



UNIwersytet
Warszawski



Wydział Nauk Politycznych
i Studiów Międzynarodowych
Uniwersytet Warszawski

Wydział Nauk Politycznych i Studiów Międzynarodowych

Kierownik Jednostki Dydaktycznej / Prodziekan ds. studenckich
dr hab. Maciej Raś

**Order of the Head of the Teaching Unit
Faculty of Political Science and International Studies
No. 1/2021 of 30th September 2021
on the regulations of fees for studies
Faculty of Political Sciences and International Studies
University of Warsaw
academic year 2021/22**

Pursuant to Order No. 130 of the Rector of the University of Warsaw on the rules for collecting as well as the conditions and procedure for exemption from fees for educational services at the University of Warsaw, of 30 September, 2019 and Article 23(2)(10) in connection with Article 79(3) of the Higher Education and Science Act of 20 July 2018 (Journal of Laws, item 1668, as amended), hereinafter referred to as the “Act” and § 36(2)(11) in connection with § 36(4) of the University of Warsaw Statute (UW Monitor of 2019, item 190), hereinafter referred to as the “Statute”, the Head of the Teaching Unit of the Faculty of Political Sciences and Studies International shall hereby set detailed rules, dates and method of payment of fees for day and extramural first- and second-level studies.

§ 1

1. The fee for education in extramural studies shall be paid as a lump-sum or in instalments. Statutory interest shall be charged on late payments.
2. The fee for education in a foreign language shall be paid as a lump-sum or in instalments. Statutory interest shall be charged on late payments.
3. The fee for repeating a course due to unsatisfactory progress towards the learning objectives, in the case of classes not included in the curriculum for the degree programme in which the student has enrolled but failed shall be paid within the time-limit specified in these Regulations. Statutory interest shall be charged on late payments.

4. Faculty of Political Science and International Studies students shall pay fees for repeating foreign language classes, foreign language examinations and classes in physical education, in the amount specified by the relevant organizational entities and in the manner specified by the relevant entities of the University of Warsaw, to bank accounts stated by these entities.

5. Fees for education related to the repetition of a stage of studies in day and extramural programmes shall be paid in full as a lump-sum or in two instalments. In the case of a fee for credits for repeated courses, the fee shall be broken down per term and paid successively as the course progresses. Time-limits for these fees shall be stated in these Regulations. Statutory interest shall be charged on late payments.

6. Students using a loan or credit granted under § 3(2)(1) and § 3(2)(2), § 3(2)(4) and § 13(4) of the Regulation of the Minister of Science and Higher Education on student loans of 20 December 20, 2018 (Journal of Laws of 2018, item 2468) may pay tuition fees in monthly instalments at no additional charge, provided that the bank is instructed to transfer credit or loan instalments to the individual bank account generated in the University Student Service System (USOS).

7. Fees shall be paid by bank transfer to an individual bank account generated in USOS.

§ 2

1. The amount of fees shall be specified by the Rector of the University of Warsaw.

2. The list of fees shall be advertised by the Rector of the University of Warsaw on the University of

Warsaw's website.

§ 3

1. First- and second-level day students shall pay tuition fees at the following dates:

a) persons making a lump-sum payment – by 24th September 2021.

b) persons paying in two instalments:

- 1st instalment - by 24th September 2021
- 2nd instalment – by 4th February 2021

2. Persons admitted to the first year of extramural studies shall pay a lump-sum annual fee by 22nd October 2020; where they have chosen a payment plan with two instalments, they shall pay the first instalment by 22nd October 2021, and the second instalment by 4th February 2021.

3. Foreign students enrolled in paid degree programmes provided in Polish shall pay the tuition fee

per term:

- Payment for the first term – by 24th September, 2021 (50%); students admitted to the first year of studies – by 22nd October 2021;
- Payment for the second term – by 4th February 2021 (50%).

4. Students studying in a foreign language shall pay tuition fees per term:

- Payment for the first semester – by 24th September 2021 (50%); students admitted to the first year of studies – by 22nd October 2021;
- Payment for the second term – by 4th February 2021 (50%).

The fee may be paid as a lump-sum by 24th September 2021 or – students admitted to the first year of studies by 22nd October 2021

§ 4

1. Students in day, extramural, first- and second-level degree programmes as well as students studying in a foreign language shall pay for:

a) repetition of a subject due to unsatisfactory progress towards learning objectives;

b) classes not included in the curriculum for the degree programme,

by the following dates:

- For classes in the autumn term – by 22nd October 2021,
- For classes in the spring term – by 4th February 2021.

2. Day and extramural first- and second-level students as well as students in a foreign language shall pay fees for education related to the repetition of a stage of study by the following dates:

- Lump-sum payment – by 22nd October 2021.

Payment in two instalments:

- 1st instalment – by 22nd October 2021.
- 2nd instalment – by 4th February 2021.

4. Fees for classes not included in the curriculum for the degree programme in which the student has enrolled but failed, shall be paid within four weeks from the date of completion of the retake examination session (as scheduled by the Rector of the University of Warsaw). The student shall notify the school office in writing of having failed a class within 7 days from the end of the term in which such a class and its associated final assessments/examinations were provided.

§ 5

Students undertaking extramural studies after reinstatement or transfer from another university (faculty, degree programme) shall pay a fee for extramural studies in accordance with the reinstatement/transfer decision. Only those students shall be entitled to pay the fee at the rate prescribed for lump-sum payments who submitted applications for transfer or reinstatement at least one month before the start of the academic year 2021/22 academic year. Where this is not the case, the student shall pay the fee in the amount required for instalment payments.

§ 6

1. Extramural students and day students studying in a foreign language continuing education shall file a note specifying their choice of a payment plan for the academic year 2021/22 via USOSweb and in writing to the school office or to the Faculty of Political Science and International Studies information desk.
2. A student admitted to extramural studies in the academic year 2021/22 shall submit a written note specifying his/her preferred payment plan and file the same with the Recruitment Board together with complete documentation required for matriculation.

§ 7

1. Applications (on the forms and appendixes provided) regarding exemptions from fees for educational services or payment in instalments shall be submitted to the Faculty of Political Science and International Studies Information Desk no later than 30 days before the commencement of the coursework for which such an application is made, or within 3 months from the date of deterioration of student's the financial situation.
2. The head of the teaching unit may review the application submitted at a later date, if the applicant demonstrates valid reasons for failure to meet the deadline.
3. Submission of the application for exemption from fees shall not release the student from the obligation to submit such fees within the time limit specified in these Regulations.

§ 8

The method of calling for payment used by the Faculty of Political Science and International Studies is to deliver a call through a person authorized by the head of the teaching unit, by post or – in specific cases envisioned in the generally applicable regulations – by electronic means to the student's e-mail account with the University's domain address as specified in § 19 (2)(4) of the University of Warsaw Rules.

§ 9

Students who pay tuition fees in EUR shall make payments to their individual currency accounts assigned by USOS. Payments not made in accordance with the amounts charged in USOS shall not be cleared in the system. Payments made in error shall – at the student's request – be refunded in PLN to the account from which the payment originated. The student shall continue to be obliged to make the payment in the correct currency to the relevant account within 7 days. Any handling fees shall be borne by the student.

§ 10

This order shall enter into force on the day of its advertisement and shall apply to fees for the academic year 2021/22.

§ 11

The list of fees for educational services is attached as Appendix 1 to the ordinance for students who started studying in academic year 2021/2022 and Appendix 2 to the ordinance for students who started studying before academic year 2021/2022.

Head of the Teaching Unit

Faculty of Political Science and
International Studies of the University of
Warsaw

Dr hab. Maciej Raś

Annex 1

Fees for educational services for students studying in a foreign language and for retaking courses and for courses not covered by the Study Programme for the academic programmes since academic year 2021/2022

Faculty of Political Science and International Studies

field of study: **Undergraduate Programme in International Relations**

No .	Fee title – type of educational service	Fee amount
1)	Full-time studies: first degree – fee for one year of study one-time fee:	EUR 3,000
	payment in two instalments – in total, including:	EUR 3,000
	1st instalment	EUR 1500
	2nd instalment	EUR 1500
2)	Retaking a course: Repeating the year one-time fee:	the sum of fees for each repeated course but not more than: EUR 3,000
	payment in two instalments – in total, including:	EUR 3,000
	1st instalment	EUR 1500
	2nd instalment	EUR 1500
	full retaking of a semester/annual course – fee according to the number of teaching hours assigned to the course – 1 hour	EUR 7
	repeating the diploma seminar per semester or year – fee according to the number of teaching hours assigned to the course – 1 hour	EUR 7

	repeating the last cycle of the diploma seminar or another course leading to the submission of the diploma dissertation in the case of resuming studies within a period not exceeding two years from the date of removal from the list of students due to failure to complete the last cycle of the diploma seminar or other course leading to the submission of the diploma dissertation due to failure to submit the diploma dissertation provided for in the Study Programme – fee for a year in full-time studies	EUR 600
3)	Courses not included in the Study Programme: courses not covered by the Study Programme, for which the student enrolled but failed to pass – fee according to the number of teaching hours assigned to the course – 1 teaching hour	EUR 7
	activities supplementing the learning outcomes necessary to undertake second degree studies in a given field of study – fee according to the number of teaching hours assigned to the course – 1 hour	EUR 7

field of study: **Graduate Programme in International Relations**

No .	Fee title – type of educational service	Fee amount
1)	Full-time studies: second degree – fee for one year of study one-time fee	EUR 3,000
	payment in two instalments – in total, including: 1st instalment 2nd instalment	EUR 3,000 EUR 1500 EUR 1500
2)	Retaking a course: Repeating the year one-time fee:	the sum of fees for each repeated course but not more than: EUR 3,000

	payment in two instalments – in total, including: 1st instalment 2nd instalment	EUR 3,000 EUR 1500 EUR 1500
	full retaking of a semester/annual course – fee according to the number of teaching hours assigned to the course – 1 hour	EUR 7
	repeating the diploma seminar per semester/year – fee according to the number of teaching hours assigned to the course – 1 hour	EUR 7
	repeating the last cycle of the diploma seminar or another course leading to the submission of the diploma dissertation in the case of resuming studies within a period not exceeding two years from the date of removal from the list of students due to failure to complete the last didactic cycle of the diploma seminar or other course leading to the submission of the diploma dissertation due to failure to submit the diploma dissertation provided for in the programme of study – fee for a year in full-time studies	EUR 600
3)	Courses not included in the Study Programme:	
	courses not covered by the Study Programme, for which the student enrolled but failed to pass – fee according to the number of teaching hours assigned to the course – 1 hour	EUR 7
	activities supplementing the learning outcomes necessary to undertake second degree studies in a given field of study – fee according to the number of teaching hours assigned to the course – 1 hour	EUR 7

field of study: **Undergraduate Programme in Political Science**

No .	Fee title – type of educational service	Fee amount
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1)	Full-time studies: first degree – fee for one year of study one-time fee:	EUR 3,000
	payment in two instalments – in total, including: 1st instalment 2nd instalment	EUR 3,000 EUR 1500 EUR 1500
2)	Retaking a course: Repeating the year one-time fee:	the sum of fees for each repeated course but not more than: EUR 3,000
	payment in two instalments – in total, including: 1st instalment 2nd instalment	EUR 3,000 EUR 1500 EUR 1500
	full retaking of a semester/annual course – fee according to the number of teaching hours assigned to the course – 1 hour	EUR 7
	repeating the diploma seminar per semester or year – fee according to the number of teaching hours assigned to the course – 1 hour	EUR 7
	repeating the last cycle of the diploma seminar or another course leading to the submission of the diploma dissertation in the case of resuming studies within a period not exceeding two years from the date of removal from the list of students due to failure to complete the last didactic cycle of the diploma seminar or other course leading to the submission of the diploma dissertation due to failure to submit the diploma dissertation provided for in the programme of study – fee for a year in full-time studies	EUR 600

3)	Courses not included in the Study Programme: courses not covered by the Study Programme, for which the student enrolled but failed to pass – fee according to the number of teaching hours assigned to the course – 1 teaching hour	EUR 7
	activities supplementing the learning outcomes necessary to undertake second degree studies in a given field of study – fee according to the number of teaching hours assigned to the course – 1 hour	EUR 7

field of study: **Graduate Programme in Political Science**

No .	Fee title – type of educational service	Fee amount
1)	Full-time studies: second degree – fee for one year of study one-time fee	EUR 3,000
	payment in two instalments – in total, including: 1st instalment 2nd instalment	EUR 3,000 EUR 1500 EUR 1500
2)	Retaking a course: Repeating the year one-time fee:	the sum of fees for each repeated course but not more than: EUR 3,000
	payment in two instalments – in total, including: 1st instalment 2nd instalment	EUR 3,000 EUR 1500 EUR 1500

	full retaking of a semester/annual course – fee according to the number of teaching hours assigned to the course – 1 hour	EUR 7
	repeating the diploma seminar per semester/year – fee according to the number of teaching hours assigned to the course – 1 hour	EUR 7
	repeating the last cycle of the diploma seminar or another course leading to the submission of the diploma dissertation in the case of resuming studies within a period not exceeding two years from the date of removal from the list of students due to failure to complete the last didactic cycle of the diploma seminar or other course leading to the submission of the diploma dissertation due to failure to submit the diploma dissertation provided for in the programme of study – fee for a year in full-time studies	EUR 600
3)	Courses not included in the Study Programme:	
	courses not covered by the Study Programme, for which the student enrolled but failed to pass – fee according to the number of teaching hours assigned to the course – 1 hour	EUR 7
	activities supplementing the learning outcomes necessary to undertake second degree studies in a given field of study – fee according to the number of teaching hours assigned to the course – 1 hour	EUR 7

field of study: **European Politics and Economics**

No .	Fee title – type of educational service	Fee amount
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1)	Full-time studies: first degree – fee for one year of study one-time fee:	EUR 3,000
	payment in two instalments – in total, including: 1st instalment 2nd instalment	EUR 3,000 EUR 1500 EUR 1500
2)	Retaking a course: Repeating the year one-time fee:	the sum of fees for each repeated course but not more than: EUR 3,000
	payment in two instalments – in total, including: 1st instalment 2nd instalment	EUR 3,000 EUR 1500 EUR 1500
	full retaking of a semester/annual course – fee according to the number of teaching hours assigned to the course – 1 hour	EUR 7
	repeating the diploma seminar per semester or year – fee according to the number of teaching hours assigned to the course – 1 hour	EUR 7
	repeating the last cycle of the diploma seminar or another course leading to the submission of the diploma dissertation in the case of resuming studies within a period not exceeding two years from the date of removal from the list of students due to failure to complete the last didactic cycle of the diploma seminar or other course leading to the submission of the diploma dissertation due to failure to submit the diploma dissertation provided for in the programme of study – fee for a year in full-time studies	EUR 600

3)	Courses not included in the Study Programme: courses not covered by the Study Programme, for which the student enrolled but failed to pass – fee according to the number of teaching hours assigned to the course – 1 teaching hour	EUR 7
	activities supplementing the learning outcomes necessary to undertake second degree studies in a given field of study – fee according to the number of teaching hours assigned to the course – 1 teaching hour	EUR 7

Annex 2

Fees for educational services for students studying in a foreign language and for repetition of courses and courses not included in the curriculum for academic programmes before academic year 2021/2022

Faculty of Political Science and International Studies

field of study: **Undergraduate Programme in International Relations**

No.	Title of fee - type of education service	Amount of the fee
1)	Full-time studies:	
	first degree - fee per year of study	
	one-off payment:	EUR 3000
	payment in two instalments - total, including:	EUR 3000
	First instalment	EUR 1500
	Second instalment	EUR 1500
2)	Repetition of activities:	
	repeating a year of study	
	one-off payment:	the sum of the fees for each repeated subject, but no more than: EUR 3000
	payment in two instalments - total, including:	EUR 3000
	First instalment	EUR 1500
	Second instalment	EUR 1500
	repeating a full semester/year course	EUR 50

	- payment according to the number of ECTS credits allocated to the course - 1 ECTS credit	
	repeating a diploma seminar of a semester or a year - payment according to the number of ECTS credits allocated to the course - 1 ECTS credit	EUR 50
	repeating the last cycle of diploma seminar in the case of resuming it within a period not exceeding two years from the date of deletion from the list of students due to failing to pass the last cycle of diploma seminar as a result of not submitting the diploma paper provided for in the curriculum - fee per year	EUR 600
3)	Activities not included in the study plan: classes not included in the study plan which the student enrolled in but did not complete - payment according to the number of ECTS credits allocated to the course - 1 ECTS credit	EUR 50

field of study: **Graduate Programme in International Relations**

No.	Title of fee - type of education service	Amount of the fee
1)	Full-time studies: second degree - fee per year of study one-off payment	EUR 3000
	payment in two instalments - total, including: First instalment Second instalment	EUR 3000 EUR 1500 EUR 1500

2)	Repetition of activities: repeating a year of study one-off payment:	the sum of the fees for each repeated subject, but no more than: EUR 3000
	payment in two instalments - total, including: First instalment Second instalment	EUR 3000 EUR 1500 EUR 1500
	repeating a full semester/year course - payment according to the number of ECTS credits allocated to the course - 1 ECTS credit	 EUR 50
	repeating a diploma seminar of a semester/year - payment according to the number of ECTS credits allocated to the course - 1 ECTS credit	 EUR 50
	repeating the last cycle of diploma seminar in the case of resuming it within a period not exceeding two years from the date of deletion from the list of students due to failing to pass the last cycle of diploma seminar as a result of not submitting the diploma paper provided for in the curriculum - fee per year	 EUR 600
3)	Activities not included in the study plan:	
	classes not included in the study plan which the student enrolled in but did not complete - payment according to the number of ECTS credits allocated to the course - 1 ECTS credit	 EUR 50

	<p>courses complementing the learning outcomes necessary for undertaking a second cycle programme in a given field of study</p> <p>- payment according to the number of ECTS credits allocated to the course</p> <p>- 1 ECTS credit</p>	EUR 50
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field of study: **Undergraduate Programme in Political Science**

No.	Title of fee - type of education service	Amount of the fee
1)	<p>Full-time studies:</p> <p>first degree - fee per year of study</p> <p>one-off payment</p>	EUR 3000
	<p>payment in two instalments - total, including:</p> <p>First instalment</p> <p>Second instalment</p>	<p>EUR 3000</p> <p>EUR 1500</p> <p>EUR 1500</p>
2)	<p>Repetition of activities:</p> <p>repeating a year of study</p> <p>one-off payment:</p>	<p>the sum of the fees for each repeated subject, but no more than:</p> <p>EUR 3000</p>
	<p>payment in two instalments - total, including:</p> <p>First instalment</p> <p>Second instalment</p>	<p>EUR 3000</p> <p>EUR 1500</p> <p>EUR 1500</p>
	repeating a full semester/year course	

	- payment according to the number of ECTS credits allocated to the course - 1 ECTS credit	EUR 50
	repeating a diploma seminar of a semester/year - payment according to the number of ECTS credits allocated to the course - 1 ECTS credit	EUR 50
	repeating the last cycle of diploma seminar in the case of resuming it within a period not exceeding two years from the date of deletion from the list of students due to failing to pass the last cycle of diploma seminar as a result of not submitting the diploma paper provided for in the curriculum - fee per year	EUR 600
3)	Activities not included in the study plan: classes not included in the study plan which the student enrolled in but did not complete - payment according to the number of ECTS credits allocated to the course - 1 ECTS credit	EUR 50
	courses complementing the learning outcomes necessary for undertaking a second cycle programme in a given field of study - payment according to the number of ECTS credits allocated to the course - 1 ECTS credit	EUR 50

field of study: **Graduate Programme in Political Science**

No.	Title of fee - type of education service	Amount of the fee
1)	Full-time studies: second degree - fee per year of study one-off payment	EUR 3000

	<p>payment in two instalments - total, including:</p> <p>First instalment</p> <p>Second instalment</p>	<p>EUR 3000</p> <p>EUR 1500</p> <p>EUR 1500</p>
2)	<p>Repetition of activities:</p> <p>repeating a year of study</p> <p>one-off payment:</p>	<p>the sum of the fees for each repeated subject, but no more than:</p> <p>EUR 3000</p>
	<p>payment in two instalments - total, including:</p> <p>First instalment</p> <p>Second instalment</p>	<p>EUR 3000</p> <p>EUR 1500</p> <p>EUR 1500</p>
	<p>repeating a full semester/year course</p> <p>- payment according to the number of ECTS credits allocated to the course</p> <p>- 1 ECTS credit</p>	<p>EUR 50</p>
	<p>repeating a diploma seminar of a semester/year</p> <p>- payment according to the number of ECTS credits allocated to the course</p> <p>- 1 ECTS credit</p>	<p>EUR 50</p>
	<p>repeating the last cycle of diploma seminar in the case of resuming it within a period not exceeding two years from the date of deletion from the list of students due to failing to pass the last cycle of diploma seminar as a result of not submitting the diploma paper provided for in the curriculum - fee per year</p>	<p>EUR 600</p>

3)	Activities not included in the study plan: courses not included in the study plan, not counting towards the limit set in § 2 point 13 - payment according to the number of ECTS credits allocated to the course - 1 ECTS credit	EUR 50
	classes not included in the study plan which the student enrolled in but did not complete - payment according to the number of ECTS credits allocated to the course - 1 ECTS credit	EUR 50
	courses complementing the learning outcomes necessary for undertaking a second cycle programme in a given field of study - payment according to the number of ECTS credits allocated to the subject - 1 ECTS credit	EUR 50

field of study: **European Politics and Economics**

No.	Title of fee - type of education service	Amount of the fee
1)	full-time first cycle studies in English - fee per year	
	one-off payment	EUR 2800
	payment in two instalments - total, including:	EUR 2800
	First instalment Second instalment	EUR 1400 EUR 1400
2)	repeating a year of study	the sum of the fees for each repeated subject, but no more than:

	one-off payment	EUR 2800
	payment in two instalments - total, including:	EUR 2800
	First instalment	EUR 1400
	Second instalment	EUR 1400
	repetition of a full semester/year course as a full-time and part-time student - fee according to the number of ECTS credits allocated to the course 1 ECTS credit	EUR 45
	repeating a diploma seminar a semester - fee according to the number of ECTS credits allocated to the course 1 ECTS credit	EUR 45
	repeating the last cycle of diploma seminar in the case of resuming it within a period not exceeding two years from the date of deletion from the list of students due to failing to pass the last cycle of diploma seminar as a result of not submitting the diploma paper provided for in the curriculum - fee per year	EUR 540
	classes not included in the study plan which the student enrolled in but did not complete - payment according to the number of ECTS credits allocated to the course - 1 ECTS credit	EUR 45