

Regulation No 66/2022
by the Rector of Medical University of Lublin

of 14 of April 2022

**concerning the principles of collecting fees from candidates and foreign students
enrolled under the Cooperation Agreements
concluded by the Medical University of Lublin**

Pursuant to art. 79 par. 1 subpar. 3, art 80 of the Act of 26 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

This Regulation specifies the principles of collecting fees from candidates and foreign students enrolled in the Medical University of Lublin within:

- 1) American MD Program;
- 2) European MD Program;
- 3) Asian MD and DDS Programs;
- 4) Middle East MD Program;
- 5) Indian MD Program.

Article 2

1. The candidates for studies shall be charged with admission fee in case an entrance interview is conducted abroad.
2. The following fees for education shall be collected from students:
 - 1) semester basic fee and basic fee for clinical classes;
 - 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. The amounts of admission fee, semester basic fee payable one time and basic fee for clinical classes are specified in Appendix No 2.
2. The amount of one installment in case of choosing method of payment for semester basic fee in installments specified in art. 3 par. 2 and 3 is specified in Appendix No 3.
3. The admission fee which has been paid by a candidate shall be refunded only in the following cases:
 - 1) in part, if the amount paid exceeds the amount specified in the Attachment No 2;
 - 2) in full, if a candidate submits a declaration of withdrawal from applying for a given major prior to the deadline for submitting documents in the recruitment process. Compliance to the deadline shall be determined by the date of the submission of the declaration of withdrawal from application to the University or to the seat of the entity with which the University had concluded a cooperation agreement.
4. Persons admitted to studies again shall be obliged to pay the admission fee every time.

Article 5

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 basic fee due per this semester is settled by an individual Dean's decision. The amount of basic 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 regular semester fee amount for this particular semester, subject to par 2.
2. In the case of rearranging classes between semesters in order to have the course sequence preserved, the amount of basic fee does not change in either semester.

Article 6

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 they will take, 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 basic 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 7

1. Fees for repeating a course or making up for curriculum differences are calculated on the basis of calculations of costs and they are specified in Appendix No 4 to this Regulation.
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 on the basis of invoices issued by the National Board of Medical Examiners (NBME).
4. 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.
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: a graduation diploma in Polish, a graduation diploma supplement in Polish, 2 certified copies of a graduation diploma translated into English, 2 certified copies of a graduation diploma supplement translated into English.

Article 8

1. The due dates for admission fee, semester basic fee payable one time and in installments and basic fee for clinical classes are specified in Appendix No 5.
2. Fees for:
 - 1) Repeating specific courses,
 - 2) making up for curriculum differences,

3) individual amounts of the basic fee

shall be paid within due dates provided for semester basic fee payable one time specified in the Appendix No 5 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 the Appendix No 5.

3. 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.
4. Fees for NBME exams shall be paid at the latest 14 days before the exam begins.
5. Fees for documents related to the course of study shall be paid before the documents are issued.
6. The University shall assess penalty interest at the statutory rate (late fees) for payments in arrears.
7. Failure to pay fees for education constitutes grounds for removing a student from the register of students.
8. Failure to meet financial obligations authorizes the University to start court proceedings. Parties are subject to the jurisdiction of the Polish law.

Article 9

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) Admission fee;
 - 2) Basic fee;
 - 3) Fees for: repeating courses, making up for curriculum differences, remedial courses and other courses, NBME exams;
 - 4) Fees for issuing documents;
 - 5) Statutory 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 10

1. In justified and well-documented cases, the Vice-Rector for Educational Affairs and Didactics, acting upon a student's request 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 2022/2023, provided that the last installment shall be made no later than:
 - a) 31 January for the fall semester,
 - b) 10 June for the spring semester.
2. In the case of students applying for the funding of their studies from external sources (loan or scholarship institutions), the Vice-Rector for Educational Affairs and Didactics, requested by the Dean, may agree to an individual payment plan for the tuition fees.
3. In exceptional and well-documented cases, the Vice-Rector for Educational Affairs and Didactics, acting upon the student's request approved by the Dean, may waive statutory late fees for late payments. The request for waiver should be submitted to the appropriate Dean's Office within 7 days from receiving information about the amount of the late fees from the Dean's Office, but no later than 3 months after making the payment for the principal liability which resulted in charging late fees. The waiver does not apply to late fees already paid.
4. In exceptional and well-documented cases which are beyond the student's control and result from the procedures in which the University participates, the Vice-Rector for Educational Affairs and Didactics may waive the statutory late fees for late payments upon the Dean's request.

Article 11

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, the fees paid by the student for educational services which are referred to in article 2 par. 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. If the student is granted a long-term leave of absence, the provisions of par. 2 shall apply by analogy.
4. 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 a long-term leave of absence, or the effective date of removing the student from the register, subject to par. 5.
5. 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 of fee referred to in par. 4 following the regulations set by the USA Department of Education.
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 currencies based on the payment order.

8. Students are charged with the cost of bank services related to refund procedure when a refund occurs due to their actions.
9. The decision on reducing or refunding payments in the cases referred to in par. 2 and 4 is made by the Dean.

Article 12

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 13

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 14

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

Article 15

Regulation No 67/2021 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 Cooperation Agreements concluded by the Medical University of Lublin* shall expire.

Article 16

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