



UNIwersytet
Warszawski

UNIVERSITY OF WARSAW MONITOR
FACULTY OF POLITICAL SCIENCE AND
INTERNATIONAL STUDIES

Item No. 54

ORDINANCE No. 7/2025

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

of 25 June 2025

**on the Rules and Regulations on Fees for Educational Services at the Faculty of
Political Science
and International Studies in the academic year of 2025/2026**

Pursuant to Ordinance No. 130 of the Rector of the University of Warsaw of 30 September 2019 on the rules and regulations for charging, and on conditions and procedure for exemption from the fees for educational services at the University of Warsaw (UW Monitor of 2019, item 306, as amended), and pursuant to Article 23, section 2, point 10, in conjunction with Article 79, section 3 of the Act of 20 July 2018, the Law on Higher Education and Science, (i.e. Journal of Laws of 2024, item 1571), and § 36, section 2, point 11, in conjunction with § 36, section 4 of the Statute of the University of Warsaw (UW Monitor of 2019, item 190, as amended), I hereby order as follows:

§ 1

The detailed rules, deadlines, and payment methods on fees for educational services at full-time and part-time first- and second-cycle studies at the Faculty of Political Science and International Studies (hereinafter referred to as the "WNPSM") are hereby established, as set out in the Rules and Regulations on the Fees for Educational Services at the Faculty of Political Science and International Studies in the academic year of 2025/2026 (hereinafter referred to as the "Rules and Regulations on the Fees") constituting an appendix to the Ordinance.

§ 2

The Ordinance enters into force on the day it is published, and the Rules and Regulations on the Fees shall become applicable in the academic year of 2025/2026.

Vice-Dean for Student Affairs of the WNPSM/
Head of the WNPSM Teaching Unit: *T. Mering*

to Ordinance No. 7/2025 of the Vice-Dean for Student Affairs – the Head of the Teaching Unit at the Faculty of Political Science and International Studies of 25 June 2025 on the Rules and Regulations on the Fees for Educational Services at the Faculty of Political Science and International Studies in the academic year of 2025/2026

Rules and Regulations on the Fees for Educational Services at the Faculty of Political Science and International Studies in the academic year of 2025/2026

§ 1

1. The fee for education at part-time studies (tuition fee) may be paid as a single payment or in two instalments. The fee for education at part-time studies is calculate the following currency: PLN. The payment shall be made in the currency of calculation. Statutory interest is charged on overdue payments.

2. The fee for education at studies conducted in a foreign language (tuition fee) may be paid as a single payment or in two instalments. The fee for education at studies conducted in a foreign language is calculate the following currency: EUR. The payment shall be made in the currency of calculation. Statutory interest is charged on overdue payments.

3. The fee for education for foreign students studying on a fee-paying basis at studies conducted in Polish (a tuition fee for studies) may be paid as a single payment or in two instalments. The fee for education of foreign students studying at studies conducted in Polish is calculate in the following currency: EUR. The payment shall be made in the currency of calculation. Statutory interest is charged on overdue payments.

4. The fee for repeating a course/courses due to unsatisfactory academic performance (conditional enrolment in the next stage/year of studies) shall be paid by the deadline/deadlines assigned to the semesters in which their repetition will take place. The fee for repeating a course/courses due to unsatisfactory academic performance shall be paid in the currencies of calculation, i.e. PLN or EUR. Statutory interest is charged on overdue payments.

5. The fee for education due to repeating a stage/year of studies at full-time and part-time studies is the total of the fees for each repeated subject, but not more than a given amount specified in the relevant list of fees for educational services (which constitutes an appendix to the annual ordinance of the Rector of the University of Warsaw on the amount of fees for educational services applicable for students commencing their studies in a given academic year), calculated as a single payment or in two instalments. In the case of calculating the fee for the ECTS points assigned to courses repeated or for teaching hours assigned to courses repeated (depending on the list of fees applicable in a particular case) payments shall be made on the dates assigned to the semesters in which courses will be repeated. The payment shall be made in the currency of calculation. Statutory interest is charged on overdue payments.

6. The fee for repeating or completing additional, i.e. above-scheduled, class hours (the necessity or intention to purchase additional tokens of a given type after using up the free pool of tokens allocated once upon the first commencement of the first-cycle studies at the University of Warsaw) of a foreign language, physical education, and for the option to take a foreign language certification examination after using the two tokens allocated once and free of charge for two examinations is calculated in the amounts specified in the list of "Additional Fees" which form part of the list of fees for educational services set out in the annual Ordinance of the Rector of the University of Warsaw on the amount of fees for educational services for students commencing their studies in a given academic year. The deadlines for the aforementioned fees are determined by the units which organize the aforementioned courses and hold a foreign language certification examination. The students of the Faculty of Political Science and International Studies shall pay the aforementioned fees in the foreign currency, by the deadlines and into bank accounts indicated by the units organizing and conducting the aforementioned courses and examinations.

7. Students using a student loan may pay their fees in monthly instalments and in accordance with the disbursement schedule of the loan tranches, provided that they submit documented proof of having instructed the bank to transfer the loan instalments to the University account.

8. Fees for classes organized and conducted by the Faculty of Political Science and International Studies (including, among others: tuition fee, repetition of a core course/core courses) are paid by bank transfer to an individual bank account assigned to each student and generated in the University Study Service System (hereinafter referred to as the "USOS system").

Fees shall be paid in the currency/currencies in which they have been calculated and within the specified deadlines.

Statutory interest is charged on overdue payments.

§ 2

1. The amounts of fees for educational services are 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 for the entire cycle of studies in a given level of studies is announced annually by the Rector of the University of Warsaw on the University website (including in the official journal of the University – the University of Warsaw Monitor).

§ 3

1. Students of the part-time studies shall pay the fees for education (tuition fee) by the following deadlines:

- persons admitted to the 1st year of studies:

- single payment by 16.10.2025

- or

- payment in two instalments: 1st instalment by 16.10.2025, 2nd instalment by 5.02.2026;

- students of the 2nd and 3rd year of first-cycle studies and the 2nd year of

- second-cycle studies:

- single payment by 25.09.2025

- or

- payment in two instalments: 1st instalment by 25.09.2025, 2nd instalment by 5.02.2026;

2. Students of studies conducted in a foreign language pay the fees for education (tuition fee) according to the following deadlines:

- persons admitted to the 1st year of studies:

- single payment by 16.10.2025

- or

- payment in two instalments: 1st instalment by 16.10.2025, 2nd instalment by 5.02.2026;

- students of the 2nd and 3rd year of first-cycle studies and the 2nd year of

- second-cycle studies:

- single payment by 25.09.2025

- or

- payment in two instalments: 1st instalment by 25.09.2025, 2nd instalment by 5.02.2026;

3. Foreign students studying on a fee-paying basis at studies conducted in Polish shall pay the fees for education (tuition fee) by the following deadlines:

- persons admitted to the 1st year of studies:

- single payment by 16.10.2025

or

payment in two instalments: 1st instalment by 16.10.2025, 2nd instalment by 5.02.2026;

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

single payment by 25.09.2025

or

payment in two instalments: 1st instalment by 25.09.2025, 2nd instalment by 5.02.2026;

§ 4

1. Full-time and part-time students pay fees for repeating a course/courses due to unsatisfactory academic performance by the following deadlines:

- by 22.10.2025 for courses held in the winter semester;

- by 11.02.2026 for courses held in the summer semester.

2. The fee for the courses not included in the programme of studies (i.e. courses not required to complete a particular stage of studies according to the programme of studies), for which the student enrolled but failed to complete in the academic year of 2024/2025 shall be paid within the period of four weeks from the date of the end of the retake examination session of the 2024/2025 summer semester. The student shall, within 7 days from the end of the semester in which the aforementioned courses and related credit assessments or examinations were held, inform the student affairs section of their field of studies in writing of the failure to pass them. Fees for courses not included in the programme of studies (i.e. courses not required to complete a particular stage of studies according to the programme of studies) for which the student enrolled but failed to complete in the academic year of 2024/2025 shall be paid by the deadline of 13.10.2025. In the case of the students who in the academic year of 2024/2025 complete the last stage of studies at the first- and second-cycle of studies, the fee for courses not included in the programme of studies (i.e. courses not required to complete a particular stage of studies according to the programme of studies) for which the student enrolled but failed to complete in the academic year of 2024/2025, shall be paid prior to a designated date of the diploma examination.

3. The fee for courses not included in the programme of studies (i.e. courses not required to complete a particular stage of studies according to the programme of studies), for which the student enrolled but failed to complete in the academic year of 2025/2026, shall be paid within the period of four weeks from the end of the retake examination session of the 2025/2026 summer semester. The student shall, within 7 days from the end of the semester in which the aforementioned courses and related credit assessments or examinations were held, inform the student affairs section of their field of studies in writing of the failure to pass them. Fees for courses not included in the programme of studies (i.e. courses not required to complete a particular stage of studies according to the programme of studies) for which the student enrolled but failed to complete in the academic year of 2025/2026, shall be paid by the deadline of 12.10.2026. In the case of students who in the academic year of 2025/2026 complete the last stage at the first- and second-cycle of studies, the fee for courses not included in the programme of studies (i.e. courses not required to complete a particular stage of studies according to the programme of studies) for which the student enrolled but failed to complete in the academic year of 2025/2026, shall be paid prior to a designated date of the diploma examination.

4. Full-time and part-time students, if charged the fees for education due to repeating a stage/year of studies amounting to the maximum allowable amount specified in the relevant list of fees for educational services (which constitutes an appendix to the annual ordinance of the Rector of the University of Warsaw on the amount of fees for educational services applicable for students commencing their studies in a given academic year) shall pay the fee by the following deadlines:

- single payment by 16.10.2025

or

- payment in two instalments: 1st instalment by 16.10.2025, 2nd instalment by 05.02.2026;

§ 5

Students continuing their studies through resumption of studies, transfer from another university, or change of the field of studies within the University of Warsaw at part-time studies, at studies conducted in a foreign language and foreign students studying on a fee-paying basis at studies conducted in Polish shall pay the fee for education at the aforementioned studies in accordance with the decision on resumption of studies, transfer from another university, or change of the field of studies within the University of Warsaw.

The right to make payment in the amount specified for a single payment applies only to those students who have submitted applications for resumption of studies, transfer from another university, or change of the field of studies within the University of Warsaw at least one month prior to the beginning of the academic year of 2025/2026.

If this condition is not met, the student is required to pay the fee in the amount specified for payment in two instalments. Upon a separate, justified and duly documented application submitted by the student, it is possible to divide the fee into instalments other than those specified in the schedule of fees for educational services which constitutes an appendix to the annual ordinance of the Rector of the University of Warsaw on the amount of fees for educational services applicable for students commencing their studies in a given academic year.

§ 6

1. A student at the part-time studies continuing their education commenced at the Faculty of Political Science and International Studies is obligated to file by 18.09.2025 a declaration on selecting an individual payment plan for studies (tuition fee) referring to the academic year of 2025/2026 via the USOSweb system and in a written form on a prepared form. A written declaration shall be submitted (may also be sent as a scanned document) in the student affairs section of a given field of studies.

2. A student at the part-time studies continuing their studies commenced at the Faculty of Political Science and International Studies who failed to submit by 18.09.2025 a declaration on selecting an individual payment plan for studies (tuition fee) referring to the academic year of 2025/2026 will be considered a person paying the fee in two instalments, and such a payment plan will be assigned to them administratively.

3. A candidate admitted to studies at the first year of part-time studies in the academic year of 2025/2026 shall submit a declaration on selecting an individual payment plan for the first year of studies (tuition fee) in a written declaration which shall be submitted to the Admission Committee together with other documents required for admission to studies.

§ 7

1. The student may apply for a full or partial exemption from, or for payment in instalments of fees for educational services (other than those listed in the list of fees for educational services which constitutes an appendix to the annual ordinance of the Rector of the University of Warsaw on the amount of fees for educational services applicable for students commencing their studies in a given academic year).

The aforementioned applications shall be duly justified and documented. It is recommended that applications be submitted using the forms prepared by the Faculty of Political Science and International Studies (available on the Faculty website). Applications for exemption from the fees for educational services shall be signed, i.e. bear a handwritten signature, qualified electronic signature, Trusted Profile signature, or personal signature.

Applications may be submitted in person at the student affairs section of the relevant field of studies, sent by regular mail, or submitted via the USOS system (this option applies only to applications for payment in instalments, which do not require the applicant's signature), and may be submitted via the ePUAP/e-Doręczenia platform. Applications concerning exemption from or payment in instalments of fees for educational services, which may be based on the following circumstances: outstanding study achievements, outstanding

academic achievements, outstanding sports achievements at least at the nationwide level of competitions, particularly significant social activity for the benefit of the University, including activities undertaken in a student organisation, shall be submitted no later than 30 days prior to the start of the classes which are the subject of the application. In cases where a significant deterioration of the student's financial situation during the course of studies may constitute grounds for a fee exemption or for spreading the fee into instalments or important social considerations, constituting grounds for providing the student with support due to their personal situation, applications shall be submitted no later than three months from the day of occurrence of such circumstances.

2. The Head of the Teaching Unit may, in justified cases, accept for consideration an application for full or partial exemption from, or payment in instalments of, fees for educational services, submitted at deadlines other than those specified in § 7, section 1 of this Ordinance. In such cases, the applicant is required to demonstrate valid reasons for failing to meet the regulatory deadline for submitting the application.

3. A foreign student may submit to the Rector a justified application for the exemption from the fees in their entirety or in part, or can apply for the fees for educational services to be paid in instalments.

These applications shall be submitted through the Head of the Teaching Unit. The Rector may exempt a foreign student from the payment of the fees in whole or in part for the following reasons: retaking specified courses at the full-time studies due to unsatisfactory academic performance, studies conducted in a foreign language, studies conducted in Polish at full-time studies. The grounds for granting a foreign student exemption from the fees or spreading the fee into instalments may include: outstanding study achievements, outstanding academic achievements, outstanding sports achievements at least at the nationwide level of competitions, significant deterioration of the student's financial situation during the course of studies, important social considerations, constituting grounds for providing the student with support due to their particularly difficult personal situation, particularly significant social activity of the student for the benefit of the University, including activities undertaken in a student organisation, demonstrating significant commitment to and progress in integration with the Polish society, including learning the Polish language, humanitarian considerations, and other particularly justified cases.

§ 8

The rules and regulations for executing overdue payments, including fees for educational services, are laid down in Ordinance No. 63 of the Rector of the University of Warsaw of 18 June 2018 on the rules and regulations on executing overdue payments at the University of Warsaw (UW Monitor of 2018, item 172, as amended).

After 30 days from the due date of the payment obligation, an employee of the Faculty authorised by the Head of the Teaching Unit shall initiate pre-execution procedure, i.e. send a so-called first payment notice to the email address with a domain associated with the University. In the event that the overdue payment is not settled, a second payment notice — the so-called final notice — is issued. This notice is delivered by registered mail with return receipt requested. Failure to make the payment — despite sending and delivering two payment notices — constitutes grounds for submitting a request to the UW Legal Office to initiate debt execution proceedings and may also serve as the basis for issuing a decision on removal from the register of students for failure to pay applicable fees.

§ 9

Students who pay fees in euros (EUR) (i.e. the fee for studies/tuition fee at studies conducted in a foreign language, the fee for studies/tuition fee for foreign students studying on a fee-paying basis at studies conducted in Polish, repeating courses or stages/years at studies conducted in a foreign language), are obliged to make payments to their assigned individual foreign currency account, as indicated in the USOS system. Payments made not in accordance with calculated due fees in the USOS system, i.e. in PLN, will not be processed

in the system. Payments made in an incorrect currency will, upon the student's application, be refunded to the account from which the payment was made, with a simultaneous obligation on the student to make a payment in the correct currency to the appropriate account within 7 days of receiving the refund.

Any fees arising from banking operations shall be borne by the student.

§ 10

In the event of removal from the register of students due to failure to commence studies for which tuition fees apply, a fee amounting to 10% of the tuition fee for the first year of studies shall be charged. This fee is intended to cover the costs necessary for the initiation and conduct of studies as well as for the preparation and implementation of the University strategy.

The aforementioned fees are not collected from foreign students if the reason for their failure to commence studies is the failure to obtain an appropriate visa.

§ 11

1. In the event of removal from the register of students due to withdrawal from studies, lack of academic progress, failure to complete a stage within the required time limit, expulsion from the University as a disciplinary penalty, or failure to attend compulsory classes the fee paid shall be refunded proportionally, i.e. after deducting the amount due for the period from the start of the academic year until the date on which the decision on removal from the register of students became final.

2. Resignation from studies must be submitted in a written form, i.e. a handwritten or electronic signature (a qualified electronic signature, Trusted Profile, or personal signature) of the applicant is required. Resignation from studies may be effected by: personally submitting a relevant statement at the student affairs section of a given field of studies, sending at a post office or using the ePUAP/e-Doręczenia platform (with a qualified electronic signature, Trusted Profile signature, or personal signature).

§ 12

The Ordinance enters into force on the day it is published and applies for fees for the academic year of 2025/2026.