

Regulation No 65/2022
by the Rector of Medical University of Lublin

of 14 of April 2022

concerning the fees connected with enrollment in studies
and fees for educational services provided by the Medical University of Lublin
under the International Program

Pursuant to art. 79 par. 1 subpar. 3, art 80 par. 2 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, **it is ordered as follows:**

Article 1

Principles of collecting fees from the foreign students educated at the Medical University of Lublin under the International Program are specified by the Resolution of the Senate of the Medical University of Lublin No 153/2022 of 30 March 2022 concerning the principles of collecting fees for educational services provided by the Medical University of Lublin at English-language uniform master's degree studies in medicine and dentistry and at first-cycle studies in nursing and midwifery under the International Program further referred to as the Resolution of the Senate and the Regulation of the Minister of Science and Higher Education of 28 September 2018 on studies (Dz. U. [Journal of Laws] 2021, item 661). The principles refer to the following majors:

- 1) medicine;
- 2) dentistry;
- 3) nursing;
- 4) midwifery.

Article 2

The following fees for education shall be collected from students:

- 1) semester basic fee;
- 2) fees for repeating specific courses;
- 3) fees for courses not included in the curriculum, including 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. Principles of making payments in installments are set forth in the Resolution of the Senate.
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

The amount of semester basic fee payable one time is as follows:

- 1) MD program, students admitted before academic year 2019/2020:
 - a) I year of study: 5.750 EUR per semester,
 - b) II and III year of study: 5.375 EUR per semester,
 - c) IV, V, and VI year of study: 6.000 EUR per semester;
- 2) MD program, students admitted in academic year 2019/2020:
 - a) I year of study 6.150 EUR per semester,
 - b) II and III year of study 5.500 EUR per semester,
 - c) IV and V year of study 6.500 EUR per semester,
 - d) VI year of study 6.750 EUR per semester;
- 3) MD program, students admitted in academic year 2020/2021:
 - a) I year of study 6.300 EUR per semester,
 - b) II and III year of study 6.000 EUR per semester,
 - c) IV and V year of study 7.400 EUR per semester,
 - d) VI year of study 7.500 EUR per semester;
- 4) MD program, students admitted since academic year 2021/2022:
 - a) I year of study 6.500 EUR per semester,
 - b) II and III year of study 6.200 EUR per semester,
 - c) IV, V, and VI year of study 7.700 EUR per semester;
- 5) DDS program, students admitted before academic year 2019/2020:
 - a) I year of study 6.250 EUR per semester,

- b) II and III year of study 5.875 EUR per semester,
 - c) IV and V year of study 6.500 EUR per semester;
- 6) DDS program, students admitted in academic year 2019/2020:
- a) I year of study 6.300 EUR per semester,
 - b) II and III year of study 6.000 EUR per semester,
 - c) IV and V year of study 6.600 EUR per semester;
- 7) DDS program, students admitted in academic year 2020/2021:
- a) I year of study 6.650 EUR per semester,
 - b) II and III year of study 6.500 EUR per semester,
 - c) IV and V year of study 7.050 EUR per semester;
- 8) DDS program, students admitted since academic year 2021/2022:
- a) I year of study 7.100 EUR per semester,
 - b) II and III year of study 6.900 EUR per semester,
 - c) IV and V year of study 8.000 EUR per semester;
- 9) nursing program, students admitted since academic year 2022/2023: I, II, and III year of study: 2.550 EUR per semester;
- 10) midwifery program, students admitted since academic year 2022/2023: I, II, and III year of study: 3.050 EUR per semester.

Article 5

The amount of one instalment of the semester 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) MD program, students admitted since 2022/2023:
 - a) I year of study 1.710 EUR,
 - b) II and III year of study 1.630 EUR,
 - c) IV, V and VI year of study 2.025 EUR;
- 2) DDS program, students admitted since 2022/2023:
 - a) I year of study 1.865 EUR,
 - b) II and III year of study 1.815 EUR,
 - c) IV and V year of study 2.100 EUR;

- 3) nursing program, students admitted since 2022/2023 – I, II and III year of study 670 EUR;
- 4) midwifery program, students admitted since 2022/2023 – I, II and III year of study 805 EUR.

Article 6

1. If a student's schedule for a given semester differs from a schedule provided in the program and plan of study, the amount of fee due per this semester is settled by an individual Dean's decision. 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 by the amount equal to the number of ECTS credits for an undertaken subject multiplied by 1/30 of the semester fee, subject to par. 2.
2. In the case of rearranging classes between semesters in order to have the course sequence preserved, the amount of tuition fee does not change in either semester.

Article 7

A student who transfers to the University or resumes studies has the right to apply to have learning outcomes recognized within a given subject and to request a fee calculation for the subjects equal to the number of ECTS credits for the outstanding subjects to be completed, multiplied by 1/30 of the fee per semester. A condition for having the fee reduced is the submission of the request before the beginning of studies. The individual fee is specified by the Dean in the form of a decision. The fee takes into consideration the educational outcomes gained previously and the program differences to be completed.

Article 8

1. Fees for repeating classes or making up for curriculum differences are calculated on the basis of calculations of costs (students admitted until academic year 2019/2020 inclusive):
 - 1) 17,00 EUR for one didactic hour – the rate applies to classes conducted in a group of at least 5 people;
 - 2) 21,00 EUR for one didactic hour – the rate applies to classes conducted in a group of 4 people;
 - 3) 28,00 EUR for one didactic hour – the rate applies to classes conducted in a group of 3 people;
 - 4) 42,00 EUR for one didactic hour – the rate applies to classes conducted in a group of 2 people;
 - 5) 82,00 EUR for one didactic hour – the rate applies to classes conducted in a group of 1 person;
 - 6) for repeating specified courses a student is charged a fee which equals the number of hours of the repeated courses multiplied by the hour rate, which is referred to in items 1 – 5;

- 7) for making up for curriculum differences a student is charged a fee which equals the number of hours of the courses multiplied by the hour rate, which is referred to in items 1 – 5.
2. Fees for repeating a course or making up for curriculum differences are calculated on the basis of calculations of costs (students admitted since academic year 2020/2021):
 - 1) 20,00 EUR for one didactic hour – the rate applies to classes conducted in a group of at least 5 people;
 - 2) 24,00 EUR for one didactic hour – the rate applies to classes conducted in a group of 4 people;
 - 3) 32,00 EUR for one didactic hour – the rate applies to classes conducted in a group of 3 people;
 - 4) 48,00 EUR for one didactic hour – the rate applies to classes conducted in a group of 2 people;
 - 5) 96,00 EUR for one didactic hour – the rate applies to classes conducted in a group of 1 person;
 - 6) for repeating specified courses a student is charged a fee which equals the number of hours of the repeated courses multiplied by the hour rate, which is referred to in items 1 – 5;
 - 7) for making up for curriculum differences a student is charged a fee which equals the number of hours of the courses multiplied by the hour rate, which is referred to in items 1 – 5.
 3. 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.
 4. Fees for NBME exams shall be collected on the basis of invoices issued by the National Board of Medical Examiners (NBME).
 5. Fees for issuing study course-related documents are collected in the amounts specified 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.
 6. 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.

7. 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
8. The following documents are issued to a student free of charge:
 - 1) a graduation diploma in Polish,
 - 2) a 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 9

1. Semester basic fees referred to in art. 3 par. 1 are due by:
 - 1) Till 30 of September preceding a given academic year for the fall semester, except for the fee for the first semester – due within 14 days from the date of receiving notice on entry to the list of students;
 - 2) Till 28 of February of a given academic year for the spring semester.
2. 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.
3. Fees for educational services related to repeating courses and conducting classes not included in the curriculum, including fees for making up for curriculum differences, shall be paid within due dates specified in par. 1 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 1.
4. 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.
5. Fees for NBME exams shall be paid at the latest 14 days before the exam begins.
6. Fees for documents related to the course of study shall be paid before the documents are issued.
7. The University shall assess penalty interest at the statutory rate (late fees) for payments in arrears.
8. Failure to pay fees for education specified in art. 2, item 1, 2, 3 may constitute grounds for removing a student from the register of students.
9. Failure to meet financial obligations authorizes the University to start court proceedings. Parties are subject to the jurisdiction of the Polish law.

Article 10

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 on behalf of the student 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) Basic fee;
 - 2) Fees for repeating courses, courses not included in the curriculum including making up for curriculum differences, remedial courses and other courses, NBME exams;
 - 3) Fees for issuing documents;
 - 4) 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 11

1. In justified and well-documented cases, the Vice-Rector for Educational Affairs and Didactics, acting upon the request from an English language International Program student, 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, 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 to be paid in installments by students admitted before 2022/2023, provided that the last installment shall be made no later than:
 - a) by 31 January for the fall semester,
 - b) by 10 June for the spring semester.
 - 3) agree to an individual payment plan for the due fees in the case of students applying for the funding of their studies from external 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 an English language International Program student, with a positive opinion of the Dean, may waive interest (late fees) for late payments. The request for waiver should be submitted no later than 3 months after making the payment for the principal liability which resulted in charging late fees.

Article 12

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 article 2 item 1 – 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.
3. The amount of basic fee shall be reduced by 1/15 of the fee for every full week of uncompleted classes, starting from the date of submitting a request for resignation or the effective date of removing the student from the register, subject to par 4.
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 following the regulations set by the USA Department of Education.
5. The decision on reducing or refunding payments 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 par 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 13

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 14

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 15

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

Article 16

Regulation No 65/2021 by the Rector of Medical University of Lublin of 14 of April 2021 concerning the fees connected with taking up studies and fees for educational services provided by the Medical University of Lublin under the International Program, shall expire.

Article 17

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