

Regulations governing the conditions of charging fees for the provision of educational services by Adam Mickiewicz University in Poznań and the principles and methods of exemption from the payment of fees.

Chapter I

General rules

§ 1

The Regulations below specify the conditions of charging and the principles and methods of students' partial or in full exemption from fees for the provision of educational services by Adam Mickiewicz University in Poznań.

§2

1. The terms used hereinafter shall have the following meaning:

1) university – Adam Mickiewicz University in Poznań

2) studies - first and second-cycle, and uniform Master's degree programme provided by Adam Mickiewicz University in Poznań

3) student – a person receiving education at the University

4) foreigner – a foreign student within the meaning of the Act on Foreigners of 12 December 2013 (Journal of Laws of 2020, Section 35)

5) faculty – Adam Mickiewicz University organisational unit or branch

6) Dean – the Dean of a faculty or the Head of a branch of Adam Mickiewicz University in Poznań

7) USOS – The Teachers' and Students' University Service System

8) Act – the Higher Education Act of 20 June 2018 (Journal of Laws of 2020, Section 85 as amended).

2. Any references hereinafter to the term student shall be deemed to mean also a foreign student.

§3

1. The amount of fees, mentioned in § 5 is determined by the Rector through a regulation, upon prior consultation with the Students' Council.

2. Failure to express an opinion by the Students' Council within 30 days of receiving the fee proposal, shall be treated as an approval feedback.

§4

The Dean of an organizational unit shall submit a proposal concerning the fee amount proposal, mentioned in § 5, to the Rector.

The proposal concerning the fee amount , mentioned in § 5, becomes effective starting from the next academic year and shall be submitted within a deadline by 30 April and shall contain fee proposal for a full cycle degree studies per semester.

Chapter II

Types of fees for the provision of educational services

§5

1. The university charges fees for educational services, related to:
 - 1) obtaining education in the course of part-time studies,
 - 2) retaking exams during full-time studies due to unsatisfactory results,
 - 3) taking up studies conducted in English,
 - 4) conducting extra – curricular classes
 - 5) teaching foreign students within the scope of full-time studies conducted in Polish.
2. The university charges fees, mentioned in Section 1, on the ground of:
 - 1) providing education in accordance with the programme in the course of a specific field, level , and profile of studies (hereinafter „fee for part-time studies”),
 - 2) retaking exams during part-time studies due to unsatisfactory results,
 - 3) conducting extra – curricular classes as part of the course of part-time studies.

Chapter III

Terms of payment

1. Tuition fee for a specific cycle is determined as multiplication of the amount of a semester fee applicable for a specific academic year, pursuant to the Rector’s order mentioned in § 3, section 1, and the number of semesters at each field and level of study, adequate to the syllabus.
2. The fee for part-time studies, full-time studies conducted in a foreign language and teaching foreign students in Polish as part of full-time study cycle shall be paid in

form of a semester fee or in installments. Should the student not pay by the date specified in § 3 point 1 it is assumed but they will pay in installments.

3. The deadlines for semester fee payments:
 - 1) for the winter semester by 15 October of each academic year
 - 2) for the summer semester by 15 February of each academic year
4. If the classes in the winter semester (fall intake) on the I year of studies begin on 15 October or following that date, the deadline for the semester fee payment is extended by 31 February.
5. Should a study cycle start with the beginning of the summer semester, that is on 15 February or later, the deadline for the semester fee payment is extended by 28 February.
6. If the tuition fees are paid in installments, the payment for different study cycles of each academic year shall be paid as follows:
 - 1) In the winter semester of each academic year:
 - a) the first installment by 15 October, and in cases described in section 3 by 31 October, in the amount of $\frac{1}{4}$ of the semester fee,
 - b) the second installment by 15 November, in the amount of $\frac{1}{4}$ of the semester fee,
 - c) the third installment by 15 December, in the amount of $\frac{1}{4}$ of the semester fee,
 - d) the fourth installment by 15 January, in the amount of $\frac{1}{4}$ of the semester fee.
 - 2) In the summer semester:
 - a) the first installment by 15 February, and in cases described in section 4 by 28 February, in the amount of $\frac{1}{4}$ of the semester fee,
 - b) the second installment by 15 March, in the amount of $\frac{1}{4}$ of the semester fee,
 - c) the third installment by 15 April, in the amount of $\frac{1}{4}$ of the semester fee,
 - d) the fourth installment by 15 May, in the amount of $\frac{1}{4}$ of the semester fee.

1. The student repeating a semester/year of the studies due to unsatisfactory results is obliged to pay a one-off payment by 31 October (for the winter semester) or 31 March (for the summer semester).
2. The student shall pay a one-off tuition fee for the whole semester of extra-curricular classes at full-time and part-time studies, within the period indicated by the Dean. The student is informed about the deadline for payment by e-mail in USOS system no later than 14 days before the deadline.

§8

1. If the deadline for payment coincides with a public holiday or Saturday, the payment is due by the consecutive working day.
2. All the fees should be paid to the individually assigned bank account, available in USOS system. The payment is deemed paid when the University account has been credited. Should the bank account change, the student will be informed promptly.
3. The University is not liable for the consequences of an erroneous classification of the payment, due to reasons attributable to the payer, and in particular due to entering a wrong bank account number.

§9

1. The student is obliged to pay the tuition fee for part-time studies throughout the period specified in the programme of studies, subject to section 3 and 4.
2. If, pursuant to the Adam Mickiewicz University in Poznań Studies Regulations, the student exercises his right to pursue two years of studies parallelly, the student is obliged to pay the tuition fee for part-time studies for each year of parallel studies.
1. If, pursuant to the Adam Mickiewicz University in Poznań Studies Regulations, the student repeats a semester/year due to unsatisfactory results, taking a gap year, the period of study is extended and the University shall collect the fee for part-time studies starting from the beginning of the consecutive year of studies for the period arising out of the extension.
2. In the event of a removal from the student roster the University collects fees until the date of rendering the final decision to remove the student from the register. If the aforementioned removal is due to the student's resignation, the fee shall be collected until the date of submitting a written request to withdraw from the programme of studies to the competent Students Service Office, subject to §5.

§10

1. The student is obliged to submit the Declaration of acknowledgment and acceptance of the terms of Adam Mickiewicz University in Poznań tuition fees payment Regulations in accordance with the template determined in the supplement No. 2 to the order regarding the present Regulation.
2. The list of all payments for the provision of educational services is available on the individual student's account in USOS system. The student is obliged to regularly consult the indicated deadlines for payment and liabilities.
3. The student is obliged to submit a written notification to the University about any change of personal data as well as about each change of the address, with the stipulation that lack of those actions will cause legal consequences.

§11

1. In the event of the failure to meet deadlines for tuition fees, the University will charge statutory interests for the delay.
2. The student failing to pay the tuition fee is requested, within the period of 30 days of the deadline expiry, to pay the interest within 7 days starting from the delivery of the default.
3. The failure to pay the tuition fee by the student constitutes the basis for the removal from the student roster.
4. In the event of failing to pay tuition fees, the University shall initiate the enforcement proceedings. If the latter turn out to be ineffective, the court proceedings will follow.

Chapter IV

Principles and methods of exemption from the payment of tuition fees.

§12

1. By means of a decision the Rector is entitled to:
 - 1) exempt the student, partly or in full, from paying the semester tuition fee for part-time studies, full-time studies conducted in a foreign language, the fee for repeating a semester/year at part-time or full-time studies due to unsatisfactory results, and for extra-curricular classes at part-time or full-time studies due to the student's documented difficult economic situation;
 - 2) exempt the student, partly or in full, from paying the semester tuition fee for part-time studies, full-time studies conducted in a foreign language, the fee for repeating a semester/year at part-time or full-time studies due to exceptionally good academic performance;

- 3) exempt the student, partly or in full, from paying the semester tuition fee for part-time studies, full-time studies conducted in a foreign language, the fee for repeating a semester/year at part-time or full-time studies due to unsatisfactory results, and for the extra-curricular classes, should other documented and justified circumstances arise, causing the student's temporarily difficult situation.
2. The student can only be exempt from the payments mentioned in section 1 upon his written request, submitted no later than within 30 days prior to the appointed payment deadline. The student's request shall only refer to one semester of studies. Submitting the request does not exempt the student from the obligation to pay the required tuition fees.
3. The student is obliged to submit the request, mentioned in section 2, together with documents confirming the circumstances justifying the exemption, with a particular focus on:
 - 1) documents justifying the student's difficult economic situation,
 - 2) documents justifying occurrence of chance events, mentioned in section 1 point 1,
 - 3) documents justifying occurrence of unusual circumstances, mentioned in section 1 point 3.
4. Once reviewed by the Dean, the request is submitted to the Rector.
5. In accordance with section 1 the student of the first year of part-time studies can not be exempt from the tuition fee payment.
6. If the student doesn't agree with the Rector's decision, he is entitled to file, within 14 days of the date of delivery, a request for reconsideration of the case or lodge, within 30 days of the date of delivery, a complaint to the Voivodship Administrative Court in Poznań, through the Rector's Office.

§13

1. Should specific prerequisites, mentioned in §12, arise, the Rector by means of their decision is entitled to:
 - 1) exempt the foreign student, partially or in full, from paying the fee for repeating a semester/year at full-time studies due to unsatisfactory results
 - 2) exempt the foreign student, partially or in full, from paying the tuition fee for studies conducted in a foreign language
 - 3) exempt the foreign student, partially or in full, from paying the tuition fee for full-time studies conducted in Polish
2. To all issues concerning foreign students' exemption from the fee payment the provisions mentioned in §12 shall apply.

3. If the foreign student does not agree with the Rector's administrative decision he is entitled to file, within 14 days of the date of delivery, a request for reconsideration of the case or lodge, within 30 days of the date of delivery, a complaint to the Voivodship Administrative Court in Poznań, through the Rector's Office.

§14

To all issues concerning foreign students' exemption from the fee payment the provisions of the Personal Income Tax Act shall apply.

Chapter V

The conditions of reimbursing, spreading, and granting the deferment of payments for the provision of educational services.

§15

1. The following rules are to be applied to the reimbursement of the tuition fees in the event of the student's withdrawal from the programme:
 - 1) the students withdrawing from the programme before taking up the studies shall be reimbursed in full
 - 2) the students withdrawing from the programme in the course of studies shall be reimbursed the semester fee proportionally reduced by $\frac{1}{4}$ for every commenced month of studies.
2. If the student has chosen to pay in installments for part-time studies, the installment for the month in which the withdrawal was submitted shall not be reimbursed.
3. The provisions mentioned in Section 1 and 2 shall apply accordingly in the event of a removal from the roster.
4. The date of removal from the roster and of withdrawal from the studies is determined in accordance with the terms mentioned in §9 Section 4.
5. The overpaid amounts, due to the student's withdrawal from the programme or removal from the roster, shall be reimbursed within 30 days of submission of the request for reimbursement to the Dean or within the period of three months of submission of the declaration of withdrawal from the programme of studies or removal from the roster.

§16

1. The full-time or part-time student paying tuition fees, mentioned in §5 Section 1 item 1 and 3-5, staying at a leave or taking a domestic or foreign scholarship/exchange programme trip, is not obliged to pay for the provision of educational services in the amount proportional to the length of the leave or the scholarship period.

2. If the leave or the domestic or foreign students' exchange programme trip last the whole academic year, the student is not obliged to pay for the provision of educational services in the given academic year.

§17

In the event of the student's admission for part-time studies in the course of the semester, the student is obliged to pay the tuition fee for the part-time studies in the amount commensurate with the period remaining to the end of educational cycle, including the month of the student's admission.

§18

The receivables vested in the University for the provision of educational services are of a civil law nature, and as such can be remitted, partially or in full. The repayment of these debts can be deferred or divided into installments, pursuant to the provisions of the Public Finance Law of 27 August 2009 (Journal of Laws of 2019, item 869 as amended).

Chapter VI

Final and interim provisions

1. The Regulations are effective from the date of the order issuance, subject to section 3
2. These Regulations apply to the students, who took up studies in 2019/2020 and 2020/2021 academic years.
3. The principles and methods of exemption from the payment of fees specified in these Regulations also apply to the students, who took up studies prior to the 2019/2020 academic year.