



ORDINANCE

No. 30/2024

of the Rector

of Maria Curie-Skłodowska University

in Lublin

of 27 March 2023

on the fees for higher education services and proceedings related to the confirmation of learning outcomes acquired outside formal education, carried out by the University of Maria Curie-Skłodowska in Lublin for students commencing their first year of studies from the academic year 2023/2024, including the rules of payment and exemption from fees for foreign students

Pursuant to Article 79 sections 1 to 3 and Article 80 of the Act of 20 July 2018 *Law on Higher Education and Science* (Journal of Laws of 2023, item 742 as amended) and in accordance with Resolution No. XXIV-25.8/19 of the Senate of Maria Curie-Skłodowska University of 27 March 2019 *on the detailed rules for charging, as well as the procedure and conditions for waiving fees for educational services in higher education, as amended, it is ordered:*

§ 1

1. The amount of fees for full-time studies conducted in the Polish language for Polish citizens and foreigners studying under the rules applicable to Polish citizens is set out in **Appendix 1**.
2. The amount of fees for part-time degree programmes conducted in Polish for Polish nationals and foreigners shall be determined in **Appendix 2**.
3. The amount of fees for full-time studies conducted in Polish for foreigners admitted on the basis of the Rector's decision is specified in **Appendix 3**.
4. The amount of fees for full-time programmes conducted in a foreign language is specified in **Appendix 4**.
5. The amount of fees for the confirmation of learning outcomes is specified in **Appendix 5**. The template of the application for the recognition of learning outcomes is specified in **Appendix 6** to this Ordinance.

§ 2

1. The Rector, upon a written and documented request of a foreign student, with the opinion of the Dean of the faculty, may reduce the fee referred to in § 1, depending on the field of study and level of study, or waive it entirely per year in the case of:
 - 1) a difficult financial situation;
 - 2) taking up study in a second field of study or study in another form on a fee-paying basis;
 - 3) receiving education abroad for a period of at least three months in an academic year as part of an international academic exchange programme.
2. No fees are charged for the repetition of an object or the repetition of a year (semester) to foreigners studying at the University under the rules of a scholarship holder from the Polish side.
3. Irrespective of the fees referred to in § 1, a foreigner shall pay one-off fees specified in the regulation of the minister responsible for higher education.
4. Foreigners shall pay the fees on a semester basis, subject to sections 5-10 and the deadlines, to an account provided by the University, converted into Polish zlotys at the average euro exchange rate of the National Bank of Poland on the date of payment or in euro, no later than the date of commencement of classes in accordance with the study programme.
5. Statutory interest shall be charged on fees paid after the deadline referred to in section 4.
6. Any costs associated with the payment of educational fees shall be borne in full by the person making the payment.
7. If a fee is not paid on time, the dean of the faculty or another person authorised by the dean shall request the student to pay the fee within 14 days of the date of service of the request for payment under pain of expulsion from the register of students. If the fee is overdue for more than 2 months, the foreigner is struck off the list of students.
8. Upon a justified request of a foreigner, the Dean of a faculty may extend the deadline for payment of a fee or agree to pay the fees in instalments.
9. Fees for studies are refundable for the period of nonattendance of a course of study if a foreigner has been granted a leave of absence or has resigned from studies for medical reasons, confirmed by a medical certificate, or for other important, documented random reasons, based on a written request submitted to the appropriate dean's office, subject to section 10.
10. When calculating the refund, a proportionate deduction shall be made for each commenced week of study remaining until the end of the period for which the fee was paid. The University shall refund the fee to the bank account indicated by the foreigner or in the form of a cash payment order at the place indicated by the University.

§ 3

Foreigners undertaking education at the University on the basis of agreements concluded with foreign universities, unless the agreements provide otherwise, shall pay respectively the fees in the amounts referred to in Appendices 1-6 to this Ordinance within the deadlines referred to in § 2, sections 4 and 8.

§ 4

Fees for educational services shall be paid by the deadlines, subject to § 2 sections 4 and 8:

- 1) in the case of a single payment, by 30 September, and in the case of a semester payment, by 30 September for the winter semester and by 1 March for the summer semester subject to items 3 and 4;
- 2) if the student pays fees in instalments, the following payment deadlines apply:
 - a) for the winter semester by 30 September, by 15 November and by 31 December (subject to items 3 and 4);
 - b) for the summer semester: by 1 March, 15 April and 31 May;
- 3) for persons admitted to the first year of study, the first payment, insofar as fees apply to them, regardless of the form of payment (annual, semester or instalment) should be made by 15 October, and subsequent payments should be made by the deadlines referred to in items 1 and 2;
- 4) if a Student does not obtain credit for a year of study by 30 September, the deadline for payment of the fee for the winter semester is 7 days after the date of obtaining credit for the year, item 1 and 2 apply accordingly.

§ 5

The Ordinance comes into force on the day of its signing.

RECTOR

prof. dr hab. Radosław Dobrowolski