

**Rules for charging fees for educational services during studies conducted at the Medical  
University of Silesia  
in Katowice**

**I. General Provisions**

**§ 1**

Terms applied in the hereby rules signify:

- 1) University - Medical University of Silesia in Katowice,
- 2) studies - first-cycle studies, second-cycle studies or unified master's studies conducted by a university entitled to their conduct;
- 3) first-cycle studies - form of education for which candidates who obtained maturity certificate are admitted; they are completed through obtaining first-cycle qualifications;
- 4) second-cycle studies - form of education for which candidates who obtained first-cycle studies' qualifications as a minimum are admitted; they are completed through obtaining second-cycle qualifications;
- 5) unified master's studies - form of education for which candidates who obtained maturity certificate are admitted; they are completed through obtaining second-cycle qualifications;
- 6) intramural studies - form of higher education under which at least half of the ECTS credits covered by the curriculum of studies is obtained under classes with direct participation of academic teachers or other persons conducting classes and students;
- 7) extramural studies - form of studies other than intramural studies specified by the Senate of the University under which less than half of the ECTS points covered by the curriculum of studies may be obtained with direct participation of academic teachers or other persons conducting classes and students;
- 8) post-graduate studies - form of education for which candidates who obtained first-cycle studies' qualifications as a minimum are admitted; they are completed through obtaining post-graduate qualifications;
- 9) student - person attending studies,
- 10) The Act - Act of 20 July 2018 on Higher Education Law (uniform text *Journal of Laws from 2023, item 742, as amended*),
- 11) Regulation - Regulation of the Minister of Science and Higher Education from 27 September 2018 on studies (uniform text *Journal of Laws from 2023, item 2787*),

**II. Types of fees**

**§2**

1. Rules concern fees charged for the provision of educational services related to:
  - 1) educating students on extramural studies;
  - 2) processing specific classes during intramural studies due to unsatisfactory academic progress;
  - 3) studies conducted in a foreign language;
  - 4) conduct of classes not covered by the curriculum of studies;
  - 5) educating foreigners on intramural studies in Polish.
2. The University collects also fees for:

- 1) conducting recruitment,
- 2) elaboration of documents related to the course of studies, including among others for issuance of:
  - a) Student ID card or electronic student ID card and duplicates of such documents,
  - b) index and its duplicate,
  - c) excerpt in a foreign language of diploma of completion of studies and supplement to the diploma other than those issued on the basis of Art. 77 sec. 2 of the Act,
  - d) duplicate of the diploma of completion of studies and supplement to the diploma;
- 3) related to the conduct of confirmation of learning effects;
- 4) for the use of student houses,
3. Fees specified in sec. 1 point 4 cover supplementing curriculum discrepancies, related to:
  - 1) transfer from another university,
  - 2) re-enrolment,
  - 3) transfer to a different course or specialty.
4. Upon justified application of the student, in relation to studies in a foreign language, the Dean may express consent for supplementing by the student of missed classes taking into consideration organizational possibilities of the Faculty. Supplementing the missed classes is possible solely post payment by the student of the fee indicated in the applicable Rector's Resolution, calculated with respect to the number of classes during which he or she was absent.
5. The amount of fees specified in sec. 1 shall be agreed by the Rector by way of a resolution, after obtaining an opinion from the student students' government.
6. The fees specified in sec. 2 point 1 and 2 have been specified in the resolution.
7. The amount of fees specified in sec. 2 points 2, 3 and 4 is established by the Rector by way of a resolution.
8. Conditions and mode of exemption from fees specified in sec. 2 point 1 are established by the Senate by way of the Resolution.
9. Until completion of studies by persons admitted for studies in a given academic year, the University shall not introduce new fees to be paid by such persons and any increases in the amount of fees as specified in sec. 1 points 1-3 and 5 may be executed once an academic year and by no more than the consumer price index in total in the previous calendar year announced by the Chairman of the Central Statistics Office on the basis of Art. 94 sec. 1 point 1 letter a of the Act of 17 December 1998 on pensions and retirement benefits under the Social Insurance Fund (Journal of Laws from 2023, items 1251, 1429 and 1672), in total not exceeding 30% of the amount of these fees.
10. The University shall not collect any fees for exams, including re-take exams, board exams, diploma exams, issuance of journal of professional internship, submission and assessment of the diploma dissertation and issuance of diploma of completing studies with diploma supplement and their two extracts, subject to sec. 2 point 2 letter c).

### **III. The rules for charging fees**

#### **§3**

1. Fees specified in § 2 sec. 1 are paid in the currency specified by way of a separate resolution of the Rector to the bank account assigned individually to each student, subject to sec. 2

2. In case of lack of individual bank account the fees shall be paid in the form of a transfer deduction, postal order, bank payment order and payment of cash in the University cash register.
3. Evidence of payment of payable fees must contain the following data: name of University, number of bank account, first name and surname of the student (or candidate for studies) with an indication of the title of payment, year, semester, course.
4. Lack of data specified in sec. 3 shall release the University from responsibility for the consequences related to the incorrect qualification of the payment by the University.
5. The fee shall be considered paid upon recognition of the funds on the University bank account. In case of conducting payment to the incorrect bank account assigned to a given currency, the student shall cover the differences stemming from its assessment.
6. In case of payment conducted without indicating the title of the payment, such payment shall be recorded in the first order towards payments specified in § 2 sec. 1 points 1-5 and unresolved interest notes starting from the oldest one.
7. Exceeding the term of payment of fees (instalments of fees) specified in the Rules constitutes the basis for calculating and collecting statutory interest for delayed payments.
8. Student is obliged to incur fees in one currency for the entire cycle of education.

#### §4

Fees specified in § 2 sec. 2 point 2 are submitted prior to issuance of the document.

#### §5

1. Fees for educational services provided by the University related to educating students on extramural studies, educating foreigners on intramural studies in Polish and educating in English are submitted by students for the semester of studies once or twice in equal instalments, subject to sec. 9 and sec. 10.
2. Fees paid once are submitted:
  - 1) for the winter semester no later than on 30 September,
  - 2) for the summer semester no later than on 31 January,subject to sec. 4 and sec. 5.
3. Students submitting fees in instalments must pay on or before the following terms:
  - 1) for the winter semester:
    - a) I instalment - until 30 September in the year in which the semester commences,
    - b) II instalment - until 30 November,
  - 2) for the summer semester:
    - a) I instalment - until 31 January,
    - b) II instalment - until 31 March,subject to sec. 4.
4. Students admitted for the first year of studies submit a fee for the first semester of studies/first instalment of the fee for the first semester of studies within 14 days from the date of commencing studies in accordance with the organization of the academic year.
5. The term for submission of the fee by the student who obtained a student loan for medical studies as specified in the Act equals 60 days from the date of commencing a given semester of studies.

6. A condition for recognizing the term in line with sec. 5 is presentation by the student of the document confirming the fact of granting the loan for medical studies issued by the Bank.
7. Fees, specified in § 2 sec. 1 point 2 are made no later than 14 days prior to re-enrolment for the semester in which re-taking of the subject is realized or within 14 days from the date of obtaining information on expressing consent by the Dean for the re-take.
8. Fees for participation in classes specified in § 2 sec. 1 point 4 shall be made no later than 7 days prior to commencing these classes.
9. Student who obtained consent from the Dean for the conditional pass for the subsequent year, shall pay the fee for re-taking classes on account of unsatisfactory learning progress according to the rules specified in sec. 7.
10. Fees for clinical rotations on the medical major of studies conducted in English are submitted by students within the term of at least 15 days prior to the date of commencing the semester in which they are scheduled for realization on a one-off basis for the entire semester. The amount of the semestral fee for clinical rotations is calculated depending on the location of rotation, that is, in Poland or abroad, on the basis of the previous declaration made by the student, indicating the location of realization of clinical rotations in a given semester.
11. In case of applying for the possibility of realizing clinical rotations in foreign hospitals, submission of the semestral fee payable for the realization of that foreign rotation constitutes a condition for expression of consent by the Dean.

## §6

1. In case of failure to submit a fee (fee instalment) within the term specified in the hereby Rules, the procedure of removal from the list of students is initiated.
2. The fact of obtaining extension of the exam session/conditional pass shall not exempt from obligation of payment of the relevant fee to the University (fee instalment).
3. Removal from the list of students shall not release from the obligation to make payment for the initiated semester of studies subject to § 13 sec. 1 and all other fees payable to the University for the provision of services until the date of removal.

## **V. Exemption from obligation to make payment and re-scheduling of payment deadlines**

### §7

1. In particularly justified cases, taking into consideration public interest, including in particular the possibility of paying payable amounts to the University, the Rector may, by way of decision, grant consent for exemption from fee, decreasing the fee, shift of the term for submission of the fee or scheduling payment of the fee as instalments.
2. Decision of the Rector is of discretionary nature and it is final.
3. Decisions are passed onto the Bursar and the relevant Deans.

### §8

1. The person applying for exemption from fees specified in § 7 shall be obliged to submit a relevant application form to the relevant Dean's office along with a certificate on the total sum of collected scholarships or concerning the fact of non-collecting any scholarships, to document the circumstances specified in sec. 2 and to present documents confirming difficult material standing. The application form is subsequently opinionated by the Dean and by the students' governmental body.

2. When undertaking a decision on exemption from fees the Rector takes into consideration the timely submission of fees by the student in the course of studies.
3. A given random circumstance presented by the student in the application form may constitute the basis for undertaking a decision on exemption entirely or in part from the fees solely once.

#### **§9**

1. The student who is at least on the second year of studies, obtaining very good learning outcomes, may apply for a decrease in fees specified in § 2 sec. 1 point 1 for the subsequent semester of studies if he or she meets all the following conditions:
  - 1) submitted payable fees to the University on time,
  - 2) obtained credits and passed exams within deadlines designated by the University,
  - 3) obtained an average of grades of at least 4.90 in the previous year,
  - 4) obtained a positive opinion issued by the relevant Dean.
2. Average of grades specified in sec. 1 point 3 is calculated according to the principles specified in the Bylaws of studies.
3. Decreasing the fee occurs by way of Rector's decision at the amount not exceeding 30% of the size of fee for the subsequent semester.
4. Provisions of the hereby paragraph concern solely students of the first year of studies and students of the second year of students subject to completing the first-cycle studies at the University and commencement of the second-cycle studies no later than within the year from the date of completing the first-cycle studies.

#### **§10**

Application form concerning re-scheduling of the payment deadline for submission of fees and application form concerning arrangement of instalments should be submitted with justification and potential documents confirming validity of the re-scheduling to the relevant Dean's office, no later than 14 days prior to the expiry of the payment term which they concern under the pain of leaving the application form unattended.

#### **§11**

1. Fees for education shall not be made during the leave granted to the student in line with the Bylaws of studies.
2. Student who participates in the studies in the international scholarship programme (Erasmus+, DAAD etc.) shall not make the payment for the semester realized in a foreign university.

#### **§12**

1. Fees for educating foreigners on intramural studies in Polish shall not be collected from:
  - 1) foreigner - citizen of an EU member state, Swiss Confederation citizen or citizen of a member state of the European Free Trade Association (EFTA) - parties to the agreement on the European Economic Area and members of their families occupying the territory of the Republic of Poland or
  - 2) foreigner - citizen of the United Kingdom of Great Britain and Northern Ireland, as specified in Art. 10 sec. 1 letter b or d of the Agreement on joining the United Kingdom of Great Britain and Northern Ireland from the European Union and the European Atomic Energy Community (Official Journal of the EU L 29 from 31

January 2020, p. 7 as amended 7)), and members of their family residing in the territory of the Republic of Poland;

- 3) foreigner who obtained permanent residence permit or long-term EU resident permit;
  - 4) foreigner who obtained temporary residence permit in relation to the circumstances specified in Art. 159 sec. 1 or Art. 186 sec. 1 point 3 or 4 of the Act of 12 December 2013 on foreigners (Journal of Laws from 2021, item 2354, as amended);
  - 5) foreigner who possesses the status of a refugee issued in the Republic of Poland or who avails of temporary protection or supplementary protection in the territory of the Republic of Poland;
  - 6) foreigner - owner of certificate confirming knowledge of Polish as a foreign language as specified in Art. 11a sec. 2 of the Act of 7 October 1999 on Polish (Journal of Laws from 2021, item 672) at least at the level of language proficiency C1;
  - 7) owner of the Pole's Card or persons who obtained a decision on possessing Polish origins;
  - 8) foreigner who is a spouse, ascendant, descendant of the citizen of the Polish Republic, residing in the territory of the Republic of Poland;
  - 9) foreigner who obtained permit for temporary stay in relation to circumstances specified in Art. 151 sec. 1 or Art. 151b sec. 1 of the Act of 12 December 2013 on foreigners or who remain in the territory of the Republic of Poland in relation to the use of short-term mobility of scientist according to conditions specified in Art. 156b sec. 1 of this act or holding a national visa for the conduct of scientific research or development works.
2. Studying by foreigners without the obligation to submit tuition fees for studying on intramural studies in Polish requires submission by the student of a document confirming the circumstances specified in sec. 1

### §13

1. In case of leaves, removals from the list of students or submissions of written resigning from studies, the following may be subject to reimbursement:
  - 1) amount constituting 100% of the semestral fee - in case of resigning from studies before commencing didactic classes,
  - 2) proportional part of the fee for studies calculated until the date of discontinuing attending classes by the student.
2. Date of entry of the letter on resigning to the relevant dean shall be the date of resigning from studies.
3. All overpayments on account of submitted fees shall be reimbursed upon written application form submitted by the student at the University cash register or to the bank account indicated by the student, subject to sec. 4 and 5.
4. Reimbursement at the University cash register shall be performed solely in case of amounts of overpayments amounting to below 75 EUR or 100 USD after calculating these amounts into PLN. Upon student's application form, these overpayments may be returned to the indicated bank account, whilst bank fees and administrative fees for overpayment reimbursement shall be incurred by the student.
5. Overpayments exceeding 75 EUR or 100 USD shall be returned to the bank account specified by the student with an indication of the current data concerning conditions of payment (address of residence, bank account number, bank name, Swift code). Banking fees and administrative costs of reimbursement of overpayments shall be incurred by the student.
6. Liability for data indicated by the student concerning the bank account shall rest with the student.

**V. Final provisions**

**§14**

In case of all matters unresolved by the hereby Rules the decisions shall be undertaken by the Rector or Vice-Rector acting at his authorization.

*[stamp]*

Authorized by the Rector  
Vice-Rector  
for Science

Medical University of Silesia in Katowice  
prof. dr hab. n. med. Katarzyna Mizia-Stec

*[illegible signature]*