

Resolution No 153/2022
by the Senate of the Medical University of Lublin
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

Pursuant to art. 79 par. 1, par. 2 point 2 and par. 3 and art. 324 par. 2 of the Act of 20 July 2018 Law on Higher Education and Science (Dz. U. [Journal of Laws] 2022, item 574 as amended) and art. 23 point 37 of the Statute of the Medical University of Lublin of 26 June 2019, Senate of the Medical University of Lublin resolves as follows:

Article 1

It is resolved on 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, being an Attachment to this Resolution.

Article 2

Resolution by the Senate of the Medical University of Lublin No LXV/2021 of 24 March 2021 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in medicine and dentistry and at first-cycle studies in nursing and midwifery under the International Program shall be repealed.

Article 3

The resolution shall enter into force on 1 October 2022.

President of the Senate
Rector of the Medical University of Lublin
Prof. Wojciech Załuska MD, Ph.D.

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

Art. 1

The following is determined:

- 1) The principles of collecting fees for educational services referring to:
 - a) educating students – the basic fee,
 - b) repeating specific courses,
 - c) conducting classes not included in the plan of study, including fees for making up for curriculum differences.
- 2) Principles of collecting other fees connected with the course of studies:
 - a) fees for participation in remedial courses and other courses organized upon request, students'
 - b) fees for NBME (National Board of Medical Examiners) exams,
 - c) fees for documents related to the course of studies.

Art. 2

The principles determined herein apply to foreigners who undertake and carry on studies, excluding the foreigners entitled to undertake and carry on studies on the principles binding Polish citizens as referred to in art. 324 par. 2 of the Act of 20 July, 2018 Law on Higher Education and Science (Journal of Laws of 2022, item 633) and the foreigners who carry on studies on the basis of the provisions determined in agreements made by the University with foreign entities referred to in art. 323 par. 1 point 2 of the Act.

Art. 3

1. The amounts of the basic fee and the fees for repeating specific courses are determined by the Rector's Regulation concerning the fees connected with enrollment in studies and fees for educational services provided by the Medical University of Lublin under the International Program, further referred to as the Rector's Regulation, and are unchangeable during the course of study.
2. The amounts of fees connected with conducting classes not included in the plan of study, including fees for making up for curriculum differences are determined by the Rector's Regulation binding for the academic year in which a student was admitted to studies.

Art. 4

1. The basic fee is due as follows:
 - 1) until 30 September for the fall semester, with the exception of the fee for the 1st semester – within 14 days from the date of receiving notification on enrollment in the register of students,
 - 2) until 28 February for the spring semester.
2. Students admitted in the academic year 2022/2023 may pay the basic fee one time or in four installments based on a declaration. A model declaration is Appendix A to this Attachment.
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.
4. Due dates for payments in installments are set for the 10th day of the following months: October, November, December and January for the first semester and the 10th day of: March, April, May and June for the second semester. Par. 1 point 1 shall apply by analogy.
5. The amounts of particular installments shall be announced by a statement for a given academic year.

Art. 5

Fees for repeating particular classes and fees for conducting classes not included in the plan of study, including fees for making up for curriculum differences, shall be paid within the time limits determined by the Rector's Regulation binding for the academic year in which the courses are taken.

Art. 6

Other fees connected with the course of studies, as referred to in art. 1 point 2, are collected based on the principles determined by the Rector's Regulation binding for the academic year in which the courses are taken or the documents are collected.

Art. 7

1. Fees shall be paid to the individual bank account indicated by the University.
2. The date of making the payment shall be the date of crediting the University bank account.
3. The University shall charge statutory interest for late payments.
4. Failure to pay the fees within the set time limits obligates the Dean's Office to immediately contact the student by e-mail with a demand of payment.

Art. 8

1. In justified and documented cases, the Vice-Rector for Educational Affairs and Didactics may act as follows, upon a student's request:
 - 1) extend the due dates of payments of the fees referred to in art. 1, but no longer than:

- a) until 30 November for the fall semester,
 - b) until 30 April for the spring semester.
- 2) agree for the fees referred to in art. 1 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.
- 2. In exceptional and documented cases, the Vice-Rector for Educational Affairs and Didactics, acting upon the request of the 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.
- 3. Request for extending the due date for payment, making payments in installments or waiver of late fees for late payments shall be submitted before the due date for payments included in the request. The request shall be considered provided that any fees due by the day of submission of the request have been paid.
- 4. Failure to pay fees specified in art. 1 point 1 for the period longer than three months may constitute grounds for removing a student from the register of students.

Art. 9

- 1. In the event of resigning from studies or removing the student from the register of students, the fees which are referred to in art. 1 point 1 are subject to refund in the full amount or in part, under the following conditions:
 - 1) in the full amount, when a 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.
- 2. In the case the student resigns or is removed from the register during the semester, the amount due referred to in art. 1 shall be reduced by 1/15 of the fee for every full week of uncompleted classes, starting from:
 - 1) the date of submitting a request for resignation or
 - 2) the effective date of removing the student from the register.
- 3. The refund of fees referred to in par. 1 and par. 2 shall be made to the bank account number indicated by the student in the request submitted to the Dean.

Art. 10

The student may submit an application to the Rector for reconsideration of the decisions made by the Vice-Rector for Educational Affairs and Didactics referred to in art. 8, via the Vice-Rector.