §2, section 1 and pursuant to the general rules laid down in this ordinance.

## **Chapter II**

### **Rules and deadlines for payment of fees**

## **§ 9.**

1. Payments for the fees for educational services specified in §1 shall be made by students to individual bank accounts used for the settlement of payments.
2. The University of Szczecin shall not be held responsible for the consequences of a wrong classification of a payment resulting from the circumstances lying on the part of the party making the payment, particularly making the payment to the wrong bank account or entering an incorrect description of the payment.
3. The date of payment for the provided educational services shall be the date of crediting the University of Szczecin's bank account.

## § 10.

1. The semester fee shall be paid in a single payment or in a maximum of four installments according to the rules and deadlines set out in points 2-10.
2. Students may pay the semester fee in installments, provided they submit an appropriate declaration to the Faculty Dean's Office before the beginning of a semester. A form of the declaration is available on the website and at the Dean's Office.
3. A student commencing studies shall submit a declaration in accordance with point 6.
4. A student may change the method of payment of the semester fee in subsequent semesters by submitting a declaration no later than October 10 and March 10.
5. If a student does not submit the declaration specified in point 2, the semester fee shall be paid once.
6. Candidates for the first year of part-time first-cycle, second-cycle and long-term studies who have been informed that they have qualified for the second stage of the admission process shall submit a declaration referred to in point 2 together with a full set of required documents for their studies.
7. If the semester fee is paid in **one installment**, the student is obliged to pay it (to enter the bank account of the University of Szczecin in accordance with § 9 item 3) on time:

<b>winter semester</b>	until 10 October	<b>summer semester</b>	until March 10
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1. If the semester fee is paid in **two instalments**, a student is obliged to pay it by the due dates:

<b>winter semester</b>	First installment by 10 October	<b>summer semester</b>	First installment by 10 March
	Second installment by 10 December		Second installment by 10 May

2. If the semester fee is paid in **three installments**, the student is obliged to pay it by the due dates:

<b>winter semester</b>	First installment by 10 October	<b>summer semester</b>	First installment by 10 March
	Second installment by 10 November		Second installment by 10 April
	Third installment until 20 January		Third installment by 10 June

3. When paying the semester fee in **four installments**, the student is obliged to pay it by the deadlines:

<b>winter semester</b>	First installment by 10 October	<b>summer semester</b>	First installment by 10 March
	2nd installment by 10 November		2nd installment by 10 April
	Third installment until 10 December		Third installment until 10 May
	4th installment by 20 January		4th installment by 10 June

11. For **first-year** students, the deadline for payment of the semester fee payable in a single payment or the first installment specified in section 7-10 shall be **31 October**.

12. If a student pays a semester fee in installments, the installment fees shall include an additional fee calculated according to the rules adopted for calculating statutory interest for delay applicable on the date of entry into force of this ordinance. The table of fees paid in installments referred to in sections 8-10 for fees established for students commencing the study in the academic year 2021/2022 in their first year of study and in subsequent years of study shall be set out in Appendix 2 to the ordinance referred to in § 2, point 1.

13. For untimely payment of fees for the provided educational services (single payment and installments), the University of Szczecin shall charge statutory interest for delay in the amount in force during the period of delay. Statutory interest for delay shall also be charged to persons who have submitted a declaration on the payment of fees for provided educational services in installments, and who have paid the installments after the dates specified in points 8-10.

### § 11.

1. Fees for the repetition of specific courses due to unsatisfactory academic performance and for courses not covered by the curriculum shall be paid by a student in a single payment by **31 October** (services for the winter semester) and by **31 March** (services for the summer semester), or by the date indicated by the University of Szczecin in the invoice issued, if a decision on an individual student's case has been made by a competent authority during a semester.

2. A student pays the semester fees by the deadlines stipulated in § 10 points 7-10, with the exception that if a decision has been issued that results in the obligation to pay fees by the deadlines stipulated above, then the fee is paid by the deadline specified in the invoice issued. This provision is also applicable to foreigners who have obtained the consent of the Rector of the University of Szczecin to pay the semester fee in four installments.

### § 12.

1. A student sent for repetition of a course due to conditional registration pays a fee for each repeated course according to the rate specified in the Rector's decision mentioned in § 2, section 1.
2. A student who has been issued a decision to re-register for a semester shall pay a fee for the courses repeated in that semester at the rate specified in the Rector's decree referred to in § 2, section 1.

### **§ 13.**

A student pays a fee for repeating a course of a diploma seminar after resuming studies in the case of being expelled for not submitting the diploma dissertation or the diploma examination on time as well as for other reasons at the rate defined in the Rector's decision referred to in § 2 item 1.

### **§ 14.**

1. A student pays a fee for curriculum differences arising when resuming studies after being expelled, according to the rate specified in the Rector's decision referred to in §2 section 1.
2. In part-time studies, the fee for curriculum differences shall be independent of the semester fee for a given semester.

### **§ 15.**

1. In order for a student to participate in courses that are not covered by the curriculum, he/she must obtain the written permission of the appropriate Deputy-Dean for student affairs to do so.
2. The Deputy- Dean for Student Affairs shall grant the permission referred to in section 1 after consultation with the dean of the faculty in which the course is taken.

### **§ 16.**

1. The fee for courses not covered by the curriculum shall be paid before the beginning of the course classes to the account indicated by the faculty where the course classes are conducted.
2. The fee referred to in section 1 shall be determined by the decision referred to in § 2 section 1.
3. If the fee referred to in section 1 is not paid on time, the Dean for Student Affairs at the faculty where the course is offered shall inform the student in writing, within 14 days of the specified due date, of the withdrawal of permission to attend courses not covered by the curriculum.

### **§ 17.**

1. A disabled student who receives a refund of tuition fees from the State Fund for Rehabilitation of Disabled Persons (PFRON) shall pay a semester fee immediately after receiving the refund, but no later than by the last day of February (fee for a winter semester) and by 31 May (fee for a summer semester).
2. In October and March, the Deputy-Dean for Student Affairs receives a list of persons awaiting refund decisions from the University of Szczecin's Disability Department.
3. If the refund referred to in section 1 is not obtained, the student shall pay the semester fee for the semester in question on the basis of a decision made by the Dean for Student Affairs. Before issuing a decision, the Deputy-Dean for Student Affairs shall establish with the student, by means of an individual agreement, the conditions for the payment of fees while observing the deadlines referred to in section 1.

#### **§ 18.**

Fees paid for educational services referred to in §1 shall be refunded in the event of a student's expulsion or resignation from the studies, in proportion to the period of provision of the educational services.

2. The student shall submit a request for a proportional refund of the fee to the dean for student affairs of the faculty.

#### **§ 19.**

1. If a student fails to pay the due fees for the provided educational services, he/she shall be requested to do so in writing within 14 days of the due date.
2. In the case referred to in section 1, the fees must be paid within seven days of the date of delivery of the summons, on pain of expulsion from the register of students, and on pain of legal proceedings to recover the fees due.

### **Chapter III**

#### **Rules for payment of fees for declared educational services by foreigners undertaking studies on a fee-paying basis**

#### **§ 20.**

1. The amount of the semester fees for the education of foreign nationals taking up studies at the University of Szczecin on a fee basis shall be determined by the decision of the Rector referred to in § 2, section 1.
2. Upon a written request of a foreign student, the Rector may express his/her consent to the exemption from the semester fee in justified cases. A student is obliged to attach the documents confirming the reasons of the fee exemption to the request.
3. The fees indicated in the Rector's ordinance referred to in §2 section 1 are paid by foreign students into individual bank accounts used to settle the payments.
4. Fees for studies are paid per semester.

5. If the period of study undertaken by a foreigner lasts less than an academic year, the fee is calculated proportionally to the duration of study.
6. In justified cases, the Rector may extend the fee payment deadline or give consent to pay the fee in installments, pursuant to the deadlines specified in § 10 and 11.
7. In the case of the issuance of a decision by a competent body of the University of Szczecin, after the date of commencement of course classes and concerning the fees for educational services of foreigners studying on a fee-paying basis, the fees are to be paid by the dates indicated by the University of Szczecin in the invoice issued.
8. Statutory default interest shall be charged on fees paid after the lapse of the time limit. In the event of being in arrears with payments for a period longer than three months, a student may be expelled.
9. Tuition fees are not refundable, subject to section 10.
10. The study fees are refundable for the period of study missed if the foreigner was granted a leave of absence or resigned from studies due to health reasons confirmed by a medical certificate or other important documented unforeseen reasons.

## **Chapter IV**

### **Conditions and procedure for exemption of students from fees for provided educational services**

#### **§ 21.**

A request for a semester fee waiver may be submitted by a student to the Deputy-Dean for Student Affairs of the faculty in the case of:

- 1) undertaking part-time studies;
- 2) undertaking full-time studies in a foreign language;
- 3) undertaking full-time studies in Polish by a foreigner;
- 4) have a disability certificate;
- 5) outstanding achievements of the student, in accordance with the rules adopted for a given faculty;
- 6) an agreement or contract concluded by the University of Szczecin with an external entity under the conditions specified in such agreement or contract;
- 7) undertaking part-time studies by a University of Szczecin employee.

#### **§ 22.**

1. A part-time student and a student undertaking a full-time studies conducted in a foreign language may apply for partial exemption from the semester fee.
2. A decision concerning the exemption of a student from a semester fee shall be made by the Deputy-Dean for Student Affairs after the representative of the student government has issued an opinion on the application.
3. Prerequisites entitling to a semester fee exemption cannot constitute grounds for obtaining other fee reductions or exemptions.
4. A request for a semester fee waiver is attached to this ordinance.



5. A student is obliged to attach to the request for exemption from the semester fee appropriate documents confirming the circumstances justifying the request.
6. In justified cases, the Deputy-Dean for Student Affairs of a faculty or the Deputy-Rector for Student Affairs may request the student to submit additional documents in order to determine the financial or living situation of the student, particularly In justified cases, the Deputy-Dean for Student Affairs or the Deputy-Rector for Student Affairs may request the student to submit additional documents in order to determine his/her financial or life situation, in particular: income certificates for a different period of time, certificates from a proper organizational unit of the commune providing family support, etc.
7. A student pursuing two or more fields of study may request for exemption from the semester fee only for one field of study chosen by him/her.
8. A student who has participated in an international scholarship programme may request to the Dean for Student Affairs at the faculty for exemption from the semester fee in accordance with the rules adopted at the given faculty.

### **§ 23.**

1. A student with a confirmed disability is entitled to a partial reduction of the semester fee for a given form of education designated by the student and referred to in § 1, points 1, 3 and 5 in the amount of:
  - 1) severe disability - 30% of the fee;
  - 2) moderate degree of disability - 25% of the fee;
  - 3) light level of disability - 20% of the fee.
2. The exemption referred to in section 1 is granted only to a student with a recognized disability who does not receive a refund of study costs.
3. In order to be granted a semester fee exemption on the grounds of disability, a student must submit an application to the Deputy-Dean for Student Affairs along with a copy of a current disability certificate.
4. When establishing a fee exemption due to a recognized disability, the student's academic performance shall not be taken into account.
5. In the situation specified in this paragraph, the provisions concerning the deadline for submitting a request for exemption from the fee for educational services rendered shall not apply.
6. Exemption from the semester fee due to a recognized disability is granted only for the semester in which the application is filed.

### **§ 24.**

Students who achieve outstanding academic results may apply for partial exemption from the semester fee according to the rules set forth for a given department. The provisions of § 22 shall be applied accordingly.

### **§ 25.**

It is possible to exempt a student from a semester fee on the basis of an agreement concluded by the University of Szczecin with an external entity under the conditions specified in the agreement.

#### **§ 26.**

1. A student who is also an employee of the University of Szczecin may apply to the Deputy-Dean for Student Affairs for additional exemption from the semester fee on this account.
2. A student who is at the same time an employee of the University of Szczecin and who has been granted a partial semester fee exemption due to his/her employment at the University of Szczecin may apply to the Deputy-Dean for Student Affairs of the faculty for a partial semester fee exemption for other reasons pursuant to the procedures set forth in this ordinance.
3. The request referred to in section 2 shall be considered by the Deputy-Dean for Student Affairs at the faculty in consultation with the employee's supervisor. No appeal may be lodged against the decision.
4. The provision of § 29 of this ordinance shall apply accordingly.

#### **§ 27.**

1. In all matters related to the payment of fees for educational services, decisions are made by the Deputy-Dean for Student Affairs unless they are reserved for other bodies of the University of Szczecin.
2. A request for exemption from the semester fee, together with the necessary documents, shall be submitted to the appropriate Dean's Office no later than 14 days before the deadline for payment of the semester fee as specified in § 10, sections 7-10 of this ordinance.
3. In the event that a decision to resume studies, transfer from another higher education institution or reverse a decision to expel a student issued after the expiry of the time limits specified in this ordinance, a student may submit a request referred to in section 2 within 14 days of the date of the receipt of the decision to resume studies, transfer from another higher education institution or reverse a decision to expel a student.
4. The Deputy-Dean for Student Affairs shall take a decision on the matter within 14 days of the submission of the request by the student, subject to section 8.
5. A request submitted after the date referred to in paragraph 2 or paragraph 3 shall not be considered, subject to the situation referred to in paragraph 6.
6. If a student fails to meet the deadline referred to in sections 2 and 3, the deadline may be reinstated at the student's request by the Deputy-Dean for Student Affairs if the requester provides evidence that the failure to meet the deadline was not their fault.
7. A request for the restoration of a deadline must be submitted within 7 days from the date on which the reason for the failure to observe the deadline ceases to exist. The act for which the deadline was set must be performed at the same time as submitting the request.
8. The period for submitting the request referred to in paragraph 6 may not be restored.

9. In the case of an incorrectly completed request or the submission of incomplete documentation with the request, the Dean for Student Affairs shall call the student to correct or complete the request in writing within seven days of the receipt of the summons, or else the request shall be left unprocessed.

## **§ 28.**

1. A student may appeal against the decision of the Deputy-Dean for Student Affairs to the Deputy-Rector for Student Affairs within 14 days of its delivery.

2. An appeal shall be submitted to the Deputy-Rector for Student Affairs through the Deputy-Dean for Student Affairs (the appeal shall be filed at the appropriate Dean's Office).

3. If a Deputy-Dean for Student Affairs decides that the appeal deserves to be upheld in its entirety, he/she may issue a new decision in which the appealed decision is overturned or modified.

In such a case, the Deputy-Dean for student affairs shall not forward the appeal to the Deputy-Rector for Student Affairs. The new decision may be appealed pursuant to the rules laid down in section 1.

4. The Deputy-Dean for Student Affairs shall forward the appeal together with the case files to the Deputy-Rector for student affairs within seven days of the date on which the appeal is received by the Deputy-Rector if the latter has not rendered a new decision referred to in section 3 by that date.

5. The Deputy-Rector for Student Affairs shall, within 30 days of the date of the submission of the request, overrule any decision of the Deputy-Dean for Student Affairs which is in contravention of this Act, the Statutes, a resolution of the Senate, the regulations or other internal rules of the University of Szczecin, or which infringes upon a vital interest of the University of Szczecin.

## **§ 29.**

The sum of all exemptions from the semester fee in a given semester granted to a student on the basis of the provisions of this regulation should not exceed 50% of the semester fee determined by the Rector's decision referred to in § 2 section 1.

## **Chapter V**

### **Semester fees for part-time studies to be paid by students admitted to studies with the recognition of learning outcomes**

## **§ 30.**

1. The rules, conditions and procedures for the confirmation of learning outcomes and fees associated with it are defined by separate regulations of the University of Szczecin.
2. Part-time students who, on the basis of a procedure confirming the achievement of learning outcomes for a given course or module, are assessed as having achieved such learning outcomes shall pay a part-time semester tuition fee as referred to in § 1, subsection 1, reduced in accordance with the rules and amounts laid down in separate regulations.
3. The decision concerning the situation referred to in section 2 shall be made by the Deputy-Dean for student affairs.

## **Chapter VI**

### **Final provisions**

#### **§ 31.**

In the 2021/2022 academic year, students who hold Polish citizenship and persons enumerated in Art. 324 section 2 of the Act are exempt from paying the semester fee for the studies conducted in a foreign language referred to in § 1 pt. 3.

#### **§ 32.**

The rules for charging fees for students in postgraduate programmes and retraining courses and the amounts of such fees shall be laid down in separate regulations.

#### **§ 33.**

The Ordinance applies to students commencing their studies in the academic year 2021/2022, and in matters not regulated in previous years to other students.

Appendix to Ordinance No. 122/2021 of the  
Rector of the University of Szczecin dated 11 June 2021.

..... dated.....

.....  
(first name and surname)

.....  
(Register number)

.....  
(Faculty)

.....  
(field of study/specialization)

.....  
(year/semester)

.....  
(form of study)

.....  
(mailing address – postal code, town, street)

.....  
(contact phone number)

**DEPUTY-DEAN FOR STUDENT AFFAIRS OF THE FACULTY**

.....  
**University of Szczecin**

**REQUEST FOR EXEMPTION  
FROM THE SEMESTER TUITION FEE**

in the academic year 20...../20..... applies to the semester .....

I request:

.....  
.....

Reason for request:

.....  
.....  
.....

Attachments:

- 1.....
- 2.....
- 3.....
- 4.....

.....  
student's signature

I have not applied for a financial aid\*.

\* tick as appropriate

DECLARATION

**As being aware of the responsibility for giving false data, which may result in my expulsion from the University of Szczecin, I declare that the information given in the request and the attachments submitted with the request are complete and in accordance with the facts.**

.....  
date, student's signature

**Opinion of a representative of the student government :**

.....  
 .....  
 .....

date, signature of the person giving the opinion

**To be filled in by the CHAIR of the respective faculty:**

The student's course of studies to date and any exemptions from tuition fees and financial aid granted:

tuition fee for students given in the Rector's decision	Semester	Fees paid	Exemption	semester	Fees paid	Exemption	Repeated semester or study year	Remarks
year I.....	I			II				
year II.....	III			IV				
year III.....	V			VI				
year IV.....	VII			VIII				
year V.....	IX			X				

Additional information:

(applies to students who have also applied for a financial aid):

1. Amount of income per 1 person in the student's family  
 .....
2. Grade point average for the last completed semester/year of study.....
3. The amount of the financial aid awarded (in total).....

Remarks

.....  
 .....

.....  
 stamp and signature of Dean's Office employee

**DECISION OF THE DEPUTY DEAN FOR STUDENT AFFAIRS OF THE FACULTY:**

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 .....  
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data.....

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 stamp and signature of the Deputy-Dean of the Faculty