

**Ordinance No. 13
of the Rector of Poznan University of Technology
of 30 April 2025
(RO/IV/13/2025)**

**on the amount, detailed rules for collection and conditions and mode for exemption from fees
in the academic year 2025/2026**

Acting pursuant to Article 79, Article 80, Article 163 section 2 and Article 1 of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2024, item 1571, 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 2023, item 2787) and § 9 and § 10 of the Regulation of the Minister of Education and Science of 5 July 2023 on doctoral diplomas, post-doctoral (D.Sc.) diplomas and Ph.D. student ID cards (Journal of Laws of 2023, item 1422), **it is ordered** as follows:

§ 1

Poznan University of Technology shall charge fees for:

- 1) programmes in part-time studies;
- 2) repeating certain classes in full-time studies because of unsatisfactory learning outcomes;
- 3) programmes conducted in a foreign language, with the exception of Polish citizens and international students listed in Article 324 section 2 of the Act;
- 4) classes not covered by the study programme;
- 5) teaching international students in part- 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 tuition or tuition in other forms;
- 7) carrying out the validation of learning outcomes;
- 8) carrying out recruitment;
- 9) issuing a student ID 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 the Ph.D. and post-doctoral (D.Sc.) 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 a duplicate of the graduation diploma and its supplement;
- 14) attestation of documents intended for legal transactions with foreign countries;
- 15) use of student dormitories;
- 16) student canteens.

§ 2

1. The amount of fees referred to in § 1 is specified in the following annexes:
 - 1) Annex No. 1 – educational services (§ 1 points 1-7);
 - 2) Annex No. 2 - issuing documents (§ 1 points 9-14).
2. The amount of the recruitment fee (§ 1 point 8) shall be determined by the Rector's Ordinance on the detailed organization of recruitment in the academic year 2025/2026.
3. The amount of the fee for the use of student dormitories (§ 1 point 15) shall be 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 shall apply to all persons carrying out the education process at Poznan University of Technology.
5. A candidate for studies shall sign a declaration that he/she has read the list and rules for charging fees and shall undertake to comply with them in the event of being entered on the list of students at Poznan

University of Technology. Declaration template - Annex No. 3.

6. Until the completion of studies by admitted persons in a given academic year, the University cannot introduce new fees for them, and the amount of fees referred to in § 1 may be increased only once an academic year and not more than by the total price index of consumer goods and services in the previous calendar year, collectively not more than 30% of these fees. This does not apply to increasing the amount of fees for conducting classes not covered by the study programme and for using student dormitories and student canteens.

§ 3

1. Tuition fees for full-time studies (applicable to students studying on a fee-paying basis) and part-time studies shall be paid on a semesterly basis.
2. The fees referred to in section 1, subject to section 3 and 4, shall be paid on the following dates:
 - 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, having received information from the University about being accepted to studies, shall pay to the indicated bank account a 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. The fees referred to in section 1 can be spread over 2, 3 or 4 instalments. Payments of individual instalments shall be made on the following dates:

1) 2 instalments

	Winter semester	Summer semester
1st instalment	01.10 31.10 (regarding the first semester)	01.03 31.03 (regarding the first semester)
2nd instalment	15.12	15.05

2) 3 instalments

	Winter semester	Summer semester
1st instalment	01.10 31.10 (regarding the first semester)	01.03 31.03 (regarding the first semester)
2nd instalment	15.11	15.04
3rd instalment	15.12	15.05

3) 4 instalments

	Winter semester	Summer semester
1st instalment	01.10 31.10 (regarding the first semester)	01.03 31.03 (regarding the first semester)
2nd instalment	15.11	15.04
3rd instalment	15.12	15.05
4th instalment	15. 01	15.06

5. Indication of the preferred instalment system shall take place in the University's ICT system not later than 14 days before the expiry of the payment deadline indicated in section 2.
6. Failure to select the instalment system within the set deadline shall result in the obligation to pay the full semester fee, in accordance with the deadline indicated in section 2.

7. Statutory interest for delay shall be charged on late payment of fees.
8. The recovery of due fees shall be subject to legal proceedings on the basis of separate provisions.

§ 4

1. The fee for repeating certain classes in full-time studies because of unsatisfactory learning outcomes shall depend 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 study programme and for the tuition process conducted in postgraduate studies and in other forms shall be 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, shall not pay fees for the period of leave.

§ 7

1. A student shall pay fees in a cashless form to the indicated individual bank account used to settle payments.
2. Payment of the due fee shall be a condition for issuing or extending the validity of the 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 - shall be 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, at a student's written request, may effect exemption from the fee for didactic services for a given semester. The basis for exemption from the fee may be, in particular, a student's difficult financial situation. The request should contain documented justification and should be submitted not later than 14 days before the due date of payment.
2. A student may lodge an 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. Applications for exemption from the fee to be paid by international students undertaking tertiary education at the University on a fee-paying basis shall be considered by the Rector or an authorized Vice-Rector. An international student's application should contain a justification and shall be subject to an opinion expressed by an appropriate Dean. The basis for exemption from the fee may be, in particular, a student's difficult financial situation. A request should be submitted not later than 14 days before the due date of the payment it refers to.
5. The exemption referred to in section 1 and section 4 may not be higher than 50% of the due fee.
6. International students referred to in Article 324 section 2 of the Act and persons who have been recognized as beneficiaries of temporary protection within the meaning of Article 106 section 1 of the Act of 13 June 2003 on granting protection to foreigners on the territory of the Republic of Poland, shall pay fees in the same way as Polish citizens do, i.e. they shall be obliged to pay fees specified in point A of Annex No. 1.

7. International students, scholarship holders of the Scholarship Programmes of the Government of the Republic of Poland, may be exempted from fees for teaching services on the basis of a decision issued by the Rector, in accordance with Article 324 section 1 point 1 of the Act. The conditions of the said exemption, including the number of students, shall be agreed each time with the coordinator of a given scholarship programme.

§ 10

1. In the event of removal from the list of students before the beginning of the semester, a student shall be entitled to receive the refund 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, the fees, subject to section 3, shall be calculated until the date of the final decision to remove from the list of students. A student is entitled to a refund of the tuition fee paid for the entire semester after deducting part of the fee calculated:
 - 1) for part-time students in proportion to the number of completed meetings in the semester, resulting from the class schedule.
 - 2) for full-time students in proportion to the number of weeks commenced, resulting from the weekly class schedule in the semester.
3. In the event of removal from the list of students due to resignation from studies, the tuition fee shall be calculated until the date of resignation.
4. The University shall refund the tuition fees within one month from the date of receipt of the written request. In the case of former students, the University may refund the fee ex officio to the bank account from which the fee was paid.
5. In the event of failure to undertake studies by an international student, he/she shall be entitled to a refund of the tuition fee paid for admission to studies, after deducting the cost of the refund.
6. Resumption of studies shall be possible only if there are no financial arrears resulting from the student's previous obligations.

§ 11

Students who began their courses before the Ordinance came into force shall pay fees on the previously binding terms.

§ 12

The Ordinance shall come into force on the day of signing with effect from 1 October 2025.

Rector
of Poznan University of Technology
Prof. Teofil Jesionowski, Ph.D., D.Sc.

The amount of fees for issuing documents in the academic year 2025/2026:

1) issuing an electronic student ID card	22 PLN
issuing a duplicate	33 PLN
2) 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	20 PLN
3) 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	20 PLN
4) issuing a copy of the Ph.D. or post-doctoral (D.Sc.) diploma in Polish	60 PLN
5) issuing a copy of the Ph.D. or post-doctoral (D.Sc.) diploma in English	80 PLN
6) issuing a duplicate of the Ph.D. or post-doctoral (D.Sc.) diploma	90 PLN
7) attestation of documents intended for legal transactions with foreign countries	26 PLN

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 30 April 2025 on the amount, detailed rules for collection and conditions and mode of exemption from fees in the academic year 2025/2026 and undertake to comply with the provisions contained therein in the case of being entered on the list of students of Poznan University of Technology.

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date and signature