**Order no. 115/2022**
**Of the Rector of the Medical University of Bialystok**

**of 21.11.2022**

**on defining detailed rules for collecting the fees for services provided by the Medical University of Bialystok**

Pursuant to.:

* Art. 79, 80, 163, 323 and 324 of the Act of 20 July 2018 - Law on Higher Education and Science (i.e. Journal of Laws 2022, item 574 as amended), further referred to as “the Act”,
* Regulation of the Minister of Science and Higher Education of 27 September 2018 on studies (i.e. Journal of Laws 2021, item 661), I hereby order the following:

# § 1

1. The University collects fees for educational services connected with:
	1. education in part-time programmes,
	2. repeating certain classes due to unsatisfactory learning results,
	3. education in foreign language,
	4. conducting classes not included in the curriculum, including classes supplementing the learning outcomes necessary to undertake second-cycle studies in a given field of study,
	5. education of foreigners in full-time programmes in foreign language,
	6. conducting post-graduate studies, specialized education or education in other forms (Article 163 sec. 2 of the Act);
2. The University collects fees connected with:
3. carrying out confirmation of learning outcomes,
4. issuing student’s ID card and duplicates of this document,
5. issuing the foreign language copy of the graduation diploma and the diploma supplement, other than those issued on the basis of provisions of the Act,
6. issuing the copy of the graduation diploma and the diploma supplement,
7. using students’ dormitories,
8. recruiting.
9. The fees for the educational services provided by the Medical University of Bialystok, referred to in § 1 sec. 1 shall be determined by the Rector at the request of the Dean, after consulting the Students’ Parliament by:
	1. Rector’s Order on determining the level of tuition fees for educational services provided by the Medical University of Bialystok;
	2. Rector’s Order on determining the level of tuition fees for educational services conducted in English at Medical Faculty, provided by the Medical University of Bialystok.
10. The amount of fees connected with:
11. admission procedure,
12. using students’ dormitories,
13. documents of the course of studies and for issuing doctoral and habilitated doctor diplomas

are determined by separate Rector’s Orders.

1. The conditions of payment for the confirmation of learning outcomes are specified in a separate agreement concluded between the University and the Applicant. The amount of fees for the confirmation of learning outcomes may not exceed the costs incurred for provision of this service by more than 20%.

# § 2

1. Fees are to be paid to the University’s bank account.
2. Tuition fees for educational services referred to in § 1 sec. 1 are to be paid in semester fees, no later than 7 days before the beginning of each semester; in the case of the fee for the first semester of the first year - on the dates indicated in the recruitment schedule, subject to sec. 2.
3. Foreign students pursuing a program in Polish language who are not subject to exemption from fees pursuant to Art. 324 sec. 1-2 of the Act, pay the fee for the semester, not later than on the day of commencement of classes in accordance with the curriculum.
4. Other fees are to be paid on the date indicated by the University.
5. The date of payment of the fee shall be the date of crediting the University's account.
6. The fees paid after the date indicated by the University are charged with statutory interest for the delay.
7. The fees referred to in sec. 1-5 may be paid in instalments. The rules for spreading fees into instalments are set out in the Study Regulations. In particularly justified cases, the student may also apply for a postponement of the payment date.
8. In the event of the cessation of the circumstances referred to in Art. 324 sec. 2 of the Act, the student pays the fee referred to in § 1 sec. 1 point 5, on the terms set out in this Order.

# § 3

The University shall not increase the fees set for persons admitted to the University for a given academic year or introduce new fees, until the completion of their studies. This does not apply to increasing the fees for conducting classes not included in the curriculum nor for using students’ dormitories, as well as changes in the amount of fees as a result of changing the cycle of education, in particular as a result of repeating a year of study, or taking sabbatical (in such cases, the fees specified for the new cycle of education apply).

# § 4

1. A student of part-time programme of studies or studies conducted 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 point average of 4.8 for the last two years and actively participates in the work of a scientific club (minimum 2 years), which results in presentations at scientific congresses and co-authorship in publications.
2. A student of part-time programme of studies or studies conducted in English may apply for a partial exemption from the tuition fee (not higher than 50%) for a given academic year for outstanding academic achievements, if he/she achieves a grade point average of 4.5 for the previous academic years and moreover actively participates in the work of a scientific club, which results in co-authorship in publications.
3. A foreign student studying in Polish language programme on a paid basis may apply for exemption from part of the tuition fee (not higher than 30%).
4. A student in a difficult financial situation, which is understood as the death of a family member, the sole breadwinner, resulting in a deterioration of the financial situation may submit a justified request for exemption from the tuition fee in a given academic year to the Rector covering the exemption for the entire year or for a semester. The Rector makes a decision after consulting the Dean.

# § 5

1. The application along with the documents confirming the circumstances referred to in § 4 sec. 1-4, which are the basis for applying for an exemption from the tuition fee, shall be submitted in whole or in part to the Rector via the Rector's Office.
2. In the cases referred to in § 4 sec. 1-2, the application should be submitted:
	1. on tuition fees for the first semester of studies - until the day of commencement of studies
	2. on tuition fees for a semester other than the first one - up to 7 days before the beginning of the semester.
3. In particularly justified cases, the student may submit an application within 14 days from the date of occurrence of the circumstances referred to in § 4 sec. 4.
4. Incomplete applications shall be returned to be completed within 7 days from the date of effective request. Failure to complete the application within the prescribed period is tantamount to leaving the application without consideration.
5. The decision to exempt all or part of the tuition fee for a given academic year is made by the Rector, at the student's request, with the opinion of the Dean of the relevant faculty.
6. The Rector's decision is final and is not open to appeal.
7. In the event of the Rector's refusal, the student may apply for payment in instalments in accordance with the Study Regulations.

# § 6

In the event of removal from the list of students, transfer to full-time studies, liquidation of the University or loss of authorization to conduct studies in a given field of study, the Student shall be charged with fees in proportion to the educational services already provided by the University.

# § 7

Information on the amount of fees and the procedure and conditions for exemption from fees shall be published in the Public Information Bulletin.

# § 8

Rector’s Order No. 32/2019 dated 6.05.2019 on defining detailed rules for collecting the fees for education services provided by the Medical University of Bialystok from academic year 2019/2020 shall be repealed.

# § 9

The Order shall enter into force on the date of signature.

**Rector**

**Adam Krętowski professor, Ph.D**