

*Consolidated text incorporating changes introduced by Regulation:
No. 79 of the Rector of the UL of 15.03.2023;
No. 86 of the Rector of the UL of 6.05.2024.*

Regulation No. 19 of the Rector of the University of Lodz of 26 October 2020

on: rules for collection and exemption from fees for educational services at the University of Lodz

Pursuant to Art. 23(1) in conjunction with Art. 79 of the Act of 20 July 2018 - Law on Higher Education and Science (i.e. Polish Journal of Laws of 2023, item 742 as amended) and Art. 25(2)(2) of the Statute of the University of Lodz, adopted by Resolution No. 440 of the Senate of the University of Lodz of 27 May 2019 (as amended), it is ordered as follows:

§ 1

1. The present Regulation defines:
 - 1) the rules for charging fees for educational services at the University of Lodz, subject to § 8, section 1;
 - 2) the rules for the exemption from fees referred to in point 1.
2. The University of Lodz charges fees for providing educational services for:
 - 1) part-time studies;
 - 2) retaking specific courses during full-time programmes due to unsatisfactory academic performance, including the repetition of courses subject to conditional credit and the repetition of courses upon the resumption of studies;
 - 3) study programmes conducted in a foreign language;
 - 4) courses not included in the study programme or individual study plan;
 - 5) full-time studies in Polish for foreigners;
 - 6) *(deleted)*;
 - 7) postgraduate programmes;
 - 8) other forms of education;
 - 9) providing confirmation of learning outcomes (PEUS).
3. The Rector or Dean may offer free extra-curricular courses to students.

§ 2

1. The recipient of the educational services, referred to in Art. 1(2)(1-5), submits a declaration in the USOSWeb system stating that they have read and accept the rules of payment for educational services at the University of Lodz. For persons who began their studies before the academic year 2024/2025, the rules of charging fees and their amount shall be governed by the agreement concluded between the University of Lodz and such persons.
2. The declaration referred to in section 1 should be submitted no later than within 7 days after the beneficiary of educational services starts attending classes. For justified reasons, the Rector or Dean of the UL may decide to extend this deadline. The University may not charge the fees specified in the declaration before it has been submitted.
3. The declaration referred to in section 1 shall remain applicable to all programmes for which the beneficiary of educational services has taken an oath and submitted the declaration, and if the student continues their studies after changing the major or form of study. In the case of transfer to another major or form of study, the student pays a fee in the amount specified for that major or form of study, in accordance with the applicable regulation of the UL Rector indicated in the declaration they have submitted.
4. The electronic declaration referred to in section 1 is submitted in accordance with the template enclosed to this regulation and accessible in the ICT system on the USOSWeb platform or USOS mobile application.

§ 3

1. The amount of fees referred to in Art. 1(2)(1-5) is established by a separate Regulation of the Rector of the University of Lodz.
2. Payment of the fees referred to in section 1 shall be made by the obligated party to a virtual bank account indicated by the UL.
3. The date the fee is paid by the student is the date it is credited to the account referred to in section 2. Failure to pay the fee within the time frame specified in this regulation results in statutory interest being charged for each day of delay.
4. The interest referred to in section 3 shall not be charged, if the fee payment deadline has been changed by a decision of the Rector/decision of a Dean authorised by the Rector, or if failure to meet the fee payment deadline is caused by the deadline of submitting the declaration referred to in Art. 2(1), provided that the deadline for submission of this declaration has been met as stipulated in Art. 2(2).
5. The fees referred to in Art. 1(2)(1) and (3) may be paid in a single payment or in instalments. Single payment of tuition fees for individual years should be made:
 - 1) by 15 October – if the fee is paid for the winter semester or for the year of study starting in the winter semester;
 - 2) by 25 February – if the fee is paid for the summer semester or for the year of study starting in the summer semester.

6. The deadlines for payment of fees in instalments, referred to in section 5, are as follows:
- 1) for students beginning their studies in the winter semester:
 - 15 October,
 - 15 November,
 - 15 December,
 - 25 February,
 - 15 March,
 - 15 April,
 - 15 May;
 - 2) for students beginning their studies in the summer semester:
 - 25 February,
 - 15 March,
 - 15 April,
 - 15 May,
 - 15 October,
 - 15 November,
 - 15 December.
7. If, due to the date of submitting the declaration, referred to in Art. 2(1), payment of the fee cannot be made in accordance with the deadlines set out in sections 5 and 6, the fee should be paid within 14 days from submitting the declaration.
8. If the fee referred to in Art. 1(2)(1) and (3) is paid in a single payment for a full year of study by 15 October for students referred to in section 6 point 1, or by 25 February for students referred to in section 6 point 2, the student is entitled to a 5% discount.
9. The student shall be entitled to a 2.5% discount for each semester for which a single payment has been made provided that the fee referred to in Art. 1(2)(1) and (3) has been paid by 15 October for the winter semester and by 25 February for the summer semester respectively.

§ 4

1. A person who has paid the tuition fee but has not started their studies is entitled to a full refund. Refunds are made on the basis of permission from the dean under the authority of the UL Rector granted at the request of the student.
2. In the event of resignation or removal from the list of students during the academic year, on the basis of the submitted declaration, the student receives a refund of the tuition fee, reduced in proportion to the period which has passed from the beginning of the academic year to the date of resignation, in accordance with the UL Rector's regulation on the division of the academic year, and the bank's commission costs related to the bank transfer. The refundable fee is calculated as follows: the semester or annual fee is divided by the number of full weeks of study in the semester or year and multiplied by the number of weeks of study remaining until the end of the semester or year. In exceptional cases,

the dean, with Rector's authorisation, may decide to refund the whole or part of the tuition fee paid by a person resigning from studies during the academic year.

3. At the request of a student in a difficult financial situation, the dean with Rector's authorisation may change the fee payment deadlines referred to in Art. 3(6).
4. The student who is obliged to pay the fee for educational services referred to in Art. 1(2)(1) and (3) and who completes classes other than those included in the study programme for the semester/year in which they are enrolled shall pay the fee for those classes as part of the fee for the year of study in which, in accordance with the study programme, those classes should be passed. If the student is removed from the list of students before the payment deadline for the year of study referred to above, classes passed earlier for the purpose of further studies shall be treated as classes not included in the study programme referred to in Art. 1(2)(4).
5. In the case of an annual settlement, the fees related to retaking certain classes shall be paid in a single payment by 15 October. In the case of a semester settlement, the abovementioned fees should be paid by 15 October for the winter semester and by 25 February for the summer semester.
6. In the case of an annual settlement, the fees for classes not included in the study programme, including university-wide courses or an individual study plan, should be paid in a single payment by 15 November. In the case of a semester settlement, the abovementioned fees should be paid by 15 November for the winter semester and by 15 March for the summer semester.
7. The sum of fees for retaking classes due to unsatisfactory academic performance by full-time students cannot be higher than the amounts specified in the Rector's regulation.
8. The sum of fees for retaking classes due to unsatisfactory academic performance by part-time students cannot be higher than tuition fees for a year or semester of study respectively, depending on the semester or annual settlement system adopted for a given study programme.
9. Fees for classes subject to a conditional credit must be paid before the examination date but no later than by 15 December if the examination is scheduled for the winter semester and by 15 May if the examination is scheduled for the summer semester.
10. The dean, with the Rector's authorisation, may agree that the student pays the fees referred to in section 5 in instalments, specifying the dates and amount of the instalments.

§ 5

1. The student shall bear the costs of travel, meals and accommodation during field training courses on their own.
 - 1a. The student shall cover the costs of obtaining a certificate from the National Criminal Register, required at the place where they are completing their teaching internship, on their own.
2. Students of part-time or tuition-paid full-time studies in a foreign language and international students covering tuition fees, who are going abroad within student

exchange programmes, cover tuition fees in the amount of 50% of the amount specified for a given semester or year.

§ 6

1. Reductions in fees for educational services may consist in the following:
 - 1) exemption from part of the fee,
 - 2) postponing the fee payment deadline,
 - 3) dividing the fee into instalments.
2. A relief in fees for educational services shall not be granted to a first-semester student and in the case of the annual settlement system to a first-year student.
3. A relief in the form of an exemption from part of the fees may be granted to a student who, due to circumstances arising after the submission of the declaration referred to in Art. 2(1) is in a particularly difficult financial situation or due to other special circumstances is unable to pay the full amount of fees for educational services or who achieves outstanding academic results.
4. At the request of the holder of a Large Family Card, as referred to in the Act of 5 December 2014 on the Large Family Card (consolidated text, Polish Journal of Laws of 2020, item 1348 as amended), submitted by 10 October of a given year, a dean with the Rector's authorisation may grant a relief for the academic year in the amount of 25% of the fee referred to in Art. 1(2)(1). In such a case, the conditions specified in section 2 and Art. 7(5) are not applicable. The granting of the relief referred to above does not exclude the possibility for the holder of the Large Family Card to apply for other reliefs on general terms.

§ 7

1. An application for a relief from tuition fees should be submitted to the appropriate Dean's Office by 10 October for the winter semester and by 20 February for the summer semester. The template of the application is specified in the Rector's regulation.
2. The decision to grant a reduction in tuition fees shall be made by the dean with Rector's authorisation within 14 days from the date the application is submitted.
3. The decision referred to in section 2 shall be made in writing and forwarded to the student without delay. If special circumstances require it, the decision may be delivered by registered mail with delivery confirmation.
4. Decisions issued by the dean may be appealed against to the Rector of the UL within 14 days of their receipt.
5. When making a decision to grant a relief from part of the fee, principles of social co-existence and equality of all University of Lodz students are taken into consideration.
6. The Deans' Offices shall keep records of all decisions issued in cases of reductions in fees for educational services.

§ 8

1. The rules for charging and the amount of fees for confirming learning outcomes (PEUS), postgraduate studies and other forms of education, such as refresher courses and trainings as well as the rules for the payment of tuition fees for foreigners studying at the University of Lodz who are not listed in Art. 324(2) of the Law on Higher Education and Science are regulated by separate provisions.
2. The provisions of Art. 3 (6-9), Art. 4(1-2)(5-9) and Art. 5(1) are not applicable to study programmes conducted as part of European Union programmes if they are not compatible with the terms and conditions stipulated in the project funding agreement.
3. *(deleted)*

§ 9

1. Students who began their studies in 2018/2019 or earlier shall be subject to the regulations resulting from their agreements.
2. Students admitted to the UL as transfer students from another university shall pay the fees specified for the year in which they are admitted.

§ 10

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

Vice-Rector for Research
1st Deputy of the Rector
of the University of Lodz

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