

ZARZĄDZENIE Nr 177/2013
Rektora Uniwersytetu Wrocławskiego
z dnia 19 grudnia 2013 r.

zmieniające zarządzenie Nr 108/2012 Rektora Uniwersytetu Wrocławskiego
z dnia 20 września 2012 r. w sprawie opłat za studia wnoszonych przez
cudzoziemców studiujących w Uniwersytecie Wrocławskim

Na podstawie art. 66 ust. 2, w związku z art. 43 i 44 ustawy z dnia 27 lipca 2005 r. Prawo o szkolnictwie wyższym (tekst jednolity: Dz. U. z 2012r., poz. 572, z późniejszymi zmianami), w związku z rozporządzeniem Ministra Nauki i Szkolnictwa Wyższego z dnia 12 października 2006 r. w sprawie podejmowania i odbywania przez cudzoziemców studiów i szkoleń oraz ich uczestniczenia w badaniach naukowych i pracach rozwojowych (Dz. U. Nr 190, poz. 1406, z późniejszymi zmianami) zarządza się, co następuje:

§ 1. W zarządzeniu Nr 108/2012 Rektora Uniwersytetu Wrocławskiego dnia 20 września 2012 r. w sprawie opłat za studia wnoszonych przez cudzoziemców studiujących w Uniwersytecie Wrocławskim wprowadza się następujące zmiany:

1/ § 8 otrzymuje brzmienie:

„§ 8. Szczegółowe warunki oraz terminy wnoszenia opłat przez cudzoziemców określa *Umowa o warunkach wnoszenia opłat przez cudzoziemców podejmujących studia na zasadzie odpłatności*, której wzór stanowi Załącznik Nr 1 do niniejszego zarządzenia. Wzór umowy w języku angielskim stanowi Załącznik Nr 1a do niniejszego zarządzenia.”;

2/ dodaje się Załącznik Nr 1a w brzmieniu Załącznika do niniejszego zarządzenia.

§ 2. Nadzór nad wykonaniem niniejszego zarządzenia powierza się Prorektorowi do spraw Nauczania.

§ 3. Zarządzenie wchodzi w życie z dniem podpisania.

prof. dr hab. Marek Bojarski
REKTOR

Załącznik
do zarządzenia Nr 177/2013
z dnia 19 grudnia 2013 r.

Annex No 1a
to Directive No. 108/2012
of 20 September 2012

**Contract No
on conditions for payment of fees by international students
taking up paid studies,**

concluded on the basis of the Higher Education Act of 27 July 2005 (consolidated text: Journal of Laws [Dz. U.] 2012, item 572, as amended) and the Decree of the Minister of Science and Higher Education of 12 October 2006 on taking up and pursuing studies and trainings by international students, and their participation in research and development work (Journal of Laws [Dz. U.] No. 190, item 1406, as amended);

on in Wrocław, between:

The University of Wrocław, based in Wrocław, pl. Uniwersytecki 1, hereinafter referred to as the "University", represented by.....
authorized to make commitments on the basis of a power of Attorney issued by the Rector of the University of Wrocław
(authorization number and date of issue)

and Ms./Mrs.
(name)

address:

mailing address (if different to the above):.....

passport no:

Student/PhD student/postgraduate student *

.....
(Faculty/Department, field, undergraduate/master's/doctoral/postgraduate studies)

hereinafter referred to as "student", reads as follows:

§ 1

1. The purpose of the contract is to outline the conditions for the payment of fees for the educational services provided by the University for undergraduate/master's/doctoral/postgraduate studies in:, to be completed in accordance with article 43 paragraph 3, 4 or 5, of the Higher Education Act of 27 July 2005 (as amended).
2. The amount of tuition fees is specified in the Directive of the Rector of the University of Wrocław on tuition fees paid by international students studying at the University of Wrocław.

§ 2

1. The University declares that it has sufficient legal conditions, staffing and equipment to provide training in the area referred to in § 1 and undertakes to keep them until the end of the intended period of study.
2. The University declares that the conditions of study shall be determined in accordance with the requirements of the Higher Education Act and its regulations, and the detailed terms and conditions for individual study years (including: the list of subjects along with the number of hours of lectures, classes, labs and practices, ECTS points and the list of the names of the persons carrying out teaching along with their scientific degrees) will be given to the student before the beginning of each semester.

3. The student declares that he/she is familiar with the Rules and Regulations of Studies at the University, as well as with the Directive of the Rector of the University of Wrocław on tuition fees paid by international students studying at the University of Wrocław, as referred to in § 1 paragraph 2.

§ 3

1. The student agrees to pay tuition fees on the following dates and in the specified amounts:

-until.....	-	the amount of
-until.....	-	the amount of
-until.....	-	the amount of
-until.....	-	the amount of
-until.....	-	the amount of
-until.....	-	the amount of

2. The student is required to indicate the academic year for which the fee is paid, the Faculty/Department, field, undergraduate/master's/doctoral/postgraduate studies)*.

3. The fee should be paid into the bank account in Euro.

Information required for the bank transfer:

The name and address of the bank: BZ WBK S.A. 1 O/W-w Rynek 9/11, 50-950

Wrocław, Polska

SWIFT: WBK PPL PP;

Account number: PL57 1090 2398 0000 0001 0899 3964;

Name and address of payee: Uniwersytet Wrocławski, Plac Uniwersytecki 1,

50-137 Wrocław, Polska.

4. The date of payment shall be deemed to be the date of effect of the receivables to a bank account.
5. In the case of not meeting the payment deadline, the student will receive a reminder letter and statutory interest for late payment will be credited. In the case of unpaid fees for a period longer than 3 months, the student shall be crossed out from the list of participants of the training.

§ 4

1. The agreement is concluded for the duration of the studies, as specified in the plan of the studies, i.e. for a period of semesters.
2. In the case where, in accordance with the Rules and Regulations of studies referred to in paragraph 1, the amount of semesters will be extended, the **period of validity of the contract** shall be extended accordingly, without the need to produce a separate annex. The student declares that he/she is fully aware of the fact that, with the extension of the **term of this contract** indicated in the previous sentence, he/she will be obliged to pay an additional fee in the amount stated in the Directive of the Rector of the University, referred to in § 1 paragraph 2, for the academic year in which the contract was extended.

§ 5

Termination of the contract will take effect:

- 1) on the last day of the period referred to in § 4 paragraph 1, subject to § 4 paragraph 2;
- 2) on the date of issue of the final decision to cross out a student from the list of students/PhD students/postgraduate students *;
- 3) on the date of handing in to the Dean a written resignation from the University

§ 6

The fee is non-refundable, subject to section 7.

§ 7

1. The fee is refunded in the case of:
 - 1) The student being granted a six monthly/annual leave, in the case of doctoral students leave granted by the head of the doctoral studies in accordance with the rules of doctoral studies at the University of Wrocław. The fee shall be reimbursed for the time off;
 - 2) The student resigning from the studies for health reasons confirmed by a medical certificate. Fee shall be reimbursed for the time off taken for health reasons;
 - 3) The student not being granted the Polish entry visa. The amount of fees paid shall be reimbursed;
 - 4) Other documented mishap resulting in inability to take up or continue studies. The following shall be reimbursed:
 - the fee for the academic year, if the student resigns from the studies prior to the commencement of the academic year,
 - the fee for the semester for which the student has not been enrolled after he/she has been crossed out from the list of students/PhD students/postgraduate students *. The fee is non-refundable in case when the student was crossed out from the list due to not providing evidence of previous education within the deadline. The deadline for submitting documents is specified in the statement, the specimen of which is attached to the Directive of the Rector on tuition fees paid by international students studying at the University of Wrocław;
 - 5) The student's certificate or diploma not being recognised as equivalent to the required Polish ones. The fee shall be reimbursed for the period of not studying.
2. Except in the cases referred to in paragraph 1, the fee for studying in foreign languages shall be refunded on the condition that:
 - 1) The University, for reasons independent from it, failed to provide the programme of studies which it had previously proposed to the candidate;
 - 2) The candidate, after the adaptation course, did not take up the studies.
3. Refund shall be done in Euro to a bank account indicated by the candidate.
4. The cost of banking operations associated with the return of fees shall be borne by the candidate, with the exception of the refund made under § 7 para. 2 point 1.
5. In the case of candidates recruited for University by recruitment agencies, the amount of the refund shall be reduced by the agency's commission if the student decides not to continue his/her education during the first year of study.
6. Upon requesting a refund the student shall submit a carefully completed Refund Form, a specimen of which is annexed to the Directive of the Rector on tuition fees paid by international students studying at the University of Wrocław and the set of documents required to apply for a refund.
7. The documents referred to in paragraph 6 shall be filed in the International Office/Teaching Department.

§ 8

Regulations for the reimbursement of the fees referred to in § 7 refer to the rates set out in the annex to the existing Directive of the Rector of the University of Wrocław on tuition fees paid by international students studying at the University of Wrocław. Reimbursement shall not be subject to the amount of 200 Euro referred to in § 10 paragraph 1 of the aforementioned Directive.

§ 9

The student agrees to immediately notify the University in writing of any change to his or her personal data, defining him/her as a party to this agreement, in particular of the mailing address. In case of not fulfilling that obligation, any correspondence addressed to the last address provided by the student, shall be considered as delivered.

§ 10

In matters not regulated by this agreement, the following shall apply: the provisions of the Higher Education Act of 27 July 2005 (consolidated text: Journal of Laws [Dz. U.] 2012, item 572, as amended), the Decree of the Minister of Science and Higher Education of 12 October 2006 on taking up and pursuing study and training by international students, and their participation in the research and development work (Journal of Laws [Dz. U.] no 190, item 1406, as amended) and the relevant internal normative acts in force at the University governing the payment of fees for the educational services relating to foreign students/PhD students/postgraduate students *.

§ 11

The amendment to the agreement requires a written annexe, subject to § 4 paragraph 2.

§ 12

Any disputes that may arise in the implementation of the provisions of this contract, shall be settled by the ordinary courts which have material and territorial jurisdiction for the University.

§ 13

As regards the implementation of this Contract, the student agrees to the processing of his/her personal data by the University in accordance with the Law of 29 August 1997 on the protection of personal data (Journal of Laws [Dz. U.] of 2002, no 101, item 926 as amended).

§ 14

The copies of this contract shall be given to:

1. The student -1 copy in Polish and 1 copy in English,
2. University of Wroclaw -2 copies in Polish and 1 copy in English.

University Of Wroclaw

the student

* delete where appropriat