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**The Journal of the University of Warsaw**

THE FACULTY OF POLITICAL SCIENCE
AND INTERNATIONAL STUDIES

**ORDINANCE NO. 5/2023**

**OF THE DEPUTY DEAN FOR STUDENT AFFAIRS –
THE HEAD OF TEACHING UNIT
OF THE FACULTY OF POLITICAL SCIENCE AND INTERNATIONAL STUDIES**

of 29 June 2023

**on the regulations governing tuition fees at the Faculty of Political Science and International Studies in the academic year 2023/2024**

Pursuant to Ordinance No. 130 issued by the Rector of the University of Warsaw of 30 September 2019, governing the principles applicable to charging the fees as well as the conditions and procedure for exemption from the fees for educational services at the University of Warsaw (Monitor UW of 2019, item 306, as amended) and Article 23(2)(10) in conjunction with Article 79(3) of the Act of 20 July 2018 – Law on Higher Education and Science (uniform text, Journal of Laws of 2023, item 742) and § 36(2)(11) in conjunction with § 36(4) of the Statute of the University of Warsaw (Monitor UW of 2019, item 190, as amended), I order as follows:

**§ 1**

1. Detailed rules, deadlines and terms of fee payment for full-time and part-time first- and second-cycle studies at the Faculty of Political Science and International Studies (WNPSM) are hereby established.
2. The regulations governing the tuition fees for the academic year 2023/2024 at the Faculty of Political Science and International Studies are set out in Appendix no. 1.

**§ 2**

The Ordinance shall come into force as of the date of its announcement, while the regulations governing the fees shall apply to the academic year 2023/2024.

*dr hab. Maciej Raś*Deputy Dean for Student Affairs at WNPSM
The Head of the WNPSM Teaching Unit

**Appendix no. 1**

§ 1

1. The fee for part-time studies (tuition fee) shall be paid in a single payment or in two instalments. The tuition fee for part-time studies is charged in: złoty (PLN). The fee must be paid
in the currency charged. Statutory interest is charged on late payments.
2. The fee for the study programmes delivered in a foreign language (tuition fee) shall be paid in a single payment or in two instalments. The tuition fee
for study programmes delivered in a foreign language is charged in: Euro (EUR). The fee must be paid in the currency charged. Statutory interest is charged
on late payments.
3. The tuition fee for foreign students studying on a fee-paying basis at a study programme delivered in Polish, shall be paid in a single payment or in two instalments. The tuition fee for foreign students of study programmes delivered in Polish, is charged in: Euro (EUR). The fee must be paid in the currency charged. Statutory interest is charged on late payments.
4. The fee for retaking a course(s) due to unsatisfactory academic performance (conditional entry for the next programme stage/year) shall be paid within the deadline(s) assigned to the semesters in which the retake shall take place. The fee for retaking a course(s) should be paid in the currency charged, i.e., in złoty (PLN) or in Euro (EUR). Statutory interest is charged on late payments.
5. The tuition fee for retaking a stage/year of study of full-time and part-time study programmes is the sum of the fees for each course retaken, but not higher than a single or spread in two instalments retake fee specified in the appropriate list of fees for educational services (constituting an Appendix to the annual Ordinance issued by the Rector of the University of Warsaw governing the amount of fees for educational services for students commencing their studies in a given academic year). If a fee is charged for ECTS credits allocated to the courses being retaken or for teaching hours allocated to the courses being retaken (depending on the list of fees applicable in the given case), the fees shall be paid on the dates assigned to the semesters in which the retake will take place. The fee must be paid in the currency charged. Statutory interest is charged on late payments.
6. Fee for retaking or additional delivery of foreign language classes, foreign language certification examinations, physical education classes (the necessity or willingness to purchase additional tokens of a given type after using up the free-of-charge pool allocated at the moment of commencing studies at the University of Warsaw for the first time) is charged in the amounts resulting from the list of "Additional Fees” constituting a part of the list of fees for educational services included in the annual Ordinance of the Rector of the University of Warsaw governing the amount of fees for educational services for students commencing their studies in a given academic year. The deadlines for the aforementioned fees are set by the units that organise the aforementioned classes and conduct the foreign language certification examination. Students of the Faculty of Political Science and International Studies pay the aforementioned fees in the currency, on the dates and to the bank accounts indicated by the units organising and conducting the aforementioned classes and examinations.
7. Students using a student loan may pay the fees in monthly instalments and on the disbursement dates of the loan tranches, subject to a documented instruction given to the bank to transfer the loan instalments to the University's account.
8. Fees for teaching activities organised and conducted by the Faculty of Political Science and International Studies (e.g.: tuition fees, retake of a programme course(s)) are paid via bank transfer to the individual bank account assigned to each student and generated in the University Study-Oriented System (USOS). The fees must be paid in the currency(ies) charged.

§ 2

1. The amount of fees for educational services is determined by the Rector of the University of Warsaw.
2. The list of fees for educational services for students commencing their studies in

a given academic year and applicable to the entire cycle of study at a given level of education is announced annually by the Rector of the University of Warsaw on the University's website (and also in the University's official journal – the Monitor of the University of Warsaw).

§ 3

1. Part-time programme students pay their tuition fees within the following deadlines:

-persons enrolled to the 1st year of study:

single payment by 19.10.2023.

or

payment in two instalments: 1st instalment by 19.10.2023, 2nd instalment by 01.02.2024;

-2nd and 3rd year first-cycle students and 2nd year second-cycle students:

single payment by 21.09.2023.

or

payment in two instalments: 1st instalment by 21.09.2023, 2nd instalment by 01.02.2024.

1. Students of programmes delivered in a foreign language, pay their tuition fees within the following deadlines:

-persons enrolled to the 1st year of study:

single payment by 19.10.2023.

or

payment in two instalments: 1st instalment by 19.10.2023, 2nd instalment by 01.02.2024;

-2nd and 3rd year first-cycle students and 2nd year second-cycle students:

single payment by 21.09.2023.

or

payment in two instalments: 1st instalment by 21.09.2023, 2nd instalment by 01.02.2024.

1. Foreign students studying on a fee-paying basis at a study programme delivered in Polish, pay their tuition fees within the following deadlines:

-persons enrolled to the 1st year of study:

single payment by 19.10.2023.

or

payment in two instalments: 1st instalment by 19.10.2023, 2nd instalment by 01.02.2024;

-2nd and 3rd year first-cycle students and 2nd year second-cycle students:

single payment by 21.09.2023.

or

payment in two instalments: 1st instalment by 21.09.2023, 2nd instalment by 01.02.2024.

§ 4

1. Full-time and part-time students pay their fees for retaking a course(s) due to unsatisfactory academic performance within the following deadlines:

- by 25.10.2023 for classes taken in the winter semester;

- by 07.02.2024 for classes taken in the summer semester.

1. Fees for classes not included in the degree plan, which the student enrolled in but failed to pass them, shall be paid within four weeks following the end of the resit examination session. The student has the obligation to inform in writing his/her study programme’s student section, within 7 days after the end of the semester in which the classes and related credits granted for classes or examinations took place, of the fact that he/she failed to pass the aforementioned course. The fee for the uncredited classes which are not included in the degree plan, must be paid by 09.10.2023.
2. If a tuition fee representing the amount of tuition fee for studies is charged because a given stage/year of study is being retaken, full-time and part-time students shall pay it within the following deadlines:

- single payment by 19.10.2023.

or

payment in two instalments: 1st instalment by 19.10.2023, 2nd instalment by 01.02.2024.

§ 5

1. Students continuing their education in the form of a part-time studies or in a form of a study programme delivered in a foreign language or foreigners studying on a fee-paying basis in a study programme delivered in Polish under the procedure of study resumption, transfer from another higher education institution or study programme change within the University of Warsaw, shall pay the tuition fee for the aforementioned study programmes in accordance with the decision on study resumption, transfer or study programme change within the University of Warsaw. Only those students who have submitted their applications for study resumption, transfer or study programme change within the University of Warsaw at least one month before the beginning of the 2023/2024 academic year, are entitled to make the payment in the same amount as the single fee amount. If this condition is not fulfilled, the student has the obligation to pay the fee in the same amount as the one specified for the fee paid in two instalments. Subject to a separate, justified and documented application of a student, it is possible to spread the fee in instalments other than those resulting from the list of fees for educational services, constituting an Appendix to the annual Ordinance issued by the Rector of the University of Warsaw governing the amount of fees for educational services for students commencing studies in a given academic year.

§ 6

1. Part-time students continuing their education commenced at the Faculty of Political Science and International Studies, are required to submit by 14.09.2023 a declaration on choosing an individual payment plan for studies (tuition fee) applicable to the academic year 2023/2024, via the USOSweb system and in writing on a ready-to-use form. A written declaration must be submitted (a scan may also be sent) to the student section of the study programme concerned or to the Information Desk of the Faculty of Political Science and International Studies.
2. A part-time student pursuing a course of study commenced at the Faculty of Political Science and International Studies, who does not submit by 14.09.2023 a declaration of choice of an individual payment plan for studies (tuition fee) applicable to the academic year 2023/2024, will be deemed to be a person paying the fee in two instalments and such a payment plan will be assigned to him/her by the administration.
3. The candidate admitted to the 1st year of part-time programme in the academic year 2023/2024 shall submit a declaration on choosing an individual payment plan for the first year of study (tuition fee) in the form of a written declaration, which he/she shall submit to the Recruitment Committee along with the other documents required for admission.

§ 7

1. A student may apply to be exempted in whole or in part or to have the payment for educational services spread in instalments (other than those stipulated in the list of fees for educational services, constituting an Appendix to the annual Ordinance issued by the Rector of the University of Warsaw governing the amount of fees for educational services for students commencing studies in a given academic year). The above-mentioned applications must be justified and documented. It is recommended to submit applications on the forms prepared by the Faculty of Political Science and International Studies (these are available on the Faculty's website). Applications for fee exemptions for educational services must be signed, i.e., have handwritten or qualified electronic signature affixed or be signed via Trusted Profile platform. Applications can be submitted in person to the student section of the relevant study programme, sent by regular mail, submitted via the USOS system (this option only applies to applications requesting to spread the payment in instalments), submitted via the ePUAP platform. Applications requesting to be exempted from or to have the payment for educational services spread in instalments, which may be based on the following circumstances: outstanding academic performance, outstanding academic achievements, outstanding sporting achievements at the national level at least, particularly important social activity for the benefit of the University, which includes activity in the university's student organisation, shall be submitted no later than 30 days before the commencement of the classes that are the subject of the application. In cases where the basis for fee exemption or spreading it in instalments may be a significant deterioration in the student's financial situation during the course of study or significant social reasons that justify supporting the student due to his/her exceptionally difficult personal situation, the applications shall be submitted no later than three months from the date on which the aforementioned circumstances occur.
2. Where appropriate, the Head of the Teaching Unit may accept to consider an application which concerns the exemption in whole or in part or spreading the payment for educational services in instalments, which is submitted on dates other than those mentioned in par. 7(1) of the herein Ordinance. In such cases, the applicant is required to show good cause for failing to meet the statutory deadline for submission.
3. A foreign student may apply to the Rector with a reasoned application requesting to be exempted in whole or in part or to spread fees for educational services in instalments. These applications shall be made through the Head of the Teaching Unit. The Rector may exempt a foreign student from all or part of the fees for: retaking specified classes in full-time studies due to unsatisfactory academic performance, studying in a foreign language, studying full-time in Polish. The basis for exempting a foreign student from the fees or spreading them into instalments shall include the following: outstanding academic performance, outstanding academic achievements, outstanding sporting achievements in a competition at the national level at least, significant deterioration of the student's material situation during studies, significant social reasons justifying support of the student due to his/her exceptionally difficult personal situation, particularly important social activity of the student for the benefit of the University, which includes activity in the university’s student organisation, demonstrating significant commitment and progress in terms of integrating into Polish society, which includes learning the Polish language, humanitarian reasons, and other particularly justified cases.

§ 8

The principles of debt recovery of, inter alia, fees for educational services are regulated by the Ordinance No. 63 issued by the Rector of the University of Warsaw of 18 June 2018 governing the principles of debt recovery at the University of Warsaw (Monitor UW 2018, item 172, as amended).

After 30 days from the due date of the debt, the faculty member authorised by the Head of the Teaching Unit, initiates pre-collection action, i.e., sends a so-called first payment request to an e-mail address with a domain address identified with the University. If the outstanding amount is not paid, a second so-called final payment request is issued. This request is served by way of a registered letter with return receipt requested. No payment – in spite of the fact that two payment requests were sent and served – constitutes the grounds for filing an application to the Legal Office of the University of Warsaw requesting to initiate recovery action and may be the reason for issuing a decision to remove the given student from the student roster for failure to pay the fees due.

§ 9

Students who pay fees in Euro (EUR) (i.e., payment for studies/tuition fee for study programmes delivered in a foreign language, payment for studies/tuition fee of foreign students studying on a fee-paying basis at study programmes delivered in Polish, retake of courses or a stage/year at study programmes delivered in a foreign language) have the obligation to make payments to the individual currency account assigned to them and indicated in the USOS system. Payments made in contradiction to the accrual of receivables in the USOS, i.e., in PLN, will not be accounted for in the system. Payments made in the wrong currency will be refunded, at the student's application, to the account from which the payment was made, with an obligation of the student to make the payment in the correct currency to the correct account within 7 days (following the receipt of the refund). Any charges arising from bank transactions are to be borne by the student.

§ 10

If a student is removed from the student roster for failure to take up a fee-paying based study programme, a fee of 10% of the fee payable for the first year of study shall be charged. This fee is intended to cover the costs necessary to launch and run the study programme and to prepare and implement the university's strategy. The aforementioned fee shall not be charged from foreign students if the reason for their failure to take up the studies is the failure to obtain the appropriate visa.

§ 11

1. If a student is removed from the student roster due to his/her withdrawal from the studies, lack of progress, failure to obtain credit for a given stage within the required deadline, punishment by disciplinary penalty of expulsion from the University, failure to participate in compulsory classes – the fee paid is refundable on a pro-rata basis, i.e., after deducting the fee for the period from starting date of the academic year to the date
on which the decision on removal from the student roster became final.
2. Withdrawal from the studies shall be submitted in writing, i.e., a handwritten or electronic signature (qualified electronic signature or Trusted Profile signature) of the applicant is required. The submission of the withdrawal from the studies can be done by way of: submitting it in person to the student section of the study programme concerned (or to the Information Desk of the Faculty of Political Science and International Studies), posting at a post office or using the ePUAP platform (with a qualified electronic signature or a Trusted Profile signature).

§ 12

The Ordinance comes into force as of the date of its announcement and applies to the fees applicable to the academic year 2023/2024.