

**ORDER No 65/2023**  
**OF THE RECTOR OF THE RZESZÓW UNIVERSITY OF TECHNOLOGY**  
**dated 8 September 2023**

**amending Order No. 51/2021 of the Rector of the Rzeszów University of Technology of 13 May 2021 on the principles for charging fees for educational services as well as the mode and conditions for exemption from such fees in higher education.**

Pursuant to Article 72 section 1 of the Act of 20 July 2018. Law on Higher Education and Science (Journal of Laws of 2023, item 742, as amended), it is ordered as follows:

**§ 1**

Order No. 51/2021 of the Rector of the Rzeszów University of Technology of 13 May 2021 on the principles for charging fees for educational services and the procedure and conditions for exemption from such fees for higher education programmes is amended as follows:

- 1) in § 2, sec. 2, after point 1, point 1a) is inserted, reading as follows:  
"1a) foreigner - a citizen of the United Kingdom of Great Britain and Northern Ireland referred to in Article 10 sec. 1 letter b or d of the Agreement on the Withdrawal of the United Kingdom of Great Britain and Northern Ireland from the European Union and the European Atomic Energy Community (Official Journal of the EU L 29 of 31.01.2020, p. 7, as amended ), and members of his/her family, residing in the territory of the Republic of Poland;"
- 2) § 2 sec. 4 is replaced by the following:  
"4. The documents referred to in sec. 3 shall be submitted by a foreigner continuing his/her education no later than 7 days before the day of commencement of the semester specified in the Rector's order on the detailed organisation of the academic year.";
- 3) § 2 sec. 5 is replaced by the following:  
"5 A person admitted to the first year of study in a given academic year shall submit the documents referred to in sec. 3 and sign a relevant statement after

being enrolled as a student. The verification of the statement and documents confirming the data given in the statement is performed by an employee of the Department for International Cooperation who is a member of the Interfaculty Recruitment Committee, and in the case of persons admitted by the Rector's decision, by a person indicated in the Rector's order.";

4) in § 5, the following sec. 2a is added after sec. 2:

"2a. The Rector may set different amounts of fees for educational services for particular cycles of education in the same field, level and profile depending on the result of the cost calculation referred to in sec. 3.";

5) § 5 sec. 4 is replaced by the following:

"4. The University may not introduce new fees for persons enrolled for a given academic year until they have completed their studies, and an increase in the fees referred to in sec.1 may be made once per academic year and no more than by the total consumer price index for the previous calendar year, as announced by the President of the Central Statistical Office pursuant to Art. 94 sec. 1 point 1 letter a of the Act of 17 December 1998 on Pensions from the Social Insurance Fund (Journal of Laws 2023, item 1251 and 1429), in total by no more than 30% of the amount of those fees. This does not apply to increases in fees for courses not included in the study programme and for the use of student dormitories and student canteens.";

6) in § 5, the following sec. 4a is added after sec. 4:

"4a In the case of transfer from another higher education institution, change of course of study, transfer from full-time to part-time study or from part-time to full-time study, repetition of courses, leave of absence from courses or resumption of study, the fees established for the cycle of study for which the student was enrolled shall apply to the student concerned.";

7) § 5 sec.7 is replaced by the following:

"7 Information on the amount of fees shall be posted in the Public Information Bulletin (BIP) no later than 14 days after it is set and no later than before the framework date for the start of recruitment. In the case of an increase in the amount of the fee pursuant to sec. 4, the information on the increased amount of fees shall be posted in the Public Information Bulletin (BIP) no later than 14 days from the date of its determination.";

8) § 7 reads as follows:

"A semester fee in the amount specified in the Rector's order referred to in § 5(5) of this Ordinance shall be charged for part-time study in accordance with the study programme in force for a given field, level and profile."

9) § 10 sec.1 is replaced by the following:

"1. A fee for programme differences implemented in part-time studies shall be charged in case of the need to supplement the learning outcomes determined in connection with the resumption of studies, change of the course of study or transfer, including transfer from another University, repetition of specific courses due to unsatisfactory academic performance or return from leave of absence.";

10) After § 18, § 18a is added in the following wording:

**"§ 18a**

1. The amount of the individual fee paid by full-time and part-time students referred to in § 16 - 18 of this regulation is determined by the dean.
2. The amount of an individual fee paid by a part-time student in the event of the student's transfer from another higher education institution, change of course of study, transfer from a full-time programme, repetition of a semester, return from a leave of absence or resumption of study shall be determined by the dean, taking into account the student's achievements to date and any differences between the current and previously followed programme of study.
3. In the case of the transfer of courses completed in another course of study or outside the University towards the programme of study in force in a given course, level and profile, the semester fee shall be determined individually by the dean in proportion to the amount of this fee and the remaining courses scheduled for the semester.";

11) in § 19, sec. 2 shall be replaced by the following:

"2. The fee for the repetition of specific classes due to unsatisfactory academic performance shall be paid in a single payment by:

- 1) 15 October for classes held in the winter semester,
- 2) 15 March for classes taken in the summer semester.";

12) § 19 sec,4 is replaced by the following:

"4. Foreigners shall pay the fee for full-time studies conducted in the Polish language no later than the beginning date of the semester specified in the Rector's order on the detailed organisation of the academic year.";

13) § 23 sec.5 is replaced by the following:

"The student shall submit a written request within 14 days of the occurrence of the grounds for reimbursement referred to in sec. 1."

14) in § 24 sec.1, point 1) is replaced by the following:

"1) has achieved outstanding academic results;"

15) § 24 sec.4 is replaced by the following:

"An application for exemption in whole or in part from the fee for educational services shall be submitted by the student within 14 days before the day of commencement of the semester specified in the Rector's order on the detailed organisation of the academic year."

16) in § 26, the following sec. 2a is added after sec. 2:

"2a) The documents referred to in sec.2 must be submitted in the original or the original document must be presented for inspection to the employee receiving the application in order to certify that the copy of the document submitted is a true copy of the original.";

17) in § 1 of Annex 1 to the Order, point 3) shall be replaced by the following:

"3) I undertake to abide by the legal acts referred to in points 1 and 2 above and their amendments, as well as other legal acts applicable in connection with my studies at the Rzeszów University of Technology, hereinafter also referred to as the "University", and in particular to pay the fees applicable to me on time;"

18) in § 2 of Annex 1 to the Order, point 1) shall be replaced by the following:

"1) The University may increase the amount of fees for educational services specified in the Order referred to in § 1, point 2, once in an academic year and by no more than the total consumer price index in the previous calendar year, as announced by the President of the Central Statistical Office pursuant to Article 94, section 1, point 1 letter a of the Act of 17 December 1998 on pensions from the Social Security Fund (Journal of Laws 2023, item 1251 and 1429), in total by no more than 30% of the amount of such fees;"

19) in point 1(4) of Annex 2 to the Order, the following letter c) shall be inserted after letter b):

"c) the amount of fees determined according to the formula set out in points 1(2) letters a) and b) shall be converted into euros and US dollars at the average exchange rate of the National Bank of Poland (NBP) on 31 December of the previous calendar year."

## § 2

The remaining provisions of Order No. 51/2021 of the Rector of the Ignacy Łukasiewicz Rzeszów University of Technology of 13 May 2021 remain unchanged.

## § 3

The consolidated text of Order No. 51/2021 of the Rector of the Rzeszów University of Technology of 13 May 2021, which constitutes an appendix to this order, is hereby announced.

## § 4

The Order shall enter into force as of the date of signature with the exception of § 1(1), which shall enter into force as of 1 October 2023.

Rector of PRz: *prof. dr hab. inż. Piotr Koszelnik*

Recipients:

all organisational units of the University.

**ORDER 51/2021**  
**OF THE RECTOR OF THE RZESZÓW UNIVERSITY OF TECHNOLOGY**  
**dated 13 May 2021.**

**on the principles for charging fees for educational services and the mode and conditions of exemption from such fees in higher education.**

Pursuant to Article 23 sec.1, Article 79 sec. 1-3 and Article 324 sec. 1-2 of the Act of 20 July 2018. Law on Higher Education and Science (Journal of Laws of 2023, item 742, as amended), it is ordered as follows:

*(consolidated text taking into account changes introduced by the Rector of the Rzeszów University of Technology Order No. 65/2023 of 8 September 2023).*

**General provisions**

**§ 1**

1. Rzeszów University of Technology, hereinafter also referred to as "the University", charges fees for educational services related to:
  - 1) part-time education;
  - 2) repetition of specific courses in full-time studies due to unsatisfactory academic performance;
  - 3) study conducted in a foreign language;
  - 4) teaching courses not included in the study programme.
  - 5) education of foreigners in full-time studies conducted in Polish.
2. The university also charges fees for:
  - 1) carrying out recruitment;
  - 2) carrying out the validation of learning outcomes;
  - 3) issuance of a student identity card and its duplicate;
  - 4) issuing an additional copy of the diploma of graduation or a copy of the diploma supplement in a foreign language as referred to in Article 77 sec.2 of the Act of 20 July 2018. Law on Higher Education and Science (Journal of Laws of 2021, item 478, as amended), hereinafter referred to as the "Law on Higher Education and Science";
  - 5) issue of a duplicate of the diploma and diploma supplement;

- 6) use of student residences and student canteens.
3. In justified cases, the Rector may decide, at the request of the Dean, not to charge the fees referred to in sec. 1 points 3 and 4.

## § 2

1. At the Rzeszów University of Technology, no fees are charged for activities related to the verification of learning outcomes, in particular for registration for the next semester or year of study, examinations, including re-take examinations, board examinations, diploma examination, submission and assessment of the diploma thesis.
2. At the Rzeszów University of Technology, no fees are charged for full-time education of foreigners in the Polish language in the case of:
  - 1) a foreigner - a citizen of a Member State of the European Union, the Swiss Confederation or a Member State of the European Free Trade Association (EFTA) - a party to the Agreement on the European Economic Area and their family members residing in the territory of the Republic of Poland;
  - 1a) foreigner - a citizen of the United Kingdom of Great Britain and Northern Ireland referred to in Article 10 sec.1 letter a or d of the Agreement on the Withdrawal of the United Kingdom of Great Britain and Northern Ireland from the European Union and the European Atomic Energy Community (Official Journal of the EU L 29 of 31.01.2020, p. 7, as amended), and members of his/her family residing in the territory of the Republic of Poland;
  - 2) a foreigner who has been granted a permanent residence permit or a long-term resident of the European Union;
  - 3) a foreigner who has been granted a temporary residence permit due to the circumstances referred to in Article 159 sec. 1 or Article 186 sec. 1 point 3 or 4 of the Act of 12 December 2013 on foreigners (Journal of Laws of 2020, item 35, 2023, and 2369 and of 2021, item 159);
  - 4) a foreigner who has the status of refugee granted in the Republic of Poland or enjoys temporary protection or subsidiary protection on the territory of the Republic of Poland;
  - 5) a foreigner - a holder of a certificate certifying knowledge of Polish as a foreign language, referred to in Article 11a sec. 2 of the Act of 7 October 1999 on the

Polish language (Journal of Laws of 2019, item 1480 and of 2020, item 285), at least at the C1 language proficiency level;

- 6) a holder of a Card of the Pole or a person to whom a decision on the determination of Polish ancestry has been issued;
  - 7) a foreigner who is a spouse, ascendant or descendant of a citizen of the Republic of Poland residing in the territory of the Republic of Poland;
  - 8) a foreigner who has been granted a temporary residence permit in connection with the circumstances referred to in Article 151(1) or Article 151b(1) of the Act on Foreigners of 12 December 2013, or who is staying on the territory of the Republic of Poland in connection with the use of short-term mobility of a scientist under the conditions specified in Article 156b(1) of that Act or who holds a national visa for the purpose of scientific research or development work.
3. The University does not charge fees to foreigners referred to in section 2, provided that they submit to the Faculty Dean's Office up-to-date documents confirming their right not to pay fees and sign an appropriate declaration.
  4. The documents referred to in sec. 3 shall be submitted by a foreigner continuing education no later than 7 days before the beginning of a semester as specified in the Rector's order on the detailed organisation of the academic year.
  5. A person admitted to the first year of study in a given academic year shall submit the documents referred to in sec. 3 and sign an appropriate statement after being enrolled as a student. The statement and the documents confirming the data given in the statement are verified by an employee of the Department for International Cooperation who is a member of the Interfaculty Recruitment Committee, and in the case of persons admitted by the Rector's decision, by a person indicated in the Rector's order.

### **§ 3**

1. The rules for the collection of the fees referred to in § 1 sec.2 are defined by separate orders of the Rector and other internal documents.
2. The rules set out in § 24 - 28 of this Order shall apply mutatis mutandis to the waiver of fees referred to in § 1 section 2 points 1 - 5.



## § 4

1. A person admitted to a degree programme by taking the oath confirms that he/she is familiar with the conditions of payment for studies. A specimen statement of familiarisation with and acceptance of the conditions of payment for studies at the Rzeszów University of Technology is enclosed as Attachment No. 1 to this Order.
2. Students confirm that they have familiarised themselves with the terms and conditions of the tuition fee by signing the declaration.
3. Where the statement is made in electronic form, the student's signature may be replaced by confirmation that the student has read the terms and conditions of payment for studies made after authentication of that student in the USOS system.
4. A statement made in electronic form is stored in the USOS system. Printouts of electronically validated statements are not made.
5. Where a student is required to sign a paper statement, the statement is kept in the student's personal file folder.

## **Calculation of education costs**

## § 5

1. The amount of fees for educational services referred to in § 1, sec. 1, is determined by the Rector for a given cycle of study.
2. The amount of the fees referred to in § 1, section 1 may not exceed the costs incurred to the extent necessary for the establishment and running of the degree programme, including the costs of preparing and implementing the University's development strategy.
- 2a. The Rector may set different amounts of fees for educational services for particular cycles of education in the same course, level and profile depending on the result of the cost calculation referred to in sec. 3.
3. The rules for the calculation of fees for educational services provided by the Rzeszów University of Technology are laid down in Appendix 2 to this Order.
4. Until the graduation of persons enrolled for a given academic year, the University may not introduce new fees for them, and an increase in the fees referred to in section 1 may be made once per academic year and no more than by the total

consumer price index for the previous calendar year, as announced by the President of the Central Statistical Office pursuant to art. 94(1)(1)(a) of the Act of 17 December 1998 on Pensions from the Social Insurance Fund (Journal of Laws 2023, item 1251 and 1429), in total by no more than 30% of the amount of those fees. This does not apply to the increase of fees for courses not included in the study programme and for the use of student dormitories and student canteens.

- 4a. In the case of transfer from another higher education institution, change of course of study, transfer from full-time to part-time study or from part-time to full-time study, repetition of courses, leave of absence from courses or resumption of studies, the fees established for the course cycle for which the student was registered shall apply to the student concerned.
5. The amounts of the fees for educational services referred to in § 1, sec. 1 are communicated in the form of an order of the Rector.
6. The setting of fees requires consultation with the student government.
7. Information on the amount of the fees shall be published in the Public Information Bulletin (BIP) no later than 14 days from its determination and no later than before the framework date for the commencement of recruitment. In the case of an increase in the amount of fees pursuant to sec. 4, the information on the increased amount of fees shall be placed in the Public Information Bulletin (BIP) no later than within 14 days of its determination.

### **Fees for educational services for part-time students**

#### **§ 6**

Part-time students pay a fee for:

- 1) education in a particular course, level and profile;
- 2) Repetition of specific courses due to unsatisfactory academic performance;
- 3) implementation of curriculum differences;
- 4) participation in activities not included in the study programme.

## **§ 7**

A semester fee is charged for part-time study in accordance with the study programme for a given course, level and profile of study as specified by the Rector's order referred to in § 5, sec. 5 of this order.

## **§ 8**

1. A fee for the repetition of specific courses in part-time studies due to unsatisfactory academic performance is charged if necessary:
  - 1) Re-participation in courses provided for in the study programme which the student has failed;
  - 2) the repetition of specific courses, in particular by a student resuming a course of study, changing course of study or transferring to a full-time or part-time course.
2. The fee referred to in sec. 1 shall also be charged in the event of a repeat performance of classes within the scope of the so-called admissible debt.
3. The terms, conditions and procedure for the determination of unsatisfactory academic performance and registration for the next semester of study with so-called admissible debt are laid down in the Academic Regulations.
4. A part-time student who, due to failure in the "thesis" course, takes the course again shall not be charged for it.
5. A part-time student who, due to failing a 'work placement' course, takes the course again shall not be charged for it.

## **§ 9**

1. A fee for classes not included in the study programme carried out as part-time study shall be charged for classes going beyond the compulsory classes specified in the study programme, which the student pursues on his/her own initiative after obtaining the consent of the dean.
2. The terms, conditions and procedures for the implementation of courses not included in the study programme are laid down in the Academic Regulations.

## § 10

1. A fee for programme differences realised in part-time studies is charged when it is necessary to supplement the learning outcomes determined in connection with the resumption of studies, a change of course of study or a transfer, including a transfer from another University, the repetition of specific courses due to unsatisfactory learning outcomes or a return from a leave of absence.
2. The terms, conditions and procedures for programme differences are laid down in the Academic Regulations.

### **Fees for educational services paid for full-time studies**

## § 11

1. Full-time students pay fees for:
  - 1) Repetition of specific courses due to unsatisfactory academic performance;
  - 2) participation in activities not included in the study programme;
  - 3) study conducted in a foreign language.
2. In special cases, if the course takes place away from the seat of the University, in particular field exercises and training camps, a full-time student may be obliged to bear the costs related to participation in the course, including the costs of travel to the place of the course and the costs of accommodation.
3. A full-time student may be required to bear the costs of the course if they decide to take up an alternative course offer involving costs, in particular this may include the cost of swimming pool tickets as part of their physical education course.

## § 12

1. A fee is charged for the repetition of specific courses in full-time studies due to unsatisfactory academic performance, if necessary:
  - 1) Re-participation in courses included in the study programme which the student has failed to pass;
  - 2) the repetition of specific courses, in particular by a student resuming a course of study, changing course of study or transferring to a full-time or part-time course.

2. The fee referred to in sec. 1 shall also be charged in the event of a repeat performance of classes within the scope of the so-called admissible debt.
3. The terms, conditions and procedure for the determination of unsatisfactory academic performance and registration for the next semester of study with so-called admissible debt are laid down in the Academic Regulations.
4. A full-time student who, due to failing a 'thesis' course, takes the course again shall not be charged for it.
5. Full-time students who, as a result of failing a 'work placement' course, re-take it will not incur a fee.

### **§ 13**

1. The fee for classes not included in the study programme carried out on a full-time basis is charged in the case of classes going beyond the compulsory classes specified in the study programme, which the student pursues on his/her own initiative after obtaining the consent of the dean.
2. The terms, conditions and procedures for the implementation of courses not included in the study programme are laid down in the Academic Regulations.

### **§ 14**

A semester fee is charged for full-time study in a foreign language in accordance with the study programme of the course, level and profile.

## **Fees for educational services paid by foreigners**

### **§ 15**

1. Unless otherwise stipulated in this Order, a foreign student shall pay fees for:
  - 1) education in a given course, level and profile both in Polish and in a foreign language;
  - 2) repetition of specific courses due to unsatisfactory academic performance;
  - 3) implementation of curriculum differences;
  - 4) participation in activities not included in the study programme.
2. A student who is a foreigner studying under an agreement concluded by the University with a foreign entity shall pay fees for educational services and for the

issuance of documents related to the course of study in accordance with the rules set out in such agreements.

3. The foreign student shall pay the fees referred to in sec. 1 in accordance with the rules laid down in this Order.

### **Rules for determining fees for educational services**

#### **§ 16**

The amount of the fee for the repetition of courses due to unsatisfactory study results is calculated by multiplying the number of hours of the repeated courses by the hourly tuition rate established for the given course of study and form of study and communicated in the form of an ordinance.

#### **§ 17**

The amount of tuition fees for courses not included in the study programme shall be calculated by multiplying the number of hours of tuition to be provided and the hourly tuition rate established for the given study cycle and form of study and communicated in the form of an ordinance.

#### **§ 18**

The amount of the fee for programme differences shall be calculated by multiplying the number of hours of the course to be taught by the hourly tuition rate determined for a given study cycle and form of study and communicated in the form of an order.

#### **§ 18a**

1. The amount of the individual fee paid by full-time and part-time students referred to in § 16 - 18 of this order is determined by the dean.
2. The amount of an individual fee paid by a part-time student in the event of the student's transfer from another higher education institution, change of course of study, transfer from a full-time programme, repetition of a semester, return from a leave of absence or resumption of study shall be determined by the dean, taking into account the student's achievements to date and any differences between the current and previously followed programme of study.

3. In the case of transferring classes completed in another course of study or outside the University towards the programme of study in force in a given course, level and profile, the semester fee shall be determined individually by the dean in proportion to the amount of this fee and the remaining classes to be completed in a given semester.

### **Deadlines and procedure for the payment of fees**

#### **§ 19**

1. The tuition fee for part-time study and foreign language study shall be paid in a single payment by the deadline:
  - 1) 31 October for the winter term,
  - 2) 31 March for the summer term.
2. The fee for the repetition of specific courses due to unsatisfactory academic performance shall be paid in a single payment by the deadline:
  - 1) 15 October for classes held in the winter semester,
  - 2) 15 March for classes taken in the summer semester.
3. The fee for courses not included in the study programme and programme differences shall be paid within 14 days of the dean's decision.
4. Foreigners shall pay the fee for full-time studies conducted in the Polish language no later than by the commencement date of the semester specified in the Rector's Order on the detailed organisation of the academic year.

#### **§ 20**

1. At the written request of a student who is in a particularly difficult financial situation, the Rector or a person authorised by the Rector may divide the payment of the applicable fee into instalments, specifying the number and amount of individual instalments and the deadlines for their payment.
2. A student who applies for payment of the fee in instalments is obliged to submit an application to this effect before the start of classes in a given semester.
3. A student's financial hardship shall be determined according to the principles set out in § 26.

## § 21

1. Fees for educational services referred to in § 1, sec. 1 are paid to the student's individual account available in the USOS system.
2. The date on which the fee is paid is the date on which the University's bank account is credited.
3. When summoned by the University, the student is required to show proof of payment of the fee.
4. The University shall not be liable for the consequences of the misclassification of a payment as a result of circumstances attributable to the contributor, in particular an incorrect bank account number.
5. Any delay in the payment of fees for educational services or the payment thereof in an incomplete amount shall result in the University charging statutory interest for the delay.

## § 22

1. In the event of non-payment of fees for educational services by the specified deadline, the Rector, or a person authorised by the Rector, shall call in writing for payment of the outstanding fee within 7 days of the delivery of the call.
2. Upon the ineffective expiry of the period referred to in sec. 1:
  - 1) The Rector may strike a student from the list of students for failure to pay fees related to the course of study;
  - 2) The university is initiating debt collection proceedings.



## **Refund of the fee paid**

### **§ 23**

1. A student is entitled to a refund of the fee paid in the case of a written application submitted to the Faculty Dean's Office:
  - 1) resignation from studies;
  - 2) resignation from courses not included in the study programme, including resignation from programme differences;
  - 3) final deletion from the list of students;
  - 4) use of leave during the semester.
2. Resignation from studies, resignation from courses not included in the study programme or resignation from established programme differences, notified in writing before the start of the course, entitles the student to a full refund of the fee paid.
3. Resignation from studies, resignation from courses not included in the study programme or resignation from the agreed programme differences notified after the beginning of education entitles to a refund of a part of the fee paid in this respect, in an amount determined according to the principle of proportionality of the total number of unrealised hours to the total number of hours in force in a given semester, counting from the date of resignation.
4. In the event of final removal from the list of students or taking a leave of absence during a semester, the provisions of sections 2 and 3 shall apply *mutatis mutandis*.
5. The student shall submit a written request within 14 days of the occurrence of the grounds for repayment referred to in sec. 1.

## **Mode and conditions of fee waiver**

### **§ 24**

1. The Rector may exempt a student in whole or in part from payment of fees for educational services if the student:
  - 1) has achieved outstanding academic results;
  - 2) found himself in a difficult financial situation.

2. Fee waivers are granted upon the student's written application to the Rector for a total or partial waiver of the fee for educational services.
3. The application requires the opinion of the dean, which the student obligatorily submits with the application.
4. A student shall apply for a full or partial exemption from the fee for educational services within 14 days before the beginning of a semester as specified in the Rector's regulation on the detailed organisation of the academic year.
5. Applications submitted after the deadline will not be considered.
6. The decision to exempt a student in whole or in part from the applicable fee for educational services shall be made by the Rector taking into account the provisions of this Order.
7. The decision to waive the fee for educational services is made for a period of one semester.

## **§ 25**

1. A student may apply for exemption from the applicable tuition fee in the event of outstanding academic performance after completing the first year of either first- or second-cycle study.
2. Outstanding academic performance is understood as the achievement of a grade point average of no less than 4.75, whereby in first-cycle studies this is the cumulative grade point average from all previous semesters and in second-cycle studies from two semesters of the first year.
3. The grade point average calculated in accordance with the student's current study regulations is confirmed by the Dean's Office on the student's application.
4. In the case of outstanding academic performance, a student may be exempted for a part not exceeding 50% of the applicable fee for educational services.

## **§ 26**

1. A full or partial exemption from the applicable fee for educational services in the case of a difficult financial situation may be applied for by a student after the completion of the first semester of first- or second-cycle studies.
2. The student's difficult financial situation is confirmed by submitting in particular:

- 1) a certificate from the tax office for each member of the family remaining in the joint household with the student on income for the year preceding the year of application;
  - 2) a certificate from the employment office if the parents are unemployed;
  - 3) a certificate from the employment office if the applicant is unemployed;
  - 4) certificate confirming the education of siblings, if any;
  - 5) declaration of income other than taxable income, e.g. income received abroad, farm income, alimony.
- 2a. The documents referred to in sec. 2 shall be submitted in the original or the original of the document shall be presented for inspection by the employee receiving the application in order to certify that the copy of the document submitted is a true copy of the original.
3. If the documentation referred to in sec. 2 has not been drawn up in Polish, a translation into Polish certified by a sworn translator shall also be submitted.

## **§ 27**

A foreigner may be exempted from the fees referred to in § 1, sec.. 1, points 2, 3 and 5 and on the basis of an administrative decision of the Rector in accordance with the procedure and rules laid down in this Order.

## **§ 28**

1. The amount of the student's partial or total exemption from the fees referred to in § 1 is taxable, unless otherwise stipulated in the Personal Income Tax Act.
2. A copy of the decision to waive all or part of the fees referred to in sec. 1 must be forwarded immediately to the Payroll and Scholarships Department.

## **Final provisions**

## **§ 29**

Matters not covered by this Order shall be decided by the Rector.

### § 30

1. The Deans and the Bursar are responsible for implementing the provisions of this Order.
2. I entrust the supervision of the implementation of this Order to the pro-rector for Education.
3. The Order comes into force on the date of signature and applies to students enrolled from the academic year 2019/2020 onwards.

### § 31

Order No. 47/2019 of the Rector of the Rzeszów University of Technology of 16 October 2019 on the principles of charging fees for educational services and the mode and conditions of exemption from such fees for higher education programmes shall be repealed.

The Order shall enter into force on the date of signature.

Rector of PRz: *prof. dr hab. inż. Piotr Koszelnik*

Recipients:

all organisational units of the University.

**Statement**  
**that you have read and accept the tuition fee conditions**  
**at the Rzeszów University of Technology**

**§ 1**

I, the undersigned Mr./Ms. \_\_\_\_\_ (*name and surname*),  
residing at: \_\_\_\_\_ (*address of  
residence: street, house/flat number, town*), having PESEL:  
\_\_\_\_\_ (*PESEL number, or if there is no PESEL number,  
please provide the number of your identity card or passport and indicate the type of  
document*), admitted as a full-time/ part-time\* first degree/second degree\*/ student at  
\_\_\_\_\_ (name of faculty), at \_\_\_\_\_  
(name of course), from the academic year \_\_\_\_\_, hereinafter referred  
to as "**Student**", I declare that:

- 1) I have acquainted myself with the principles of charging and exempting from the fees for educational services specified in the Order of the Rector of the Rzeszów University of Technology of \_\_\_\_\_ no. \_\_\_\_\_ on the principles of charging fees for educational services as well as the mode and conditions of exempting from these fees during higher education studies;
- 2) I have familiarised myself with the amount of fees for educational services specified in the Order of the Rector of the Rzeszów University of Technology dated \_\_\_\_\_ No. \_\_\_\_\_ for the academic year \_\_\_\_\_;
- 3) I undertake to observe the legal acts referred to in points 1 and 2 above, as well as any amendments thereto, and other legal acts applicable in connection with my studies at the Rzeszów University of Technology, hereinafter also referred to as "the University", and in particular to pay the fees applicable to me on time;
- 4) I undertake to inform the University immediately of any change in my address and personal details.

## § 2

Furthermore, the Student acknowledges that:

- 1) A higher education institution may increase the amount of fees for educational services specified in the Order referred to in § 1, point 2 once in an academic year and by no more than the total consumer price index for the preceding calendar year, as announced by the President of the Central Statistical Office pursuant to Article 94, section 1, point 1 letter a of the Act of 17 December 1998 on Pensions from the Social Insurance Fund (Journal of Laws 2023, item 1251 and 1429), in total by no more than 30% of the amount of such fees;
- 2) all financial dues to the University must be paid to the student's individual account available in the USOS system;
- 3) The date of payment of the fee shall be the date on which the University's bank account is credited;
- 4) When summoned by the University, the student is obliged to show proof of payment of the fee;
- 5) The University shall not be liable for the consequences of the misclassification of a payment as a result of circumstances attributable to the contributor, in particular an incorrect bank account number;
- 6) Any delay in the payment of fees for educational services or the payment thereof in an incomplete amount shall result in the University charging statutory interest for the delay;
- 7) In the event of non-payment of fees for educational services within the prescribed time limit, the Rector may strike a student from the register of students for failure to pay the fees associated with the course of study; in addition, the University has the right to initiate debt recovery proceedings;
- 8) shall have the right to apply for exemption in whole or in part from the fees or for payment in instalments, in accordance with the conditions laid down by the relevant order of the Rector;
- 9) has the right to request a full or partial refund of the fee paid in the event of resignation from studies, withdrawal from courses not included in the study programme, final withdrawal from the list of students, taking a leave of absence during the semester, in accordance with the rules laid down in the relevant Rector's order.

**§ 3**

1. This statement is made in duplicate, one each for the University and the Student.
2. By signing this declaration, the student acknowledges receipt of the copy intended for him/her.

*\* delete as appropriate*

---

*(date and signature of Student)*

Rules for calculating fees for educational services provided

1. The calculation of fees for educational services for first- and second-cycle studies provided by Rzeszów University of Technology is carried out on the basis of the amount of the subsidy referred to in Article 365, point 1 of the Law on Higher Education and Science granted to the faculties by the University in the financial year preceding the year of calculation and the number of students as at 31 December of the previous calendar year according to the data contained in the GUS-S-10 report.

1) Full-time studies

The fees for educational services are calculated on the basis of the average hourly rate calculated for each faculty and the average hourly rate for the University according to the following rules:

- a) average hourly rate  $k_{ws}$  for faculty assigned to individual departments is calculated from the formula:

$$k_{ws} = \frac{K_{d.sub.w.}}{\sum_{i=1}^t (S_i * g_i)}$$

Where:

$K_{d.sub.w.}$  - the amount of the faculty subsidy allocated for maintenance and development of the teaching capacity in the financial year preceding the year of calculation

t - number of courses in the faculty

$S_i$  - number of students in the i-th course

$g_i$  - average number of hours in the i-th course calculated according to the

formula  $g_i = \frac{h_i}{l_i}$

where  $h_i$  - the number of hours in the study programme of the i-th direction,  $l_i$  - number of years of study in the i-th course of study.

- b) the average hourly rate for the University  $k_u$  is calculated from the formula



$$k_u = \frac{K_{d.sub.u.}}{\sum_{i=1}^m (S_i * g_i)}$$

Where:

$K_{d.sub.u.}$  - the amount of the subsidy for maintenance and development of the teaching potential allocated to the faculties in the financial year preceding the year of calculation

$m$  - number of courses at the University

$S_i$  - number of students in the  $i$ -th course at the University

$g_i$  - average number of hours in the  $i$ -th course at the University

c) if  $k_{ws} > k_u$  to the faculty fee calculation assumes an hourly rate  $k_u$

## 2) Fees for foreigners

a) The amount of tuition fees for a semester of study for foreigners studying on a fee-paying full-time basis  $O_{wz}$  is calculated according to the formula:

$$O_{wz} = k_{ws} * \frac{h}{s}$$

Where:

$h$  - number of hours in the study programme for the course of study

$s$  - number of semesters of study in the course

b) the amount of the charges determined according to the formula set out in point 1(2)(a) shall be converted into euros and US dollars at the average exchange rate of the National Bank of Poland (NBP) on 31 December of the preceding calendar year.

## 3) Part-time studies

The amount of fees for educational services for faculties is calculated on the basis of the average hourly rate calculated for each faculty according to the following rules:

a) average hourly rate  $k_{wn}$  for individual departments is calculated from the formula:

$$k_{wn} = \frac{k_{ws}}{1,1}$$

With a factor of 1.1, this was based on the number of computing hours for full-time students relative to the number of computing hours for part-time students.

- b) The fee  $O_{wn}$  for educational services for a full semester in each faculty is calculated from the formula:

$$O_{wn} = k_{wn} * \frac{\sum_{i=1}^p h_i}{\sum_{i=1}^p s_i}$$

p - number of courses of study in the faculty taught as part-time programmes

$h_i$  - number of hours in the i-th degree programme

$s_i$  - number of semesters of study in the i-th degree programme

#### 4) Study conducted in English

The amount of fees for educational services for faculties is calculated on the basis of the average hourly rate  $k_{wa}$  according to the following rules:

- a) average hourly rate  $k_{wa}$  for individual faculties is calculated from the formula:

$$k_{wa} = 1,5 * k_{ws}$$

With a factor of 1.5, this is based on the accounting rules for classes taught in English.

- b) the fee for educational services for a full semester in each faculty is calculated from the formula:

$$O_{wn} = k_{wa} * \frac{\sum_{i=1}^r h_{ia}}{\sum_{i=1}^r s_{ia}}$$

r - number of courses of study in the faculty taught in English

$h_{ia}$  - number of hours in the curriculum of the i-th degree programme taught in English

$s_{ia}$  - number of semesters of study in the i-th degree programme conducted in English

- c) The amount of the fees determined according to the formula in point. 1(2) letters a and b shall be converted into euro and US dollars at the average

exchange rate of the National Bank of Poland (NBP) as at 31 December of the preceding calendar year.

2. Hourly rates are rounded up to the nearest whole zloty, and semester fees set in zloty and foreign currencies are rounded up to the nearest whole decimal.
3. The Rector may set other levels of fees for educational services if the interests of the University warrant it, while observing the rule under Article 80 of the Law on Higher Education and Science.