

**Directive No. 28/2019 of April 23rd 2019
of the Rector of the Medical University of Lodz
on rules of charging fees for higher education studies
at the Medical University of Lodz
and the mode and conditions for exemption from these fees**

(consolidated text)

Based on art. 23 item 2 point 10, in connection with art. 79, art. 80, art. 323, art. 324 item 1 and 2 of the Act of July 20th 2018 - Law on Higher Education and Science (Journal of Laws item 1668, with amendments) and § 47 item 4 point 10 of the Statute of the Medical University of Lodz of September 29th 2011, with amendments, I hereby order as follows:

**SECTION I
GENERAL PROVISIONS:**

§ 1

1. Hereby set are the principles of charging fees at the Medical University of Lodz, hereinafter called the "University", and the mode and conditions for exemption from these fees.
2. The student within the meaning of this directive is a person who is a Polish citizen or a foreigner studying at the University in the Polish or English language.
3. At the University the amount of fees for educational services cannot exceed costs necessary to create and conduct studies as well as to prepare and implement strategies of the University.
4. Before starting the recruitment procedure, the University sets fees charged to students and their amount. Settlement of fees requires consultation with the student government.
5. Until the persons admitted to studies to a specific academic year complete their studies the University cannot increase the amount of fees set for them or introduce new fees. This does not apply to increasing the amount of fees for conducting classes not included in the program of studies and for the use of student dormitories and student canteens.
6. The fee for carrying out the confirmation of learning outcomes cannot exceed its costs by more than 20%.
7. Information on the amount of fees referred to in item 4 the University shall make available without delay in the Public Information Bulletin, hereinafter referred to as "BIP", on its subject page.
8. The fees referred to in item 4 are transferred by the student to the bank account indicated by the University.
9. The date of payment of fees is understood as the date of receipt of the funds on the University bank account.
10. In the event of failure to pay the fees the University charges the student the statutory interest for delay.
11. The University is not responsible for the consequences of erroneous qualification of the payment, arising due to circumstances on the part of the student, in particular as a result of entering incorrect bank account number or other similar circumstances.

12. The amount of fees referred to in item 4, the rules for charging the fees referred to in § 2 item 2 and 3, the mode and conditions for exemption from these fees, the rules for calculating the fees for the repetition of specific classes due to unsatisfactory academic results and participation in classes not included in the program of studies are defined by the Rector.

§ 2

1. The University charges fees for educational services related to:
 - 1) education at part-time studies;
 - 2) repeating specific classes at full-time studies due to unsatisfactory academic results;
 - 3) education at studies conducted in a foreign language;
 - 4) conducting classes not included in the program of studies;
 - 5) training of foreigners at full-time studies conducted in the Polish language;
2. The University also charges fees for:
 - 1) recruitment procedure;
 - 2) confirmation of learning outcomes;
 - 3) issuing an electronic student ID card and its duplicate;
 - 4) issuing a copy in a foreign language of the diploma and the diploma supplement in English, other than those issued on the basis of art. 77 item 2 of the Act of July 20th 2018 – Law on Higher Education and Science, hereinafter referred to as the “Act”;
 - 5) issuing a duplicate of the diploma and diploma supplement;
 - 6) use of student dormitories and student canteens.
3. The University also charges fees for authentication of documents issued in connection with the course or completion of higher education studies, intended for legal trading abroad.
4. The fees referred to in item 1, do not include costs of:
 - 1) purchase of textbooks and other didactic materials;
 - 2) copying teaching materials;
 - 3) medical preventive examinations of the student;
 - 4) student insurance.
5. The University does not charge for:
 - 1) enrollment in the next semester or year of studies;
 - 2) verification of learning outcomes, including examinations and credit tests;
 - 3) vocational placement training, issuing the training book and its duplicate;
 - 4) submission and evaluation of the diploma thesis;
 - 5) issuing documents related to the course of studies, other than those mentioned in item 2 points 3-5.

SECTION II CHARGING FEES

§ 3

1. The student of the studies for which the University does not charge fees is obliged to pay fees for the following educational services:
 - 1) repetition of specific classes due to unsatisfactory academic results;
 - 2) participation in classes not included in the program of studies.
2. The student referred to in item 1 does not pay fees for the supplementation of the program differences and for the implementation, in the advance mode, of didactic classes covered by the program of the next year of studies.
3. The student of the tuition payable studies at the University is obliged to pay for:

- 1) studies;
- 2) repetition of specific classes due to unsatisfactory academic results;
- 3) participation in classes not included in the program of studies;
- 4) implementation, in the advance mode, of didactic classes covered by the program of the next year of studies;
- 5) supplementation of the program differences in the case of:
 - a) transfer from another university, field or form of studies,
 - b) resumption of studies,
 - c) leave from studies,
 - d) repetition of a semester or year of studies.
4. In the case of transfer and recognition of classes and vocational placement trainings which the student had credited before taking up studies at the University, in the field of medicine conducted in the English language in the MD Advanced program, implementing part of the program of studies at another university, the University charges fees only for the classes carried out at the University.
5. The University does not charge the fees referred to in § 2 item 1 point 3, from students who are Polish citizens studying at second-cycle studies in the English language in the field of biotechnology.
6. In the case of implementation, in the advance mode, part of didactic classes covered by the program of the next year of studies, the student of the tuition payable studies pays the fee for these classes in the amount corresponding to the value of educational services the student will use within the advance mode. In the next year of studies, the tuition fee is reduced in proportion to the fee paid for the classes completed in the advance mode.

SECTION III

EXEMPTION FROM FEES

1. Conditions and mode of exemption from fees

§ 4

1. At the student's request the Rector or vice-dean for student affairs may agree to:
 - 1) total exemption from fees,
 - 2) partial exemption from fees,
 - 3) distribution of fees into installments,
 - 4) postponing the deadline for payment of fees
 - referred to in §2 item 1.
2. The consent referred to in item 1 may be granted in the case of occurrence of one of the following circumstances:
 - 1) a documented unforeseen event significantly deteriorating financial situation of the student in the previous or current academic year, including a serious or long-term illness of the student or a member of their family, making it impossible for the student to pay the cost of education in a given semester;
 - 2) achievement of outstanding academic results, i.e. obtaining the mean grade for the previous year of studies of at least 4.75;
 - 3) participation in international scholarship programs;
 - 4) participation in the student exchange programs.
3. At the request of the student transferring from another university, including a foreign one, or from another field or form of studies, to the tuition payable studies at the

University, the Rector or vice-dean for student affairs may agree to reduce the tuition fees in the amount equal to the costs of classes completed by the student at another university, including a foreign one, or in another field or form of studies, transferred and recognized in place of the classes scheduled in the program of studies for the field or form of studies to which the student transfers. Rules for calculating the fee for classes implemented at the University are defined by the Rector.

4. Exemption from the fees referred to in item 3 does not include the students studying in the English language in the field of medicine and dentistry, with the exception of the students participating in practical clinical teaching in a given specialty held outside the University in the final year of studies.
5. To calculate the amount of exemption from fees in the case referred to in item 3, the rules for calculating fees for the repetition of classes due to unsatisfactory academic results are applied accordingly.
6. The condition for obtaining the consent referred to in item 1- 3 is timely payment of fees to the University by the student.
7. The possibility of submitting the request referred to in item 1 is granted to the student who credited the first year of studies or the third year of the MD Advanced program.
8. Partial exemption from the fees referred to in § 2 item 1 may not exceed 20% of these fees.
9. During the course of studies the student may get permission for exemption from tuition fees for higher education studies for a period not exceeding a total of two semesters.
10. In exceptional, justified cases the student may be allowed to be exempted from the fees referred to in § 2 item 1, on principles other than those specified in items 1-9.

§ 5

1. In matters relating to charging and exemption of tuition fees at the University regarding a student with the Polish citizenship, the competent body is vice-dean for student affairs.
2. In matters relating to charging and exemption of tuition fees at the University regarding foreigners, the competent body is the Rector.
3. Total or partial exemption from fees or refusal to waive fees for a foreigner takes place through an administrative decision.
4. Total or partial exemption from fees or refusal to waive fees for a student with the Polish citizenship takes place through a verdict, which is final.
5. Distribution of the required payments into installments and postponing the deadline for payment of fees or refusal to distribute the required payments into installments and refusal to postpone the deadline for payment of fees takes place through a verdict, which is final.
6. Decisions and verdicts referred to in item 1 and 2, are issued in writing. Issuing verdicts in electronic form is allowed.

2. Place and dates for requests

§ 6

1. The request referred to in § 4 item 1, addressed to the Rector or vice-dean for student affairs, should be submitted with attachments in:
 - 1) dean's office - for studies conducted in the Polish language,

- 2) Administrative Center for Studies in English - for studies conducted in the English language,
- or can be submitted by electronic means.
- 2. The student is obliged to submit the request not later than on the following dates:
 - 1) For the winter semester:
 - a) second-year student - until October 10th ,
 - b) fourth-year student of MD Advanced program - until October 10th ,
 - c) students of the remaining years of studies - until September 20th ;
 - 2) for the summer semester:
 - a) second-year student,
 - b) fourth-year student of MD Advanced program,
 - c) students of the remaining years of studies
- until January 31st.
- 3) within 14 days from the date of delivery of the letter informing about the amount of fees for:
 - a) repetition of specific classes due to unsatisfactory academic results,
 - b) participation in classes not included in the program of studies,
 - c) implementation, in the advance mode, the didactic classes covered by the program of the next year of studies,
 - d) supplementation of the program differences.
- 3. Requests submitted after the deadlines set out in item 2 will not be approved.
- 4. Requests are subject to the opinion of the student government.

3. Leave from studies, participation in student exchange programs, suspension in student rights

§ 7

1. The University does not charge any fees referred to in § 2 item 1 from the student on a leave from classes. If leave from classes has been granted during the academic year, paid fees are returned to the student in accordance with the principles set out in § 8.
2. In the case when the student of the tuition payable studies gets consent to participate in classes during a leave from studies, they are required to pay for these classes.
3. The implementation of part of the course of studies at another university, including a foreign one, within the student exchange program does not exempt the student of the tuition payable studies from the obligation to pay the required fees in due time.
4. The University does not charge the fees referred to in § 2 item 1 in the case of suspension in certain student rights, including loss of rights to participate in classes and in an examination session.

SECTION IV REFUND OF PAID FEES

1. General provisions

§ 8

1. The student is entitled to the refund of paid fees referred to in § 2 item 1, in the case of:
 - 1) being granted a leave from studies;

- 2) termination of the contract on the conditions of charging fees related to higher education studies due to:
 - a) removal from the Student Register, including resignation from studies,
 - b) assignation of the status as "other", as specified in the course of studies documentation procedure.
 - c) transfer to another university.
- 3) suspension in student rights including the loss of the right to participate in classes and in an examination session.
2. The student on a leave from studies, upon a written request, is entitled to the refund of paid fees - in the amount proportional to the unattended classes, offered by the University during the leave period. Should the student fail to submit such a request, the University includes paid fees in future fees.
3. In the case referred to in item 1 point 2 letter a, the student is entitled to the refund of paid fees - in the amount proportional to the unattended classes, offered by the University, respectively after the date of the student's written statement of resignation from studies or after the date of the final decision about the removal from the Student Register.
4. In the case referred to in item 1 point 2 letter b and c, the student is entitled to the refund of paid fees in the amount proportional to the unattended classes, offered by the University, after the day of occurrence of the reason for termination of the contract.
- 4a. In the case referred to in item 1 point 3, upon the student's written request, the student shall be entitled to reimbursement of paid fees - in a proportional amount to unattended classes offered by the University during the suspension period. In the absence of such a request, the University shall transfer the paid fees towards future fees.
5. In the cases referred to in item 1 the refund of paid fees is made to the bank account of the person or institution that paid the fee, subject to item 6.
6. In the case referred to in item 1 in point 2 letter b, the refund may be made to the bank account other than the account referred to in item 5, on the basis of separate provisions.
7. The rules for calculating the amounts refunded in the cases referred to in item 1 are determined by the Rector.
8. The University fully refunds paid fees in the case of resignation from studies before their commencement.

2. Exemption from fees for foreigners studying in the Polish language

§ 9

1. The University does not charge fees related to full-time education in Polish language from foreigners listed in art. 324 item 2 of the Act.
 - 1) holding the citizenship of a member state of the European Union, the Swiss Confederation or a member state of the European Free Trade Agreement (EFTA) - parties to the agreement on the European Economic Area and members of their families who live in the territory of the Republic of Poland;
 - 2) who has been granted a permanent residence or a long-term residence permit of the European Union;

- 3) who has been granted a temporary residence permit in connection with the circumstances indicated in art. 159 item 1 or art. 186 item 1 point 3 or 4 of the Act of December 12th 2013 on foreigners;
 - 4) having a refugee status granted in the Republic of Poland or the beneficiary of temporary protection or subsidiary protection in the territory of the Republic of Poland;
 - 5) having a certificate confirming knowledge of Polish as a foreign language at the language proficiency C1 level;
 - 6) holding the Polish Card or a decision regarding the determination of Polish origin;
 - 7) being the spouse, ascendant or descendant of a citizen of the Republic of Poland, living in the territory of the Republic of Poland.
1. A foreigner may be exempted from the fees referred to in § 2 item 1 points 2, 3 and 5 on the terms specified in the agreement between the universities or an international agreement, based on:
 - 1) the Rector's administrative decision, on terms and in the mode specified in § 4-6, of the director of the institute of the Polish Academy of Sciences (PAN) or of the director of a research institute;
 - 2) decision of the minister or decision of the director of the National Academic Exchange Agency (NAWA) with regard to its scholarship holders;
 2. In the case of a foreigner of full-time studies in the Polish language having obtained the rights referred to in item 1 during the education cycle, the University does not charge tuition fees from the date of obtaining these rights, after submission of a respective request.

3. Deadlines for payment of tuition fees for studies

§ 10

1. The student admitted to the first year of studies in the Polish and the English language, the student admitted to the third year of the MD Advanced program and the student admitted to studies through transfer from another university, is required to pay tuition fees for studies in two equal installments, on the following dates:
 - 1) 1st installment - not later than within 7 days from the day of signing the contract;
 - 2) 2nd installment - by February 15th of the academic year for which the fee applies;
2. The student of subsequent years of studies conducted in the Polish language is obliged to pay tuition fees for studies in two equal installments, on the following dates:
 - 1) 1st installment - not later than before the beginning of the academic year, by September 30th at the latest;
 - 2) 2nd installment - by February 15th of the relevant academic year;
3. The tuition fees for subsequent years of studies the student of studies conducted in the English language is obliged to pay in four equal installments on the following dates:
 - 1) 1st installment - by October 15th of the relevant academic year;
 - 2) 2nd installment - by December 15th of the relevant academic year;
 - 3) 3rd installment - by February 15th of the relevant academic year;
 - 4) 4th installment - by May 15th of the relevant academic year.
4. The fees referred to in item 1-3 may be paid in a single payment, for the entire academic year, by October 15th of the relevant academic year, or within 7 days from signing the contract.

5. The fees for educational services provided at studies in the English language that are financed through a foreign state scholarship may be paid in a single payment, for the entire academic year, by January 31st of the relevant academic year.
6. The fees for repetition of classes, classes not included in the program of studies, supplementation of the program differences and fees for participation in classes in the advance mode are paid by the student in a single payment, within 14 days from the date of delivery of the notice on the amount of the fees.
7. If the student does not pay the fees referred to in § 2 item 1 within the period of 3 months from the deadline indicated by the University, administrative proceedings are instituted regarding the removal of the student from the Student Register, after previous ineffective call for payment of overdue fees.

SECTION V
CONTRACT ON CONDITIONS FOR CHARGING FEES
FOR HIGHER EDUCATION STUDIES

§ 11

1. The conditions of charging fees and their amount are specified in the contract between the University and the person admitted to studies, concluded in writing under pain of nullity.
2. The contract referred to in item 1 is concluded not earlier than after the issue of the certificate on enrollment in the Student Register to a Polish citizen and after the issue of the decision on admission to studies in the case of a foreigner and not later than:
 - 1) by September 15th - for the students of part-time studies and foreigners studying in the Polish language;
 - 2) by September 30th - for the students of full-time and tuition payable studies conducted in the English language;
 - 3) by October 30th - for the students admitted to studies after September 15th.
3. The student is not obliged to pay fees other than those specified in the contract.
4. Changes to the provisions of the contract must be made in writing under pain of nullity.
5. The contract is concluded for a definite period of time, i.e. the duration stipulated in the program of studies, subject to item 6.
6. In the case of extension of the duration of the studies, the duration of the contract is extended appropriately.
7. In the case of resumption of studies, change of field or form of studies or undertaking studies in yet another field, the University concludes a new contract with the student.

§ 12

1. The contract expires by law upon graduation.
2. In the case referred to in item 1 the student is obliged to pay due fees by the day of the contract expiry.
3. The contract is terminated before the deadline referred to in § 11 item 5, in the case of removal from the Student Register or assignation of the status as "other" or after transfer to another university.
4. In the case of removal from the Student Register due to resignation from studies, the day of termination of the contract is the day of the submission of a written statement by the student about resignation from studies.

- 4a. In the event of removal from the Student Register for a reason other than resignation from studies, the day of termination of the contract is the day of final delivery of the decision of removal from the Student Register.
- 4b. In the case of assigning to the student the status "other" or transfer to another university, the day of termination of the contract is the day of the student's status change or delivery to the University the request of another university for sending document from the student's personal file in connection with the transfer.
5. In the event of termination of the contract due to removal from the Student Register, including resignation from studies, the student is obliged to pay due fees respectively until the date of the final decision on removal from the Student Register or submitting a written declaration of resignation from studies.
- 5a. In the event of termination of the contract as a result of assigning the status "other" or transfer to another university, the student is obliged to pay due fees until the date of termination of the contract.

SECTION VI

FINAL PROVISIONS

§ 13

1. The regulations specified in this directive were preceded by the Resolution No. 4/2016 of September 22th 2016 of the Senate of the Medical University of Lodz on the principles of charging fees for educational services related to higher education studies as well as the mode and conditions of exemption from these fees.
2. The directive comes into force on October 1st 2019.

RECTOR: *prof. Radziław Kordek MD, PhD*

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