

**Ordinance No. 18**  
**of the Rector of Poznan University of Technology**  
**of 24 May 2021**  
**(RO/V/18/2021)**

**on the amount, detailed principles of collection, conditions and procedure for exemption from fees**  
**in the academic year 2021/2022**

Acting pursuant to Article 79, Article 80 and Article 163, section 2 of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2021, item 478, as amended), hereinafter referred to as the Act, § 36 of the Regulation of the Minister of Science and Higher Education of 27 September 2018 *on studies* (Journal of Laws of 2021, item 661) and § 9 and § 10 of the Regulation of the Minister of Science and Higher Education of 21 September 2018 *on PhD diplomas, higher-doctorate diplomas and PhD student ID* (Journal of Laws of 2021, item 676), the following is ordered:

**§ 1**

Poznan University of Technology charges fees for:

- 1) education in part-time studies;
- 2) repeating certain classes in full-time studies due to unsatisfactory learning outcomes;
- 3) education in studies conducted in a foreign language, with the exception of Polish citizens and international students listed in § 6, section 2 of the Regulation No. 16 of the Rector of Poznan University of Technology of 5 May 2021 *on undertaking and pursuing studies at Poznan University of Technology* by persons who are not Polish citizens in the academic year 2021/2022;
- 4) conducting classes not covered by the programme of studies;
- 5) education of international students in full-time studies in Polish, with the exception of Polish citizens and international students listed in § 6, section 2 of the Regulation No. 16 of the Rector of Poznan University of Technology of 5 May 2021 *on undertaking and pursuing studies at Poznan University of Technology* by persons who are not Polish citizens in the academic year 2021/2022;
- 6) education in postgraduate studies, specialized education or education in other forms;
- 7) carrying out the validation of learning outcomes;
- 8) conducting recruitment;
- 9) issuing a student ID card and its duplicate;
- 10) issuing a copy of the diploma and a supplement to the graduation diploma in a foreign language, other than the one issued on the basis of Article 77, section 2 of the Act;
- 11) issuing copies in Polish and English as well as duplicates of PhD and higher-doctorate diplomas;
- 12) issuing certificates of completion of education in other forms and their duplicates, as well as a duplicate of the certificate of completion of postgraduate studies;
- 13) issuing a duplicate of the graduation diploma and its supplement;
- 14) certification of documents intended for legal transactions with foreign countries;
- 15) use of student dormitories.

**§ 2**

1. The amount of the fees referred to in § 1 is specified in the following annexes:
  - 1) Annex 1 - educational services (§ 1, point 1.7);
  - 2) Annex 2 - issuing documents (points 9-14).
2. The amount of the recruitment fee (§ 1, point 8) is specified by § 12 of Resolution No. 40/2020-2024 of the Academic Senate of Poznan University of Technology of 28 April 2021 on the conditions and procedure of admission to studies in the academic year 2021/2022.
3. The amount of the fee for the use of student dormitories is specified in the relevant Rector's ordinance on the amount of fees for the use of student dormitories.
4. The obligation to pay fees specified in the Ordinance applies to all persons carrying out the education process at Poznan University of Technology.
5. The candidate for studies signs a declaration that he/she has read the list and rules of charging fees and undertakes to comply with them in the event of being entered on the list of students at Poznan University of Technology. Declaration template - Annex 3.

6. Until the completion of studies by persons admitted to studies for a given academic year, the amount of fees established for them may not be increased, nor is it possible to introduce new fees. This does not apply to increasing the amount of fees for conducting classes not covered by the programme of studies, referred to in § 1, point 4.

### § 3

1. Fees for part-time studies are paid on a semester basis.
2. The fees referred to in § 3, section 1 are payable in the following timeframe:
  - 1) for the winter semester - payment by 1 October, and in the case of the first semester of studies - by 31 October,
  - 2) for the summer semester - payment by 1 March, and in the case of the first semester of studies - by 31 March.
3. International students, after receiving information from the University about readiness for admission to studies, shall pay to the indicated bank account the fee for the first semester of full-time and part-time studies, at the stage of the recruitment process on the terms and dates specified in the recruitment schedule.
4. At the student's request, the fees referred to in section 1 can be divided into installments. The dates of payment of individual installments are determined by the Dean.

### § 4

1. The fee for repeating certain classes in full-time studies due to unsatisfactory learning outcomes depends on the number of hours of classes in a semester (up to 30, up to 60, over 60).
2. The fee referred to in section 1 should be submitted before repeating the classes.

### § 5

The conditions, payment deadlines and the amount of fees for classes not covered by the programme of studies and for education in postgraduate studies, as well as education in other forms, are determined by the Rector at the request of the Dean.

### § 6

The student who takes leave from classes, granted on the terms specified in the study rules and regulations, does not pay fees for the period of leave.

### § 7

1. The student pays fees in a cashless form to the indicated individual bank account used to settle payments.
2. Payment of the due fee is a condition for issuing or extending the validity of the student ID card and admission to classes (except for open lectures).
3. The student who has not paid the fee may not obtain the Dean's consent to be transferred to another university, change the form of study or the field of study.

### § 8

1. Failure to pay the due fee within the specified time - after a written request to pay it - is the basis for removal from the list of students.
2. Reinstatement in the rights of the student who was previously removed from the list in accordance with section 1, may take place only after payment of the outstanding fee has been made.

### § 9

1. In special cases, the Dean, upon a written request from the student, may reduce (no more than 50%) the fee for educational services. The request should contain documented justification and should be submitted no later than 14 days before the due date of payment.
2. The student may appeal against the Dean's decision to the appropriate Vice-Rector
3. The appeal should be submitted through the Dean within 14 days from the date of delivery of the decision.
4. The Dean may, in matters referred to in sections 1 and 2, seek the opinion of the competent body of the students' union.

5. The international student may be exempted from the fees referred to in § 1, points 2, 3 and 5 and fees for education in postgraduate studies or education in other forms on the terms specified in Article 324 of the Act.
6. The international student may also be exempted from these fees on the basis of:
  - a) Rector's administrative decision;
  - b) a decision issued by the Minister or a decision issued by NAWA Director with regard to its scholarship holders.
7. The Rector may waive the tuition fee in full, reduce or divide it into installments upon a written request of the international student with a justification of the matter, approved by the relevant Dean in the case of intentional students undertaking studies at the University on a fee-paying basis.

### **§ 10**

1. In the event of removal from the list of students by the Dean or resignation from studies before the beginning of the semester, the student is entitled to the reimbursement of the fee paid for the entire semester of studies.
2. In the event of removal from the list of students by the Dean or resignation from studies after the beginning of the semester, the student is entitled to the reimbursement of the tuition fee paid for the entire semester, after deducting a part of the fee calculated in proportion to the number of meetings in the semester resulting from the schedule.
3. In the event of removal from the list of students by the Dean or resignation from studies by a student who has received the consent to divide the semester fee into installments, the fee for the period in which the student submitted the notice of resignation will not be reimbursed.
4. The University will reimburse the tuition fees within one month from the date of receipt of the written request by the Dean.
5. In case of international students, the reimbursement of the tuition fee for the period of not receiving education takes place in the event of one of the following circumstances:
  - 1) receiving a leave from classes or granting another break in studying on the terms and in the manner specified in the study rules and regulations;
  - 2) resignation from education for health reasons confirmed by a medical certificate, or for other important and documented unforeseen reasons;
  - 3) receiving a decision refusing to issue a visa as understood by the provisions of the Act on Foreigners.

### **§ 11**

Students and PhD students who started their studies before the Ordinance came into force pay fees on the previously binding terms.

### **§ 12**

The Ordinance shall come into force on the day of signing with effect from 1 October 2021.

Rector  
of Poznan University of Technology

Professor Teofil Jesionowski, Ph.D., D.Sc.

**Amount of fees for educational services in the academic year 2021/2022**

**A. Fees paid by Polish citizens:**

1) full-time studies			
	- repeating classes in the event of resuming studies	-	PLN 800
2) repeating classes due to unsatisfactory learning outcomes, depending on the number of hours, at all levels of study:			
	- up to 30 hours per semester	-	PLN 200
	- from 30 to 60 hours per semester	-	PLN 300
	- over 60 hours per semester	-	PLN 400
3) first-cycle part-time studies			
	- in the fields of: AEROSPACE ENGINEERING, MECHATRONICS	-	PLN 2600 per semester
	- in the fields of: CIVIL ENGINEERING, LOGISTICS, MECHANICAL ENGINEERING, TRANSPORT, MANAGEMENT AND PRODUCTION ENGINEERING	-	PLN 2400 per semester
	- in the field of ELECTRONICS AND TELECOMMUNICATIONS	-	PLN 2300 per semester
	- in the fields of: AUTOMATIC CONTROL AND ROBOTICS, SAFETY ENGINEERING, ENVIRONMENTAL ENGINEERING, ENGINEERING MANAGEMENT	-	PLN 2200 per semester
	- in the fields of: ELECTRICAL ENGINEERING, POWER ENGINEERING, COMPUTING, CHEMICAL TECHNOLOGY	-	PLN 2100 per semester
4) second-cycle full-time studies			
	- in the field of MECHATRONICS	-	PLN 2800 per semester
	- in the fields of: AEROSPACE ENGINEERING, MANAGEMENT AND PRODUCTION ENGINEERING	-	PLN 2600 per semester
	- in the field of COMPUTING	-	PLN 2450 per semester
	- in the field of ENVIRONMENTAL ENGINEERING	-	PLN 2500 per semester
	- in the fields of: CIVIL ENGINEERING, LOGISTICS, MECHANICAL ENGINEERING, TRANSPORT	-	PLN 2400 per semester
	- in the field of ELECTRONICS AND TELECOMMUNICATIONS	-	PLN 2300 per semester
	- in the fields of: SAFETY ENGINEERING, ENGINEERING MANAGEMENT, CHEMICAL TECHNOLOGY	-	PLN 2200 per semester
	- in the field of INDUSTRIAL AND RENEWABLE ENERGY	-	PLN 2100 per semester
	- in the fields of: AUTOMATIC CONTROL AND ROBOTICS, ELECTRICAL POWER ENGINEERING, ELECTRICAL TECHNOLOGY	-	PLN 2000 per semester
	5) confirmation of learning outcomes	-	PLN 100 for one ECTS point
	6) part-time PhD studies	-	PLN 1200 per semester
	7) postgraduate studies and other forms of education	-	according to the cost estimate

**B. Fees paid by international students** (excluding persons listed in § 6, section 2 of Regulation No. 16 of the Rector of Poznan University of Technology of 5 May 2021 on undertaking and pursuing studies at Poznan University of Technology by persons who are not Polish citizens in the academic year 2021/2022):

No	Type of educational service	Amount	Remarks
1.	First-cycle education	1st semester PLN 5200, for each subsequent semester PLN 4300	If the period of studies lasts shorter than the academic year, the fee is calculated in proportion to the actual time of studying.
2.	Second-cycle education	1st semester PLN 6900, for each subsequent semester PLN 6000	
3.	Postgraduate studies, research, specialization and post-	according to an individual	

	doctoral internships, courses and traineeships	cost estimate	
4.	Repeating classes in first- and second-cycle studies		As in points A 1) and 2)
5.	Participation in a language course (Polish or other) in the number of 600 hours	no less than PLN 2000	The price is determined according to individual rate calculation.

**Amount of fees for issuing documents in the academic year 2021/2022:**

1)	for issuing an electronic student ID card	PLN 22
	for issuing a duplicate	PLN 33
2)	for issuing a duplicate of the certificate of completion of postgraduate studies	PLN 45
3)	for issuing a duplicate of the diploma and a copy of the graduation diploma in a foreign language other than the one issued on the basis of Article 77, section 2 of the Act	PLN 20
4)	for issuing a duplicate of the supplement and a copy of the graduation diploma supplement in a foreign language other than the one issued on the basis of Article 77, section 2 of the Act	PLN 20
5)	for issuing a copy of the PhD or higher-doctorate diploma in Polish	PLN 60
6)	for issuing a copy of the PhD or higher-doctorate diploma in English	PLN 80
7)	for issuing a duplicate of the PhD or higher-doctorate diploma	PLN 90
8)	for issuing a certificate of completion of other forms of education	PLN 20
9)	for the certification of documents intended for legal transactions with foreign countries	PLN 26

TEMPLATE

Name and surname .....

PESEL No. (Polish Resident Identification Number) .....

**DECLARATION**

I, the undersigned, declare that **I have read** Ordinance No. 18 of the Rector of Poznan University of Technology of 24 May 2021 *on the amount, detailed principles for collection and conditions and procedure for exemption from fees in the academic year 2021/2022* and **I undertake** to comply with the provisions contained therein in the event of being entered on the list of students at Poznan University of Technology.

.....  
*date and signature*