

Regulation No 64/2022
by the Rector of Medical University of Lublin

of 14 April 2022

**concerning the principles of collecting fees from candidates and foreign students
enrolled under the Partnership Agreement on collaborative education under a program
known as Collaborative Medical Degree Program between Gulf Medical University,
United Arab Emirates and the Medical University of Lublin, Poland**

Pursuant to art. 79 par. 1 subpar. 3, art 80 par. 2 and art. 60 par. 1 of the Act of 20 July 2018 – The Law on Higher Education and Science (Dz. U. [Journal of Laws] 2022, item 574, further amended) and § 28 par. 4 subpar. 34 of the Statute of the Medical University of Lublin of 26 June 2019, in Lublin, **it is ordered as follows:**

Article 1

This Regulation specifies the principles of collecting fees by Medical University of Lublin from candidates and foreign students educated at the Medical University of Lublin and at Gulf Medical University under the Collaborative Medical Degree Program.

Article 2

1. The candidates for studies shall be charged with admission fee in case a trip abroad connected with recruitment is arranged.
2. The following fees shall be collected from students for education:
 - 1) Semester basic fee;
 - 2) Fees for repeating specific courses;
 - 3) Fees for making up for curriculum differences;
 - 4) Other fees:
 - a) fees for participating in remedial courses,
 - b) fees for participating in other courses organized upon students' request,
 - c) fees for National Board of Medical Examiners exams (NBME),
 - d) fees for issuing documents related to the course of study.

Article 3

1. Semester basic fee shall be paid one time subject to par. 2 and 3.
2. Students admitted in the academic year 2022/2023 may pay the semester basic fee in four installments based on a declaration. A model declaration is Appendix No 1.

3. Declaration on choosing method of payment in installments shall be submitted by the student before the commencement of studies and it will be binding the whole course of studies. The student may also submit the declaration on choosing making payments in installments during the course of studies, effective at the beginning of the next semester.

Article 4

1. Admission fee shall be 500,00 USD.

2. The admission fee paid by the candidate is subject to refund only in the following cases:

- 1) in the amount exceeding the amount specified in par. 1;
- 2) in full, if the candidate submits a statement on withdrawing the application for a given major before the deadline for submitting documents in the recruitment process. Compliance with the deadline is determined by the date of receipt of the statement on the withdrawal of the application by Gulf Medical University.

3. The amount of semester basic fee payable one time for the Medical University of Lublin by students admitted until the academic year 2019/2020 inclusive shall be as follows:

- 1) Pre-clinical phase (I, II, and III year of studies completed at Gulf Medical University) – no fee is charged by the Medical University of Lublin;
- 2) Clinical phase (IV, V, and VI year of studies completed at the Medical University of Lublin) – 8.250,00 USD per semester.

4. The amount of semester basic fee payable one time for the Medical University of Lublin by students admitted in the academic year 2020/2021 shall be as follows:

- 1) Pre-clinical phase (I, II, and III year of studies completed at Gulf Medical University) – no fee is charged by the Medical University of Lublin;
- 2) Clinical phase (IV, V, and VI year of studies completed at the Medical University of Lublin) – 9.240,00 USD per semester.

5. The amount of semester basic fee payable one time for the Medical University of Lublin by students admitted since the academic year 2021/2022 onwards shall be as follows:

- 1) Pre-clinical phase (I, II, and III year of studies completed at Gulf Medical University) – no fee is charged by the Medical University of Lublin;
- 2) Clinical phase (IV, V, and VI year of studies completed at the Medical University of Lublin) – 9.565,00 USD per semester.

6. The amount of one instalment of the basic fee paid based on art. 3 par. 2 and 3 towards Medical University of Lublin by students admitted since 2022/2023 in four instalments is as follows:

- 1) Pre-clinical phase (I, II, and III year of studies completed at Gulf Medical University) – no fee is charged by the Medical University of Lublin;
- 2) Clinical phase (IV, V, and VI year of studies completed at the Medical University of Lublin) – 2.515,00 USD.

7. Persons admitted to studies again shall be obligated to pay the admission fee every time.

Article 5

If a student's schedule for clinical classes differs from a schedule provided in the program and plan of study, the amount of tuition fee increases respectively within the particular semester when a student takes classes and decreases within the particular semester when the taken classes would be included in the plan of study. The amount of the tuition fee is calculated in compliance with the number of weeks of the classes actually completed by the student in a given semester.

Article 6

1. Fees for repeating a course or making up for curriculum differences are calculated on the basis of calculations of costs. The amounts of fees are specified in Appendix No 2.
2. In the case of participating in remedial courses and other courses organized by the University upon students' request, the fee is determined on the basis of the calculation of costs per one student.
3. Fees for NBME exams shall be collected as specified by the National Board of Medical Examiners (NBME).
4. Fees for issuing study course-related documents are collected in the amounts specified in the provisions issued by the Minister responsible for higher education and science binding at the time of those documents issuance. These fees as of the date of this Regulation issuance are as follows:
 - 1) electronic student ID card– 22,00 PLN;
 - 2) the third and following certified copies of a graduation diploma translated into English – 20 PLN;
 - 3) the third and following certified copies of a graduation diploma supplement translated into English – 20 PLN;
 - 4) a duplicate of a graduation diploma in Polish – 20 PLN;
 - 5) a duplicate of a graduation diploma supplement in Polish – 20 PLN;
 - 6) authentication, upon student's request, of study course-related or graduation documents designated for international legal affairs – 26 PLN;
 - 7) a duplicate of a student ID card – the fee exceeds the fee for issuing the original by half.
5. For performing the following activities upon students' request the University charges students as follows:
 - 1) certification of a graduation diploma by the Polish National Agency for Academic Exchange (NAWA) – the University charges a fee required by NAWA and a fee for preparation and shipment of documents in the total amount of 92,00 PLN;

- 2) certification of a graduation diploma and its supplement by the Polish National Agency for Academic Exchange (NAWA) – the University charges a fee required by NAWA and a fee for preparation and shipment of documents in the total amount of 152,00 PLN.
6. The university issues 3 copies of official transcript of grades per semester upon a student's request. The transcript of grades is issued free of charge.
7. The following documents are issued to a student free of charge:
 - 1) graduation diploma in Polish;
 - 2) graduation diploma supplement in Polish;
 - 3) 2 certified copies of a graduation diploma translated into English;
 - 4) 2 certified copies of a graduation diploma supplement translated into English.

Article 7

1. Admission fee is due by the last day of the first semester of studies.
2. Semester basic fee referred to in art. 3 par. 1 is due by:
 - 1) 30 of September preceding a given academic year for the fall semester;
 - 2) 28 of February of a given academic year for the spring semester.
3. Due dates for payments in installments are set for the 10th day of the following months: October, November, December and January for the fall semester and the 10th day of the following months: March, April, May and June for the spring semester
4. Fees for educational services related to repeating specific courses and conducting courses not included in the plan of study, including fees for making up for curriculum differences, shall be paid within due dates specified in par. 2 set forth for the semester basic fee payable one time or within 7 days from the date of a student being informed by the Dean's Office via e-mail, if a decision is issued after the due dates specified in par. 2.
5. Fees for remedial courses or any other courses organized by the University upon students' request shall be paid before the courses start or within 2 days from the date of a student being informed by the Dean's Office via e-mail.
6. Fees for NBME exams shall be paid at the latest 14 days before the exam begins.
7. Fees for documents related to the course of study shall be paid before the documents are issued.
8. The University shall assess penalty interest at the statutory rate (late fees) for payments in arrears.
9. Failure to pay fees due to MUL specified in art. 2, par. 2, item 1, 2 and 3 may constitute grounds for removing a student from the register of students.

10. Failure to meet financial obligations towards MUL authorizes the University to start court proceedings. Parties are subject to the jurisdiction of Polish courts and Polish law.

Article 8

1. Fees referred to in this Regulation shall be paid towards an individual bank account provided by the University.
2. The payment date shall be understood as the day when the University's bank account is credited.
3. Students shall cover any service fees imposed by intermediary banks for individual payments.
4. Payments made towards the University's account will be booked according to the student's earliest amounts due, and in the case of convergence of the due dates, in the following order:
 - 1) Admission fee;
 - 2) Basic fee;
 - 3) Fees for repeating courses, courses not included in the plan of study, including fees for making up for curriculum differences, remedial courses and other courses, NBME exams;
 - 4) Fees for issuing documents;
 - 5) Late fees.
5. Fees for education paid by intermediary institutions on the basis of separate agreements concluded with the University shall be applied to the student's account for charges as per the instructions to the transfer.

Article 9

1. In justified and well-documented cases, the Vice-Rector for Educational Affairs and Didactics, acting upon the request from a student of English-language master's degree studies under the Collaborative Medical Degree Program, submitted before the due date for payment and consulted with the Dean, may:
 - 1) extend the due date for the fees referred to in art. 2 par. 2, but not beyond:
 - a) 30 November for the fall semester,
 - b) 30 April for the spring semester;
 - 2) agree for the fees referred to in art. 2 par. 2 to be paid in installments by students admitted before the academic year 2022/2023, provided that the last installment is made no later than:
 - a) 31 January for the fall semester,
 - b) 10 June for the spring semester;

- 3) agree to an individual payment plan in the case of students applying for the funding of their studies from external funding sources (loan or scholarship institutions).

The request shall be considered provided that any fees due by the day of submission of the request have been paid.

2. In exceptional and well-documented cases, the Vice-Rector for Educational Affairs and Didactics, acting upon the request from a student of English-language master's degree studies under the Collaborative Medical Degree Program, approved by the Dean, may waive statutory late fees for late payments. The request for waiver shall be submitted no later than 3 months after making the payment for the principal liability which resulted in charging late fees.

Article 10

1. In the event of overpayment, the funds shall be kept to be applied to the student's account for future charges or will be returned upon the student's request.
2. In the event of resigning from the studies or removing the student from the register of students, the fees paid by the student for educational services which are referred to in art. 2 par. 2 item 1, 2 and 3 are subject to refund in the full amount or in part, under the following conditions:
 - 1) in the full amount, when a candidate or student resigns or is removed from the register before the beginning of the semester;
 - 2) in a part, when a student resigns or is removed from the register during the semester, subject to the provisions of par. 3.
3. The amount of the fee for clinical classes shall be reduced to the amount for all weeks which have been completed or started, beginning from the date of submitting a request for resignation or the effective date of removing the student from the register.
4. In the case of payments concerning students with loans granted by the USA Department of Education, it is acceptable to make the calculation of the amount to be refunded referred to in par. 4 following the regulations set by the USA Department of Education.
5. The decision on reduction or refund of the fees is made by the Dean.
6. The amount of overpayment subject to refund shall be transferred to the bank account number indicated by the student in the request, subject to paragraph 7.
7. Upon the student's request, the University allows cash withdrawals at a bank designated by the University, which provides cash service in EUR/USD currencies based on the payment order.

8. Students are charged with the cost of bank services related to refund procedure when a refund of an overpayment occurs due to their actions.

Article 11

The student may lodge an appeal against the Dean's decision taken at first instance to the Vice-Rector for Educational Affairs and Didactics through the Dean within 14 days from receiving the Dean's decision.

Article 12

The student may submit an application to the Rector for reconsideration of the case, via the Vice-Rector for Educational Affairs and Didactics within 14 days from receiving the Vice-Rector's decision.

Article 13

The Vice-Rector for Educational Affairs and Didactics shall be responsible for enforcing this Regulation.

Article 14

Regulation No. 64/2021 by the Rector of Medical University of Lublin of 14 of April 2021 *concerning the principles of collecting fees from candidates and foreign students enrolled under the Partnership Agreement on collaborative education under a program known as Collaborative Medical Degree Program between Gulf Medical University, United Arab Emirates and the Medical University of Lublin, Poland* shall expire.

Article 15

The Regulation shall come into force on the day of its signing and is applicable from the academic year 2022/2023 onwards.

Rector

Medical University of Lublin

Prof. dr hab. Wojciech Załuska