

**Directive No. 63/2022
of June 27th, 2022
of the Rector of the Medical University of Lodz**

**on the principles of charging fees for educational services during studies at the Medical
University of Lodz and the conditions and mode of exemption from these fees**

Based on Article. 23 item 2 point 10 in connection with Art. 79, art. 80, 103a, 103b, art. 324 item 1 and 2 of the Act of July 20, 2018 - Law on Higher Education and Science (Journal of Laws of 2022, sec. 574, as amended) and § 12 item 3 and § 13 item 2 of the Statute of the Medical University of Lodz of June 27th, 2019, as amended, it is ordered as follows:

**SECTION I
GENERAL PROVISIONS**

§ 1

Hereby established are the rules for charging fees for first-cycle education services, second-cycle and long-cycle master's studies at the Medical University of Lodz, as well as the conditions and mode of exemption from these fees.

§ 2

The terms used in the directive have the following meanings:

- 1) University - Medical University of Lodz;
- 2) student - a person with Polish citizenship or a foreigner, undergoing education at studies conducted at the University in Polish or in English;
- 3) bank - a bank that has concluded an agreement with Bank Gospodarstwa Krajowego (National Economy Bank) that specifies the rules of using the funds from the Medical Studies Credit Fund and which, on the basis of a contract on loan for medical studies concluded with the student, will pay to the University's bank account the semester loan installments to cover required fees;
- 4) loan for medical studies - a loan to cover fees for educational services, granted by the bank at the request of a student doing part-time studies in the field of medicine in Polish;
- 5) Act - the Act of July 20th, 2018 - Law on Higher Education and Science.

§ 3

1. The fees for educational services at the University cannot exceed the costs necessary for the establishment and conduct of studies, as well as for preparation and implementation of the University strategy.

2. Prior to the commencement of recruitment, the University determines the fees charged to students and their amount. Determining the fees requires consulting the student government.
3. Until the completion of studies by persons admitted to studies for a given academic year the University may not increase the amount of fees set for them or introduce new fees. This does not apply to increasing the amount of fees for conducting classes not included in the study program and for the use of student dormitories and student canteens.
4. The amount of the fee for the confirmation of learning outcomes cannot exceed its costs by more than 20%.
5. The University immediately shares the Information on the amount of the fees referred to in § 2 in the Public Information Bulletin on its website.
6. The amount of the fees referred to in item 2 is determined by the Rector in separate regulations.

SECTION II COLLECTION OF FEES

Chapter 1 General rules

§ 4

1. The University charges fees for educational services related to:
 - 1) education at part-time studies;
 - 2) repeating certain classes at full-time studies due to unsatisfactory learning results;
 - 3) education at studies in a foreign language;
 - 4) conducting classes not covered by the study program;
 - 5) educating foreigners at full-time studies in Polish.
2. The University also charges fees for:
 - 1) recruitment;
 - 2) confirmation of learning outcomes;
 - 3) issuing an electronic student ID card and its duplicate;
 - 4) issuing an additional copy of the graduation diploma or a copy of the diploma supplement in a foreign language referred to in art. 77 item 2 of the Act;
 - 5) issuing a duplicate of the graduation diploma and of the diploma supplement;
 - 6) use of student dormitories and student canteens.
3. The University also charges fees for the authentication of issued documents in connection with the course of higher education studies or graduation, intended for legal trading abroad.
4. The fees referred to in item 1 do not include the costs of:
 - 1) purchase of textbooks and other teaching materials;
 - 2) duplicating teaching materials;
 - 3) preventive medical examinations of the student;
 - 4) student insurance.

5. The University does not charge fees for:
 - 1) registration for the next semester or year of studies;
 - 2) verification of the learning outcomes specified in the study program, including examinations and credit tests;
 - 3) vocational trainings, issue of the vocational training book and of its duplicate;
 - 4) submission and evaluation of the diploma thesis;
 - 5) issuing the diploma, diploma supplement and their copies referred to in art. 77 item 2 of the Act.

§ 5

1. The student of the studies for which the University does not charge fees is obliged to make payments for the following educational services:
 - 1) repetition of some courses due to unsatisfactory learning results;
 - 2) participation in classes not covered by the study program.
2. The student referred to in item 1 does not pay fees for supplementation of the program differences and for implementation, in the advance mode, of classes included in the program of the subsequent year of study.
3. The student of the studies for which the University charges fees, is obliged to pay for educational services related to:
 - 1) education during studies, hereinafter referred to as "tuition fees";
 - 2) repetition of some courses due to unsatisfactory learning results;
 - 3) participation in classes not covered by the study program;
 - 4) implementation, in the advance mode, of classes included in the program of the subsequent year of studies;
 - 5) supplementation of the program differences in the case of:
 - a) transfer from another university, field of studies or form of studies,
 - b) resumption of studies,
 - c) leave from studies,
 - d) repetition of a semester or a year of studies.
4. After completing some of the classes in the advance mode, the fee referred to in item 3 point 1, for the semester on which the advance mode courses were implemented, will be respectively reduced.
5. The University does not charge the fees referred to in § 4 item 1, point 3 from students who are Polish citizens, undergoing training in English in second-cycle studies in the field of biotechnology.
6. The University does not charge fees for full-time studies in Polish from foreigners, referred to in Art. 324 item 2 of the Act.
7. If a foreigner studying at full-time studies in Polish obtains the rights referred to in § 6 during the education cycle, the University does not charge tuition fees from the date of obtaining these rights, after the student has submitted an appropriate request.
8. Principles of calculating fees for repetition of some classes due to unsatisfactory learning results, supplementation of the program differences, participation in classes not covered

by the study program and reimbursable fees – are determined by the Rector in separate regulations.

9. The fees referred to in § 4 items 1-3 the student shall pay to the bank account indicated by the University.
10. The date of payment of fees is date of receipt of funds at the bank account referred to in item 9.
11. In the event of failure to meet the deadlines for paying the fees, the University shall charge the student a statutory interest for delay.
12. The University is not responsible for the consequences of incorrect classification of the payment, arising due to circumstances on the part of the person admitted to studies or the student, in particular as a result of entering an incorrect bank account number or other similar circumstances.

Chapter 2

Payment deadlines

§ 6

1. The student admitted to the first year of studies and the student admitted to studies by transfer from another university are required to pay tuition fees in two equal installments, on the following dates:
 - 1) 1st installment - not later than within 14 days from the date of signing the contract;
 - 2) 2nd installment - by February 15th of the academic year to which the fee relates.
2. The student of subsequent years of studies conducted in Polish is obliged to pay tuition fees in two equal installments, on the following dates:
 - 1) 1st installment - before the beginning of the academic year, not later than by September 30th;
 - 2) 2nd installment - by February 15th of the academic year to which the fee relates.
3. The student of the subsequent years of studies conducted in English is obliged to pay tuition fees in four equal installments on the following dates:
 - 1) 1st installment - by October 15th of the academic year to which the fee relates;
 - 2) 2nd installment - by December 15th of the academic year to which the fee relates;
 - 3) 3rd installment - by February 15th of the academic year to which the fee relates;
 - 4) 4th installment - by May 15th of the academic year to which the fee relates.
4. Tuition fees may be paid once, for the entire academic year, by October 15th of the academic year to which they relate, and in the case referred to in item 1 - within 14 days from the date of signing the contract.
5. Tuition fees for studies in English, financed by a foreign state scholarship, may be paid once, for the entire academic year, by January 31st of the academic year to which they relate.
6. Fees for repetition of classes, for classes not covered by the study program, supplementation of the program differences and fees for participation in classes in the advance mode are paid by the student once, within 14 days from the date of delivery of the letter informing about the fee amount.

7. If the student fails to pay the fees referred to in § 4 item 1 within 3 months from the deadline indicated by the University, administrative proceedings will be initiated to remove the student from the student list, after prior unsuccessful summons to pay overdue fees.

Chapter 3
Leave from studies, participation in student exchange programs,
suspension in student rights

§ 7

1. The University does not charge the fees referred to in § 4 item 1 from the student who is on a leave from studies. If the leave from studies was granted during the course of the academic year, the fees paid are returned to the student in accordance with the principles referred to in § 12.
2. If the student:
 - 1) obtains permission to participate in classes during the leave from studies at the studies for which the University charges fees,
 - 2) repeats a semester- is obliged to pay fees for the classes in which they participate.
3. Implementation of a part of the course of studies at another university in Poland or abroad, as part of the student exchange program, does not release the student from the obligation to pay required fees in due time.
4. The University does not charge the fees referred to in § 4 item 1 in the event of suspension in certain student rights, including the loss of the right to participate in classes.

SECTION III
EXEMPTION FROM FEES

Chapter 1
Terms and mode of exemption from fees

§ 8

1. At the student's request, the Rector or Vice-Dean for Student Affairs may give his consent for the following reductions of the fees referred to in § 4 item 1:
 - 1) full exemption from fees,
 - 2) partial exemption from fees,
 - 3) payment in installments,
 - 4) postponement of the deadline for paying the fees- in accordance with the procedure specified in § 9.
2. The consent referred to in item 1 may be granted in the event of one of the following premises:
 - 1) a documented random event significantly worsening the financial situation of the student in the previous or current academic year, including a serious or long-term

- illness of the student or a member of their family, making the student unable to cover the costs of studying in a given semester;
- 2) achieving outstanding study results, i.e. obtaining the GPA of at least 4.75 for the previous year of studies;
 - 3) participation in international scholarship programs;
 - 4) participation in the student exchange program.
3. At the request of the student transferring from another university, including abroad, or from a different field or form of studies to the studies for which the University charges fees, the Rector or Vice-Dean for Student Affairs may grant their consent, subject to the mode specified in § 9, to reduce the tuition fees by an amount equal to the cost of classes completed by the student, respectively, at another university, including abroad, or in a different field or form of studies, transferred and recognized in place of classes provided for in the study program for the field or form of studies to which the student is transferring. The rules for calculating the fee for classes at the University are specified by the Rector in separate regulations.
 4. The rules referred to in item 3 do not apply to students studying in English in the field of medicine and dental medicine, except for practical clinical teaching in selected specialties outside the University in the final year of studies.
 5. To calculate the amount of exemption from fees in the case referred to in item 3, applied are the rules of calculating fees for repeating classes due to unsatisfactory learning results.
 6. The condition for obtaining consent for the reduction of the fees referred to in items 1 and 3 are timely payments by the student to the University.
 7. The right to submit the request referred to in item 1 applies to the student who has completed the first year of studies.
 8. Partial exemption from the fees referred to in § 4 item 1 may not exceed 20% of those fees.
 9. During the course of studies the student may obtain consent for exemption from the fees referred to in § 4 item 1, for a period not exceeding two semesters in total.
 10. In exceptional, justified cases, the student may be granted permission to be exempted from the fees referred to in § 4 item 1, on terms other than those specified in items 1-9.
 11. If the consent for the reductions of the fees referred to in item 1 is not granted, the required fees are to be paid by the student within 7 days from the date of delivery of the verdict or a decision refusing to grant consent.

§ 9

1. In matters of charging and exempting from the fees referred to in § 4 item 1, in the case of:
 - 1) students with Polish citizenship - the competent authority is the Vice-Dean for Student Affairs;
 - 2) foreigners - the competent authority is the Rector.
2. Exemption from fees in whole or in part and refusal to grant exemption from fees to the student with Polish citizenship is made by a verdict which may be appealed to the Rector within 14 days from the date of the verdict delivery, via the Vice-Dean for Student Affairs.

3. Exemption from fees in whole or in part and refusal to grant exemption from fees to a foreigner is made by an administrative decision. The request for reconsideration of the case can be submitted to the Rector within 14 days from the date of the decision delivery, via the Vice-Dean for Student Affairs.
4. Payment in installments or deferring the payment date as well as refusal to distribute the fees into installments or a refusal to postpone the payment date are made by a verdict, from which the student is entitled:
 - 1) in the case of a student with Polish citizenship – an appeal to the Rector, submitted within 14 days from the date of the verdict delivery, via the Vice-Dean for Student Affairs;
 - 2) in the case of a foreigner – a request for reconsideration of the case, submitted to the Rector within 14 days from the date of the decision delivery, via the Vice-Dean for Student Affairs.
5. The decisions and verdicts referred to in items 2-4 are issued in writing.
6. Verdicts can be issued in an electronic form.

Chapter 2

Exemptions from fees for foreigners

§ 10

A foreigner may be exempted from the fees referred to in § 4 item 1 points 2, 3 and 5, on the terms specified in an agreement between universities or an international agreement.

A foreigner may also be exempted from these fees on the basis of:

- 1) the Rector's administrative decision referred to in § 9 item 3;
- 2) the decision of the minister or the decision of the director of the Polish National Agency for Academic Exchange with regard to its scholarship holders.

Chapter 3

Submission of requests

§ 11

1. The request for consent to reduce the fees referred to in § 8 item 1 should be submitted by the student together with attachments at:
 - 1) the Dean's Office - in the case of studies conducted in Polish,
 - 2) the Administrative Center for Studies in English - in the case of studies conducted in English- or by electronic means.
2. The student is obliged to submit the request referred to in item 1 not later than on the following dates:
 - 1) in the case of reductions in tuition fees:
 - a) for the winter semester – by September 20th,
 - b) for the summer semester - by January 31st;

- 2) within 14 days from the date of delivery of the letter informing about the amount of fees for:
 - a) repetition of some classes due to unsatisfactory learning results,
 - b) participation in classes not covered by the study program,
 - c) implementation, in the advance mode, of classes included in the program of the subsequent year of study,
 - d) supplementation of the program differences.
3. Requests submitted after the deadlines specified in item 2 will be rejected.
4. Requests are subject to an opinion from the student government.

SECTION IV REFUND OF FEES PAID

§ 12

1. Refund of the fees paid, referred to in § 4 item 1 is granted to the student in the case of:
 - 1) being granted a leave from studies;
 - 2) termination of the contract concluded with the student on the terms of charging fees for educational services because of:
 - a) removal from the student list, including due to resignation from studies,
 - b) granting of the status of "other" in the electronic student service system,
 - c) transfer to another university;
 - 3) suspension in student rights, including the loss of the right to participate in classes.
2. A student who is on leave from studies is entitled to, upon his written request, to the reimbursement of paid fees - in the amount proportional to the missed classes, offered by the University during the leave period. In the absence of such a request, the University shall credit the fees paid towards future fees.
3. In the case referred to in item 1 point 2 letter a, the student is entitled to a refund of paid fees - in the amount proportional to the missed classes, offered by the University, respectively after the issue of the final decision of removal from the student list or on the day the student submits a written declaration of resignation from studies.
4. In the cases referred to in item 1 point 2 letters b and c, the student is entitled to a refund of the fees paid in the amount proportional to the missed classes, offered by the University, respectively after the date of change of the student status or delivery to the University of a request from another university to send documents from the student's personal file in connection with their transfer.
5. In the case referred to in item 1 point 3, the student is entitled, upon a written request, to the reimbursement of paid fees - in the amount proportional to the missed classes offered by the University during the period of suspension in student rights. In the absence of such a request, the University shall credit the fees paid towards future fees.
6. In the cases referred to in item 1 the fees paid are reimbursed to the bank account of the person or institution that made the payment, subject to item 7.
7. In the case referred to in item 1 point 2 letter b, the refund can be made to a bank account other than the account referred to in item 6, on the basis of separate regulations.

8. The rules for calculating the amounts to be returned in the cases referred to in item 1 are determined by the Rector.
9. The University shall refund in full the tuition fees paid, in the event of resignation from studies before they begin.

SECTION V

CONTRACT ON THE TERMS OF CHARGING THE FEES FOR EDUCATIONAL SERVICES

Chapter 1 General rules

§ 13

1. The terms of charging fees for educational services and their amount are specified in the contract between the University and the person admitted to studies, concluded on the terms specified in this directive, subject to § 17-21. The contract must be in writing, under pain of nullity.
2. The contract referred to in item 1 is concluded not earlier than after the issue of a certificate of enrollment on the student list of a Polish citizen or a decision of admission of a foreigner to the studies and not later than:
 - 1) by September 15th - for part-time students and foreigners undergoing education in full-time studies in Polish;
 - 2) by September 30th - for full-time students and payable studies conducted in English;
 - 3) by October 30th - in the case of students admitted to studies after September 15th.
3. The student is not obliged to pay any fees other than those specified in the contract.
4. Amendments to the provisions of the contract shall be made in writing, otherwise null and void.
5. In the event of:
 - 1) resumption of studies,
 - 2) changing the field or form of studies,
 - 3) taking up studies in yet another field of studies- The University concludes a new contract with the student.

Chapter 2

Time frame of the contract validity

§ 14

1. The contract is concluded for a specified period, i.e. for the period of the duration of studies provided for in the study program, subject to item 2.
2. In the event of extending the period of studies, the time frame of the contract validity shall be extended appropriately.
3. The contract expires by law upon the completion of the studies by the student.
4. In the case referred to in item 3 the student is obliged to pay the fees due until the expiry of the contract.

Chapter 3
Termination of the contract

§ 15

1. The contract is terminated before the expiry of the period referred to in § 14 item 1, in the case of:
 - 1) removal from the student list, including due to resignation from studies;
 - 2) granting of the status of "other" in the electronic student service system;
 - 3) transfer to another university;
 - 4) changing the field or form of studies.
2. In the case of removal from the student list due to resignation from studies, the day of the termination of the contract is the day the student submits a written statement about resignation from studies.
3. In the case of removal from the student list for reasons other than resignation from studies, the date of termination of the contract is the date of delivery of the final decision on removal from the student list.
4. In the case of granting the status of "other" to the student, transfer to another university or change of the field or form of studies, the date of termination of the contract is respectively the day of change of the student status, delivery to the University of a request from another university for sending documents from the student's personal file in connection with their transfer or issue of the verdict of the Vice-Dean for Student Affairs in the matter of changing the field or form of studies.
5. In the event of termination of the contract due to removal from the student list, including as a result of resignation from studies, the student is obliged to pay the fees due until the final decision of removal from the student list is issued, or submit a written declaration of resignation from studies.
6. In the event of termination of the contract as a result of granting the status "other", transfer to another university or change of the field or form of studies, the student is obliged to pay the fees due up to the date of termination of the contract.

Chapter 4
Debt collection proceedings

§ 16

In the event of termination of the contract after the commencement of education and the student's failure to pay the required fees, the University initiates debt collection proceedings to claim the fee amounts proportional to the conducted classes and costs incurred by the University.

SECTION VI
CONTRACT ON THE TERMS OF CHARGING THE FEES FOR EDUCATIONAL SERVICES
IN THE CASE OF GRANTING A LOAN FOR MEDICAL STUDIES TO THE STUDENT

§ 17

1. Immediately after granting a loan for medical studies to the student of part-time studies in the field of medicine in Polish, the University concludes a contract with the student on the conditions of charging fees for educational services, on the principles specified in this directive, subject to item 3 and § 18-21.
2. If, before the date of granting the loan for medical studies, the University concluded a contract with the student on the conditions of charging fees for educational services, that contract is terminated on the date of the conclusion of the contract referred to in item 1.
3. The provisions of § 5 items 3 and 4, § 8-11 do not apply to the contract referred to in item 1.

§ 18

1. The student applying for a loan for medical studies is obliged to make an independent payment of the tuition fee within the time limits referred to in § 6 items 1 and 2.
2. The student who has been granted a loan for medical studies is obliged to independently pay:
 - 1) tuition fees during the period of the bank suspension of the payment of semester installments of the credit for medical studies in the case of repetition of a semester or an academic year;
 - 2) the fees for:
 - a) repetition of some classes due to unsatisfactory learning results,
 - b) participation in classes not covered by the study program,
 - c) supplementation of the program differences as part of continuing education after a leave from studies or in connection with repetition of a semester,
 - d) implementation of some of the classes in the advance mode;
 - 3) the fees referred to in § 4 item 2.
3. The fees referred to in item 2 point 2 should be paid by the student on the dates referred to in § 6 item 6.

§ 19

The student who has been granted a loan for medical studies may not apply for discounts of the fees referred to in § 8 item 1.

§ 20

1. After granting the student a loan for medical studies and making the semester loan payment by the bank to cover the required tuition fee for a given semester, the tuition fee paid by the student for that semester is refundable.

2. In the event of the student resigning from studies before they begin, after the semester loan payment was made by the bank to cover the required tuition fee, the University shall refund the fee in full to the account of the indicated bank.
3. The student is entitled *ex officio* to the reimbursement of the fees paid for classes completed in the advance mode if the bank makes the semester loan payment after the student has completed some of the courses in the advance mode.

§ 21

1. The contract referred to in § 17 item 1 shall be terminated before the expiry of the time limit, referred to in § 14 item 1, in the case of:
 - 1) the occurrence of the conditions referred to in § 15 item 1;
 - 2) termination of the contract on the loan for medical studies concluded between the student and the bank.
2. In the event of termination of the contract referred to in § 17 item 1, the provisions of § 15 clause 2-6 shall apply.
3. In the case referred to in item 1, the University immediately concludes with the student a contract on the conditions of charging fees for the educational services referred to in § 13 item 1.

SECTION VII FINAL PROVISIONS

§ 22

1. Hereby repealed is the Directive No. 28/2019 of April 23rd, 2019 of the Rector of the Medical University of Lodz on the principles of charging fees for higher education at the Medical University of Lodz and the mode and conditions of exemption from these fees, subject to item 2.
2. The student who has started studies before the entry into force of this directive, pays fees for educational services on the basis of the hitherto existing rules.
3. In the event of granting the student, referred to in item 2, a loan for medical studies the University concludes a contract with the student on the conditions of charging fees for educational services on the terms set out in this directive.
4. The directive comes into force on the day of its signing.

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Legal act announcement:
- intranet / BIP