

**RESOLUTION NO. 186/XVI
OF THE SENATE OF
GDYNIA MARITIME UNIVERSITY**

of 30 May 2019

on the determination of the rules for charging fees for educational services provided by Gdynia Maritime University and the conditions for full or partial exemption from fees

Pursuant to Article 79(3) of the Higher Education and Science Act of 20 July 2018 (Journal of Laws of 2018, item 1668, as amended) and Section 37(1)(16) of the Statute of Gdynia Maritime University, the Senate of Gdynia Maritime University hereby resolves as follows:

§ 1

The Senate of Gdynia Maritime University hereby determines the rules for charging fees for educational services provided by Gdynia Maritime University and the conditions for full or partial exemption from fees, as set out in the annex to this Resolution.

§ 2

This Resolution shall enter into force on the date of adoption.

Rules for Charging Fees for Educational Services Provided by Gdynia Maritime University and the Procedure and Conditions for Fee Exemptions

Legal basis:

– *Higher Education and Science Act of 20 July 2018 (Journal of Laws of 2018, item 1668, as amended)* – Article 79(3), hereinafter referred to as "the Act"

General Provisions

Section 1

1. Gdynia Maritime University may charge fees associated with:

- 1) the education of students in part-time degree programmes,
- 2) repeating a year, semester, or specific classes in full-time and part-time degree programmes due to unsatisfactory academic performance;
- 3) education in degree programmes taught in a foreign language, where offered on a fee-paying basis;
- 4) conducting classes not included in the degree programme curriculum, including curriculum differences;
- 5) the education of foreign nationals in full-time degree programmes conducted in Polish;
- 6) conducting admissions;
- 7) conducting proceedings related to the confirmation of learning outcomes;
- 8) the use of student accommodation;
- 9) education in postgraduate study programmes, continuing education courses, or education in other forms.

2. Other services for which fee-paying provision is provided for under statutory law — in particular: the issue of a student card or doctoral candidate identity card; a student record book; the issue of a copy in a foreign language of a graduation diploma and diploma supplement, other than those issued pursuant to Article 77(2) of the Act; the issue of duplicates of a graduation diploma and diploma supplement; a certificate of completion of postgraduate studies; the authentication of documents issued in connection with the course or completion of studies.

3. The amount of the fees referred to in Section 1(1) in a given academic year shall be determined by the Rector before the commencement of admissions.
4. Information on the amount of fees shall be made available by Gdynia Maritime University in the Public Information Bulletin (BIP) and on its website.
5. The rules for charging fees for educational services to foreign nationals shall be determined by separate regulations.

Section 2

1. Fees for educational services referred to in Section 1(1)(3)–(6) shall be paid before the start of the semester or classes.
2. The fee for repeating a year, semester, or specific classes referred to in Section 1(1)(2) shall be paid within four weeks of the start of the semester.
3. The fee referred to in Section 1(1)(9) shall be paid in full before the issue of the document or the performance of the service to which the fee relates.
4. In the event of removal from the register of students due to failure to submit a dissertation by the deadline specified in the Academic Rules and Regulations, following the Dean's consent to the resumption of studies in order to complete classes related to the dissertation, the student shall pay the fee determined by the Rector.

Section 3

1. Gdynia Maritime University shall recover outstanding fees referred to in Section 1 in accordance with the rules laid down in legal regulations.
2. Late payment of fees shall result in the accrual of statutory interest and the charging of the cost of sending a payment demand by Gdynia Maritime University.

Rules for Charging Tuition Fees for Part-Time Degree Programmes

Section 4

1. The fee system for the education of students in part-time degree programmes referred to in Section 1(1)(1):
 - a) in the first year of study, the student shall pay:

– OPTION I: 1 semester instalment and 5 equal monthly instalments;

– OPTION II: 2 equal semester instalments,

b) in subsequent years of study, the fee for the academic year may be paid:

– OPTION III: in 10 equal monthly instalments;

– OPTION IV: in 2 equal semester instalments.

2. Candidates for study should submit a declaration of payment method to the Student Services Office together with the complete set of admissions documents.
3. In respect of persons who have not submitted a fee declaration, the 10-instalment system shall be assumed to apply.
4. A declaration regarding a change in payment method should be submitted before the start of the subsequent academic year to which the fees apply.
5. In the event of written resignation from studies, obtaining approval for a leave of absence, or removal from the register of students, the student shall be obliged to pay all current and outstanding fees for the period up to the end of the month in which the decision on the matter became final.

Section 5

1. A student repeating a semester shall pay the fee for the entire semester.
2. In the case of conditional registration for a given semester, the student may incur a fee for each repeated module.
3. In the case of making up curriculum differences, the student shall pay a fee for each module resulting from such differences.

Fee Exemptions. Refunds

Section 6

1. A written, reasoned application for partial or full exemption from the fees specified in Section 1(1), as well as for deferral of the payment deadline or payment in instalments, may be submitted by:
 - 1) Students who find themselves in a particularly difficult financial situation or, due to random/unforeseen events, find themselves in a

- temporary difficult financial situation; the student is required to document the difficult financial situation;
- 2) Students who have achieved outstanding academic performance and attained a grade point average of at least 4.5 in the previous academic year; exemption may be granted starting from the second year of study;
 - 3) students and doctoral candidates who have participated in international scholarship programmes;
 - 4) finalists of world championships, European championships, and the Olympic Games;
 - 5) students serving on the Board of the Student Parliament of Gdynia Maritime University.
2. The application referred to in Section 4(1) shall be addressed to the Dean.
 3. The decision on partial or full exemption from tuition fees, as well as on deferring the payment deadline or spreading payment into instalments, shall be made by the Rector for a period of one semester.

Section 7

1. In the event of resignation from degree programmes or doctoral programmes where the fee was paid in advance, the refundable amount shall be:
 - 1) 100% of the fee – in the event of resignation before the start of classes;
 - 2) a proportion of the fee for the unused period, calculated from the beginning of the month following the month in which the resignation occurred or the decision on removal from the register of students or leave of absence became final.
2. A person resigning from studies shall report this fact by means of a written notice submitted to the Dean.

Section 8

1. This Resolution shall enter into force on the date of signature.
2. These Rules for Charging Fees for Educational Services Provided by Gdynia Maritime University and the Procedure and Conditions for Fee Exemptions shall enter into force on 1 October 2019.
3. Contracts for the provision of educational services entered into between the University and a student before 30 September 2019 shall remain in force until the date of graduation of the student or until the date of termination of the contract for any other reason.

4. Resolution No. 192/XVI of the Senate of Gdynia Maritime Academy of 25 September 2014 on the determination of the rules for charging fees for educational services provided by Gdynia Maritime Academy and the conditions for full or partial exemption from fees shall cease to have effect.