

**Order of the Rector of Andrzej Frycz Modrzewski Krakow University  
No. 31/2021 of April 21, 2021**

**on the payment of fees at Andrzej Frycz Modrzewski Krakow University for students admitted to the University  
for the academic year 2021/2022**

Pursuant to Article 23(1) and (2)(10) as well as Article 80(1) to (3) of the Law on Higher Education and Science of July 20, 2018 (Consolidated Text, Journal of Laws of 2020, item 85) in connection with Article 8(1) and (2)(20) of the Statutes of Andrzej Frycz Modrzewski Krakow University, it is ordered as follows:

**General provisions**

Article 1

The Order regulates the payment of fees for first-cycle and second-cycle studies as well as long-cycle Master's degree studies conducted as full-time or part-time studies, with the exception of the medical programme.

Article 2

1. The Order applies to candidates who have been admitted to studies commencing in the academic year 2021/2022 in the application process (recruitment) or through recognition of learning outcomes.
2. Students who have transferred from other higher education institutions as well as those who have been readmitted to the University after having had their registration terminated shall pay their fees in accordance with the regulations in force in the year and semester of studies in which they have been enrolled.
3. The provision of Paragraph 2 applies accordingly to students admitted to the University for the first semester of studies through the application process (recruitment) and those promoted to a later semester of studies by the Dean's decision regarding the transfer of credits.

Article 3

1. Where the course of studies is extended due to reasons attributable to the student, particularly in the event of retaking a semester or an academic year or taking a long-term leave of absence, the student shall pay the tuition fees in line with terms applicable to the admission process with which the studies are continued.
2. The terms referred to in Paragraph 1 are binding for the student on condition that they have been delivered to them or made available by electronic means of communication, and the student has not submitted their withdrawal request at the earliest opportunity.

**Registration Fee**

Article 4

1. A candidate admitted to the University in the application process (recruitment) or through recognition of learning outcomes shall pay a registration fee of 400 PLN.
2. The following are exempted from the registration fees:
  - 1) University graduates who apply for second-cycle studies,
  - 2) University students or graduates commencing an additional field of studies
3. In the case of spouses, siblings or a parent and child studying simultaneously at the University, the person who commences studies at the University as the second one shall pay a registration fee of 200 PLN, on condition that no debt of the other spouse or relative of the student remains unpaid to the University.

Article 5

The payment of the registration fee is due within a 7-day period following the enrolment.

**Tuition Fee**

Article 6

1. The payment of the tuition fee is due in advance for the entire semester.
2. Starting from the second semester of studies, the tuition fee may also be paid in instalments (5 instalments per semester).

Article 7

1. Starting from the second semester of studies, the student may submit a declaration to the Dean's Office notifying that their further tuition fee payments shall be paid in instalments.
2. Such a declaration must be submitted by January 31 (for the summer semester) or by July 31 (for the winter semester).
3. Once submitted, the declaration shall bind the student until the end of their period of study unless it is withdrawn. The student may withdraw the declaration before the beginning of each subsequent semester. The declaration should be withdrawn within the time limit mentioned in Paragraph 2.
4. The payment of the tuition fee of a student who fails to submit the declaration or has withdrawn the submitted declaration is due in advance for an entire semester.

Article 8

1. The payment of the tuition fee for the winter semester is due by September 10 and by February 10 for the summer semester.
2. If the admission to the University is granted less than 7 days before September 10 (or February 10 respectively) the payment of the tuition fee for the first semester of studies is due together with the registration fee within the time limit referred to in Article 5.
3. The payment of the tuition fee in instalments is due:
  - 1) in the winter semester:
    - a) 1<sup>st</sup> instalment by September 10,
    - b) 2<sup>nd</sup> instalment by October 10,
    - c) 3<sup>rd</sup> instalment by November 10,
    - d) 4<sup>th</sup> instalment by December 10,
    - e) 5<sup>th</sup> instalment by January 10;

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| 2) in the summer semester:                    | c) 3 <sup>rd</sup> instalment by April 10, |
| a) 1 <sup>st</sup> instalment by February 10, | d) 4 <sup>th</sup> instalment by May 10,   |
| b) 2 <sup>nd</sup> instalment by March 10,    | e) 5 <sup>th</sup> instalment by June 10.  |

#### Article 9

The tuition fee rates for particular fields and modes of studies and levels of education, including the rates of fees paid in instalments, are specified in Annexes no. 1-3 to this Order.

#### Article 10

1. A student who in a given semester is exempted from the obligation to pass a course or courses recognized as passed as a result of recognition of learning outcomes, shall make tuition fee payments reduced by 100 PLN for each accordingly recognized ECTS credit. The reduction must not exceed ½ of the tuition fee.
2. Where the tuition fee of a student is paid in instalments, the reduction referred to in Paragraph 1 reduces the instalment or instalments with the farthest due date of payment.
3. Provisions of Paragraphs 1 and 2 shall not apply if in place of courses considered as completed in the mode of recognition of learning outcomes the student is obliged to complete other courses with the same or higher amount of ECTS credits during one semester (individual study plan and programme or individualised organisation of studies).
4. Where the additional courses have fewer ECTS credits than courses completed with recognition of learning outcomes, the student is entitled to a discount of 100 PLN for each ECTS credit of difference.

#### **Discounts for graduates and University students commencing studies at an additional field of study**

#### Article 11

1. University graduates commencing studies at an additional field of study pay the tuition fee reduced by 20%.
2. The discount mentioned in Paragraph 1 doesn't involve:
  - 1) students whose length of studies has been reduced by at least one semester on the basis of recognition of learning outcomes or transfer of achievements from their first field of study.
  - 2) graduates of first-cycle studies who commence second-cycle studies unless they have graduated long-cycle Master's degree studies at the university.

#### Article 12

1. Those studying two fields of study at the same time at the university pay the tuition fee for the cheaper field of study reduced by 20%.
2. If the tuition fee is the same for both fields of study, the discount applies to the field of study in which the student commenced his studies later.
3. In the event of termination of studies in one of the fields, the discount of the fee applies for the semesters completed and paid by the student.

#### Article 13

Discounts in tuition fee mentioned in Article 1 and 2 don't apply to the Faculty of Medicine and Health Sciences (Physiotherapy, Medical Life Saving, Nursing, Medicine).

#### Article 14

1. In order to benefit from a discount in the tuition fee, the student submits a written application to the Financial Department.
2. The application is submitted once, not later than within a month from the beginning of a semester the student wants to benefit from the discount.
3. A template for the application for the case referred to in paragraph 11 is set out in Annex 4 to the Order.
4. A template for the application for the case referred to in paragraph 12 is set out in Annex 4 to the Order.

#### **Examinations and Credits**

#### Article 15

No fees are charged for examinations and course credits, including resits.

#### Article 16

The postponement or reinstatement of the date of examination or course completion shall result in the payment of additional 50 PLN by the student for each new date defined.

#### Article 17

The student shall pay 100 PLN for each short-term conditional entry.

#### Article 18

1. The course or courses that are to be retaken as well as those completed while studying in advance require a payment of 100 PLN for each ECTS credit.
2. Retaking a course of physical education requires a payment of 300 PLN
3. The tuition fee of a student who received an advance credit shall be reduced by the amount specified in Paragraph 1 in the semester in which the completed course should be taken in the regular course of studies.

#### **Semester Retake, Leave of Absence**

#### Article 19

The tuition fee during a semester retake shall be paid on general terms

#### Article 20

1. The student on a long-term leave of absence shall pay 100 PLN for each semester which they spend on a leave of absence.
2. The student applying for a long-term leave of absence shall attach the proof of payment of the fee referred to in Paragraph 1 to their application. The payment shall be reimbursed if the leave of absence is not granted.

## **Individual Study Plan and Programme or Individualised Organisation of Studies**

### **Article 21**

A student who was granted an individual study plan and programme or an individualised organisation of studies shall pay:

- 1) the tuition fee on general terms, and
- 2) 100 PLN for each additional ECTS credit in a semester.

### **Article 22**

1. The fee referred to in Article 18(2) shall not be collected if the individual study plan and programme or the individualised organisation of studies shall consist in transferring a course from an earlier semester to a later one and the student has already included the corresponding payment in the tuition fee.
2. If the course that exceeds the ECTS credits in a semester is covered by the study plan for a later semester of studies, the payment made in accordance with Article 18(2) is made on account of the tuition fee for the later semester of studies.

## **Curricular Differences, Extracurricular Classes and Compensatory Classes**

### **Article 23**

1. The fee for the curricular differences is 50 PLN for every ECTS credit due for completion in this mode.
2. Fees referred to in Article 14 and Article 15(1) related to the course constituting a curricular difference shall be collected on general terms.

### **Article 24**

1. The tuition fee covers the costs of conducting the courses included in the study plan of a particular field and mode of study and level of education. The tuition fee does not cover the costs of participation in extracurricular classes, not covered by the study plan.
2. Where the study plan obliges a student to complete a predefined number of practical classes outside of the University premises, the tuition fee does not cover the costs of commute, accommodation and meals of the student during the course meetings conducted outside of the University premises. These costs shall be covered by the student.

### **Article 25**

1. The fee for the participation in compensatory foreign language classes, paid by the students whose command of the foreign language is poorer than the B1 level as defined by the Common European Framework of Reference for Languages, amounts to 200 PLN per semester.
2. The fee for an obligatory one-year Polish language course for foreign students commencing studies in Polish is charged in accordance with the following regulations:
  - 1) the first semester of the course is free of charge,
  - 2) the fee for the second semester of the course (for students obliged to continue their attendance) is 400 PLN,
  - 3) the fee for retaking the course is 400 PLN per semester.

## **Payment Deadlines for Certain Fees**

### **Article 26**

1. Fees referred to in Article 15(1), Article 18(2), Article 20(1) and Article 22(1) and (2) are paid within the time limit set for the payment of the first instalment in the semester in which the student is obliged to complete the retaken course or the course completed while studying in advance or the curricular difference or the course that causes the number of ECTS credits to exceed as referred to in Article 18(2) or to complete the course referred to in Article 22(1) or (2)(2)-(3).
2. If the decision by which the student is obliged to retake a course or complete a curricular difference, or the decision under which the student acquired the right to study according to an individual study plan and programme or an individualised organisation of studies or the right to study in advance, was issued less than 7 days before the deadline referred to in Paragraph 1 or after this deadline, the deadline for payments of fees referred to in Paragraph 1 is 7 days from the moment the student is given the decision.

## **Obligatory Insurance for Medical Programmes**

### **Article 27**

1. Students of medical programmes are required to maintain a civil liability insurance as well as a post-exposure prophylaxis (PEP) treatment insurance before they commence practical classes.
2. The civil liability insurance is provided by the University. The cost of the post-exposure prophylaxis (PEP) treatment insurance is borne by the student themselves.

## **Readmission to the University, Transfer from Another Higher Education Institution**

### **Article 28**

1. Subject to the provisions of Paragraph 2, a student who has been readmitted to the University after having had their registration terminated shall pay the registration fee in the amount of 200 PLN.
2. A student who has been readmitted to the University in order to take their degree examination shall pay the registration fee in the amount of 400 PLN, whereas a student readmitted in order to submit their graduation thesis and take their degree examination shall pay the registration fee in the amount of 400 PLN and the additional 400 PLN to cover the costs of graduation thesis supervision.

### **Article 29**

Students who transfer from another higher education institution shall pay the registration fee as specified in Article 4 as well as the due tuition fee.

#### Article 30

In cases referred to in Article 28 and Article 29, the registration fee shall be paid within 7 days from the date of enrolment.

#### **Degree Examination**

##### Article 31

1. The University collects no fees for the assessment of the graduation thesis or the degree examination, including the retake.
2. The postponement of the date of submission of the thesis beyond the scheduled date of completion of the final semester of studies requires an additional fee of 400 PLN.
- 3.

#### **Payments for Student ID Card, for Additional Copy of the Diploma and Supplement to the Diploma and for Duplicates**

##### Article 32

The University collects fees for issuing:

- 1) an additional copy of the diploma in a foreign language (one copy free of charge),
  - 2) an additional copy of the supplement to the diploma in a foreign language (one copy free of charge),
  - 3) a duplicate of the diploma or the supplement to the diploma,
  - 4) a student ID card and a duplicate of the student ID card
- in the amount specified by the Minister competent for issues of Higher Education and Science

#### **Final Provisions**

##### Article 33

If nothing else results from the previous provisions, exemption from the obligation to complete certain courses and inclusion of the grades already received by the student in the course of their hitherto studies does not impact the amount of the tuition fee due or any other study payments.

##### Article 34

1. Late payment of the fees specified in the preceding provisions that exceeds the deadlines specified, shall result in statutory interest being charged for each day of delay.
2. The student shall be obliged to pay the interest specified in Paragraph 1 without a separate notice.

##### Article 35

1. In well-grounded cases, the Rector or a University employee appointed by him may refrain from calculating the above mentioned fees, postpone payment deadlines, refrain from or remit the accrued interest.
2. The possibility of refraining from calculating the interest due specified in Paragraph 1 shall not apply to the tuition fee, unless the contract to which the university is a party specifies otherwise.

##### Article 36

1. The due amounts specified in the preceding provisions shall be paid into the University bank account (cash deposit to a bank account, transfer order, cash deposit machine).
2. If the due amounts specified in the preceding provisions are paid into the University bank account, the day the payment is received to the University's account is considered to be the day of payment.

##### Article 37

If particular studies shall not commence due to inadequate number of candidates, the application, registration and tuition fees shall be reimbursed.

##### Article 38

1. If the student's studies shall be terminated during the semester or a withdrawal request has been submitted in writing or if they have transferred to a different higher education institution or if they are disciplinarily expelled from the University, the tuition fee paid in advance for the entire semester shall be reimbursed in the part proportional to the period covering the remaining course meetings in the given semester.
2. The period covering the remaining course meetings is counted starting from the day on which the decision referred to in Paragraph 1 becomes final, and in the event of withdrawal, from the first day of the month following the month in which the student submitted their withdrawal request.
3. Provisions of Paragraphs 1-2 shall apply accordingly in the case of the tuition fee paid in instalments and payments specified in Article 15(1), Article 18(2), Article 20(1) and Article 22(1) and (2).
4. The remaining fees, in particular the application fee and the registration fee, shall not be reimbursed.

##### Article 39

The Order comes into force on the day of its publication.

*Rector of Andrzej Frycz Modrzewski Krakow University*

Annex no.1 to the Order of the Rector of Andrzej Frycz Modrzewski Krakow University No. 31/2021 of April 21, 2021.

**Tuition fee at Andrzej Frycz Modrzewski Krakow University for first-cycle studies and long-cycle Master's degree studies conducted as full-time studies for students commencing their studies in the academic year 2021/2022**

<b>Payment deadlines</b>	<b>Winter semester</b>	<b>Summer semester</b>
In full	10 Sep	10 Feb
In 5 instalments	10 Sep, 10 Oct, 10 Nov, 10 Dec, 10 Jan	10 Feb, 10 Mar, 10 Apr, 10 May, 10 Jun

**Tuition fee paid in advance per semester** (all prices in PLN)

<b>Field of Study</b>	<b>2021/2022</b>	<b>2022/2023</b>	<b>2023/2024</b>	<b>2024/2025</b>	<b>2025/2026</b>
Management, International Relations	<b>3400</b>	<b>3550</b>	<b>3700</b>	<b>X</b>	<b>X</b>

**Tuition fee paid in 5 instalments, possibility of payment in instalments available from the second semester** (200 PLN higher than the tuition fee paid in advance)

<b>Field of Study</b>		<b>2021/2022</b>	<b>2022/2023</b>	<b>2023/2024</b>	<b>2024/2025</b>	<b>2025/2026</b>
Management, International Relations	<b>5x</b>	<b>720</b>	<b>750</b>	<b>780</b>	<b>X</b>	<b>X</b>

Annex no.3 to the Order of the Rector of Andrzej Frycz Modrzewski Krakow University No. 31/2020 of April 21, 2021.

**Tuition fee at Andrzej Frycz Modrzewski Krakow University for second-cycle studies for students commencing their studies in the academic year 2021/2022**

<b>Payment deadlines</b>	<b>Winter semester</b>	<b>Summer semester</b>
In full	10 Sep	10 Feb
In 5 instalments	10 Sep, 10 Oct, 10 Nov, 10 Dec, 10 Jan	10 Feb, 10 Mar, 10 Apr, 10 May, 10 Jun

**Tuition fee paid in advance per semester** (all prices in PLN)

<b>Field of Study</b>	<b>2021/2022</b>	<b>2022/2023</b>
International Relations	<b>3400</b>	<b>3550</b>

**Tuition fee paid in 5 instalments, possibility of payment in instalments available from the second semester** (200 PLN higher than the tuition fee paid in advance)

<b>Field of Study</b>		<b>2021/2022</b>	<b>2022/2023</b>
International Relations	<b>5x</b>	<b>720</b>	<b>750</b>

