

**Order
of the Rector of Andrzej Frycz Modrzewski Krakow University
No. ZR/2023/0036**

of April 28, 2023

on the payment of fees at Andrzej Frycz Modrzewski Krakow University for students admitted to the University for the academic year 2023/2024.

Pursuant to Article 23(1) and (2)(10) as well as Article 80(1) to (3) of the Law on Higher Education and Science of July 20, 2018 (Consolidated Text, Journal of Laws of 2023) in connection with Article 8(1) and (2)(20) of the Statutes of Andrzej Frycz Modrzewski Krakow University, it is ordered as follows:

General provisions

Article 1

The Order regulates the payment of fees for first-cycle and second-cycle studies as well as long-cycle Master's degree studies conducted as full-time or part-time studies, with the exception of the medical programme.

Article 2

1. The Order applies to candidates admitted to studies commencing in the academic year 2023/2024 in the application process (recruitment) or through the recognition of learning outcomes.
2. Students who have transferred from other higher education institutions as well as those who have been readmitted to the University after having had their registration terminated shall pay their fees in accordance with the regulations in force in the year and semester of studies in which they have been enrolled.
3. The provision of section 2 applies accordingly to students admitted to the University for the first semester of studies through the application process (recruitment) and those promoted to a later semester by the Dean's decision regarding the transfer of credits.

Article 3

1. Where the course of studies is extended due to reasons attributable to the student, particularly in the event of retaking a semester or an academic year or taking a long-term leave of absence, the student shall pay the tuition fees in line with terms applicable to the admission process with which the studies are continued.
2. The terms referred to in section 1 are binding for the student on condition that they have been delivered to them or made available by electronic means of communication, and the student has not submitted their withdrawal request within two weeks of the delivery or electronic publication of the terms.

Registration Fee

Article 4

1. A candidate admitted to the University in the application process (recruitment) or through the recognition of learning outcomes shall pay a registration fee of 400 PLN.
2. The following are exempted from the registration fees:
 - 1) University graduates who apply for second-cycle studies,
 - 2) University students or graduates commencing an additional field of study

Article 5

The payment of the registration fee is due within a 7-day period following the enrolment.

Tuition Fee

Article 6

1. The payment of the tuition fee is due in advance for the entire semester.
2. Starting from the second semester of studies, the tuition fee may also be paid in instalments (5 instalments per semester).

Article 7

1. A student interested in an instalment plan shall submit a declaration to the dean's office notifying that their further tuition fees shall be paid in instalments.
2. Such a declaration must be submitted by January 31 (for the summer semester) or by July 31 (for the winter semester).
3. Once submitted, the declaration shall bind the student until the end of their period of study unless it is withdrawn. The student may withdraw the declaration before the beginning of each subsequent semester. The declaration should be withdrawn within the time limit mentioned in section 2.
4. The payment of the tuition fee of a student who fails to submit the declaration or has withdrawn the submitted declaration is due in advance for an entire semester.

Article 8

1. The payment of the tuition fee for the winter semester is due by September 10 and by February 10 for the summer semester.
2. If the admission to the University is granted less than 7 days before September 10 (or February 10 respectively) the payment of the tuition fee for the first semester of studies is due together with the registration fee within the time limit referred to in Article 5.
3. The payment of the tuition fee in instalments is due as follows:
 - 1) in the winter semester:
 - a) 1st instalment by September 10,
 - b) 2nd instalment by October 10,
 - c) 3rd instalment by November 10,
 - d) 4th instalment by December 10,
 - e) 5th instalment by January 10;
 - 2) in the summer semester:
 - a) 1st instalment by February 10,
 - b) 2nd instalment by March 10,
 - c) 3rd instalment by April 10,
 - d) 4th instalment by May 10,
 - e) 5th instalment by June 10.

Article 9

The tuition fee rates for particular fields and modes of studies and levels of education, including the rates of fees paid in instalments, are specified in Annexes no. 1-3 to this Order.

Discounts for students admitted to studies by recognition of learning outcomes

Article 10

1. A student who in a given semester is exempted from the obligation to pass a course or courses recognized as passed as a result of the recognition of learning outcomes, shall make tuition fee payments reduced by 120 PLN for each accordingly recognized ECTS credit. The reduction must not exceed $\frac{1}{2}$ of the tuition fee.
2. Where the tuition fee of a student is paid in instalments, the reduction referred to in section 1 reduces the instalment or instalments with the farthest due date of payment.
3. Provisions of sections 1 and 2 shall not apply if in place of courses considered as completed in the mode of recognition of learning outcomes the student is obliged to

complete other courses with the same or higher amount of ECTS credits during one semester (individual study plan and programme or individualised organisation of studies).

4. Where the additional courses have fewer ECTS credits than the courses completed with the recognition of learning outcomes, the student is entitled to a discount of 120 PLN for each ECTS credit of difference.

Discounts for graduates and students of two fields of study

Article 11

1. A graduate of the University taking up an additional field of study pays their tuition fee reduced by 20%.
2. The discount referred to in section 1 does not apply to graduates of first-cycle studies taking up second-cycle studies, unless they have previously graduated from another Master's degree at the University.

Article 12

1. A student of the University studying simultaneously two fields of study pays their tuition fee for the cheaper field of study reduced by 20%.
2. Where the tuition fee for both fields of study is equal, the tuition fee discount applies to the field that the student has taken up as second.
3. In the case of discontinuation of studies in one of the two fields, the tuition fee discount applies only to the semesters during which the student has studied and paid their tuition fee in both fields.

Article 13

The tuition fee discounts referred to in Articles 11 and 12 do not apply to medical studies (Physiotherapy, Medical Life Saving, Nursing, Medical Programme) nor to Acting.

Article 14

1. In order to use the tuition fee discount, a student shall submit a written application to the Financial Department.
2. The application form can be submitted only once, not later than within a month of the commencement of the semester that the student intends to use the discount for.
3. The application form template for a case referred to in Article 11 is attached as Annex no. 4 to the Order.
4. The application form template for a case referred to in Article 12 is attached as Annex no. 5 to the Order.

Examinations and Credits

Article 15

No fees are charged for examinations and course credits, including resits.

Article 16

The postponement or reinstatement of the date of examination or course completion assessment shall result in the payment of additional 80 PLN by the student for each new date defined.

Conditional Entry, Course Retake, Studying in Advance

Article 17

The student shall pay 120 PLN for each short-term conditional entry.

Article 18

1. The course or courses that are to be retaken as well as those completed while studying in advance require a payment of 120 PLN for each ECTS credit.
2. The fee for a PE course retake is 400 PLN.
3. The tuition fee of a student who received an advance credit shall be reduced by the amount specified in section 1 in the semester in which the completed course should be taken in the regular course of studies.

Semester Retake, Leave of Absence

Article 19

The tuition fee during a semester retake shall be paid on general terms

Article 20

1. The student on a long-term leave of absence shall pay 120 PLN for each semester which they spend on the leave of absence.
2. The student applying for a long-term leave of absence shall attach a proof of payment of the fee referred to in section 1 to their application. The payment shall be reimbursed if the leave of absence is not granted.

Individual Study Plan and Programme or Individualised Organisation of Studies

Article 21

A student who was granted an individual study plan and programme or an individualised organisation of studies shall pay:

- 1) the tuition fee on general terms, and
- 2) 120 PLN for each additional ECTS credit in a semester.

Article 22

1. The fee referred to in Article 21(2) shall not be collected if the individual study plan and programme or the individualised organisation of studies shall consist in transferring a course from an earlier semester to a later one and the student has already included the corresponding payment in the tuition fee.
2. If the course that exceeds the ECTS credits in a semester is covered by the study plan for a later semester of studies, the payment made in accordance with Article 21(2) is made on account of the tuition fee for the later semester of studies.

Curricular Differences, Extracurricular Classes and Compensatory Classes

Article 23

1. The fee for the curricular differences is 80 PLN for every ECTS credit due for completion in this mode.
2. Fees referred to in Article 17 and Article 18(1) related to the course constituting a curricular difference shall be collected on general terms.

Article 24

1. The tuition fee covers the costs of conducting the courses included in the study plan of a particular field and mode of study and level of education. The tuition fee does not cover the costs of participation in extracurricular classes, not covered by the study plan.
2. Where the study plan obliges a student to complete a predefined number of practical classes outside of the University premises, the tuition fee does not cover the costs of commute, accommodation and meals of the student during the course meetings conducted outside of the University premises. These costs shall be covered by the student.

Article 25

The fee for an obligatory one-year Polish language course for foreign students commencing studies in Polish is charged in accordance with the following regulations:

- 1) the first semester of the course is free of charge,
- 2) the fee for the second semester of the course (for students obliged to continue their attendance) is 400 PLN,
- 3) the fee for retaking the course is 400 PLN per semester.

Payment Deadlines for Certain Fees

Article 26

1. Fees referred to in Article 18(1) and (2), Article 21(2), Article 23(1) and Article 25(2) and (3) are paid within the time limit set for the payment of the first instalment in the semester in which the student is obliged to complete the retaken course or the course completed while studying in advance or the curricular difference or the course that causes the number of ECTS credits to exceed as referred to in Article 21(2) or to complete the course referred to in Article 25(2) and (3).
2. If the decision by which the student is obliged to retake a course or complete a curricular difference, or the decision by which the student acquired the right to study according to an individual study plan and programme or an individualised organisation of studies or the right to study in advance, was issued less than 7 days before the deadline referred to in section 1 or after this deadline, the deadline for the payment of fees referred to in section 1 is 7 days from the moment the student is given the decision.

Obligatory Insurance for Medical Programmes

Article 27

1. Students of medical studies are required to maintain a civil liability insurance as well as a post-exposure prophylaxis (PEP) treatment insurance before they commence practical classes.
2. The insurances referred to in section 1 are provided by the University.

Readmission to the University, Transfer from Another Higher Education Institution

Article 28

1. Subject to the provisions of section 2, a student who has been readmitted to the University after having had their registration terminated shall pay the registration fee in the amount of 400 PLN.
2. A student who has been readmitted to the University in order to take their degree examination shall pay the registration fee in the amount of 400 PLN, whereas a student readmitted in order to submit their graduation thesis and take their degree examination shall pay the registration fee in the amount of 400 PLN and an additional 600 PLN to cover the costs of the graduation thesis supervision.

Article 29

Students who transfer from another higher education institution shall pay the registration fee as specified in Article 4, as well as the due tuition fee.

Article 30

In the cases referred to in Article 28 and Article 29, the registration fee and the fee covering the graduation thesis supervision shall be paid within 7 days of the date of enrolment.

Degree Examination

Article 31

1. The University collects no fees for the assessment of the graduation thesis or the degree examination, including the retake.
2. The postponement of the date of thesis submission beyond the scheduled date of completion of the final semester of studies requires an additional fee of 400 PLN.
3. The fee for a repeated postponement of the date of thesis submission is 600 PLN.

Payments for Student ID Card, for Additional Copy of the Diploma and Supplement to the Diploma and for Duplicates

Article 32

The University collects fees for issuing:

- 1) an additional copy of the diploma in a foreign language (one copy free of charge),
 - 2) an additional copy of the supplement to the diploma in a foreign language (one copy free of charge),
 - 3) a duplicate of the diploma or the supplement to the diploma,
 - 4) a duplicate of the student ID card
- in the amount specified by the Minister competent for issues of Higher Education and Science

Final Provisions

Article 33

Unless otherwise results from the preceding provisions, exemption from the obligation to complete certain courses and inclusion of the grades already received by the student in the course of their hitherto studies does not impact the tuition fee rate or any other study fees.

Article 34

1. Late payment of the fees specified in the preceding provisions that exceeds the specified deadlines, shall result in statutory interest being charged for each day of delay.
2. The student shall be obliged to pay the interest specified in section 1 without a separate notice.

Article 35

1. In well-grounded cases, the Rector or a University employee appointed by him may refrain from charging the above mentioned fees, postpone payment deadlines, refrain from or remit the accrued interest.
2. The possibility of refraining from charging the fees specified in section 1 shall not apply to the tuition fee, unless otherwise results from any agreement to which the University is a party.

Article 36

1. The due amounts specified in the preceding provisions shall be paid to the University bank account (cash deposit to a bank account, transfer order, cash deposit machine).
2. The day the payment is received to the University's account is considered to be the day of payment.

Article 37

If particular studies shall not commence due to inadequate number of candidates, the application, registration and tuition fees shall be reimbursed.

Article 38

1. If the student's studies shall be terminated during the semester or a withdrawal request has been submitted in writing or if they have transferred to a different higher education institution or if they are disciplinarily expelled from the University, the tuition fee paid in advance for the entire semester shall be reimbursed in the part proportional to the period covering the remaining course meetings in the given semester.
2. The period covering the remaining course meetings is counted starting from the day on which the decision referred to in section 1 becomes final, and in the event of withdrawal, from the first day of the month following the month in which the student submitted their withdrawal request.
3. Provisions of sections 1-2 shall apply accordingly in the case of the tuition fee paid in instalments and payments specified in Article 18(1) and (2), Article 21(2), Article 23(1) and Article 25(2) and (3).
4. The remaining fees, in particular the application fee and the registration fee, shall not be reimbursed.

Article 39

The Order comes into force on the day of its publication.