

## **Rules for charging fees for educational services at the Medical University of Silesia in Katowice**

### **I. General provisions**

#### **§ 1**

Definitions in these Rules denote the following:

- 1) the University - the Medical University of Silesia in Katowice,
- 2) studies - higher education courses, postgraduate studies,
- 3) higher education - studies on undergraduate and graduate levels or master studies offered by the authorized university,
- 4) first cycle studies – form of study which admits candidates holding a secondary school leaving certificate, and after graduation one gains qualifications of first cycle studies,
- 5) second cycle studies - form of study which admits candidates having qualifications of at least first cycle studies, and after graduation one gains qualifications of second cycle studies,
- 6) uniform master studies - form of study which accepts candidates holding a secondary school leaving certificate, and after graduation one gains qualifications of second cycle studies,
- 7) intramural studies - form of higher education courses where at least 50 % of the ECTS credits included in the study program, shall be awarded through direct teacher - students instruction or participation of other persons running courses, and students,
- 8) extramural studies - form of study other than intramural studies indicated by the Senate of the University where less than 50 % of the ECTS credits included in the study program, shall be awarded through direct teacher - students instruction or participation of other persons running courses, and students,
- 9) postgraduate studies – form of study which admits candidates having qualifications of at least first cycle program, and after graduation one gains postgraduate qualifications,
- 10) student - a person undertaking higher education courses,
- 11) postgraduate student - a person undertaking postgraduate studies,
- 12) the Act - the Act of 20 July 2018 - The Law on Higher Education (Journal of Laws of 2018, item 1668, as amended),
- 13) Regulation - Regulation of the Minister of Science and Higher Education of 27 September 2018 on studies (Journal of Laws of 2018, item 1861, as amended).

### **II. Types of payments**

#### **§ 2**

1. The Rules shall apply to the following fees charged by the University for educational services and are related to:
  - 1) education of extramural students;
  - 2) repeating specific courses due to unsatisfactory academic progress;
  - 3) academic education in a foreign language;
  - 4) running extracurricular courses not covered by the study program;
  - 5) postgraduate studies, continuing education courses and training;

- 6) foreigners education of intramural studies in the Polish language.
2. The Rules shall also apply to other payments related to the studies, including:
  - 1) fees for the admission procedure (registration fee),
  - 2) fees for issuing documents related to the study process, including:
    - a) student ID card or electronic student ID card as well as duplicates of these documents,
    - b) student index book and its duplicate,
    - c) certified copy of an university diploma in a foreign language as well as a diploma supplement, other than issued pursuant to Art.77 paragraph 2 of the Act,
    - d) postgraduate certificate,
    - e) duplicate of university diploma and diploma supplement;
  - 3) fees for validation of learning outcomes,
  - 4) fees for university dormitories,
  - 5) fees for NBME examinations.
3. Payments specified in item 1 point 1 include making up for curriculum discrepancies related to:
  - 1) transfer from another university,
  - 2) re-enrollment,
  - 3) transfer to a different course or specialty.
4. Amount of payment specified in item 1 is determined by the Rector's Resolution upon the opinion of the Students' Government.
5. Amount of payment specified in item 2, points 3 and 4 is determined by a separate Rector's Resolution.
6. Amount of payment specified in item 2, points 1 and 2 is determined by the Regulation.
7. Amount of payment specified in item 2, point 5 is determined by NBME and announced for students' information by the Rector's Resolution.
8. Until the completion of studies by persons admitted to studies into a given academic year, the University shall neither increase the amount of their determined fees nor introduce new fees. This does not apply to the increase of the amount of payments for running courses not covered by the study program and for university dormitories.
9. The University will not charge registration fees for subsequent semester or year of study, for examinations, including re-sit examination, board examination, diploma examination, issuing a vocational internship book, for thesis submission and assessment as well as for issuing an university diploma with diploma supplement, and two certified copies of them, subject to § 2 item 2 point 2 letter c.

### **III. Rules for making payments**

#### **§ 3**

1. Payments specified in these Rules shall be made in the currency determined by a separate Rector's Resolution, to a bank account individually assigned to each student, subject to item 2.
2. In case of no individual bank account payments are made by transfer order, postal order, bank's order and by cash deposit at the University cash desk.
3. Credit slips of the payments must include the following data: University name, bank account number, student (or candidate) first and last names, title of payment, year, semester and field of study.
4. Lack of data specified in item 3 exempts the University from responsibility for any resulting consequences related to incorrect classification of payment.
5. Payment is considered valid within the inflow of money to the University bank account. If the payment is made to incorrect bank account assigned to appropriate currency, it is the student who covers the difference resulting from its valuation.
6. If the payment is made with no title of payment, in the first place it is credited to overdue payments specified in § 2 item 1 points 1-6 and unsettled interest notes, starting with the oldest one.
7. Exceeding payment date (installments of the payments) specified in the Rules is subject to calculate and charge statutory interest for late payments.
8. Student is obliged to make payments in the same currency throughout the education cycle.

#### **§ 4**

1. Payment specified in § 2 item 2 point 1 shall be made within the deadlines published at the University's website.
2. Payments specified in § 2 item 2 point 2 shall be made before the document is issued.
3. Credit slips of the payments specified in § 2 item 1 points 2-6, § 2 item 2 points 2-5 shall be submitted to the Dean's Office.
4. Payments specified in § 2 item 2 point 5 shall be made before the examination.

#### **§ 5**

1. Payments for educational services offered by the University related to extramural students education and intramural foreigners education in the Polish language shall be made by students for a semester of study in one or in two equal installments.
2. Payments made once shall be made:
  - 1) for winter semester no later than by 30<sup>th</sup> of September,
  - 2) for summer semester no later than by 15<sup>th</sup> of February,subject to item 4.
3. Students making payments in installments shall make them within the following deadlines:
  - 1) for winter semester:
    - a) 1st installment - no later than by 30<sup>th</sup> of September of the year in which a semester starts,
    - b) 2nd installment - no later than by 10<sup>th</sup> of December

- 2) for summer semester:
  - a) 1st installment - no later than by 15<sup>th</sup> of February,
  - b) 2nd installment - no later than by 15<sup>th</sup> of Aprilsubject to item 4.
4. Student admitted to the first year of extramural studies shall make payment for the first semester of study/ the first installment for the first semester of study within 14 days from the date of the beginning of study.
5. Payments specified in § 2 item 1 shall be made no later than 14 days before the beginning of the semester in which a course is to be retaken, or within 14 days from the day of receiving information about Dean's consent to retake the course.
6. Payment for class participation specified in § 2 item 1 point 4 shall be made no later than 7 days before the courses start.
7. Extramural student retaking a year of study, who was given the Dean's consent to participate in courses of subsequent year of the courses which are the continuation of previous year, shall make payment for follow-up courses in the amount determined by the Rector's Resolution. In subsequent year of study tuition fee shall be reduced by the amount paid in previous year.
8. Student, who was given the Dean's consent for conditional enrollment for subsequent year, shall make payment for course repeat due to unsatisfactory learning outcomes under the terms of item 5.

## § 6

1. Postgraduate students pay fees for continuing education courses run within postgraduate education, before the course starts in the amount and within deadlines determined by the College of Postgraduate Education.
2. Postgraduate students, who pay the fee for postgraduate studies once, shall pay it in full within the following deadlines:
  - 1) for winter semester - no later than by 15<sup>th</sup> of October,
  - 2) for summer semester - no later than by 28<sup>th</sup> of February.
3. Postgraduate students, who pay the fee for postgraduate studies in installments, shall pay it within the following deadlines:
  - 1) for winter semester:
    - a) first installment - no later than by 15<sup>th</sup> of October,
    - b) second installment - no later than by 10<sup>th</sup> of December,
  - 2) for summer semester:
    - a) first installment - no later than by 28<sup>th</sup> of February,
    - b) second installment - no later than by 15<sup>th</sup> of April.

## § 7

1. Failure to pay the fee (installment of the fee) within 30 days from the agreed payment deadline specified in this Rules, may result in deletion from the student/postgraduate student register by the Dean.
2. In case of deletion from the student/ postgraduate student register, or submitting written resignation from studies one shall be refunded:
  - 1) amount that makes up 100 % of the semester fee - in the case of resignation before courses start
  - 2) proportional part of the fee for studies/ postgraduate studies, calculated from the date of failure to attend courses by the student/ postgraduate student.
3. The date of the resignation from studies is the date of submitting a resignation letter to the specific Dean's Office or the College of Postgraduate Education.
4. Deletion from the student/ postgraduate student register shall not exempt from the obligation to pay a fee for the commenced semester subject to item 2, as well as any other fees payable to the University for services provided from the date of the removal.

## § 8

1. The student that was granted with the extension of the examination session/ conditional enrollment shall not exempt from the obligation to pay a fee (installment of the fee) for subsequent semester.
2. A condition to allow the student or postgraduate student to sit for diploma exam is having paid all the fees payable to the University related to the education process.
3. In case of the student fails to make all payments due to the University, the University shall vindicate its due fees in accordance with applicable law, including in court.

## **IV. Specific regulations relating to English program students**

## § 9

1. The University charges the fee from students for courses of intramural studies run in the English language - so called "tuition fee", clinical rotations envisaged for students of medicine and summer clerkships.
2. Student of studies specified in item 1, except for payments determined in § 2 items 1 and 2, shall also pay fees for:
  - 1) completion of missed courses
  - 2) completion of curriculum disparities in case student is admitted to studies through transfer from another university.
3. Students of medicine make a payment for clinical rotations and summer clerkships within 15 days from the beginning of clinical rotations or summer clerkships, scheduled in a given semester as per prescribed curriculum. The amount of payment for clinical rotations and

summer clerkship is calculated in relation to the number of weeks of particular clinical rotation or summer clerkship.

4. Payments for clinical rotations which take place in foreign hospitals shall be made by students within 30 days from the date of submission to the University of a document confirming course attendance. Date of payment is the date of crediting the University account.
5. Student has no right to complete missed courses free of charge. Student will be allowed to complete the missed courses only after making the payment calculated in relation to the number of classes that the student has missed.
6. In special cases and upon student's application the Rector may accept the extension of the payment deadline specified in item 1 or give consent to make the payment in installments.
7. Extension of the payment deadline, specified in item 6, may be applied for students who have paid previous charges owed to the University, including interest calculated due to late payments.
8. Application for the extension of the payment deadline shall be submitted including its justification and any documents confirming extension validity before the payment deadline, to which they relate, under condition of leaving the application without consideration.
9. Fees for education are non refundable, except for the case where the student was given a leave of absence, specified in § 17 item 1 or resigned from studies.
10. In the case, referred to in item 9, only payments for the period of student's absence are refundable.
11. In case of failure of making all payments due to the University by student, the University is entitled to vindicate its due fees in accordance with applicable law, including a general jurisdiction court appropriate for the legal seat of the University.

## **V. Exemption from the obligation to pay fees and postponement of deadlines**

### **§ 10**

Fee exemption, fee reduction, postponement of payment deadline shall be managed on rules specified in this chapter.

### **§ 11**

1. Student may apply for fee exemption in part or in total, which are specified in § 2 item 1 and 2 for subsequent semester of study, in the case of random circumstances resulting in student's family deteriorated financial situation.
2. Random circumstances, specified in item 1, shall be considered among others:
  - 1) death of closest family member, whose dependant the student is,
  - 2) long-term illness or hospital stay of the student,

- 3) property loss as a result of unfortunate circumstances.
3. Student applying for exemption, specified in item 1, is obliged to submit a relevant application to the specific Dean's Office together with a statement of total amount of received scholarships, or of failure to receive scholarships, in order to document circumstances, specified in item 2 and to present documents confirming difficult financial situation. The application is determined upon Dean's opinion as well as Students' Government body accordingly.
4. Possibility of fee exemption, specified in item 1, shall be granted only to the student who made all payments within the deadlines to the University during whole period of study until the application for fee exemption is submitted.
5. A given random circumstance submitted by the student in the application, may be the subject for making a decision upon the fee exemption in part or in total, specified in item 1. The right for students' fee exemption upon random circumstance is only one-time.

## § 12

1. Student of at least second year of study, achieving very good learning outcomes, may apply for fee reduction, specified in § 2 item 1 for subsequent year of study, if the student meets a total of the following conditions:
  - 1) made payments to the University within deadlines,
  - 2) obtained passing scores in all credits and final examinations within deadlines specified by the University,
  - 3) obtained at least 4.90 GPA for the year preceding the reduction of the fee
  - 4) obtained positive opinion of specific Dean.
2. The average, specified in item 1 point 3 is calculated under the terms determined by the Study Regulations.
3. Fee reduction is determined upon Rector's decision, in the amount of no more than 30 % of the fee for subsequent semester.
4. Provisions of this paragraph also apply to first-year students of second cycle studies, provided they graduated from first cycle studies in the University and started second cycle studies no later than within a year from the date of graduation from first cycle studies.

## § 13

Student, who participates in international scholarship program (ERASMUS+, DAAD etc.) within the framework of studies at the University, shall not pay a fee for a semester completed in a foreign university.

## § 14

1. Fees for education of foreigners undertaking intramural studies in Polish language, are not charged from:

- 1) foreigner - citizen of the European Union member countries, the Swiss Confederation or the European Free Trade Agreement (EFTA) member countries - the parties to the European Economic Area Agreement and their family members, residing on the territory of the Republic of Poland
  - 2) foreigner, who was granted permanent residence permit, or European Union long-term resident;
  - 3) foreigner, who was granted temporary residence permit due to circumstances referred to in Article 159 of grounds for obligatory granting of a temporary residence permit for the purposes of family reunification specified in paragraph 1 or Article 186 of grounds for obligatory granting of a temporary residence permit grant due to other circumstances specified in paragraph 1 point 3 or 4 of the Act of 12 December 2013 on foreigners (*Journal of Laws of 2017, item 2206 and 2282, and of 2018, items 107, 138 and 771*);
  - 4) foreigner who was granted a refugee status in the Republic of Poland or benefits from temporary protection or subsidiary protection on the territory of the Republic of Poland;
  - 5) foreigner - a holder of a certificate proving knowledge of the Polish language as a foreign language, referred to in Article 11a of official certificate of knowledge of the Polish language, specified in paragraph 2 of the Act of 7 October 1999 on the Polish language (*Journal of Laws of 2018, item 931*), at least at the level of language proficiency C1,
  - 6) holder of the Pole's Card or a person to whom a decision has been issued in the matter of confirmation of the Polish origin;
  - 7) foreigner who is a spouse, ascendant or descendant of a citizen of the Republic of Poland, residing on the territory of the Republic of Poland;
  - 8) foreigner who was granted a temporary residence permit due to circumstances referred to in Article 151 of temporary residence permit to conduct scientific research specified in paragraph 1 or Article 151b of temporary residence permit for the purpose of long-term mobility of a researcher specified in paragraph 1 of the Act of 12 December 2013 on foreigners, or a researcher staying on the territory of the Republic of Poland due to short-term mobility under conditions specified in Article 156b of admissibility of short-term mobility of a researcher specified in paragraph 1 of this Act or holding a national visa to conduct scientific research or development work.
2. Undertaking education by foreigners free of charge for intramural studies in the Polish language requires from the student submitting a document which confirms the circumstances referred to in item 1.

## § 15

1. Decisions in matters referred to in § 11-12 are taken by the Rector.
2. The Rector's decisions are discretionary and final.
3. Decisions referred to in item 2 shall be notified to the Chancellor and the appropriate Dean.



## § 16

1. In exceptional cases and upon student's application, the Vice-Rector for Academic Affairs may grant a consent for extension of the payment deadline or to make the payment in installments by means other than determined by § 5 item 3.
2. The student submits the application for the extension of the payment deadlines along with justification to the appropriate Dean's Office no later than by 14 days before payment deadline it applies to.
3. Applications submitted after deadline specified in item 2 shall be left without consideration.
4. Decisions of the Vice-Rector for Academic Affairs are final and discretionary.
5. Decisions referred to in item 4 shall be notified to the Chancellor and the specific Dean.

## § 17

1. The student does not pay for education fees during leave of absence which was granted to student in accordance with the regulations of appropriate type of study.
2. Overpayments made to the University account, shall be refunded upon student's written notice at the University cash desk or through bank account indicated by student, subject to items 3 and 4.
3. Overpayments may be refunded to student at the University cash desk only if the amount of the overpay is less than 75,00 EUR or 100,00 USD after having been converted into Polish currency. Upon student's notice, overpayments may be refunded to respective bank account, provided that all bank and administrative fees are covered by the student.
4. Overpayments ranged from 75,00 EUR or from 100,00 USD shall be refunded solely to the bank account indicated by the student. The student is required to specify accurate data concerning terms of payment (address of residence, bank account number, name of the bank, Swift code). All bank and administrative fees are covered by the student.
5. Student is responsible for providing correct and accurate data concerning bank account.

## **V. Final provisions**

## § 18

1. Students/ doctoral students/ postgraduate students who undertook studies before the academic year 2019/2020, study in accordance with the concluded agreements.
2. Matters not regulated in these Rules are decided by the Rector or Vice-Rector acting under Rector's authority.