

Unified text of the Resolution with amendments introduced with resolutions no.:
199/XLVIII/2014, 211/XLVIII/2014, 333/XLVIII/2015, 181/XLIX/2018 of the WUT Senate

Resolution no. 380/XLVII/2011 of the Warsaw University of Technology Senate of 21
December 2011

on the rules of charging the tuition fees for education offered by the Warsaw University of
Technology and the conditions and procedures of exemption therefrom

Acting on the basis of § 45 section 1 point 5 of the WUT Statute and Art. 99 section 3 of the
Act of 27 July 2005 Law on Higher Education (Journal of Laws, no. 164, item 1365 as
amended), the WUT Senate lays down the rules of charging the tuition fees for education
offered by the Warsaw University of Technology and the conditions and procedures of
exemption therefrom, included in an Annex hereto.

Resolution no. 85/XLVI/2006 of the Warsaw University of Technology Senate of 21 June 2006
on the rules of payment of fees for educational services and the conditions and procedures of
exemption therefrom shall expire.

This Resolution shall enter into force on 1 January 2012.

Secretary of the Senate

RECTOR

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Rules of payment of fees for educational services and the conditions and procedures of exemption therefrom

§ 1

1. The Warsaw University of Technology shall charge fees for the educational services offered connected with:

- 1) education of students in part-time degree programme and participants of part-time doctoral programmes;
- 2) (repealed)
- 3) (repealed)
- 4) retaking courses in full-time programmes and full-time doctoral programmes due to unsatisfactory learning progress;
- 5) degree programmes in a foreign language as the language of instruction;
- 6) courses not included in the study programmes, including courses making up for learning outcomes necessary to take up second-cycle programmes in a given field of study;
- 7) post-graduate programmes, additional training courses and trainings;
- 8) confirmation of achievement of learning outcomes.

2. Regardless of the tuition fees referred to in section 1, the Warsaw University of Technology shall charge fees related to the education process. A detailed list of the fees related to the educational process the Warsaw University of Technology may charge fees for and their amounts laid down by the Rector, shall be published on the University website or in another, customary manner.

3. (repealed)

4. In special situations, the University may waive the fees for educational services referred to in section 1.

5. The fee referred to in section 1 point 4 shall be charged if a student takes the same course once again or takes an equivalent course or takes a course from the same group of courses.

§ 2

The conditions of payment of fees related to pursuing study and fees for educational services referred to in § 1 section 1 shall be laid down in an agreement on the tuition fees concluded in the written form. Templates of agreements on tuition fees shall be laid down by the Senate of the Warsaw University of Technology by way of a resolution. To all matters not settled in the agreement, the regulations included herein shall apply.

§3

1. The regulations shall apply to Polish citizens and foreigners taking up and pursuing education following the rules applicable to Polish citizens.

2. The rules of payment of fees for educational services by foreigners other than those referred to in section 1 shall be laid down in separate regulations.

§ 4

1. The amounts of fees for educational services provided by the Warsaw University of

Technology in a given academic year shall be laid down by the Rector, no later than three months prior to the beginning of the academic year.

2. The fees referred to in § 1 section 1 point 1 and 4 may not exceed the costs necessary to launch and conduct at the Warsaw University of Technology the degree programmes or doctoral programmes referred to in § 1 section 1 point 1 and courses in degree programmes and doctoral programmes referred to in § 1 section 1 point 4, taking into account the costs of preparation and implementation of the University development strategy, in particular development of the research staff and teaching and research infrastructure, including depreciation and maintenance.

2a. The amounts of the fees for confirmation of achievement of learning outcomes may not exceed the costs borne for the provision of this service by more than 20%.

3. The Warsaw University of Technology shall publish on its website the information on the amounts of fees for educational services referred to in § 1 and the amounts of costs borne in connection with provision of these services.

4. The methods of calculation of the fees referred to in section 2 and 3, referring to specific educational services listed in § 1 section 1 and services referred to in § 1 section 2 shall be laid down by the Rector, taking into account, depending on the type of fee:

- 1) costs of remuneration connected with the teaching process;
- 2) costs of maintenance of the devices and equipment, also the laboratories;
- 3) costs of preparation of teaching materials;
- 4) material costs in teaching;
- 5) organisational costs;
- 6) costs of renting rooms outside the Faculty premises;
- 7) costs of external and internal services;
- 8) general costs;
- 9) Faculty costs;
- 10) inflation index predicted for a given budget year;
- 11) number of students, participants or candidates;
- 12) subsidies and additional funding;
- 13) other factors which may impact the amounts of costs in relation to provision of services referred to in § 1.

§ 5

1. After the agreement on payment of tuition fees for educational services referred to in § 2 is concluded, the following fees shall be paid by students:

- 1) fees connected with education of students in part-time programmes and participants of part-time doctoral programmes referred to in § 1 section 1 point 1;
- 2) fees connected with degree programmes in a foreign language as the language of instruction referred to in § 1 section 1 point 5;
- 3) fees for issuing a document related to the course of first- and second-cycle degree programmes referred to in § 1 section 2, in particular for issuing a student record book;
- 4) fees for courses not included in the study programme, including courses making up for learning outcomes necessary to take up second-cycle degree programmes in a given field of study, referred to in § 1 section 1 point 6, but no later than 10 working days after the agreement is concluded.

2. The fees for retaking courses referred to in § 1 section 1 point 4 shall be announced within two weeks after the beginning of classes in a semester, along with a detailed schedule of payment deadlines.

3. One-off fees for issuing a graduation diploma or a certificate shall be paid by persons who concluded with the Warsaw University of Technology agreements on tuition fees referred to in §2.
4. The fees for educational services referred to in §1 section 1 point 7 shall be paid prior to the beginning of classes and in case of courses lasting longer than one semester, if foreseen in the regulations – prior to the beginning of each semester.
5. The fees for educational services referred to in § 1 section 1 point 6 charged to persons who do not have the student status shall be paid prior to the beginning of the classes and in case of courses lasting more than one semester – prior to the beginning of each semester.
6. The fee for confirmation of achievement of learning outcomes referred to in § 1 section 1 point 8 shall be paid prior to the beginning of the confirmation of achievement of learning outcomes.
7. The fees referred to in § 1 section 2 shall be paid in full prior to the provision of the service, performance of the action or issue of the document the fee is connected with, subject to the provisions of section 1 point 3 and section 3.
8. The fees connected with first- and second-cycle degree programmes, doctoral programmes and post-graduate programmes shall be paid into an individual bank account number referred to in § 2 or in the information on their amounts.
9. The fees, except for the fees referred to in section 8 shall be paid into the bank account the number of which is provided in the information on their amounts.
10. The date of the payment shall be the documented date of making the payment into the bank account.
11. A student, doctoral student, participant of post-graduate programmes, additional training course or training shall present to the dean's office or office of the unit conducting the education a proof of payment of the fee.

§ 6

1. Students and doctoral students and participants of post-graduate studies and additional training courses may apply for exemption from the fees referred to in § 1 section 1 in full or in part and also for extension of the payment deadline or payment in instalments if:
 - a) they have outstanding achievements in research or sports, except for §1 section 1 point 4,
 - b) they are going to study abroad on the basis of agreements concluded between the Warsaw University of Technology and international universities,
 - c) they are in a difficult financial and life situation,
 - d) they participated in international grant programmes;
 - e) they passed some forms of classes taken as part of courses referred to in § 1 section 1 point 4.
2. The application referred to in section 1 shall be made no later than fourteen days before the payment deadline. The application shall be submitted to the head of the organisational unit or the head of the relevant non-faculty unit.
3. (repealed).

§ 7

1. A delay in payment of the fee shall result in calculation of statutory interest and charging the costs of sending the request for payment by the University.
2. In case of a delay in payment of the fees referred to in § 1, the student, doctoral student or participant of post-graduate studies or an additional training course may not be admitted to participate in classes, to obtain credits or take examinations and shall be struck off the register

of students or participants. The decision on the matters referred to in the previous sentence shall be taken by the head of the basic organisational unit or the head of the relevant non-faculty unit.

3. If the student (participant) is struck off the register due to failure to pay the tuition fees, another registration as a student (participant) shall be possible after all outstanding liabilities towards the University have been paid.

4. In case of resignation from the study or another form of education lasting longer than one semester, the following amounts shall be reimbursed:

1) 100% of the semester fee – in case of resignation prior to the beginning of classes,
2) part of the semester fee, proportional to the period of classes in a given semester, on the day after termination of the agreement on the tuition fees.

5. The Warsaw University of Technology shall recover any fees due referred to in § 1 pursuant to relevant legal regulations.

§ 8

Persons admitted to degree programmes, post-graduate programmes or doctoral programmes before 1 October 2011 and in the academic year 2011/2012 as fee-paying students shall pay the fees pursuant to the previous regulations until the end of their study period foreseen in the study programme and plan.