

ORDER No. 29/2019
of the Rector of the AGH University of Krakow
on July 8, 2019.

on the Regulations of charging fees for higher education
at the AGH University of Krakow

- UNIFORM TEXT -

(including amendments introduced by the order No. 50/2020 of the Rector of the AGH University of Krakow of August 17, 2020 on the amendment to the order No. 29/2019 of the Rector of July 8, 2019 on the Regulations for charging fees for higher education at the AGH University of Krakow)

Based on Article 23 section 2 point 2 in connection with Article 79 section 1, section 2 points 3-5, section 3 and Article 324 section 1-2 of the Act on July 20, 2018 - Law on Higher Education and Science (uniform text Polish Journal of Laws of 2022, item 574, as amended) and § 36 of the Regulation of the Minister of Science and Higher Education on studies (uniform text Polish Journal of Laws of 2021, item 661, as amended), I hereby order as follows:

CHAPTER I.
GENERAL RULES

§ 1.
General provisions

1. These Regulations on charging fees for educational services and for issuing documents related to the course of higher education at the AGH University of Krakow, hereinafter as referred to as the Regulations, specifies:
 - 1) rules for charging fees during studies for educational services as referred to in Article 79 section 1 of the Act;
 - 2) rules for charging fees for issuing documents related to the course of studies as referred to in Article 79 section 2 items 3-5 of the Act;
 - 3) conditions and procedure for exemption from the as fees as referred to in point 1 and 2;
 - 4) rules for determining the amount of fees as referred to in point 1.
2. Rules for charging and exempting from fees for conducting admission process, confirming learning outcomes and for using student dormitories and student canteens, as well as the amount of these fees shall be regulated by separate regulations.
3. The terms used in these Regulations shall have the following meanings:
 - 1) **Dean of the Faculty** – the head of the basic organisational unit of the University that conducts education in a given field of study, level and profile
 - 2) **Study Regulations** – the AGH University of Krakow Study Regulations;

- 3) **ordinance of the Minister** – ordinance of the Minister of Science and Higher Education on studies;
 - 4) **studies** – a form of higher education, conducted at the level of first-cycle degree programmes and at the level of second-cycle degree programmes;
 - 5) **AGH University** – AGH University of Krakow;
 - 6) **the Act** – the Act of 20th of July 2018 - Law on Higher Education and Science.
4. If the provisions hereof require a request, it shall be submitted in writing within the time limit specified herein.
 5. The Dean of the Faculty may allow students to submit requests as referred to in section 4, in electronic form to the address indicated, only via e-mail in the domain registered at the University.¹⁾

§ 2.

Catalog of paid educational services

1. The University shall charge fees for educational services related to:
 - 1) education on part-time studies;
 - 2) repeating certain classes due to unsatisfactory academic performance;
 - 3) education conducted in a foreign language, if the Rector so decides in the order as referred to in § 3 section 1 hereof;
 - 4) conducting classes not covered by the curriculum;
 - 5) education of foreigners on full-time studies conducted in Polish.
2. The University shall not charge fees for activities related to the verification of learning outcomes specified in the curriculum and for issuing documents related to the course of studies other than those specified in Article 79 section 2 point 3-5 of the Act.

§ 3.

Procedure for determining the amount of fees for educational services

1. The Rector shall determine the fees for educational services as referred to in § 2 and their amount by way of an order based on the applications of the Deans of the Faculties along with the calculation of costs, submitted to the Centre for Education Affairs no later than two months before the beginning of the admission process in a given academic year.²⁾
2. The amount of fees for educational services may not exceed the costs necessary to establish and conduct studies as well as to prepare and implement the University's strategy.

¹⁾ § 1 section 5 added by the order No. 50/2020 of the Rector of the AGH University of Krakow of August 17, 2020 on the amendment to the order No. 29/2019 of the Rector of the AGH University of Krakow of July 8, 2019 on the Regulations for charging fees for higher education at the AGH University of Krakow.

²⁾ § 3 section 1 amended by the order No. 50/2020 of the Rector of the AGH University of Krakow of August 17, 2020.

3. Fees for different years of studies at the same field of study, level and profile may vary depending on the cost calculation as referred to in section 1, for individual years of study.
4. Fees for educational services shall be determined for the full cycle of education and until the graduation of studies by persons admitted to studies for a given academic year, the University may not increase the amount of fees established for them or introduce new fees. This shall not apply to the increase of the amount of fees for conducting classes not covered by the curriculum and for using student dormitories and student canteens, course to section 5.
5. In case of transfer from another University, change of the Faculty, field of study or form of study, repetition of a semester, leave from classes, return from leave from classes or resumption of studies, the amount of fees determined for the full cycle of education of students beginning the studies in a given academic year within the semester of studies for which a given student has been registered shall apply.
6. Fees charged to students and their amount shall be determined before the beginning of admission process in a given academic year.
7. Determining the fees charged to students shall requires the opinion of the AGH University Student Self-Government.
8. The AGH University Student Self-Government shall express the opinion as referred to in section 7, within 14 days from the date of submitting the proposed fees. In case of ineffective expiry of this period, the requirement to obtain an opinion shall be deemed as fulfilled.
9. Information on the amount of fees for educational services as referred to in § 2 shall be provided by the University of the Public Information Bulletin on the website www.agh.edu.pl and on the website of the relevant Faculty.

CHAPTER II.

FEES FOR PART-TIME STUDIES FOR STUDENTS WHO ARE POLISH CITIZENS

§ 4.

Catalog of fees for part-time studies

A part-time student who is a Polish citizen shall pay tuition fees:

- 1) for education on part-time studies in accordance with the curriculum applicable for a given field of study, level and profile;
- 2) associated with the need to repeat certain classes due to unsatisfactory academic performance;
- 3) related to the necessity to complete curriculum differences;
- 4) related to conducting classes not covered by the curriculum applicable for a given field, level and profile.

§ 5.

Semester tuition fee for education on part-time studies

1. A semester tuition fee (the so-called tuition fee) shall be charged for part-time studies in accordance with the curriculum applicable for a given field, level and profile.
2. As a part of the fee as referred to in section 1, the University provides learning a foreign language on the terms set out in the resolution of the AGH University Senate on the principles of learning foreign languages at the AGH University of Krakow.
3. In case of realisation of some modules or courses included in the curriculum for the next semester within the so-called advancement, a part-time student shall pay a fee in proportion to the amount of the semester fee applicable to him/her. In the next semester, the semester fee will be reduced proportionally to the amount previously paid.
4. In case of failure to complete a module or a course provided for in the curriculum for the next semester within the so-called the advancement as referred to in section 3, a student shall pay a fee for repeating certain classes due to unsatisfactory academic performance on the terms set out in § 6.

§ 6.

Fee for repeating specific classes on part-time studies

1. The fee for repeating certain classes due to unsatisfactory academic performance on part-time studies shall be charged in case of failure to meet conditions for completing a module or a course in a given semester, which a student, despite the obligation of its completion, failed to complete, in accordance with the curriculum applicable for a given field of study, level and profile, thus obtaining an unsatisfactory academic performance.
2. Rules, conditions and procedure for determining unsatisfactory academic performance shall be specified in the Study Regulations.
3. The fee as referred to in section 1, shall be charged both in case of registration for the next semester of studies (as a part of the registration for the next semester of study within the so-called total admissible ECTS credit deficit *def P_k*) and in case of the necessity to register for the same semester of study (as a part of repeating a semester of study).

§ 7.

Fee for completing curriculum differences on part-time studies

1. The fee for completing curriculum differences on part-time studies shall be charged when a student is required to complete a module or a course additionally due to the differences between the current and previously implemented by a student curriculum in case of transfer from another University, change of the Faculty, field of study or forms of study, repeating a semester, leave from classes, returning from leave from classes or resumption of studies.
2. Rules, conditions and procedure for transferring student's achievements shall be set out in the Study Regulations.

§ 8.

Fee for conducting classes not covered by the curriculum on part-time studies

1. If the Dean of the Faculty agrees to pursue classes not covered by the curriculum, a part-time student shall be obliged to pay a fee for conducting classes not covered by the curriculum applicable for a given field, level and profile.
2. Rules, conditions and procedure for pursuing classes not covered by the curriculum shall be specified in the Study Regulations.
3. In case of pursuing classes covered within the University Base of Elective Courses (UBPO), a part-time student may pursue courses offered within the Base as a part of the semester tuition fee as elective courses within the curriculum applicable for a given field of study, level and profile, and, additionally, for a fee, as courses not covered by the curriculum, on the terms set out in the Study Regulations.³⁾

§ 9.

Amount of fees for educational services on part-time studies

1. For part-time studies conducted in accordance with the curriculum applicable for a given field of study, level and profile, a part-time student shall pay a semester tuition fee in the amount specified in the Rector's order as referred to in § 3 section 1 hereof.
2. In case of educational services as referred to in § 6-§ 8 hereof, the rate for one hour of classes shall be calculated by dividing the amount of the semester tuition fee specified in the Rector's order as referred to in § 3 section 1 hereof by the number of class hours provided for in the curriculum applicable for a given semester for a given field, level and profile.
3. The amount of the individual fee paid by a part-time student for educational services as referred to in § 6 - § 8 hereof shall be determined by the Dean of the Faculty, based on the rate for one hour of classes as referred to in section 2, by multiplying the amount of this rate by the number of class hours provided for in the curriculum applicable for a given semester for a given field, level and profile for specific classes.

§ 10.

Fees for part-time studies in case of a transfer, repeating a semester or a break in studies

1. In case of a transfer from another University, change of the Faculty, field of study or form of study, repeating a semester, leave from classes, return from leave from classes or resumption of studies, a part-time student shall pay:
 - 1) a semester tuition fee, or
 - 2) a fee for repeating certain classes due to unsatisfactory academic performance, or
 - 3) a fee for complementing curriculum differences

³⁾ § 8 section 3 amended by the order No. 50/2020 of the Rector of the AGH University of Krakow of August 17, 2020.

- depending on a student's previous achievements and progress in education, as well as the differences between the student's current and present curriculum, determined by the Dean of the Faculty in accordance with the Study Regulations applicable at the University.
2. In case of transferring classes completed at another field of study, Faculty or outside the University, towards the curriculum applicable for a given field, level and profile, the semester tuition fee shall be determined individually by the Dean of the Faculty in proportion to the amount of this fee and the other classes planned for realisation for a given semester.

CHAPTER III.
FEES FOR FULL-TIME STUDIES
FOR STUDENTS WHO ARE POLISH CITIZENS

§ 11.
Catalog of fees for full-time studies

A full-time student who is a Polish citizen shall pay a fee for:

- 1) repeating certain classes due to unsatisfactory academic performance;
- 2) conducting classes not covered by the curriculum;
- 3) education conducted in a foreign language, if the Rector so decides in the order as referred to in § 3 section 1 hereof.

§ 12.
Fee for repeating certain classes on full-time studies

1. The fee for repeating certain classes due to unsatisfactory academic performance on full-time studies shall be charged in case of failure to meet conditions for completing a module or a course in a given semester, which a student, despite the obligation of its completion, failed to complete, in accordance with the curriculum applicable for a given field of study, level and profile, thus obtaining an unsatisfactory academic performance.
2. Rules, conditions and procedure for determining unsatisfactory academic performance shall be specified in the Study Regulations.
3. The fee as referred to in section 1, shall be charged both in case of registration for the next semester of studies (as a part of the registration for the next semester of study within the so-called total admissible ECTS credit deficit *def P_k*) and in case of the necessity to register for the same semester of study (as a part of repeating a semester of study).

§ 13.

Fee for conducting classes not covered by the curriculum on full-time studies

1. If the Dean of the Faculty agrees to pursue classes not covered by the curriculum, a full-time student shall be obliged to pay a fee for conducting classes not covered by the curriculum applicable for a given field, level and profile.
2. Rules, conditions and procedure for pursuing classes not covered by the curriculum shall be specified in the Study Regulations.
3. In case of conducting classes within the University Base of Elective Courses (UBPO), a full-time student may pursue courses offered within the Base on a free of charge basis.⁴⁾

§ 14.

Semester fee for education on full-time studies in a foreign language

1. The semester tuition fee (the so-called tuition fee) shall be charged for full-time studies conducted in a foreign language in accordance with the curriculum applicable for a given field of study, level and profile, if the Rector so decides in the order as referred to in § 3 section 1 hereof.
2. As a part of the fee as referred to in section 1, the University provides learning a foreign language on the terms set out in the resolution of the AGH University Senate on the principles of learning foreign languages at the AGH University of Krakow.
3. In case of realisation of some modules or courses included in the curriculum for the next semester within the so-called advancement, a student of full-time studies conducted in a foreign language shall pay a fee in proportion to the amount of the semester fee applicable to him / her. In the next semester, the semester fee will be reduced proportionally to the amount previously paid.
4. In case of failure to complete a module or a course provided for in the curriculum for the next semester within the so-called the advancement as referred to in section 3, a student shall pay a fee for repeating certain classes due to unsatisfactory academic performance on the terms set out in § 12.

§ 15.

Amount of fees for educational services on full-time studies

1. In case of educational services as referred to in § 12-§ 13 hereof, the Rector shall set the rate for one hour of classes in the order as referred to in § 3 section 1 hereof.
2. The amount of the individual fee paid by a full-time student for educational services as referred to in § 12 - § 13 hereof shall be determined by the Dean of the Faculty based on the rate for one hour of classes determined by the Rector in the order as referred to in § 3 section 1 hereof, by multiplying the amount of this rate by the number of class hours provided for in the curriculum applicable for a given semester for a given field, level and profile for specific classes.

⁴⁾ § 13 section 3 amended by the order No. 50/2020 of the Rector of the AGH University of Krakow of August 17, 2020.

3. For the educational service as referred to in § 14 hereof, a full-time student of studies conducted in a foreign language, if the Rector so decides in the order as referred to in § 3 section 1 hereof, shall pay a semester fee in the amount specified in this order.

§ 16.
**Fees for full-time studies in case of a change, repeating a semester
or a break in studies**

1. In case of a transfer from another University, change of the Faculty, field of study or form of study, repeating a semester, leave from classes, return from leave from classes or resumption of studies, a full-time student shall pay:
 - 1) a fee for repeating certain classes due to unsatisfactory academic performance, or
 - 2) a semester for full-time studies in a foreign language, if the Rector so decides in the order as referred to in § 3 section 1 hereof, or
 - 3) a fee for complementing curriculum differences in the case of full-time education in a foreign language, if the Rector so decides in the ordinance as referred to in § 3 section 1 hereof

- depending on a student's previous achievements and progress in education, as well as the differences between the student's current and present curriculum, determined by the Dean of the Faculty in accordance with the Study Regulations applicable at the University.
2. In case of transferring classes completed at another field of study, Faculty or outside the University, towards the curriculum applicable for a given field, level and profile, the semester fee shall be determined individually by the Dean of the Faculty in proportion to the amount of this fee and the other classes planned for realisation for a given semester.
3. The fee for complementing curriculum differences on full-time studies in a foreign language, if the Rector so decides in the ordinance as referred to in § 3 section 1 hereof, shall be charged when a student is required to complete a module or a course additionally due to the differences between the current and previously implemented curriculum in case of a transfer from another University, change of the Faculty, field of study or form of study, repeating a semester, leave from classes, returning from leave from classes or resumption of studies.⁵⁾
4. If it is necessary to complete curriculum differences on full-time studies in a foreign language, the Rector shall set the rate for one hour of classes in the order as referred to in § 3 section 1 hereof.⁶⁾
5. The amount of the individual fee paid by a student if it is necessary to complete curriculum differences on full-time studies in a foreign language, if the Rector so decides in the order as referred to in § 3 section 1 hereof shall be determined by the Dean of the Faculty, based on the rate for one hour of classes as referred to in section 4, by multiplying the amount of this rate by the number of class hours provided for in

⁵⁾ § 16 section 3 added by the order No. 50/2020 of the Rector of the AGH University of Krakow of August 17, 2020.

⁶⁾ § 16 section 4 added by the order No. 50/2020 of the Rector of the AGH University of Krakow of August 17, 2020.

the curriculum applicable for a given semester for a given field, level and profile for specific classes.⁷⁾

CHAPTER IV.
**FEES FOR FULL-TIME AND PART-TIME STUDIES FOR
FOREIGN STUDENTS**

§ 17.
Catalog of fees charged to foreign students

1. A student who is not a Polish citizen, hereinafter as referred to as a foreign student, shall pay tuition fees:
 - 1) for full-cycle education on full-time and part-time studies, conducted both in Polish and in a foreign language in accordance with the curriculum applicable for a given field of study, level and profile;
 - 2) associated with the need to repeat certain classes due to unsatisfactory academic performance;
 - 3) related to the necessity to complete curriculum differences;
 - 4) related to conducting classes not covered by the curriculum applicable for a given field, level and profile.
2. A foreign student studying under an international agreement or under an agreement concluded by the University with a foreign entity, in particular as part of international exchange programs or joint studies, shall pay fees for educational services and for issuing documents related to the course of studies on the terms specified in these agreements.

§ 18.
Semester fee for education during studies

1. The semester fee (the so-called tuition fee) shall be charged from foreign students for their education on full-cycle education on full-time and part-time studies, conducted both in Polish and in a foreign language, in accordance with the curriculum applicable for a given field of study, level and profile.
2. As a part of the fee as referred to in section 1, the University provides learning a foreign language on the terms set out in the resolution of the AGH University Senate on the principles of learning foreign languages at the AGH University of Krakow.
3. In case of realisation of some modules or courses included in the curriculum for the next semester within the so-called advancement, a foreign student shall pay a fee in proportion to the amount of the semester fee applicable to him/her. In the next semester, the semester fee will be reduced proportionally to the amount previously paid.

⁷⁾ § 16 section 5 added by the order No. 50/2020 of the Rector of the AGH University of Krakow of August 17, 2020.

4. In case of failure to complete a module or a course provided for in the curriculum for the next semester within the so-called the advancement as referred to in section 3, a student shall pay a fee for repeating certain classes due to unsatisfactory academic performance on the terms set out in § 19.
5. Tuition fees for full-time studies conducted in Polish language shall not be charged from foreigners indicated in the Act or exempt from this fee on the basis of a decision of the Minister of Science and Higher Education or a decision of the director of Polish National Agency for Academic Exchange in relation to its scholarship holders.
6. Foreign students wishing to perform the right as referred to in section 5, shall be required to submit to the Dean's Office of the Faculty an appropriate document entitling them to study on full-time studies conducted in Polish language on a free of charge basis before the beginning of their studies.
7. If, during the studies, a foreign student obtains a document entitling him/her to study on full-time studies conducted in Polish language on a free of charge basis or obtains Polish citizenship, he/she may apply to the Dean of the Faculty, acting under the Rector's authorization, with a written request to change the financial rules of studying.
8. Along with the submission of the request as referred to in section 7, a document authorizing to study on full-time studies conducted in Polish language on a free of charge basis or a document confirming granting of Polish citizenship shall be submitted.
9. In case as referred to in section 7, the University ceases to charge a semester fee for the next semester of studies, and the Dean of the Faculty shall be obliged to immediately notify the Rector of this fact.
10. In case of the expiry of the validity of the document entitling to study on full-time studies conducted in Polish language on a free of charge basis during the semester, the University shall charge the semester tuition fee for the next semester of study.

§ 19.

Fee for repeating specific classes

1. The fee for repeating certain classes due to unsatisfactory academic performance on full-time and part-time studies, conducted both in Polish and in a foreign language, shall be charged in case of failure to meet conditions for completing a module or a course in a given semester, which a student, despite the obligation of its completion, failed to complete, in accordance with the curriculum applicable for a given field of study, level and profile, thus obtaining an unsatisfactory academic performance.
2. Rules, conditions and procedure for determining unsatisfactory academic performance shall be specified in the Study Regulations.
3. The fee as referred to in section 1, shall be charged both in case of registration for the next semester of studies (as a part of the registration for the next semester of study within the so-called total admissible ECTS credit deficit *def P_k*) and in case of the necessity to register for the same semester of study (as a part of repeating a semester of study).

§ 20.

Fee for completing program differences

1. The fee for completing curriculum differences on full-time and part-time studies, conducted both in Polish and in a foreign language shall be charged when a foreign student is required to complete a module or a course additionally due to the differences between the current and previously implemented by a student curriculum in case of transfer from another University, change of the Faculty, field of study or forms of study, repeating a semester, leave from classes, returning from leave from classes or resumption of studies.
2. Rules, conditions and procedure for transferring student's achievements shall be set out in the Study Regulations.

§ 21.

Fee for conducting classes not covered by the curriculum

1. If the Dean of the Faculty agrees to pursue classes not covered by the curriculum, a foreign student shall be obliged to pay a fee for conducting classes not covered by the curriculum applicable for a given field, level and profile.
2. Rules, conditions and procedure for pursuing classes not covered by the curriculum shall be specified in the Study Regulations.
3. In case of pursuing classes covered within the University Base of Elective Courses (UBPO), a foreign student:
 - 1) if studies on a fee-paying basis – may pursue courses offered by the Base as a part of the semester tuition fee as elective courses within the curriculum applicable for a given field of study, level and profile, and, additionally, for a fee, as courses not covered by the curriculum, on the terms specified in the Study Regulations;
 - 2) if studies on a free of charge basis – may pursue courses offered within the Base on a free of charge basis.⁸⁾

§ 22.

Fees for educational services for foreign students

1. For full-cycle education on full-time and part-time studies, conducted both in Polish and in a foreign language, in accordance with the curriculum applicable for a given field of study, level and profile, a foreign student shall pay a semester tuition fee in the amount specified in the Rector's order, as referred to in § 3 section 1 hereof.
2. In case of educational services as referred to in § 19-§ 21 hereof, the Rector shall set the rate for one hour of classes in the order as referred to in § 3 section 1 hereof.⁹⁾

⁸⁾ § 21 section 3 amended by the order No. 50/2020 of the Rector of the AGH University of Krakow of August 17, 2020.

⁹⁾ § 22 section 2 amended by the order No. 50/2020 of the Rector of the AGH University of Krakow of August 17, 2020.

3. (*repealed*) .¹⁰⁾
4. The amount of the individual fee paid by a foreign student for educational services as referred to in § 19-§ 21 hereof shall be determined by the Dean of the Faculty, based on the rate for one hour of classes determined by the Rector in the order as referred to in § 3 section 1 hereof, by multiplying the amount of this rate by the number of class hours provided for in the curriculum applicable for a given semester for a given field, level and profile for specific classes.

§ 23.
**Fees in case of transfer, repeating a semester
or a break in studying**

1. In case of a transfer from another University, change of the Faculty, field of study or form of study, repeating a semester, leave from classes, return from leave from classes or resumption of studies, a foreign student shall pay:
 - 1) a semester tuition fee, or
 - 2) a fee for repeating certain classes due to unsatisfactory academic performance, or
 - 3) a fee for complementing curriculum differences- depending on a student's previous achievements and progress in education, as well as the differences between the student's current and present curriculum, determined by the Dean of the Faculty in accordance with the Study Regulations applicable at the University.
2. In case of transferring classes completed at another field of study, Faculty or outside the University, towards the curriculum applicable for a given field, level and profile, the semester tuition fee shall be determined individually by the Dean of the Faculty in proportion to the amount of this fee and the other classes planned for realisation for a given semester.

CHAPTER V.

**FEES FOR ISSUING DOCUMENTS RELATED TO THE COURSE OF STUDIES
AND OTHER EDUCATIONAL FEES**

§ 24.
Fees for issuing documents related to the course of studies

1. The University shall charge fees for issuing documents related to the course of studies, as referred to in Article 79 section 2 items 3-5 of the Act.
2. The amount of the fees as referred to in section 1, are specified in the ordinance of the Minister.

¹⁰⁾ § 22 section 3 repealed by the order No. 50/2020 of the Rector of the AGH University of Krakow of August 17, 2020.

§ 25.

Other costs related to the education

1. If a curriculum applicable for a given field, level and profile provides for the obligation to undergo practical placement, costs related to their realisation (in particular travel, accommodation, meals) shall be borne by a student, unless the University or the Faculty has funds from external sources on covering costs of practical placement.
2. A student shall be required to have an accident insurance during the practical placement provided for in the curriculum, if the entity in which a student is to realise the practical placement makes a student's admission to the practical placement conditional on having such an insurance. In other cases, a student may take out accident insurance while studying.
3. A student shall bear costs of an accident insurance during the course of studies.
4. A student shall be required to document the possession of the insurance as referred to in section 2, before being referred for practice to a given entity.

CHAPTER VI.

DEADLINES AND PROCEDURE FOR PAYING FEES

§ 26.

Payment deadlines

1. A fee for education on part-time studies or for education on full-time studies, both in Polish and in a foreign language, shall be paid in semester periods, once in advance by September 30 for the winter semester and by March 15 for the summer semester, however, the fee for the first semester, in case of studies beginning in the winter semester, shall be paid by a student no later than by October 15.¹¹⁾
2. A fee for:
 - 1) repeating certain classes due to unsatisfactory academic performance;
 - 2) conducting classes not covered by the curriculum applicable for a given field, level and profile;
 - 3) complementing curriculum differences- shall be paid once in advance by October 15 for classes in the winter semester and by March 15 for classes in the summer semester.
3. In exceptional, particularly justified cases, the Dean of the Faculty, at a student's request submitted before the deadline as referred to in section 1 or 2, may extend the deadline for paying the fee for educational services.
4. Fees for issuing specific documents related to the course of studies shall be paid before their release to a student.

¹¹⁾ § 26 section 1 amended by the order No. 50/2020 of the Rector of the AGH University of Krakow of August 17, 2020.

§ 27.

Procedure for paying fees

1. Fees for educational services and for issuing specific documents related to the course of studies specified herein shall be paid to the bank account indicated by the University.
2. At the University call, a student shall be obliged to submit the proof of payment to the Faculty's Dean's Office before the planned date of performing a specific educational service.
3. The date of payment of the fee shall be the date of crediting the bank account indicated by the University.
4. Each delay in paying fees for educational services or their incomplete amount shall result in charging statutory interest for the delay by the University.
5. The University shall not be responsible for the consequences of incorrect classification of the payment, resulting from circumstances on the part of the payer, in particular as a result of entering the wrong bank account number or other similar reasons.
6. In case of failure to pay fees for educational services within the prescribed period, the Dean of the Faculty, acting under the authority of the Rector, or another authorized person, shall call in writing, with confirmation of receipt, to pay the outstanding fee within 7 days from the date of delivery of the request under pain of initiating the procedure of expulsion from the list of students.
7. After the expiry of the period as referred to in section 6, the University may expel a student from the list of students due to failure to pay tuition fees.
8. Regardless of the actions as referred to in section 7, the University shall initiate debt collection proceedings in which amounts proportional to conducted classes covered by the curriculum and the costs incurred by the University shall be claimed.

§ 28.

Payment of fees and leave from classes

1. During the leave from classes, the University shall not charge for educational services, subject to section 2.
2. If, during the leave from classes, a student, with the consent of the Dean of the Faculty, performs educational services, then he / she shall pay fees on the terms set out herein.

§ 29.

Student 's declaration

A person admitted to studies or a student shall make a declaration that he / she has read these Regulations and shall undertake to comply with them.

CHAPTER VII.

CONDITIONS AND PROCEDURE FOR EXEMPTION FROM A FEE, PAYMENT IN INSTALMENTS AND REIMBURSEMENT OF A FEE

§ 30.

Fee exemption, payment in instalments

1. A student may apply for exemption from payment for provided educational services in whole or in part, or for payment of this fee into instalments, in particular in case of:
 - 1) difficult financial situation or its serious deterioration;
 - 2) full orphanage;
 - 3) serious or long-term illness of a student or a member of his/her family, preventing a student from paying costs of education in a given semester;
 - 4) obtaining outstanding results in education, in particular in case of obtaining grade point average for the previous semester of studies above 4.5;
 - 5) departure as a part of a student exchange program, including international scholarship programs;
 - 6) other random events.
2. Exemption from a fee for provided educational services in whole or in part or payment of this fee into instalments shall be possible no more than twice during the course of studies within a given level.
3. Exemption from a fee for provided educational services for the first semester of studies shall not be allowed, subject to section 4.
4. Foreign students being in difficult financial situation may be exempted from payment for provided educational services in whole or in part, also for the first semester of studies, if they are:
 - 1) graduates of first or second-cycle degree programmes at the AGH University, and they continue their studies at the AGH University, and their grade point average for studies was not less than 4.0;
 - 2) graduates of first or second-cycle degree programmes from foreign universities with which the AGH University signed cooperation agreements specifying the detailed conditions for undertaking education at the University;
 - 3) actively involved in the work of the Polish community, and they submit documents confirming the nature of this cooperation.
5. A foreign student may only apply for exemption from a fee for:
 - 1) repeating certain classes during full-time studies due to unsatisfactory academic performance;
 - 2) education during studies in a foreign language;
 - 3) education on full-time studies conducted in Polish.
6. Exemption from a fee for issuing specific documents related to the course of studies, as referred to in § 24 hereof, shall not be allowed.
7. When deciding on exemption from a fee, the financial situation of the Faculty where a student is studying shall be taken into account.

§ 31.

Requests for exemption from fees or payment in instalments

1. A request for exemption from payment for educational services provided or payment in instalments shall contain a detailed description of a student's situation, confirmed by relevant documents, with the proviso that difficult financial situation of a student shall be documented and verified in accordance with the requirements applicable to granting benefits for students, specified in separate regulations.
2. Requests, as referred to in section 1, shall be submitted to the relevant Dean's Office of the Faculty prior to the beginning of classes in a given semester in accordance with the detailed organization of the academic year applicable for a given academic year.
3. The Dean's Office of the Faculty shall be obliged to keep a record of requests as referred to in section 1.
4. A foreign student shall be obliged to attach to a request all documents confirming his/her difficult financial situation, in particular a certificate of income obtained by him/her or his/her family members, death certificates, employment contracts of a student or his/her family members, and in case of applying for exemption from fees in full or parts also for the first semester of studies, also documents confirming the circumstances as referred to in § 30 section 4.
5. The documents as referred to in section 4 shall be submitted in original together with a translation into Polish or English, subject to section 6.
6. In exceptional, particularly justified cases, it shall be allowed to submit copies of the documents as referred to in section 4, also in electronic form, and a student shall be obliged to submit the original documents no later than within 14 days of submitting the request as referred to in section 1. In case of failure to deliver the original documents within the specified time limit, a foreign student shall be deprived of the right to be exempted from the fee in whole or in part, or to be paid in instalments.
7. The documents as referred to in section 4, shall be issued no earlier than three months before the date of submission of the request as referred to in section 1.
8. When considering a request for exemption from payment for educational services provided, the financial situation of the Faculty where a student is studying shall be taken into account.

§ 32.

Decisions on exemption from fees or payment in instalments

1. A request for exemption from fees or payment in instalments shall be examined no later than within 7 working days from the date of its receipt by the Dean's Office of the Faculty.
2. In matters related to exemption from a fee for provided educational services specified herein, the following documents shall be issued in writing:
 - 1) in case of students who are Polish citizens – internal decisions that are not administrative decisions (the so-called settlements);
 - 2) in case of foreign students – administrative decisions.
3. In matters related to payment in instalments settlements shall be issued.
4. In case of settlements as referred to in section 2 point 1 and section 3:

- 1) they shall be issued by the Dean of the Faculty;
 - 2) they may be appealed against to the Rector;
 - 3) the appeal shall be submitted in writing within 14 days from the date of delivery of the settlement of the Dean of the Faculty;
 - 4) a further appeal against the Rector's settlement shall be inadmissible;
 - 5) the provisions of the Code of Administrative Procedure shall not apply to settlements and appeals as referred to in this section.
5. In case of administrative decisions as referred to in section 2 point 2:
- 1) administrative decisions shall be issued by the Rector; the Rector may authorize the Dean of the Faculty or the Vice-Dean of the Faculty to issue administrative decisions within the Rector's competence;
 - 2) administrative decisions issued by the Rector may be requested to reconsider the case;
 - 3) a request to reconsider the case shall be submitted in writing within 14 days from the date of delivery of the administrative decision;
 - 4) if the administrative decision has been issued under the authority of the Rector, a request to reconsider the case shall be submitted through the authorized Dean of the Faculty or the Vice-Dean of the Faculty who issued the administrative decision;
 - 5) the provisions of the Code of Administrative Procedure shall apply to administrative decisions and requests to reconsider the case as referred to in this section.
6. The Dean of the Faculty, within 7 days from the date on which the decision as referred to in section 2 point 2, has become final, shall forward a copy of it to the Department of Foreign Students at the Centre for Education Affairs.¹²⁾

§ 33.

Fee refund

1. A student or former student, upon a request, shall be entitled to a refund of a fee paid:
 - 1) in full – in case of a written resignation from studies before their beginning;
 - 2) in part – in case of final expulsion from the list of students or submitting a written resignation from studies after the studies begin.
2. A student shall be required to indicate the current bank account number to which the fee will be refunded in a request as referred to in section 1,.
3. Requests as referred to in section 1 shall be submitted to the relevant Dean's Office of the Faculty.
4. The decision regarding the refund of a fee shall be settled by the Dean of the Faculty.
5. In case as referred to in section 1 point 2:

¹²⁾ § 32 section 6 added by the order No. 50/2020 of the Rector of the AGH University of Krakow of August 17, 2020.

- 1) fees shall be charged until the date on which the decision on expulsion from the list of students becomes final, and in case of resignation from studies – until the date on which the University receives a written resignation from the studies;
 - 2) a fee shall be refunded in the amount proportional to performed classes and costs incurred by the University, counting from the date on which the decision on expulsion from the list of students became final, and in case of resignation from studies - from the date on which the University received a written resignation from the studies.
6. When determining the amount to be reimbursed, the University shall take into account the accrued and unpaid statutory interest for the delay and other overdue fees, as well as possible costs of the bank's commission related to the transfer.
 7. In case of abandonment of further studies, a student shall be required to submit a written resignation to the Dean's Office of the Faculty, in person or by post office. Failure to submit a written resignation shall be tantamount to having the status of a student and shall oblige a student to settle all amounts owed to the University until the date on which the decision on expulsion from the list of students becomes final.
 8. In case of expulsion from the list of students and failure to pay required fees, the University shall initiate debt collection proceedings in which the amount is payable in proportion to preformed classes and costs incurred by the University.
 9. If a leave from classes is granted during the semester, a student may apply for a refund of a part of the fee paid. A request in this matter shall be submitted to the Dean's Office within 7 days from the date of granting a leave by the Dean of the Faculty.
 10. In case of failure to submit a request as referred to in section 9 within the indicated period, a fee shall be credited towards fees for educational services that a student will be required to pay upon return from the leave.
 11. Fees for issuing specific documents related to the course of studies shall be non-refundable.

§ 34.

Register of fees

1. Dean's Offices of faculties shall keep a register of students obliged to pay fees for educational services and for issuing documents related to the course of studies.
2. The detailed scope of data contained in the register will be determined by the Rector.

CHAPTER VIII.

TRANSITIONAL AND FINAL PROVISIONS

§ 35.

Transitional provisions

1. Students admitted to the first year of studies for the 2018/2019 academic year and in previous years shall pay fees on the current terms.

2. Agreements concluded with students as referred to in section 1, specifying the conditions for collecting fees related to studying and fees for educational services, as well as the amount of these fees, on the basis of the current rules, shall remain in force.

§ 36.
Final provisions

1. These Regulations shall enter into force on October 1, 2019.
2. These Regulations shall apply to students beginning their studies in the first year of studies, as well as students transferring to AGH and resuming their studies, starting from the 2019/2020 academic year.