

**Ordinance No. 13
of the Rector of Poznan University of Technology
of 27 April 2023
(RO/IV/13/2023)**

**on the amount, detailed rules for collection and the conditions and mode for exemption from fees
in the academic year 2023/2024**

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 2023, item 742), 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, post-doctoral (DSc) diplomas and PhD student IDs* (Journal of Laws of 2021, item 676), **it is ordered** as follows:

§ 1

Poznan University of Technology charges fees for:

- 1) providing education in part-time studies;
- 2) repeating certain classes in full-time studies due to unsatisfactory learning outcomes;
- 3) providing education in studies conducted in a foreign language, with the exception of Polish citizens and international students listed in Article 324 section 2 of the Act;
- 4) conducting classes not covered by the programme of studies;
- 5) teaching international students in part-time and full-time studies in Polish, with the exception of Polish citizens and international students listed in Article 324 section 2 of the Act;
- 6) teaching at the postgraduate level, providing specialized education or education in other forms;
- 7) carrying out the validation of learning outcomes;
- 8) conducting recruitment;
- 9) issuing a student ID and its duplicate;
- 10) issuing a copy of the diploma and the graduation diploma supplement 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 the PhD and post-doctoral (DSc) diploma;
- 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 duplicates of the graduation diploma and its supplement;
- 14) certifying documents intended for legal transactions with foreign countries;
- 15) using student dormitories.

§ 2

1. The amount of the fees referred to in § 1 is specified in the following attachments:
 - 1) Attachment No. 1 – educational services (§ 1 pts 1-7);
 - 2) Attachment No. 2 - issuing documents (pts 9-14).
2. The amount of the recruitment fee (§ 1 pt 8) will be determined by the Rector's Ordinance on the detailed organization of recruitment for the academic year 2023/2024.
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. A 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 - Attachment No. 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, pt 4).

§ 3

1. The tuition fees for part-time studies are paid on a semester basis.
2. The fees referred to in 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. An international student, 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 a student's request, the fees referred to in section 1 can be spread 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 paid 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 Dean's request.

§ 6

A 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. A 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 a student ID card and admission to classes (except for open lectures).
3. A 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 do so - is the basis for removal from the list of students.
2. Reinstatement in the rights of a student who was previously removed from the list in accordance with section 1, may take place only after the outstanding fee has been paid.

§ 9

1. In special cases, the Dean, upon a student's written request, 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. A 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. An International student may be exempted from the fees referred to in § 1, pts 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. An international student may also be exempted from these fees on the basis of:
 - a) the Rector's administrative decision;
 - b) a decision issued by the Minister or a decision issued by NAWA (Polish National Agency for Academic Exchange) Director with regard to its scholarship holders.
7. The Rector may waive the tuition fee in full, reduce or spread it into installments upon a written request of an international student along with its justification, approved by the relevant Dean in the case of international students undertaking studies at the University on a fee-paying basis.
8. The Dean may spread the tuition fee in installments upon a written request of an international student along with its justification, in the case of international students undertaking studies at the University on a fee-paying basis.

§ 10

1. In the event of removal from the list of students before the beginning of the semester, a student is entitled to receive the reimbursement of the fee paid for the entire semester of studies.
2. In the event of removal from the list of students after the beginning of the semester, a student is entitled to receive 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 classes in the semester resulting from the schedule.
3. In the event of removal from the list of students due to resignation from studies, the tuition fee is calculated until the date of resignation.
4. The University shall reimburse the tuition fee within one month from the date of receipt of the written request by the Dean.
5. In the case of international students, the reimbursement of the tuition fee takes place in the event of one of the following circumstances:
 - 1) receiving a leave from classes or being granted a different break in studying on the terms and in the manner specified in the study rules and regulations;
 - 2) resignation from studies for health reasons confirmed by a medical certificate, or for other important and documented unforeseen reasons;
 - 3) receiving a decision refusing the issuance of a visa as understood by the provisions of the Act on Foreigners.

§ 11

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

§ 12

The Ordinance shall come into force on the day of signing with effect from 1 October 2023.

Rector
of Poznan University of Technology
Professor Teofil Jesionowski, PhD, DSc

pp PUT Professor Agnieszka Misztal, PhD, DSc
Vice-Rector for Student Affairs and Education

The amount of fees for educational services in the academic year 2023/2024

A. Fees paid by Polish citizens:

1) in full-time studies		
- repeating classes in the event of resuming studies		- PLN 1000
2) repeating classes due to unsatisfactory learning outcomes, depending on the number of hours, in all first-cycle and second-cycle full-time and part-time studies:		
- up to 30 hours per semester		- PLN 300
- from 30 to 60 hours per semester		- PLN 400
- over 60 hours per semester		- PLN 500
3) in first-cycle part-time studies		
- in the fields of study: CIVIL ENGINEERING, COMPUTING, MECHANICAL ENGINEERING, MECHANICAL AND AUTOMOTIVE ENGINEERING, MECHATRONICS, TRANSPORT, MANAGEMENT AND PRODUCTION ENGINEERING		- PLN 3400 per semester
- in the fields of study: AUTOMATIC CONTROL AND ROBOTICS, ELECTRONICS AND TELECOMMUNICATIONS		- PLN 3200 per semester
- in the field of study: LOGISTICS		- PLN 3100 per semester
- in the fields of study: ELECTRICAL ENGINEERING, POWER ENGINEERING, SAFETY ENGINEERING, ENVIRONMENTAL ENGINEERING, ENGINEERING MANAGEMENT, CHEMICAL TECHNOLOGY		- PLN 3000 per semester
4) in second-cycle part-time studies		
- in the field of study: COMPUTING		- PLN 3900 per semester
- in the field of study: ELECTRONICS AND TELECOMMUNICATIONS		- PLN 3700 per semester
- in the fields of study: CIVIL ENGINEERING, MECHANICAL ENGINEERING, MECHANICAL AND AUTOMOTIVE ENGINEERING, MECHATRONICS, TRANSPORT, MANAGEMENT AND PRODUCTION ENGINEERING		- PLN 3400 per semester
- in the fields of study: AUTOMATIC CONTROL AND ROBOTICS, ENVIRONMENTAL ENGINEERING, LOGISTICS		- PLN 3200 per semester
- in the fields of study: ELECTRICAL POWER ENGINEERING, ELECTRICAL ENGINEERING, INDUSTRIAL AND RENEWABLE ENERGY SYSTEMS		- PLN 3100 per semester
- in the fields of study: ENGINEERING MANAGEMENT, CHEMICAL TECHNOLOGY		- PLN 3000 per semester
- in the field of study: SAFETY ENGINEERING		- PLN 2900 per semester
5) confirmation of learning outcomes		- PLN 200 for one ECTS point
7) in postgraduate studies and other forms of education		- according to the cost estimate

B. Fees paid by international students (with the exception of persons listed in Article 324 section 2 of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2023, item 742):

No.	Type of educational service	Amount	Comments
1)	in first-cycle studies		
	- in the fields of study: ARCHITECTURE, ARTIFICIAL INTELLIGENCE	1 st semester - PLN 8000, each subsequent semester - PLN 7000,	If the event of studies lasting shorter than the academic year, the fee is calculated in

	- in the fields of study: AUTOMATIC CONTROL AND ROBOTICS, BIOMEDICAL ENGINEERING, CHEMICAL TECHNOLOGY, ELECTRONICS AND TELECOMMUNICATIONS, ENGINEERING MANAGEMENT, SUSTAINABLE BUILDING ENGINEERING	1 st semester - PLN 7000, each subsequent semester - PLN 6000	proportion to the actual time of studying
2)	in first-cycle studies conducted in Polish (full-time and part-time)		
	- at the Faculty of Architecture	PLN 7000 per semester	
	- at other faculties	PLN 6000 per semester	
3)	in second-cycle studies		
	- in the field of study: ARTIFICIAL INTELLIGENCE	1 st semester - PLN 10000, each subsequent semester - PLN 9000,	If the event of studies lasting shorter than the academic year, the fee is calculated in proportion to the actual time of studying
	- in the fields of study: AUTOMATIC CONTROL AND ROBOTICS – SMART AEROSPACE AND AUTONOMOUS SYSTEMS, BIOMEDICAL ENGINEERING, CHEMICAL TECHNOLOGY – COMPOSITES AND NANOMATERIALS, CIVIL ENGINEERING – CONSTRUCTION ENGINEERING AND MANAGEMENT, CIVIL ENGINEERING – STRUCTURAL ENGINEERING, COMPUTING – CYBERSECURITY, COMPUTING – SOFTWARE ENGINEERING, ELECTRICAL ENGINEERING, ELECTRONICS AND TELECOMMUNICATIONS – INFORMATION AND COMMUNICATION TECHNOLOGIES, GREEN ENERGY, MECHANICAL AND AUTOMOTIVE ENGINEERING – PRODUCT ENGINEERING, MECHATRONICS, PRODUCT LIFECYCLE ENGINEERING, TRANSPORT – SUSTAINABLE TRANSPORT	1 st semester - PLN 9500, each subsequent semester - PLN 8500,	
	- in the fields of study: ENGINEERING MANAGEMENT- MANAGING ENTERPRISE OF THE FUTURE, LOGISTICS – LOGISTICS SYSTEMS	1 st semester - PLN 9000, each subsequent semester - PLN 8000	
4)	in second-cycle studies conducted in Polish (full-time and part-time)		
	- at the Faculty of Architecture	PLN 7000 per semester	
	- at other faculties	PLN 8500 per semester	
5)	postgraduate studies, research, specialization and post-doctoral (DSc) internships, courses and traineeships	according to an individual cost estimate	
6)	repeating classes in first-cycle and second-cycle studies		
	- up to 30 hours per semester	PLN 600	
	- from 30 to 60 hours per semester	PLN 800	
	- over 60 hours per semester	PLN 1000	
7)	for attending a language course (Polish or other) in the number of 600 hours	no less than PLN 2000	The price is determined according to an individual course calculation

The amount of fees for issuing documents in the academic year 2023/2024:

1) for issuing an electronic student ID card	PLN 22
for issuing a duplicate	PLN 33
2) 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
3) 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
4) for issuing a copy of the PhD or post-doctoral (DSc) diploma in Polish	PLN 60
5) for issuing a copy of the PhD or post-doctoral (DSc) diploma in English	PLN 80
6) for issuing a duplicate of the PhD or post-doctoral (DSc) diploma	PLN 90
7) for certifying documents intended for legal transactions with foreign countries	PLN 26

TEMPLATE

Name and surname

PESEL (Polish Resident Identification Number) No.

DECLARATION

I, the undersigned, declare that **I have read** Ordinance No. 13 of the Rector of Poznan University of Technology of 26 April 2023 *on the amount, detailed rules for collection and the conditions and mode for exemption from fees in the academic year 2023/2024* 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.

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date and signature