

## **Rules and Regulations of Charging Fees for Educational Services Connected with Postgraduate Education at the University of Economics in Katowice and Other Charges**

### **I. General Provisions**

#### **§ 1**

1. The Rules and Regulations of Charging Fees for Educational Services Connected with Postgraduate Education at the University of Economics in Katowice and Other Charges, hereinafter referred to as the Rules, shall apply to:
  - 1) tuition fees, i.e. the basic fee for educating the Postgraduate Programme students,
  - 2) fees for additional educational services connected with:
    - a. retaking a module/course,
    - b. resuming the Postgraduate Programme, also in order to defend the thesis/project or take the final exam,
2. The amount of fees referred to in (1)(1), (1)(2)(b) shall be determined by the Rector by way of a regulation, taking into consideration costs incurred by the University in connection therewith. The fees referred to in (1)(2)(a) shall be based on the existing fees charged for courses in a given field of study, taking into consideration the required number of hours.

### **II. Paying fees**

#### **§ 2**

1. The fees, referred to in the Rules, may be paid by bank transfer or postal order.
2. The fees, referred to in the Rules, shall be transferred by the Postgraduate Student to their individual bank account designated by the University – payments made by the Postgraduate Student are identified in the information system.
3. The proof of payment shall include the following information: number of the designated bank account, name and surname of the Postgraduate Student, their place of residence, transfer title with the name of the relevant postgraduate field of study.
4. Should there be no information referred to in (3), the University shall be released from liability for the consequences of misclassification of a payment resulting therefrom.

#### **§ 3**

1. The fees, referred to in the Rules, are deemed to have been paid upon the date of crediting the bank account of the University.
2. Exceeding the time limit for the fees referred to in the Rules shall be the basis for charging statutory interest for delay.
3. Should the time limit for payment be a public holiday, the time limit for payment shall be the next working day.

#### **§ 4**

1. The Postgraduate Student may pay the tuition fee in one or two, four, six, eight instalments.
2. If the tuition fee is charged once, the costs of tuition fees for Postgraduate Studies will be reduced by PLN 100.
3. The tuition fee shall be increased by PLN 100 if it is paid in 4, 6 or 8 instalments.

4. The Postgraduate Student shall specify the manner of payment in their Postgraduate Programme admission application.

### § 5

1. Time limits for payment of the tuition fee shall be determined by the Head of the College providing the Postgraduate Programme, based on the date of the commencement of the courses in a given field of postgraduate study, subject to the provisions of (3).
2. A detailed tuition fee payment schedule, prepared on the basis of the declaration referred to in §4 (4), shall be specified in the Postgraduate Training Contract concluded with the Postgraduate Student.
3. Where justified, the Head of the College providing the Postgraduate Programme may consent to change the time limit for tuition payment upon a written request of the Postgraduate Student.
4. The time limit for payment for additional educational services shall be determined by the Head of the College providing the Postgraduate Programme.
5. The fee for preparing a duplicate of the certificate of completing the Postgraduate Programme or a copy thereof in English shall be made upon the submission of the request for the document. The amount of fees is determined by the Rector on the basis of an ordinance.

### § 6

1. The expulsion from the list of the Postgraduate Programme students shall not release the Postgraduate Student from the obligation to make the outstanding tuition payments or pay other outstanding charges payable to the University for educational services that the Postgraduate Student was provided with by the time the expulsion decision became final.
2. In the event that the Postgraduate Student is expelled from the list of the Postgraduate Programme students, the tuition paid for the period after the expulsion decision becomes final shall be returned.
3. In the event that the Postgraduate Student submits a written request for withdrawal from the Postgraduate Programme, they may request that a part of the tuition they paid be returned. Tuition charge indicated in the contract is collected for classes scheduled by the end of the month of the withdrawal.
4. The return of the tuition in the case referred to in (4) shall be effected upon a written request of the Postgraduate Student.

### § 7

1. A Postgraduate Programme candidate may request a tuition discount under the terms and conditions provided for in the regulation of the Rector.
2. A Postgraduate Programme candidate may request a tuition discount under one of the following titles:

<i>Amount of discount</i>	<i>Person entitled to discount/co-financing</i>	<i>Documents certifying the status of a person entitled to a discount/co-financing</i>
<b>30% discount</b>	University student during the second, third degree studies or Doctoral Studies	The Card of the University of Economics in Katowice Graduate  Student status certificate from the Student Services
<b>30% discount</b>	University employee	Employment certificate
<b>20% discount</b>	Family member of the University employee in accordance with the	Copy of the abridged marriage or birth certificate, and if there are no such

	following rules:relatives within the second degree lineal consanguinity and secondary relatives within the third degree, secondary kinship up within the first degree lineal consanguinity	documents – a statement of the University employee
<b>20% discount</b>	Graduate of the University who graduated first, second or third degree studies	The Card of the University of Economics in Katowice Graduate and a copy of the diploma of graduation or a certificate of graduation
<b>10% discount</b>	Graduate of postgraduate studies at the University, choosing the second major of postgraduate studies	The Card of the University of Economics in Katowice Graduate and a copy of the certificate of graduation of postgraduate studies
<b>20% discount</b>	Graduate of postgraduate studies at the University, choosing the third and the next major of postgraduate studies	The Card of the University of Economics in Katowice Graduate and a copy of the certificate of graduation of postgraduate studies
<b>20% discount</b>	Employee posted by a company or institution with which the University has signed agreement / cooperation agreement	Letter posting the employee
<b>10% discount</b>	Family member of a company or institution employee with which the University has signed agreement / cooperation agreement – within the second degree lineal consanguinity	Copy of an abridged marriage or birth certificate and a certificate of employment in a company or institution with which the University has signed agreement / cooperation agreement

3. The condition for granting the discount referred to in (1) is that the candidate submits a written application at the Support for Colleges and Postgraduates Studies, a specimen of which is given in Annex 1 to the ordinance on the amount of tuition fees at Postgraduate Programme, together with documentation confirming the right to the discount.

4. The discount referred to in (1) may be granted only under one title indicated by the candidate.

### § 8

1. The amount of the fee for Postgraduate Programme, including the discounts referred to in §7, is calculated according to the following formulas:

1) in the case of a one-off payment:

$$1. A=B - \text{PLN}100 - z\%(B - \text{PLN}100)$$

when:

A - is the amount of tuition fee after applying the discount referred to in §7,

B - is the amount of tuition fee referred to in §4,

z - is the percentage amount of discount referred to in §7.

2) in the case of payment in two instalments:

$$A=B - z\%B$$

3) in the case of payment in 4, 6 or 8 instalments:

$$A= B - z\%B + \text{PLN}100$$

### III. Final Provisions

#### § 9

1. Where justified, the Rector may exempt the Postgraduate Student, upon a written request of that Student, from the obligation to pay fees in full or in part or waive the interest charged for delay. The Postgraduate Student shall provide proof of the circumstances which justify exempting them in full or in part from paying the fees or waiving the interest charged for delay.
2. In the event that the Head of the College changes the expulsion decisions or the Rector issues a decision repealing the expulsion decision of the Head of the College, the Postgraduate Student shall pay the Postgraduate Programme fees within 14 days of receiving the decision.
3. The procedure regulating the cases referred to in (1) and (2) shall be communicated by the Rector (or the Head of the College, when the decision was changed by the Head of the College) in writing to the Postgraduate Student, the Support for Colleges and Postgraduate Studies, and the Student Fees and Debt Collection. A copy of the letter of the Rector and other relevant documents shall be kept with the personal files of the Postgraduate Student.
4. In the case of organizing Postgraduate Studies related to an external contract the principles of charging fees are specified in the contract with an external entity.

#### § 10

1. The tuition fee referred to in §4 (2) concerns Postgraduate Students starting Postgraduate Studies from the academic year 2020/2021, for other Postgraduate Students the tuition fee is reduced by 3% of the tuition fee.
2. The amount of the tuition fee referred to in §8 (1) concerns Postgraduate Students starting Postgraduate Studies from the academic year 2020/2021, subject to the provisions of (3).
3. For Postgraduate Students starting Postgraduate Studies from the academic year 2019/2020, the fee for Postgraduate Studies is calculated according to the following formulas:
  - 1) in the case of a one-off payment:
$$A=B - 3\%B - z\%(B - 3\%B)$$
  - 2) in the case of payment in two instalments:
$$A=B - z\%B$$
  - 3) in the case of payment in 4, 6 or 8 instalments:
$$A= B + \text{PLN}100 - z\%(B + \text{PLN}100)$$

#### § 11

In any and all matters unregulated herein, the decision shall be taken by the Rector.