

Appendix

To Senate Resolution

No 32/2011 of 26th of September 2011

REGULATIONS OF THE PAYMENTS CONNECTED WITH EDUCATION PROCESS DURING DOCTORAL STUDIES AT CRACOW UNIVERSITY OF ECONOMICS

Chapter I: General rules

§ 1

1. The terms used in the present regulations means:
 - 1) The University – Cracow University of Economics;
 - 2) studies – doctoral studies;
 - 3) student – student of doctoral studies.
2. The Regulations apply to Polish citizens and foreigners who – according to valid laws – can start and carry out education on the rules in force for Polish citizens. To the foreigners who can not start and carry out education on the rules in force for Polish citizens, apply different regulations.
3. Every time when in the present Regulations the Dean's office is mentioned, in reference to Interdepartmental Doctoral Studies, the proper unit concerning education is meant.

Chapter II: Types of payments and rules concerning collecting them

§ 2

1. At the University following payments are collected
 - 1) payments for provided education services, including classes, connected with:
 - a) education on part-time studies, including extension of the period of getting credits for the semester and postponing other terms of finishing exam session, repetition of the semester caused by unsatisfactory results of the studies or lack of credits in the statutory term;
 - b) repetition of the semester, extension of the period of getting credits for the semester and postponing other terms of finishing exam session, during full-time studies caused by unsatisfactory results of the studies or lack of credits in the statutory term;
 - c) conducting studies in foreign language on full-time and part-time studies;
 - d) conducting studies do not contained in the plan of studies;
 - 2) charges for preparing documents connected with course of studies (including among others fee for doctoral student ID, copies in foreign languages), duplicates;
 - 3) payments for compensatory classes which equalize curricular differences or the classes which exceed outside the studies plan of the specialization – form persons who are time-part students,
 - 4) fee for library card;
 - 5) payments for dormitory;
 - 6) payments connected with renewed enrollment on the doctoral student list (e.g. in connection to being expelled in the cases described in the regulations of studies);
 - 7) payments for defrayal of expenses of default notices sent to the students in connection with not paying in the term.

2. The amount of the payments described in the par.1 point 2 is settled by the Rector's ordinance.

§ 3

1. The payments described in the §2 par.1 point 1 subsection b are settled on the basis of the amount of the semester payment for part-time studies.
2. The payments connected with extension of the period of getting credits for semester and postponing other terms of finishing exam session are not charged during the first two weeks of extension, but for each next started two weeks of extension the payment in the amount of 1/8 of the proper semester payment is charged. In connection to the rule determined above, the payment is charged for each started two weeks of the period counted from the 15th day after the last day of exam session established in the proper Rector's ordinance concerning organization of the academic year until the last day indicated in the decision about extension of the period of getting credits for semester and postponing other terms of finishing exam session inclusive.
3. In the case when the whole sum which has to be paid by the student for the repetitions, settled by the procedure described in par. 2, is higher than the amount of the proper semester payment, the student has to pay only the payment to the amount of payment for semester.
4. The payment described in the par.1-2, and §2 par. 1 point 1 subsection a) should be paid in term of 7 days from the date of decision rendering, besides the information about the amount is communicated to the proper unit concerning students settlement by the dean's office.

§ 4

The payments described in the §2 par.1 point 2 has to be paid before application for a document.

§ 5

1. The payment for getting credits for a subject in the framework of complementation of curricular differences without attending classes, on the basis of Dean's decision, the lump sum is being settled.
2. In the case when in the present semester the whole sum which student has to pay for the remedial classes complementing curricular differences is higher than the sum of the semester fee payment, the student has to pay the lowest payment, that is equal to the sum of the semester fee payment.

§ 6

1. The payment described in the §2 par.1 point 4 should be paid in accordance with the procedure described in the regulations of the University and rules determining use of library and organizational collection.
2. The payment described in the §2 par.1 point 5 should be paid monthly to 15th day of the month for which the payment is made.

§ 7

1. All the payments for the University has to be paid to receive the academic progress sheet and to be awarded with semester credit.
2. The fact of extension of the period of getting credits for the semester or and postponing other terms of finishing exam session does not exempt from the obligation of paying the payment for the next semester.
3. In the case of not settling of the payment in the term, the interest to the amount of four times lombard rates of NBP (National Bank of Poland) p. a. are being charged, for each day of the delay in the relation to the statutory term of payment.

4. When the payment has not been paid in the term of 30 days from the date settled in the regulations, it could result in expelling from the student list, which means that student can not benefit from the education services.
5. Expelling from the student list does not release from the obligation of the payment for started semester of studies, in the proportional part and all the other payments for the University for the education services provided to the date of expelling.
6. Readmission for the student list is possible after the payment of the semester fee, interests for the delay, described in par 3 and payments described in the §2 par. 1 point 7.
7. The actions described in par. 3-4 are undertaken also in the case of not paying in the term the payment settled by the decision described in the §12 par. 2 and 3.
8. Expelling from the student list caused by not paying the education fee in the term is made by the Director of the studies.
9. Amounts paid by the students in the first will be applied towards payments owed to the University.
10. The person who was expelled from the student list or the student who finished his or her education because of the different reasons are obliged to settle accounts with the University in the term of 30 days from the date of finishing the education.
11. The financial settlement of the student has to be done before his or her thesis defense.
12. To confirm the fact described in the par. 11, the student has to present to the Dean a proper certificate from the suitable unit concerning student settlements.
13. In the case when the student does not pay his or her payments for the University, the University can recover debts according to the binding law regulations, also by taking legal actions.

Chapter III: Method of payment

§ 8

1. With the reservation of the §9, the payments are paid into the student's individual virtual bank account which unique number enables identification of the paying person in the financial and book-keeping system of the University.
2. The number of the individual virtual bank account is signed to a student after application and admitting for the studies.
3. The information about the number of the student's individual virtual bank account, the transfer title and settlements status are available on the website of the University.
4. The University is not responsible for the consequences of the wrong qualification of the payment, caused by writing the wrong number of the individual virtual bank account or the wrong transfer title.

§ 9

The payments described in the §24 par. 1 point 4 are paid into a separate bank account or in the cash deposit station located on the premises of the University.

§ 10

1. The payments are accepted on the date of crediting the bank account of the University.
2. For the University the basis for providing the education services for which the payment is charged is crediting the bank account of the University.
3. In the case when studies will not be started because of too little candidates, the University returns all the payments in the term of 2 months from the date of their crediting on the account.

Chapter IV: Regulations concerning payments for doctoral studies

§ 11

1. The semester payments for the part-time doctoral studies should be paid in the following terms:
 - 1) for the winter semester – to 15th of October,
 - 2) for the summer semester – to 15th of March.
2. In the case of the resignation from the doctoral studies, the student is obliged to pay for the started semester in the proportional part and also paying all the other payments for the University for the education services provided to the moment of the resignation.
3. The date of posting the application of resignation at the proper Dean's office is considered for the date of the resignation from the studies
4. The Dean's office is obliged to inform the proper unit concerning student settlements about every case of resignation.

Chapter V: Exemptions from the payments and postponing of the terms

§ 12

1. All exemptions from the payments, postponing of the terms, spreading out payments for installments can be made only by the rules described in the Chapter V.
2. With objection of the par 3 and §13 par. 14, the decision in the cases described in the par. 1 are made by the Chancellor after the opinion of the director of the proper unit concerning student settlements.
3. In the case of interdepartmental doctoral studies the decisions about exemptions from the payments and spreading them for installments are made by the Rector.
4. The applications concerning cases described in the par. 1 should be placed in the proper unit concerning the student settlements.

§ 13

1. The student can be exempted from the part of the payments for the education services provided by the University described in the §2 par.1 point 1 subsection a for the next semester, maximum to 20% in the amount settled by the procedure described in the §2 par. 2, with objection of the par. 4, 5, 6, 8, with the preservation of the regulations in the par.9 i 11, in the case of the documented difficult financial situation or the circumstances causing temporary difficult financial situation in the family of the student.
2. The disabled student can be exempted from the part of the payments for the education services provided by the University described in the §2 par. 1 point 1 subsection a, maximum to 30% in the amount settled by the procedure described in the §2 par. 2, with the objection of the par. 4, 5, 7, 8, with the preservation of the regulations in the par.10,11 i 12.
3. The possibility of exemption from the payments described in the par. 1 and 2 is entitled only to a student who during the whole studies, to the moment of applying for the exemption paid in term all payments for the University and gained credits for the semesters in the statutory terms.
4. The student can apply for the exemption from the part of the semester payments two times during the whole studies.
5. The possibility of exemption from the part of the payments described in the par. 1 and 2 does not apply the students of the 1st year of doctoral studies.
6. The sum of the discount described in the par. 1 and obtained scholarships by the student in the part falling to the semester, can not be higher than 50% of the amount of the semester payment settled for the proper studies in the procedure described in the §2 par.2.

7. The sum of the discount described in the par. 2 and scholarships obtained by the student in the part falling for the semester can not be higher than 40% of the amount of the semester payment settled in the procedure described in the §2 par. 2.
8. In the case of concurrent obtaining the discount described in the par. 1 and 2, the sum of both discounts and scholarships obtained by the student can not be higher than 50% of the amount of the semester payment for the proper type of studies settled in the procedure of the §2 par. 2.
9. Student is obliged to document the difficult situation described in the par. 1 by enclosing to application following documents:
 - 1) the complete set of current documents confirming family situation and documents necessary for calculation of the income per one person in the family, according to requirements described in binding regulations of financial help for the students,
 - 2) other documents showing existence of the situation and circumstances described in the par. 1.
10. Disability, described in the par. 2, has to be documented by the student by presenting in the proper unit concerning student settlements Disability Certificate, other required documents and opinion from the proper unit concerning disabled persons.
11. The student who is trying to get the discount described in the par. 1 and 2 is obliged to present proper application and certificate from the proper Dean' office. The application has to have an opinion of the proper body of doctoral government The proper unit concerning student settlements is obliged to verify the amount of the exemptions, described in the par. 4.
12. Both in the winter and summer semester, the application concerning possible exemption from the payment can be apply only in the terms settled each time by the Chancellor before the beginning of the academic year.
13. The application submitted in the term different than the one settled in the par. 12 will be considered only in the situation when the circumstances causing the application could not be predicted in the term settled in the par. 12.
14. In the specially justified and documented situations in the student's life, the Rector can make a decision going beyond the range of the exemption described in the previous regulations, he or she can do that only after getting the opinions of the Chancellor and Director of the proper unit concerning student settlements.

§ 14

1. The postponing of the term of payment describe din the § 2 par. 1, point 1 subsection a or dividing it into installments is possible only because of the student's application which is well justified and documented, with objection of the par. 2.
2. The rules of the par. 1 does not apply to the payments connected with repeating subjects, semester, year, etc. described in the § 2 par. 1 point 1 subsection a.
3. The applications described in the par 1 have to be submitted in the term:
 - 1) with reference to the payment for the winter semester – to 30th of September,
 - 2) with reference to the payment for the summer semester – to 28th of February.
4. Not paying in the term settled by the Chancellor's or Rector's decision in the cases described in the par. 1 will cause consequences described in the §7 par. 3-7.

§ 15

1. The decisions described in the present regulations are published on the website of the University, in the virtual Dean's office, on the individual student's page.
2. An appeal from decision in the financial issues should be submitted to the Rector by the proper unit concerning the student settlements in the term of 14 days from the date of decision notice on the individual student's page.
3. The decisions described in the par 1 and 2 are conveyed to the proper unit concerning the student settlements and nest to the student's documentation.

§ 16

The payments for the education services provided by the University can be charged in the amounts other than those settled in the procedure described in the § 2 par. 2 or can be charged on other rules than those described in the present regulations, in those cases:

- 1) when an agreement, which states that in exchange for specific services the University is obliged to provide education services to the specific persons without or with lower payments, with an external institution is signed,
- 2) when the University organizes or co-organizes competitions in which the prize is completing studies without or with lower payments,
- 3) when an agreement concerning co-organization of education with an external institution is signed, in which the institution obliged itself to take responsibility for part of the obligations connected with organization of the education process.

§ 17

The possibility of exemption from the payments described in the § 2 par. 1, point 6, 7 is not provided.

Chapter VI: Final regulations

§ 18

1. The employee of the Cracow University of Economics who take additional training in the University pay for the educational activities described in the §2 par. 1 point 1 subsection c and d the payments in the amount of 50% of the payments settled in the procedure described in the §2 par. 2, with objection of the par. 3-4.
2. The regulations of the par. 2 does not apply to the payments connected with the repetition of the subjects, semester, year, etc., described in the §2 point 1 subsection a.
3. The 50% payment described in the par. 2 applies only when there is the employment relationship between the University and the employee, which means that when the employment contract has been terminated, the employee is obliged to pay the full amount for the remaining period of the education.
4. In order to correctly apply the rate of the payment, including proper counting of suitable charge for the University or rebate for the employee, the employee is obliged to present a proper certificate from the proper unit concerning employment issues both in the proper Dean's office and the proper unit concerning employee issues both in the administrative unit of the education process (the proper Dean's office or secretariat office) and in the proper unit concerning the student settlements.

§ 19

1. In the case of resignation from further education or expelling from the student list, the semester payment for the University is calculated according to the formula:

$$O_N = O_S \cdot \frac{D_F}{D_S}$$

where:

O_N – the amount for the University;

O_S – the semester payment;

D_F – number of the days in the period in which the student has benefited from the education services, that is the number of calendar days from the date of beginning of the educational activities to the date described in the § 11 par. 3 or the date of expelling because of other reason inclusive;

D_s – the number of days in the period in which the educational activities take place, that is the number of calendar days from the date of beginning of the educational activities to the last date of the educational activities;

2. The date of beginning of educational activities or the date of ending them, which is described in the par. 1, is the date established in the proper Rector's ordinance concerning organization of the academic year.
3. In the case of calculating of the payments for the University by the employee, in the situation when the employment period does not agree with the period of education, the regulations described in par. 1-3 has be apply.

§ 20

1. The condition of obtaining the document confirming finishing studies (a certificate) is paying all the financial obligations towards the University.
2. To confirm the all settlements towards the University have been regulated the student has to obtain the proper certificate from the proper unit concerning the student settlements.
3. The regulation of the §7 par.12 has been applying accordingly.

§ 21

1. The rebate of the amounts overpaid by the student take place after the settlement period, which is the semester. The overpayment can be credit towards future payments (if the student apply for it) or it can be return.
2. The rebates are returned to the bank account indicated by the student after previous written disposition in the proper unit concerning the student settlements.