

**RULES FOR CHARGING FEES FOR STUDIES PROVIDED IN ENGLISH AT
THE UNIVERSITY OF ECONOMICS AND INNOVATION IN LUBLIN FOR
STUDENTS UNDERTAKING STUDIES IN THE ACADEMIC YEAR 2022/2023**

**CHAPTER I
GENERAL PROVISIONS**

§ 1

1. The present Rules shall determine:
 - a) the amount and rules for charging the candidates the recruitment fee for all fields of study conducted in English,
 - b) the amount and the rules for charging tuition fees for all fields of study at first-cycle, second-cycle, as well as long-cycle, full-time and part-time master's studies provided in English, together with the dates for the payment of tuition fees,
 - c) the amount and rules for charging other fees related to studies provided in English,
2. **Fees and the amount laid down in the Rules shall be paid by students with Polish citizenship and foreigners studying in English.**
3. **Fees and their amount for Polish citizens and foreigners studying in Polish are specified in a separate Rules for charging fees for studies provided in Polish at the University of Economics and Innovation in Lublin for students undertaking studies in the academic year 2022/2023.**

§ 2

1. Studies at the University of Economics and Innovation in Lublin are tuition fee-based studies.
2. The classes are not open and are available only to those who have taken up studies at the University of Economics and Innovation in Lublin.
3. The Chancellor shall determine, by means of the Rules, fees to be charged to students and their amount before the commencement of the recruitment process for a given academic year, after consulting the Student Government of WSEI.

§ 3

1. The university charges fees for educational services, in particular for:
 - a) full-time and part-time studies (referred to as 'tuition fees')
 - b) repetition of specified classes in the case of full-time studies due to unsatisfactory learning outcomes, including student-selected classes as part of the study plan if the student decides to change them,
 - c) classes not included in the study curriculum,
 - d) the recruitment process,
 - e) validation of learning outcomes,

- f) issuing of Student Grade Book, Student ID and duplicates of these documents,
 - g) issuing of an additional copy of the diploma or a copy of the diploma supplement in a foreign language,
 - h) issuing of a duplicate diploma and a duplicate diploma supplement,
 - i) accommodation in the Student Dormitory of WSEI,
 - j) curricular differences,
 - k) consultations on the degree thesis after resuming studies in case of removal from the student registry due to failure to submit a thesis or take the degree examination as required in the study curriculum.
2. The amount of the fee referred to in Section 3(1)(a) shall be determined by the Chancellor in an ordinance for a particular academic year.
 3. **The Rules shall apply to students taking up studies in the academic year 2022/2023 until the moment of graduation.** The university cannot increase the amount of the fees already set or introduce new fees, except for increasing fees for courses not incorporated into the study curriculum and for accommodation in the Student Dormitory of WSEI.
 4. The student who continues studies in a different year of study from the one he/she started (e.g. returning from a leave from classes) pays fees under a guaranteed tuition fee scheme in accordance with the Rules applicable to the year in which he/she studies.

§ 4

1. Students are obliged to pay their tuition fees on a timely basis.
2. The date of the payment shall be deemed to be the date on which the funds are credited to the University's bank account. If the deadline for the payment falls on Saturday or a public holiday, the time limit shall be deemed to have been met if the payment is made on the first working day following that day.
3. The student is required to pay the tuition fees in a non-cash form to the University's euro bank account, indicated individually for each student, or to the University's PLN bank account, based on an average rate of the National Bank of Poland announced on the day before the payment is made, or pay the tuition fees in PLN directly at the WSEI cashier's office, based on an average rate of the National Bank of Poland announced on the day before the payment is made.
4. Where payments of a single amount are made out of several titles, several payment titles must be identified.
5. In the event of failure to pay within the time limits stipulated in the Rules, statutory interest shall be charged for each day of delay.
6. Payments made by students shall cover in the first place defaults on payments together with interest for the delay, and the remaining part shall be used for current receivables.
7. Upon written request from the student, the University is obliged to return the cash overpayment to the bank account indicated in the application.
8. In the case of due and unpaid fees, the University shall have the right to request the Student to pay them by sending an electronic notification in the manner and in the form generally accepted by the University for communication. Failure in the aforementioned student's notification shall give rise to a written request for payment delivered to the student.
9. The university reserves the right to pursue its claims against overdue fees in court.

10. In the event of overdue payments for more than three months, a foreign student shall be removed from the student registry.

CHAPTER II FEES

§ 5

Recruitment and enrolment fee

1. Candidates for the first year of studies at the University of Economics and Innovation in Lublin are required to pay a recruitment and enrolment fee.
2. The recruitment and enrolment fee shall be paid once when applying for admission and shall not be reimbursed. The recruitment and enrolment fee is EUR 150,00.

§ 6

Tuition fees

1. Students are required to pay the fee referred to in § 3(1)(a) (defined as ‘tuition fees’):
 - a) for the first semester of studies before the certificate of admission is issued,
 - b) for subsequent semesters of studies up to the date of the commencement of a given semester.
2. In particularly justified cases, the Chancellor may extend the time limit for payment of the fee or agree to pay the fee in instalments.
3. In the case of a foreign student’s significant deterioration of the financial position or if the student undertakes another field of study or form of education based on a fee, the Chancellor may, at the request of the student, reduce the tuition fee or exempt the student from the fee in whole.

§ 7

1. If the student resigns from studies or is removed from the student registry, the fees paid by the student referred to in § 5 and 6 shall not be reimbursed.
2. In the case of the student’s removal from the list of students as a result of failure to provide the original documents required in the recruitment process, the fees paid by the student referred to in § 5 and 6 shall not be reimbursed.
3. In the case that classes during the first semester are, from the beginning, conducted on the premises of WSEI only, a foreign student who does not receive a visa or other document allowing them to take up studies in such a form may claim reimbursement of the tuition fees paid. In such a case, the recruitment and enrolment fees shall not be reimbursed. The refusal of a visa should be documented (e.g. by an appropriate letter from the Embassy) and delivered to the University without delay. If the student does not receive a visa or has a visa revoked/cancelled after starting studies (irrespective of the form in which classes are provided), the tuition fees paid shall not be reimbursed.
4. If WSEI fails to launch a specified field of study, the tuition fees paid by the student shall be reimbursed at the request of the student. In that case, the recruitment and enrolment fees shall not be reimbursed.

5. Fees for educational services shall not be charged for the period of absence from studies if the student has been granted a health leave, a parental leave, a personal leave or a special leave, or has resigned from studies on health grounds as evidenced by a medical certificate or on other valid and documented force majeure grounds.
6. The student may take the final examinations and tests during winter or summer sessions, provided that all financial obligations towards the University have been fulfilled, including payment of a tuition fees for the whole academic year.

§ 8

Fee for the conduct and recognition of the learning outcomes outside formal education

1. The fee for the conduct and recognition of the learning outcomes outside formal education shall be as follows:
 - a) from EUR 40,00 to EUR 100,00 for 1 ECTS credit at long-cycle master's studies,
 - b) from EUR 40,00 to EUR 100,00 for 1 ECTS credit at second-cycle studies,
 - c) EUR 45,00 for 1 ECTS credit at first-cycle engineering degree programmes,
 - d) EUR 40,00 for 1 ECTS credit at other fields of study of first-cycle studies.
2. As a result of the validation of the student's learning outcomes, no more than 50 % of the ECTS credits assigned to the courses of study in a specific field, level and profile can be recognized.
3. The fee for the conduct and recognition of the learning outcomes outside formal education should be paid to the University's bank account before proceeding with the validation of learning outcomes. The student's fee confirmation is required to be attached to the application.
4. In the case of a negative outcome of the validation of the learning outcomes, the fee paid is not eligible for reimbursement.
5. The university does not charge a fee for the conduct of validation and recognition of the learning outcomes for student placements.

§ 9

Fee for repetition of specified classes due to unsatisfactory learning outcomes

1. Students who have not obtained credit for a specific module/course and are conditionally allowed to study in the next semester pay a fee for repeating all failed courses because of unsatisfactory learning outcomes.
2. The amount of the fee for full-time and part-time studies for each ECTS credit assigned to a particular form of class is as follows:
 - a) EUR 50,00 for 1 ECTS credit at long-cycle master's studies and second-cycle studies in the field of Psychology,
 - a) EUR 40,00 for 1 ECTS credit at first-cycle engineering degree programmes,
 - b) EUR 35,00 for 1 ECTS credit at other first and second-cycle studies.

§ 10

Other charges

1. Students who undertake another field of study pay tuition fees at the rate calculated for the curricular differences defined for the second field of study (equivalent to additional hours

- for the second field of study), in proportion to the fee and the number of hours in the second field of study.
2. If students choose two specialities, they pay an additional speciality fee (equivalent to hours for the second speciality) in proportion to the fee and the number of hours for the field of study.
 3. Students following individual curriculum of study pay tuition fees at the rate specified in the Fees for a given course of study.
 4. Students repeating the semester pay 50 % of the fees set for a given semester in a given course of study.
 5. Students who have not passed the degree seminar and have not defended their degree thesis by a specified deadline pay 50 % of the tuition fees established for the last semester for a given cycle of study and field of study.
 6. Students attending additional classes not included in a study plan for a given field of study pay a fee of EUR 50,00 for 1 ECTS credit assigned to these classes.
 7. A flat-rate fee of EUR 150,00, excluding Psychology field of study for which the fee is set in accordance with § 8, shall be established for the purpose of supplementing the curricular differences, conducting the validation and recognition of the learning outcomes at second-cycle studies (after the prior completion of first or second-cycle studies in a different field of study).
 8. The amount of the fee for completing the curricular differences, the conduct and recognition of the learning outcomes when moving from another university shall be as follows:
 - a) EUR 50,00 for 1 ECTS credit at second-cycle and long-cycle master's studies,
 - b) EUR 35,00 for 1 ECTS credit — at first-cycle studies.
 9. Students at full and part-time studies carried out as part of projects co-financed by the European Funds at the University of Economics and Innovation in Lublin comply with the financing rules laid down in the agreement between the student and the University for taking up a given course of study.
 10. The fee for student readmission is EUR 250,00 and is not refundable. A proof of payment must be attached to the request for readmission.
 11. The fee for the degree thesis consultations after resuming studies in the case of removal from the student registry due to failure to submit the degree thesis or failure to take the degree examination within the established deadline shall be EUR 75,00 for an hour of consultation.

§ 11

1. The university offers the possibility to organise supplementary classes for students in all fields of study.
2. The decision to provide supplementary classes is taken by the Dean at the request of the students, after obtaining the Chancellor's consent. In such a case, the Chancellor determines the costs of the classes in an Ordinance. The total cost of these classes is covered by the students.
3. Supplementary classes can also be organised for students as part of an organizational load of the academic staff.

4. Upon the substantiated request of the students, the Chancellor may decide to exempt the students from the costs referred to in section 2.

§ 12

1. The University may organise language camps for students. The participation fee shall be determined based on the direct costs incurred for the organisation of the camp.
2. The Centre for Foreign Languages may organise international exams verifying the knowledge of a foreign language for students. The university only charges fees for the examination and the issue of the certificate.

§13

An additional fee, as the tutor's salary, is charged for practical classes in the field of study of Nursing, being conducted for individual students at their request. The amount of the fee shall be determined based on the number of hours, in accordance with the general provisions in force at the University.

§14

The fees and the rules for accommodation in the Student Dormitory of WSEI are governed by a separate Ordinance of the Chancellor.

CHAPTER III

FEES FOR DOCUMENTS

§15

1. The fees for issuing and authenticating documents shall be as follows:
 - a) Student Grade Book — PLN 4,00
 - b) a copy of the diploma in a foreign language — PLN 20,00
 - c) a copy of the diploma supplement in a foreign language — PLN 20,00
 - d) a duplicate diploma — PLN 20,00
 - e) a duplicate diploma supplement — PLN 20,00
 - f) Student ID — PLN 22,00
 - g) documents related to the course of studies or completion of studies intended for legal transactions abroad — PLN 26,00
 - h) a duplicate of Student ID — PLN 33,00
 - i) a duplicate of Student Grade Book — PLN 6,00
 - j) documents other than above — PLN 20,00
5. Upon the substantiated request of the students, the Chancellor may decide to exempt the students from the fees referred to in section 1.

CHAPTER V

FINAL PROVISIONS

§16

1. For matters not covered by the Rules, individual decisions shall be taken by the Chancellor upon the agreement with the Rector.
2. Any amendments to the Rules shall be made by the Chancellor by means of an ordinance.
3. Any changes to the Rules will be made on the University website.

§17

1. Polish citizens and foreigners studying in English can benefit from the Scholarship Fund.
2. Detailed rules are laid down in the Rules on Benefits for Students of WSEI in Lublin.

§ 18

1. You must resign from your studies in writing, otherwise shall be null and void.
2. The student who has been removed from the list of students, resigns from studies or completes studies is obliged to close his/her student matters with the University. The process is confirmed by the completion of the sign-off sheet in the electronic system.

§19

1. The Rules shall enter into force on 31 January 2022.
2. The uniform text of the Rules for charging fees for studies provided in Polish applies to students undertaking studies in the academic year 2022/2023.