

**Order no. 32/2019**  
**of the Rector of the Medical University of Bialystok**  
**dated 06.05.2019**  
**on specifying detailed rules for collecting fees for education services rendered**  
**by the Medical University of Bialystok**  
**since the academic year 2019/2020**

Pursuant to art. 79, 80, 163, 323 and 324 of the Act of 20 July 2018 The Law on Higher Education and Science, The Regulation of the Minister of Science and Higher Education of 27 September 2018 on studies, I hereby order the following:

**§ 1**

1. The University charges for education services related to:
  - 1) education in part-time studies,
  - 2) repetition of specific classes due to unsatisfactory academic performance,
  - 3) studies in a foreign language,
  - 4) conducting classes not covered by the programme of study, including classes supplementing the learning outcomes necessary to undertake second-degree studies in a specific field,
  - 5) education of foreigners in full-time studies in Polish,
  - 6) conducting validation of learning outcomes,
  - 7) issuing student ID and duplicates of this document,
  - 8) issuing a copy in a foreign language of a university graduation diploma and a supplement to the diploma, other than issued on the basis of the provisions in the act,
  - 9) issuing a duplicate of a university graduation diploma and a supplement to the diploma,
  - 10) using student dormitories.
  - 11) conducting postgraduate studies, specialised training or training in other forms (art. 163 section 2),
  - 12) conducting recruitment.
2. The amount of fees for a given field of study and a given academic year is determined by the Rector at the request of the Dean, after consulting the Student Government, subject to section 3.
3. The payment conditions for carrying out the validation of learning outcomes shall be determined by a separate agreement between the University and the Applicant. The

amount of payment for carrying out the validation of learning outcomes shall not exceed the costs of providing this service by more than 20%.

4. Regardless of the fees referred to in § 1-2, there are fees regulated by the Rector's Order on determining the amount of fees for documents of the course of studies and for the issuance of a doctor's and habilitated doctor's diploma at the Medical University of Bialystok.

## **§ 2**

1. Fees for education services referred to in § 1 section 1 points 1-6 shall be paid in semester fees, no later than 7 days before the start of each semester; in the case of the fee for the first semester of the first year -by the dates indicated in the recruitment schedule, subject to section 2.
2. Foreign students implementing the programme in Polish, shall pay a fee per semester, no later than the by the day of commencement of classes in accordance with the study programme.
3. The remaining fees shall be paid within the period specified by the University.
4. Statutory interest shall be charged on fees paid after the expiry of the period. In the case of arrears of fees for a period of more than three months, the student shall be deleted from the list of education participants.
5. Fees paid in euro or in dollars are paid into the University's bank account in Polish zloty at the average rate of the National Bank of Poland on the date of payment.
6. The date of payment of the fee shall be deemed to be the date of crediting the University's account.
7. In justified cases, the Dean of the faculty may agree on the payment of a semester fee in 2 instalments.

## **§ 3**

1. The University shall not increase the fees or introduce new fees for those admitted for a given academic year until they have completed their studies. This does not apply to the increase in fees for non-curricular classes and for the use of student dormitories.
2. In the event of an increase in the tuition fee during the dean's leave of a student who has already paid a lower fee for a given semester/academic year, the student is obliged to pay the amount that is the difference between the fee in force on the day of return and the fee already paid.

## **§ 4**

1. A student studying part-time or in English may apply for an exemption from the tuition fee for a given academic year for outstanding academic achievements, if he/she achieves

a grade average of 5.0 from the last two years and takes an active part in a scientific club (minimum 2 years), which results in presentations at scientific congresses and co-authorship in publications.

2. A student studying part-time or in English may apply for exemption from part of the tuition fee (no higher than 50%) for a given academic year, for outstanding academic achievements, if he/she achieves a grade average of 4.8 in the previous academic year, and additionally takes an active part in a scientific club, the result of which is co-authorship in publications.
3. Foreign student, of Polish origin, studying in Polish on the basis of payment may apply for exemption from part of the tuition fee (not higher than 30%).
4. A student in a difficult financial situation may file a justified application to the Dean for an exemption from the tuition fee in a given academic year, including a full-year or semester exemption. By a difficult financial situation of a student, it is meant a death of a family member, the sole breadwinner, resulting in a deterioration of the financial situation.
5. The application together with documents confirming the circumstances referred to in section 1-4, which are the basis for applying for exemption from the tuition fee in whole or in part, the student submits to the Dean of the relevant faculty.
6. The application for exemption from all or part of the tuition fee in a given academic year must be submitted to the Dean of the relevant faculty by 31 August before the start of the academic year. In the event of accidental causes, the Dean may accept the application for consideration at another date.
7. Incomplete applications shall be returned for completion within 7 days of the effective date of the notice. Failure to complete the application within the specified time limit shall be tantamount to leaving the application without consideration.
8. The decision to exempt a student from all or part of the tuition fee for a given academic year is made by the Rector, at the request of the student, after listening to an opinion of the Dean of the relevant faculty.
9. The Rector's decision is final and cannot be appealed.
10. In the event of a negative decision of the Rector, the student may apply for the payment of the fee in instalments in accordance with § 2 section 7.

## **§ 5**

1. Those who drop out after paying a semester fee, but before the start of classes, receive a refund of the entire amount paid.
2. Those who drop out after the start of the classes receive a refund of the fee , in the amount proportionally reduced by the classes already taken.

3. In the event of removal from the list of students, transfer to full-time studies, liquidation of the University or loss of the right to conduct studies in a given field of study, the student is charged fees in the amount proportional to the education benefits provided by the University.

#### **§ 6**

Information on the amount of fees and on the mode and conditions of exemption from fees is published in the public information bulletin on the University's website and in the relevant Dean's office.

#### **§ 7**

The Rector's Order no. 42/14 dated 27.06.2014 on reactivation fees at the Medical University of Białystok shall expiry.

#### **§ 8**

This Order shall enter into force on the day of signature.

Rector

prof. dr hab. Adam Krętowski