

**Ordinance No. 13
of the Rector of Poznan University of Technology
of 30 April 2025
(RO/IV/13/2025)**

**on the amount, detailed rules for collection and the conditions and mode for exemption from fees
in the academic year 2025/2026**

Acting pursuant to Article 79, Article 80, Article 163 section 2 and Article 324 of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2024, item 1571, as amended), hereinafter referred to as the Act, § 36 of the Regulation of the Minister of Science and Higher Education of 27 September 2018 *on studies* (Journal of Laws of 2023, item, 2787) and § 9 and § 10 of the Regulation of the Minister of Higher Education and Science of 5 July 2023 *on Ph.D. diplomas, post-doctoral (D.Sc.) diplomas and Ph.D. student ID cards* (Journal of Laws of 2023, item, 1422), **it is ordered** as follows:

§ 1

Poznan University of Technology charges fees for:

- 1) offering programmes in part-time studies;
- 2) repeating certain classes in full-time studies due to unsatisfactory learning outcomes;
- 3) teaching in a foreign language, with the exception of Polish citizens and international students listed in Article 324 section 2 of the Act;
- 4) conducting classes not covered by the programme of studies;
- 5) teaching international students in part- and full-time studies in Polish, with the exception of Polish citizens and international students listed in Article 324 section 2 of the Act;
- 6) teaching at the postgraduate level, specialized education or education in other forms;
- 7) carrying out the validation of learning outcomes;
- 8) conducting recruitment;
- 9) issuing a student ID and its duplicate;
- 10) issuing a copy of the diploma and a supplement to the graduation diploma in a foreign language, other than the one issued on the basis of Article 77 section 2 of the Act;
- 11) issuing copies in Polish and English as well as duplicates of a Ph.D. and post-doctoral (D.Sc.) diploma;
- 12) issuing certificates of completion of education in other forms and their duplicates, as well as a duplicate of the certificate of completion of postgraduate studies;
- 13) issuing a duplicate of the graduation diploma and its supplement;
- 14) certifying documents intended for legal transactions with foreign countries;
- 15) using student dormitories;
- 16) using student canteens.

§ 2

1. The amount of fees referred to in § 1 is specified in the following attachments:
 - 1) Attachment No. 1 – educational services (§ 1 points 1-7);
 - 2) Attachment No. 2 - issuing documents (§ 1 points 9-14).
2. The amount of the recruitment fee (§ 1 point 8) is determined by the Rector's Ordinance on the detailed organization of recruitment in the academic year 2025/2026.
3. The amount of the fee for the use of student dormitories (§ 1 point 15) is specified in the relevant Rector's Ordinance on the amount of fees for the use of student dormitories.
4. The obligation to pay fees specified in the Ordinance applies to all persons carrying out the education process at Poznan University of Technology.
5. A candidate for studies signs a declaration that he/she has read the list and rules of charging fees and undertakes to comply with them in the event of being entered on the list of students at Poznan University of Technology. Declaration template - Attachment No. 3.
6. Until the completion of studies by persons admitted to studies in a given academic year, the University cannot introduce new fees for them, and an increase in the amount of fees referred to in § 1 may be

made once an academic year and not more than by the total price index of consumer goods and services in the previous calendar year, collectively not more than 30% of these fees. This does not apply to increasing the amount of fees for conducting classes not covered by the programme of studies and for using student dormitories and student canteens.

§ 3

1. Tuition fees for full-time studies (applies to students studying on a fee-paying basis) and part-time studies are paid on a semesterly basis.
2. The fees referred to in section 1, subject to sections 3 and 4, are paid on the following dates:
 - 1) for the winter semester - payment by 1 October, and in the case of the first semester of studies - by 31 October,
 - 2) for the summer semester - payment by 1 March, and in the case of the first semester of studies - by 31 March.
3. An international student, after receiving information from the University about being accepted to studies, must pay the fee for the first semester of full-time and part-time studies to the indicated bank account at the stage of the recruitment process on the terms and dates specified in the recruitment schedule.
4. The fees referred to in section 1 can be spread over 2, 3 or 4 instalments. Payments of individual instalments must be made on the following dates:

- 1) 2 instalments:

	Winter semester	Summer semester
1st instalment	01 October 31 October (regarding the first semester)	01 March 31 March (regarding the first semester)
2nd instalment	15 December	15 May

- 2) 3 instalments:

	Winter semester	Summer semester
1st instalment	01 October 31 October (regarding the first semester)	01 March 31 March (regarding the first semester)
2nd instalment	15 November	15 April
2nd instalment	15 December	15 May

- 3) 4 instalments:

	Winter semester	Summer semester
1st instalment	01 October 31 October (regarding the first semester)	01 March 31 March (regarding the first semester)
2nd instalment	15 November	15 April
3rd instalment	15 December	15 May
4th instalment	15 January	15 June

5. Indication of the preferred instalment system takes place in the University's ICT system not later than 14 days before the expiry of the payment deadline indicated in section 2.

6. Failure to select the instalment system within the set deadline results in the obligation to pay the full semester fee, in accordance with the deadline indicated in section 2.
7. Statutory interest for delay is charged on late payment of fees.
8. The recovery of due fees is subject to legal proceedings on the basis of separate provisions.

§ 4

1. The fee for repeating certain classes in full-time studies due to unsatisfactory learning outcomes depends on the number of hours of classes in a semester (up to 30, up to 60, over 60).
2. The fee referred to in section 1 should be paid before repeating the classes.

§ 5

The conditions, payment deadlines and the amount of fees for classes not covered by the programme of studies and for the education process conducted in postgraduate studies and in other forms, are determined by the Rector at the Dean's request.

§ 6

A student who takes leave from classes, granted on the terms specified in the study rules and regulations, does not pay fees for the period of leave.

§ 7

1. A student pays fees in a cashless form to the indicated individual bank account used to settle payments.
2. Payment of the due fee is a condition for issuing or extending the validity of the student ID card and admission to classes (except for open lectures).
3. A student who has not paid the fee cannot obtain the Dean's consent to be transferred to another university, change the form of study or the field of study.

§ 8

1. Failure to pay the due fee within the specified time - after a written request to do so - is the basis for removal from the list of students.
2. Reinstatement in the rights of a student who was previously removed from the list in accordance with section 1 may take place only after the outstanding fee has been paid.

§ 9

1. In special cases, the Dean, at a student's written request, may effect exemption from the fee for didactic services for a given semester. The basis for exemption from the fee may be, in particular, a student's difficult financial situation. The request should contain documented justification and should be submitted not later than 14 days before the due date of payment.
2. A student may lodge an appeal against the Dean's decision to the appropriate Vice-Rector.
3. The appeal should be submitted through the Dean within 14 days from the date of delivery of the decision.
4. Applications for exemption from the fee to be paid by international students undertaking higher education at the University on a fee-paying basis are considered by the Rector or an authorized Vice-Rector. An international student's application should contain a justification and is subject to an opinion expressed by an appropriate Dean. The basis for exemption from the fee may be, in particular, a student's difficult financial situation. The application should be submitted not later than 14 days before the due date of the payment it refers to.
5. The exemption referred to in section 1 and section 4 may not be higher than 50% of the due fee.
6. International students referred to in Article 324 section 2 of the Act and persons who have been recognized as beneficiaries of temporary protection within the meaning of Article 106 section 1 of the Act of 13 June 2003 on granting protection to foreigners on the territory of the Republic of Poland pay fees in the same way as Polish citizens, i.e. they are obliged to pay fees specified in point A of Attachment No. 1.
7. International students, scholarship holders of the Scholarship Programmes of the Government of the Republic of Poland may be exempted from fees for teaching services on the basis of a decision issued by the Rector, in accordance with Article 324 section 1 point 1 of the Act. The conditions of the said exemption, including the number of students, will be agreed each time with the coordinator of a given scholarship programme.

§ 10

1. In the event of removal from the list of students before the beginning of the semester, a student is entitled to receive the reimbursement of the fee paid for the entire semester of studies.
2. In the event of removal from the list of students after the beginning of the semester, the fees, subject to section 3, will be calculated until the date of the final decision to remove a student from the list of students. A student is entitled to a refund of the tuition fee paid for the entire semester after deducting part of the fee calculated:
 - 1) for part-time students in proportion to the number of completed meetings in the semester resulting from the class schedule.
 - 2) for full-time students in proportion to the number of weeks commenced resulting from the weekly class schedule in the semester.
3. In the event of removal from the list of students due to resignation from studies, the tuition fee is calculated until the date of resignation.
4. The University will reimburse the tuition fees within one month from the date of receipt of the written application. In the case of former students, the University may refund the fee ex officio to the bank account from which the fee was paid.
5. In the event of failure to undertake studies by an international student, he/she is entitled to a refund of the tuition fee paid for admission to studies, after deducting the cost of the refund.
6. Resumption of studies is possible only if there are no financial arrears resulting from a student's previous obligations.

§ 11

Students who began their studies before the Ordinance entered into force pay fees on the previously binding terms.

§ 12

The Ordinance enters into force on the day of signing with effect from 1 October 2025.

The original signed by

Rector
of Poznan University of Technology

Professor Teofil Jesionowski, Ph.D., D.Sc.

Fees for issuing documents in the academic year 2025/2026:

1)	issuing an electronic student ID card	PLN 22
	issuing a duplicate	PLN 33
2)	issuing a duplicate of the diploma and a copy of the graduation diploma in a foreign language other than the one issued on the basis of Article 77 section 2 of the Act	PLN 20
3)	issuing a duplicate of the supplement and a copy of the graduation diploma supplement in a foreign language other than the one issued on the basis of Article 77 section 2 of the Act	PLN 20
4)	issuing a copy of the Ph.D. or post-doctoral (D.Sc.) diploma in Polish	PLN 60
5)	issuing a copy of the Ph.D. or post-doctoral (D.Sc.) diploma in English	PLN 80
6)	issuing a duplicate of the Ph.D. or post-doctoral (D.Sc.) diploma	PLN 90
7)	attestation of documents intended for legal transactions with foreign countries	PLN 26

TEMPLATE

Name and surname

PESEL (Polish Resident Identification Number) No.

DECLARATION

I, the undersigned, declare that **I have read** Ordinance No. 13 of the Rector of Poznan University of Technology of 30 April 2025 *on the amount, detailed rules for collection and conditions and mode of exemption from fees in the academic year 2025/2026* and **undertake** to comply with the provisions contained therein in the case of being entered on the list of students of Poznan University of Technology.

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date and signature