

Order no. 20
of the Rector of West Pomeranian University of Technology in Szczecin
of May 17, 2019

on the Rules for charging fees for educational services
including the procedure and conditions of exemption from fees,
and for postgraduate studies or other forms of education at West Pomeranian University
of Technology in Szczecin

Based on Article 23 pursuant to Article 79, para. 3 of the Act of 20 July, 2018 – Law on Higher Education and Science (Journal of Laws of 2020, item 85, as amended), it is ordered as follows:

§ 1.

The Rules for charging fees for educational services, including the procedure and conditions for exemption from fees, and for postgraduate studies or other forms of education at West Pomeranian University of Technology in Szczecin, are hereby established.

General provisions

§ 2.

1. The University charges fees from first and second cycle students for educational services related to:
 - 1) part-time education;
 - 2) repetition of certain classes in full-time study programme due to unsatisfactory academic performance;
 - 3) education in foreign languages;
 - 4) conducting classes not included in the curriculum
 - 5) educating foreign nationals in Polish in full-time study programme;
 - 6) confirming learning outcomes obtained in the process of learning outside the system of studies.
2. The University charges fees for postgraduate studies or education in another form.
3. The amount of fees referred to in para. 1 and 2 is determined by the Rector.
4. Until the completion of studies by persons admitted to studies for a given academic year, the University may not increase the amount of fees established for them or introduce new fees. This does not apply to increases in the amount of fees for conducting classes not included in the curriculum referred to in para. 1, item 4.

5. A foreign national may be exempted from fees referred to in para. 1 items 2–3 and 5 as well as in para. 2, on the terms set out in Art. 324 para. 1 of the Act of 20 July, 2018 – Law on Higher Education and Science (Journal of Laws item 1668, as amended).
6. The agreement concluded between the University and a person applying for the confirmation of learning outcomes obtained in the process of learning outside the system of studies specifies the conditions for charging fees related to the confirmation of learning outcomes obtained in the process of learning outside the system of studies, taking into account the provisions of this order and the fees established by the Rector.
7. The fee for educational services is paid by students or persons admitted to I and II cycle studies as follows:
 - a) in three equal installments: by October 31, November 30 and December 31 – for the winter semester and in three equal installments: by March 31, April 30 and May 31 – for the summer semester;
 - b) once by October 31 for the winter semester and by March 31 for the summer semester, if the total fee is lower than PLN 200.Students, regardless of the amount of the fee, may pay it once (the entire semester fee) by October 31 for the winter semester and by March 31 for the summer semester.
8. In the event of a student delaying the payment of due fees, the University will charge statutory interest for the time of the delay.
9. The fee for the confirmation of learning outcomes is paid in full once, no later than the date of the first examination/interview.
10. Fees for educational services referred to in § 2 are paid only to designated bank account numbers of the University. A student may obtain individual bank account numbers from his/her account in the E-Dekanat intranet site tab (edziekanat.zut.edu.pl).
11. The University is not responsible for the consequences of incorrect classification of the payment, resulting from circumstances on the part of the payer, in particular as a result of entering an incorrect bank account number.
12. In the event of failure to pay the fee on time, a student may be removed from the list of students due to failure to pay the fees related to the course of the study, after a prior request for payment.
13. A student may apply for a refund of the amount of:
 - a) 100% of the fees paid by the student in the event of withdrawal from the studies before their commencement;

- b) the equivalent of the fees paid by the student reduced by the cost of the conducted classes, counting from the day on which the student resigned from the studies or was removed from the list of the students.
14. No fees are charged for students on leave from classes. If the leave has been granted in the course of the academic year, the paid fee is returned to the student upon his/her written request containing a current bank account number, in proportion to the conducted classes, counting from the day on which the student was granted leave consent. In the absence of such a request, the fee paid will be credited towards the fees for the next semester.
 15. If, during the leave from classes, a student declares participation in classes, he/she is required to pay a fee in the amount specified by the Dean. The fee is paid on the dates specified in para. 7.
 16. The student declares that he/she has read the Rules for charging fees for educational purposes, including the procedure and conditions for exemption from fees set out in this order.
 17. The student is obliged to submit in writing any comments regarding the University's failure to meet its obligations regarding the provided educational services to the Dean of the faculty in which the service is provided.

Rules for charging fees for educational services in part-time studies

§ 3.

1. Semester fees for part-time studies vary for particular fields and levels and are determined by the Rector.
2. Except for first-year part-time I and II cycle students, a part-time student may be partially or fully exempted from the fees specified in §2, para. 1, item 1 for outstanding academic achievements and participation in international scholarship programmes. The possibility of fee exemption, not exceeding 50% of the amount determined by the Rector, is obtained by a student who achieves an average of 4.8÷4.9 of all the grades for all the subjects taken in the previous year (average grade determined according to the Rules and Regulations for Studies). Full exemption from the fee may be granted in the case of obtaining the average grade above 4.9. The decision on partial or total exemption from the fees is made by the Dean at the student's request.

3. In the event that a part-time student, for reasons beyond his/her control, temporarily finds himself/herself in a very difficult financial situation, which prevents payment of the fee set forth in §2 para. 1 item 1, the student has the right to apply to the Dean for exemption from a part of the fee, but not more than 50%. The application should document the difficult financial situation. Exemption from a part of the fee for the reasons stated above may apply for one semester only, once during the entire period of study.

Rules for charging fees for classes repeated due to unsatisfactory academic performance

§ 4.

1. If a student at any level, form and study profile for the reasons stated in § 2 para. 1, item 1 has been referred by the Dean to repeat a particular form or module of classes, he/she pays a fee only for repeating the indicated forms of classes. The amount of the fees is determined by the Rector. The fee is paid in accordance with § 2 para. 7.
2. At the student's request, in exceptional, documented random situations, the Dean may exempt the student from the fee referred to in para. 1, but not more than 1/3. Such exemption may occur once during the entire cycle of education of a given form, level and profile of study.

Rules for charging fees for educational services provided in a foreign language, for classes not included in the part-time study programme

§ 5.

1. No fees are charged for education in a foreign language to students realizing the education process under international agreements in which the West Pomeranian University of Technology in Szczecin is one of the parties, and the agreement contains provisions specifying free settlement of the tasks realized.
2. Fees for studies in a foreign language are charged to students who undertake studies on a fee-paying basis.
3. The amount of fees for studies in a foreign language is determined by the Rector for each class.
4. In the case of realization of a full cycle of education in a given field of study in a foreign language, the amount of fees charged for the academic year (divided into semesters) is determined by the Rector.
5. No exemption from fees is granted for studies in a foreign language.
6. Fees for classes not included in the curriculum and for classes conducted as part of an individual study programme at a part-time study programme are charged in accordance with § 2 para. 7. The amount of the fees is determined by the Rector individually for each class, at the request of the Dean of the faculty in which the given educational service is provided.

Rules for charging fees for postgraduate studies or other forms of education

§ 6.

1. Fees for postgraduate studies or other forms of education are collected from the participants of the said forms.
2. The amount of fees is specified in the preliminary cost calculation for postgraduate studies or other forms of education, prepared by the organizational unit conducting a given form of education. The cost calculation is approved by the Rector.
3. Fees for education at the postgraduate level is determined as a whole for the entire cycle of education or for semesters if the cycle of education provides for such a division of classes. The fees may be paid in installments.
4. Fees for education in a form other than postgraduate studies are collected from participants on dates determined by the head of a given form.

§ 7.

The order enters into force on the day it is signed, with the effect from academic year 2019/2020.

Rector

Professor Jacek Wróbel, PhD, DSc