

R-CLO-DOP.021.1.66.2024

**RECTOR'S REGULATION NO. 66/2024**  
**of the Wrocław University of Economics and Business**  
dated 22 May 2024

**on**  
**Educational Service Fees for Foreign Students**  
**active at the Wrocław University Of Economics and Business**  
**with exception of Executive Master of Business Administration (EMBA) studies**

Pursuant to Article 79 (1) and Article 324 of the Act of 20 July 2018 for the Higher Education and Science Law (consolidated text: Dz. U. 2023.742, as amended), hereinafter referred to as the Act, it is resolved as follows:

**§ 1**  
**Semester fees**

1. Foreign students, excluding those referred to in Article 324(2) of the Act, **may pursue a degree against a full-time and part-time study fee, regardless of the language in which the courses are delivered.** For each semester of full-time and part-time studies, foreign studies shall pay a (tuition) fee in the following amounts:
  - 1) Bachelor and Master degree programs taught in Polish: **PLN 6400;**
  - 2) Bachelor and Master degree programs taught in foreign languages: **PLN 7500;**
2. Foreign students referred to in Article 324(2) (1) of the Act (i.e. nationals of a Member State of the European Union, the Swiss Confederation or a member state of the European Free Trade Association (EFTA) – parties to the Agreement on the European Economic Area and members of their families residing in the territory of the Republic of Poland) **may pursue a degree in full-time programs in foreign languages, in part-time programs in Polish and foreign languages against a fee.** For each semester of studies, foreign studies shall pay a (tuition) fee in the following amounts:
  - 1) full-time Bachelor and Master degree programs taught in foreign languages: **PLN 2500;**
  - 2) part-time Bachelor degree programs taught in Polish at WUEB facilities in Wrocław, subjects:
    - a) Economics, Real Estate and Spatial Planning, and International Economic Relations: **PLN 3500;**
    - b) Computer Science: **PLN 3900;**
    - c) other subjects taught in Polish: **PLN 3700;**

- 3) part-time Bachelor degree programs taught in Polish at WUEB Zielona Góra Branch: **PLN 3150**;
  - 4) part-time Master degree programs taught in Polish at WUEB facilities in Wrocław, subjects:
    - a) Economics, Real Estate and Spatial Planning, and International Economic Relations: **PLN 3750**;
    - b) other subjects taught in Polish: **PLN 4050**;
  - 5) part-time Master degree programs taught in Polish at WUEB Zielona Góra Branch: **PLN 3550**;
  - 6) part-time Master degree programs taught in cooperation with the University of Wrocław, subject in Legal and Economic Consulting: **PLN 4000**;
  - 7) part-time Bachelor degree programs taught in foreign languages at WUEB facilities in Wrocław: **PLN 4500**;
  - 8) part-time Master degree programs taught in foreign languages at WUEB facilities in Wrocław: **PLN 4900**;
3. Foreign students referred to in Article 324(2) (1a to 8) of the Act, who are:
- 1) foreigners, being nationals of the United Kingdom of Great Britain and Northern Ireland who are referred to in Article 10(1)(b) or (d) of the Agreement on the withdrawal of the United Kingdom of Great Britain and Northern Ireland from the European Union and the European Atomic Energy Community (OJ EU L 29, 31.01.2020, p. 7, as amended7) ), and members of their families, residing in the territory of the Republic of Poland;
  - 2) foreigners who have been granted a permanent residence permit or long-term residents of the European Union;
  - 3) foreigners granted a temporary residence permit in connection with the circumstances referred to in Article 159(1) or Article 186(1)(3 or 4) of the Foreigners Act of 12 December 2013 (consolidated text: Dz. U. 2023.519, as amended);
  - 4) foreigners with a refugee status granted in the Republic of Poland or benefit from temporary or supplementary protection in the territory of the Republic of Poland;
  - 5) foreigners who hold a certificate of proficiency in Polish as a foreign language referred to in Article 11a(11) of the Polish Language Act of 7 October 1999 (consolidated text: Dz. U. 2021.672) with the minimum certified level of language proficiency C1 or higher;
  - 6) holders of the Pole's Card (Karta Polaka) or persons to whom a decision on the determination of Polish origin has been issued;
  - 7) foreigners who are spouses, ascendants or descendants of a citizen of the Republic of Poland, residing in the territory of the Republic of Poland;
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- 8) foreigners granted a temporary residence permit in connection with the circumstances referred to in Article 151 (1) or Article 151b (1) of the Foreigners Act of 12 December 2013, or persons residing in the territory of the Republic of Poland in connection with the use of short-term mobility of a researcher on the terms specified in Article 156b(1) of the Foreigners Act, or holding a national visa for scientific research or development work

may pursue a degree **for a tuition fee like the foreign students listed in Article 1(1) of this Regulation, except for full-time Bachelor and Master degree programs taught in Polish, for which no fees are charged.**

4. All foreigners who pursue postgraduate degrees in Polish and foreign languages shall pay the tuition fee applicable to and charged from Polish citizens. The amount of fees for postgraduate studies is established by the Vice-Rector for Student Affairs and Academic Programs, and separately for each of the subjects, in the manner specified in a separate Regulation. All fees shall be paid in PLN.
5. In the case of resumption, transfer, returning from leave or repeating a semester, the foreign student shall pay fees at the times and in the amounts established in Rector's Regulation on Educational Service Fees, which determines the fees paid by students joined by the foreign student.

## § 2

### Fees for additional educational services at full-time programs

1. Foreign students studying at full-time programs shall pay fees for:
- 1) **PLN 600 for each course** repeated, and also in the case of a teacher's conditional sign-off for the next semester and for repeating a course as a result of resuming studies following striking down from the list of students;
  - 2) **PLN 600** for additional hours of classes due to the submission of a diploma thesis after the resumption of studies.
2. The fees referred to in Article 2(1)(1 to 2) will not be split into instalments.
3. In the case of resumption, transfer, returning from leave or repeating a semester, the foreign student shall pay fees at the times and in the amounts established in Rector's Regulation on Educational Service Fees, which determines the fees paid by students joined by the foreign student.

## § 3

### Fees for additional educational services at part-time programs

1. Foreign students studying at part-time programs shall pay fees for:
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- 1) **PLN 300 for each course** repeated, and also in the case of a teacher's conditional sign-off for the next semester and for repeating a course as a result of resuming studies following striking down from the list of students;
  - 2) **PLN 200** for each course under curricular difference compensation;
  - 3) **PLN 300** for additional hours of classes due to the submission of a diploma thesis after the resumption of studies.
2. The fees referred to in Article 3(1) (1-3) will not be split into instalments.
  3. The total of the fees referred to in Article 3(1)(1) shall not exceed the semester tuition fee applicable to the students joined by the foreign student concerned.
  4. In the case of resumption, transfer, returning from leave or repeating a semester, the foreign student shall pay fees at the times and in the amounts established in Rector's Regulation on Educational Service Fees, which determines the fees paid by students joined by the foreign student.

**§ 4**

**Tuition fee payment deadlines**

1. Foreign students pursuing a degree for a fee shall pay their fees for each semester of education (the tuition fee) specified in Article 1(1 to 2) to credit their Individual Settlement Accounts (IKR). The fee shall be paid not later than by 15 October for the winter semester and by 15 February for the summer semester, or in 5 working days from the date of the decision of the Vice-Rector for Student Affairs and Academic Programs/Dean of the Branch. An exception is the first semester of education, when the fee should be paid before the issue of the certificate of admission, to credit the University's account and by the deadline specified in the letter of admission addressed to the foreign student during the recruitment process.
2. Foreign students referred to in Article 1(2) shall select in the USOSweb system a study financing plan which will be valid for them for a given semester. If the foreign student fails to select a plan, the instalment plan shall be binding.

**§ 5**

**Fee payment deadlines for additional educational services**

1. Fees for repeating the course, teacher's conditional sign-off, repeating the course by resumption of studies after striking down from the list of students, and curricular difference compensation courses shall be paid by 15 October for the winter semester and by 15 February for the summer semester, or in 5 working days from the date of the decision of the Vice-Rector for Student Affairs and Academic Programs/Dean of the Branch.

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2. Fees for additional teaching hours of classes due to the submission of a diploma thesis after the resumption of studies shall be paid no later than 5 working days after the decision of the Vice-Rector for Student Affairs and Academic Programs/Dean of the Branch, but no later than before taking the diploma examination.

**§ 6**

**Mode of fee payment**

1. Foreign students shall pay for educational services on all grounds to credit a bank account which is separate for each student, referred to as the Individual Settlement Account (**IKR**) and other **IKR** for prospective students.
2. The **IKR** number is available in the USOSweb.
3. The date of effective payment shall be the date when the fee is credited to the **IKR**.
4. The fees paid by the student shall be posted as receivable payments in chronological order, from the oldest payment receivable.

**§ 7**

**No fees**

No fees are charged for full-time classes delivered to compensate curricular differences consequential to:

- 1) transfer from another degree course or from another university;
- 2) return from short- or long-term leave;
- 3) for non-repeated courses and curriculum differential compensation courses in the case of repeating a semester or resuming a semester.

**§ 8**

**Delay in fee payment**

1. Statutory interest for delay is charged for each fee in default. The statutory interest for tuition fee payment defaults is calculated routinely and displayed in the statement of the Individual Settlement Account (**IKR**).
  2. Each foreign student shall monitor the balance of his/her liabilities and payments made to the **IKR**, and seek clarification to any doubts by consulting their proper Dean's Office.
  3. Persons who will lose their student status for reasons specified in (3) can be re-enrolled to the list of students (which is a resumption of studies) if all fees in default are paid. The Office for Student
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Affairs/Dean's Office for the University Branch issues a decision on resumption after payment of fees in default.

4. WUEB reserves the right to assert claims due to it on account of overdue fees and interest, also by way of debt recovery commissioned to a third party, as well as by action in court.

**§ 9**

**Reimbursement of fees**

1. A foreign student who has paid the fee for the current semester and notified the Vice-Rector for Student Affairs and Academic Programs/Dean of the Branch in writing of the resignation from studies will be reimbursed the fees paid after submitting a written request for fee reimbursement, specifying the bank account number which the reimbursement should be credited to.
2. If a foreign student has paid a fee for the semester in advance and resigns during the semester, WUEB will reimburse the fee in the amount reduced by the part of the semester fee corresponding to the proportion of:
  - 1) for part-time programs — the number of completed days of classes scheduled in the semester;
  - 2) for full-time programs — the number of weeks in which classes took place at the University, up to the total number of weeks in the semester.
3. The terms of fee reimbursement specified in (1) and (2) also apply to reimbursements for repeating a course, teacher's conditional sign-off, repeating a course as a result of resuming studies after being struck down from the list of students, and curricular difference compensation.
4. The tuition fees paid for previous semesters will not be reimbursed, regardless of whether or not a student receives credit and passes the semester.
5. The fee is reimbursed by decision of the Vice-Rector for Student Affairs and Academic Programs/Dean of the Branch, upon the prior written request by the foreign student seeking reimbursement.
6. If a foreign student is granted a short- or long-term leave, the rules of reimbursement of a part or all of the paid fee shall be as regulated in (1 to 5).
7. The full tuition fee is subject to reimbursement if a foreign candidate does not receive a visa for entry to Poland. In this case, a certificate of refusal of the visa shall be submitted to WUEB.
8. The cost of bank processing of the return payment shall be borne by the foreigner.

**§ 10**

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### **Discounts and exemptions from fees**

1. The Vice-Rector for Student Affairs and Academic Programs/Dean of the Branch may exempt from the fee for curricular difference compensation at part-time programs in connection with short- or long-term leave granted to the student concerned.
2. At the request of the foreign student, the Rector may reduce the amount of a tuition fee in the case of:
  - 1) documented difficult financial situation of the foreign student;
  - 2) the requesting student commences a second program or other form of education for a fee at WUEB.

### **§ 11**

#### **Document issue and authentication fees**

Fees for issuing and authenticating documents, including their duplicates, shall be paid the student in the amount specified in the relevant Polish Ministry Regulation for University Studies.

### **§ 12**

#### **Entry into force**

This Regulation becomes effective on the day of signing and applies to foreign students starting their education at WUIB in the academic year 2024/2025.

Rector

prof. dr hab. Andrzej Kaleta