



UNIVERSITY
OF WARSAW



Faculty of Political Science
and International Studies
University of Warsaw

Faculty of Political Science and International Studies

Warsaw, 22/11/2022

RULES FOR GRANTING EXEMPTIONS FROM FEES FOR EDUCATIONAL SERVICES IN TOTAL OR IN PART, OR DIVIDING THE PAYMENT OF FEES FOR EDUCATIONAL SERVICES INTO INSTALMENTS FOR STUDENTS OF THE FIRST AND SECOND-CYCLE STUDIES AT THE FACULTY OF POLITICAL SCIENCE AND INTERNATIONAL STUDIES OF THE UNIVERSITY OF WARSAW (hereinafter referred to as: the WNPiSM UW) IN THE ACADEMIC YEAR 2022/2023-/-

Legal basis:

Act of 20 July 2018 – Law on Higher Education and Science (consolidated text of Journal of Laws of 2022, item 574, as amended)

Ordinance No. 130 of the Rector of the University of Warsaw of 30 September 2019 on the rules for collecting and the conditions and mode of exemption from fees for educational services at the University of Warsaw, as amended (consolidated text of Monitor of the University of Warsaw of 2021, item 214)

Ordinance No. 185 of the Rector of the University of Warsaw of 21 August 2020 on the conditions, procedure and amount of exemptions from fees for educational services due to outstanding sports achievements at the University of Warsaw (consolidated text of Monitor of the University of Warsaw of 2020, item 362)

Ordinance No. 115 of the Rector of the University of Warsaw of 31 October 2018. on the conditions and mode of exemption from fees for educational services provided to foreign students (consolidated text of Monitor of the University of Warsaw of 2018, item 296)

Resolution No. 507 of the Senate of the University of Warsaw of 25 April 2012 on the rules for collecting the fees for educational services (consolidated text of Monitor of the University of Warsaw of 2015, item 218)

Ordinance No. 142 of the Rector of the University of Warsaw of 1 October 2019 on the introduction of the Regulations of benefits for students of the University of Warsaw as amended (consolidated text of Monitor of the University of Warsaw of 2022, item 225)

Decision No. 12 of the Rector of the University of Warsaw of 17 October 2022 on the amount of monthly income per person in the student's family qualifying to apply for a social scholarship and the amount of benefits for students in the academic year 2022/2023 (consolidated text of Monitor of the University of Warsaw of 2022, item 241)

Order of the Head of the Didactic Unit of the Faculty of Political Science and International Studies No. 2 of 6 May 2022 on the regulations of tuition fees at the Faculty of Political Science and International Studies of the University of Warsaw in the academic year: 2022/2023

1. The Head of the Didactic Unit (hereinafter: KJD) may, before issuing an administrative decision on the exemption of the student from the fee for educational services in total or in part, request a written opinion of the competent student self-governmental body in this respect. The applicant's data is anonymised.
2. EXEMPTION FROM FEES FOR EDUCATIONAL SERVICES (in total or in part) OR DIVIDING PAYMENT OF FEES FOR EDUCATIONAL SERVICES INTO INSTALMENTS BASED ON STUDENT'S OUTSTANDING PERFORMANCE:
 - the aforementioned application shall be submitted to the KJD [*Head of the Didactic Unit*] not later than 30 days before the start of didactic courses which are the subject of that application; in justified cases, the KJD [*Head of the Didactic Unit*] may accept an application submitted at a different time for consideration;
 - arithmetic average of grades for the academic year: 2021/2022 from 4.81 to 4.9 - exemption amount: 10%;
 - arithmetic average of grades for the academic year: 2021/2022 from 4.91 - exemption amount: 15%;
 - students who were students of WNPiSM UW in the academic year 2021/2022. may apply for an exemption as a result of outstanding academic performance.
3. EXEMPTION FROM FEES FOR EDUCATIONAL SERVICES (in total or in part) OR DIVIDING PAYMENT OF FEES FOR EDUCATIONAL SERVICES INTO INSTALMENTS ON THE BASIS OF A SIGNIFICANT DETERIORATION OF THE STUDENT'S FINANCIAL SITUATION DURING HIS/HER STUDIES:
 - exemption from fees on the basis of a significant deterioration of the student's financial situation during studies is unacceptable if the student's difficult financial situation existed at the time of commencement of studies;
 - application for exemption from fees for educational services in total or in part or for dividing payment of fees for educational services into instalments shall be submitted no later than three months from the date of significant deterioration of the financial situation; in justified cases, the KJD [*Head of the Didactic Unit*] may accept an application submitted at a different time for consideration;
 - a significant deterioration of the student's financial situation during studies shall be proved by the applicant in accordance with the rules set out for determining income for the purposes of granting a social scholarship;

- monthly net income per person in the student's family up to PLN 1,050 - exemption amount: 30%;
 - monthly net income per person in the student's family from PLN 1,050 to PLN 1,575 – exemption amount: 25%;
 - monthly net income per person in the student's family from PLN 1,575 to PLN 2,100 – exemption amount: 20%;
 - monthly net income per person in the student's family from PLN 2,100 to the current minimum salary (net amount) applicable at the time of submitting the application for exemption from fees for educational services - exemption amount: 10%;
4. EXEMPTION FROM FEES FOR EDUCATIONAL SERVICES (in total or in part) OR DIVIDING PAYMENT OF FEES FOR EDUCATIONAL SERVICES INTO INSTALMENTS ON THE BASIS OF SIGNIFICANT SOCIAL REASONS JUSTIFYING THE STUDENT'S SUPPORT DUE TO HIS/HER EXTREMELY DIFFICULT PERSONAL SITUATION:
- application for exemption from fees for educational services in total or in part or for dividing payment of fees for educational services into instalments shall be submitted no later than three months from the date of occurrence of an exceptionally difficult personal situation; in justified cases, the KJD [*Head of the Didactic Unit*] may accept an application submitted at a different time for consideration;
 - the amount of the exemption depends on the individual personal situation of the student
 - discretionary exemption.
5. EXEMPTION FROM FEES FOR EDUCATIONAL SERVICES (in total or in part) OR DIVIDING PAYMENT OF FEES FOR EDUCATIONAL SERVICES INTO INSTALMENTS BASED ON A PARTICULARLY IMPORTANT SOCIAL ACTIVITY OF THE STUDENT FOR THE BENEFIT OF UNIVERSITY, INCLUDING A UNIVERSITY STUDENT ORGANIZATION:
- the aforementioned application shall be submitted to the KJD [*Head of the Didactic Unit*] not later than 30 days before the start of didactic courses which are the subject of that application; in justified cases, the KJD [*Head of the Didactic Unit*] may accept an application submitted at a different time for consideration;
 - activity in the faculty structures of the student self-government - exemption amount: up to 20%;
 - participation in the faculty collegial bodies - exemption amount: up to 20%;
 - activity in the university structures of the student self-government - exemption amount: up to 30%;
 - participation in university collegial bodies - exemption amount: up to 30%;
6. EXEMPTION FROM FEES FOR EDUCATIONAL SERVICES (in total or in part) GRANTED EX OFFICIO OR AT THE REQUEST OF A STUDENT:

- student being the child of an employee of the University and who is under the age of 25 at the same time - the amount of exemption is the same as the amount of exemption granted by the Rector.

GENERAL NOTES:

1. It is recommended to submit applications for exemption from fees for educational services in total or in part, or dividing the fees for educational services into instalments in the forms provided for this purpose. The forms are available in the faculty's website.
2. The applicant shall be obliged to prove the fulfilment of the prerequisite condition constituting the basis for applying for a total or partial exemption or dividing payment of fees for educational services into instalments. The documentation confirming the fulfilment of a given prerequisite condition should be attached to the applications.
3. Applications for exemption in total or in part from fees or payment for educational services in instalments shall be submitted by students to the student section of their field of study and sent by traditional mail or via the ePUAP platform.
4. Applications for exemptions in total or in part from fees for educational services must be personally signed by the applicant. Another form of signature can be a qualified electronic signature or a trusted profile signature.
5. Applications for instalment payments for educational services may be submitted via the USOSweb system, section "Applications".
6. The Applications where the basis for exemption or dividing payments of the fees for educational services into instalments shall be: outstanding academic performance of the student, outstanding scientific achievements of the student, outstanding sports achievements of the student in competitions at least at the national level or a particularly important social activity of the student for the benefit of the University, including the university student organization. shall be submitted no later than 30 days before the commencement of the didactic courses which are the subject of such application. In justified cases, the KJD [*Head of the Didactic Unit*] may accept an application submitted at a different time for consideration.
7. In the event of a significant deterioration of the financial situation during studies or when the basis for exemption from fees in total or in part or dividing fees into instalments is significant social reasons justifying the student's support due to his or her exceptionally difficult personal situation, the application shall be submitted no later than three months from the date of significant deterioration of the financial situation or the date of occurrence of the exceptionally difficult personal situation. In justified cases, the KJD [*Head of the Didactic Unit*] may accept an application submitted at a different time for consideration.
8. If an undocumented, incomplete application is submitted, the applicant shall be requested to supplement it within a period not shorter than 7 days. Failure to supplement the application within the time limit specified in the request letter shall result in issuing a notification that the application has not been considered.