

Ordinance no. 73/XVI R/2024
of the Rector of the Wrocław Medical University
of March 27th, 2024.

on determining the amount and deadlines for payment of tuition fees since the academic year
2024/2025

Based on Art. 79, Art. 324 items 1 and 2 of the Law of July 20th, 2018, Law on Higher Education, hereinafter referred to as the “Ordinance” (i.e., Book of Laws of 2023, item. 742, as amended), I order as follows:

Chapter I General Provisions

§ 1

1. The Wrocław Medical University, hereinafter referred to as the “University”, charges tuition fees related to:
 - 1) paid degree courses;
 - 2) repeating certain classes in free degree courses due to unsatisfactory academic performance;
 - 3) education in a foreign language;
 - 4) conducting classes not included in the curriculum, exceeding the limit of curricular classes, such as lectures, optional classes, and others;
 - 5) education of foreigners in free degree courses in Polish;
 - 6) conducting confirmation of learning outcomes.
2. The university does not charge a fee for:
 - 1) registration for the next year of study;
 - 2) entering and participating in examinations (including the following: revision, board, and diploma examinations);
 - 3) issuance of the practical training booklet;
 - 4) submission and evaluation of the thesis;
 - 5) issuance of a diploma and diploma supplement.
3. The University does not charge tuition fees related to free degree courses conducted in the Polish language from:
 - 1) a foreigner - a citizen of a member state of the European Union, the Swiss Confederation, or a member state of the European Free Trade Agreement

(EFTA) - a party to the Agreement on the European Economic Area and members of their families living in the territory of the Republic of Poland;

2) a foreigner - a citizen of the United Kingdom of Great Britain and Northern Ireland referred to in Article 10 item 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 (Book of Laws of EU L 29 of January 31st, 2020, p. 7, as amended), and members of their family living in the territory of the Republic of Poland;

3) a foreigner who has been granted a permanent residence permit, or a long-term resident of the European Union;

4) a foreigner who has been granted a temporary residence permit due to the circumstances referred to in Art. 159 law 1 or Art. 186 law 1 item 3 or 4 of the Law of December 12th, 2013, on foreigners (Book of Laws of 2021 item 2354 and of 2022 item 91);

5) a foreigner who has refugee status granted in the Republic of Poland or received temporary protection or subsidiary protection on the territory of the Republic of Poland;

6) a foreigner - holder of a certificate confirming knowledge of Polish as a foreign language, referred to in Art. 11a law 2 of the Law of October 7th, 1999, on the Polish language (Book of Laws of 2021 item 672), at least at the C1 language proficiency level;

7) holder of the Card of the Pole or a person who has been issued a decision on the determination of Polish origin;

8) a foreigner who is the spouse, ascendant, or descendant of a citizen of the Republic of Poland, residing in the territory of the Republic of Poland;

9) a foreigner who has been granted a temporary residence permit due to the circumstances referred to in Art. 151 law 1 or Art. 151b law 1 of the Law of December 12th, 2013, on foreigners, residing in the territory of the Republic of Poland in connection with the use of short-term mobility of a scientist under the conditions specified in Art. 156b law 1 of this Ordinance or holding a national visa to conduct scientific research or developmental work.

4. A foreigner may be exempted from the fees referred to in law 1 items 2, 3, and 5 under the terms of an inter-university agreement or an international agreement.

5. Exemption of the foreigner from the fees referred to in law 4 may also take place based on:

1) The administrative decision of the Rector,

2) Minister's or NAWA Director's decision concerning its grantees.

Chapter II Exemption from tuition fees and payment in installments:

§ 2

1. A student may apply for a partial exemption from the fees outlined in § 1 law 1, subject to the provisions of § 1 law 4 and 5, if at least one of the following conditions is met:
 - 1) participation in international scholarship programs, excluding interuniversity exchange programs concluded based on contracts or agreements, including, for example, the Erasmus + program,
 - 2) documented financial hardship or fortuitous circumstances causing a sudden deterioration of the current financial situation in the family.
2. A partial exemption from the fees can be requested:
 - 1) in the case referred to in law 1 item 1 - after each completed academic year in the studies conducted at the University,
 - 2) in the case referred to in law 1 item 2 - not more than twice during study, however, not more than once due to a given fortuitous event.
3. Partial exemption from the tuition fee for the conditions specified in law 1 and 2 may not be greater than 50% of the amount of the fee specified in this Ordinance.
4. A reasoned and documented request for a partial exemption from the fee must be submitted in the original to the Dean's Office of the relevant Faculty or Branch Dean's Office. After verification by an employee of the Dean's office, the application is immediately forwarded with the attachments to the Rector for a decision on the case.
5. The basis for applying for payment of tuition fees in installments referred to in the § 3 law 3 item 1 b, c and § 4 law 2 item 1 b, c, is an application submitted once for the entire period of study, which is attached as Appendix 5. The application should be submitted to the Dean's Office of the relevant Faculty or Branch Dean's Office by September 1st. In the case of a person admitted to 1 year of study, the person declares to spread the tuition fees into 2 or 4 installments in the IRK recruitment system. The student may submit to the Dean's Office of the relevant Faculty or Branch Dean's Office cancellation of payment of tuition fees in installments by September 1st.
6. The University will post on its website the information about the rules, amount, and deadlines for payment of tuition fees.

Chapter III Amount and deadlines for payment of tuition fees related to studies conducted in the Polish language.

§ 3

1. Tuition fees referred to in law 2 are levied starting from the training cycle commencing on the date of enrollment for the 2024/2025 academic year.
2. The amount of tuition fees charged related to free or paid degree courses conducted in the Polish language is specified in Appendix No. 1 of this Ordinance.
3. Deadlines and rules for the collection of tuition fees:
 - 1) Concerning the fees referred to in law 2 item 3, students are subject to the following payment terms:
 - a) for the annual fee - by September 15th,
 - b) for fees paid in 2 installments:
 - the first installment for the winter semester is payable by September 15th,
 - the second installment for the summer term is payable by February 15th.
 - c) for fees paid in 4 installments:
 - the first installment is payable by September 15th,
 - the second installment is payable by November 15th,
 - the third installment is payable by February 15th,
 - the fourth installment is payable by May 15th.
 - 2) Those admitted to the first year of study pay the first installment within 3 working days from the date of admission or conditional admission to study.
 - 3) The day the fee is paid is the day it is credited to the University's bank account indicated in the Virtual University system.
4. Deadlines and rules for the collection of tuition fees from students pursuing medical studies in the Polish language on a fee-paying basis who have entered into an agreement with a bank for a student loan for medical studies:
 - 1) Concerning the fees referred to in law 2 item 3, the following payment deadlines apply:
 - a) for the annual fee - by October 31st,

- b) for fees paid in 2 installments:
 - the first installment for the winter semester is payable by October 31st,
 - the second installment for the summer semester is payable by March 31st.
- 2) Students admitted to the first year of study pay the first installment within 3 working days from the date of admission or conditional admission.
- 3) The day the fee is paid is the day it is credited to the University's bank account indicated in the Virtual University system.

Chapter IV Amount and deadlines for payment of tuition fees related to free and paid degree courses conducted in a foreign language.

§ 4

1. The amount of tuition fees related to free and paid degree courses conducted in English, is specified in Appendix No. 2 to this Ordinance.
2. Deadlines and rules for the collection of tuition fees:
 - 1) Concerning the fees referred to in law 1 item 3, students are subject to the following payment terms:
 - a) for the annual fee - by September 15th,
 - b) for fees paid in 2 installments:
 - the first installment for the winter semester is payable by September 15th,
 - the second installment for the summer term is payable by February 15th.
 - c) for fees paid in 4 installments:
 - the first installment is payable by September 15th,
 - the second installment is payable by November 15th,
 - the third installment is payable by February 15th,
 - the fourth installment is payable by May 15th.
 - 2) Persons admitted to the first year of study pay the first installment within 14 days from the date of admission or conditional admission to study, but no later than September 15th, subject to the deadlines specified in the admission schedule;
 - 3) The day the fee is paid is the day it is credited to the University's bank account indicated in the Virtual University system.

Chapter V. Amount and deadlines for payment of tuition fees related to tuition for classes not included in the curriculum of a free or paid degree course, repetition of specific classes due to unsatisfactory learning outcomes of a free or paid degree program, and for the confirmation of learning outcomes.

§ 5

1. The rules and deadlines for payment of the fees referred to in § 1, law 1, are outlined in this Ordinance of the Rector.
2. The amount of the fee for:
 - 1) repetition of certain classes due to unsatisfactory academic performance,
 - 2) participation in activities not included in the study program, exceeding the limit of program activities such as lectures, optional classes, and others,
is calculated based on the number of ECTS credits required to pass the course, as specified in the study program for the subject, multiplied by the fee specified for 1 ECTS credit.
3. In the case of obtaining permission for the repetition of classes specified in law 2 item 1, the student pays a fee only for repeated subjects. The fee must be paid in a single payment, no later than 14 days before the start of the semester or within 14 days from the date of delivery of the decision to agree to repeat classes.
4. The fee for participation in the activities specified in law 2 item 2 shall be paid no later than 7 days before the commencement of such classes, in the amount and within the time limit specified in the ruling issued based on the application submitted, which is attached as Appendix No. 6 to this Ordinance.
5. The fee for 1 ECTS credit is:

Department	Degree course	Fee for 1 ECTS credit (in PLN)	
		Applies to students studying in Polish	Applies to students studying in a foreign language
Medicine	Medicine	PLN 746	PLN 1,036
Dentistry	Dentistry	PLN 824	PLN 1,203
Pharmacy	Pharmacy (semester I- X)	PLN 457	

	Pharmacy (semester XI), in which the student is doing a practical training or internship)	PLN 139	
	Medical analytics	PLN 401	
	Bachelor's in Dietetics	PLN 201	
	Master's in Dietetics	PLN 150	
Health Sciences	Bachelor's in Nursing	PLN 178	
	Master's in Nursing,	PLN 134	
	Bachelor's in Obstetrics	PLN 212	
	Master's in Obstetrics	PLN 167	
	Physiotherapy one cycle degree	PLN 189	
	Bachelor's in Public Health	PLN 178	
	Master's in Public Health	PLN 145	
	Bachelor's in Emergency Medicine	PLN 178	

Chapter VI. The amount and timing of fees for conducting the procedure for confirmation of learning outcomes.

§ 6

1. The amount of fees associated with the procedure for confirming learning outcomes (called "RPL") at the Faculty of Health Sciences for free and paid degree courses in the fields of study conducted: Public Health (Bachelor's and Master's), Physiotherapy (one cycle degree), Emergency Medicine (Bachelor's), is:

position	type of RPL fee	fee amount
1	Fee for carrying out the procedure for confirmation of learning outcomes based solely on the documentation attached to the Candidate's application	PLN 1,114

2	Fee for each additional piece of evidence carried out by the University (the number of additional pieces of evidence is a maximum of 5)	PLN 390 (maximum amount for additional evidence is PLN 1,785)
3	The maximum fee for carrying out full RPL procedures (sum of items 1 and 2)	PLN 2,899

2. The rules and deadlines for payment of fees referred to in law 1 are specified in the agreement on payment terms for confirmation of learning outcomes.

Chapter VII. Reimbursement of the fee for the period of not receiving education

§ 7

1. A student/enrolled person may apply for reimbursement of the tuition fee paid for the period of non-attendance, following the rules outlined in laws 2-9.
2. A student may apply for a reimbursement of the fees paid for the period of non-attendance:
 - 1) obtain approval for a leave of absence, except a leave of absence that provides for the right to attend classes and take credits and examinations,
 - 2) removal from the list of students,
 - 3) other important documented fortuitous reasons.
3. A person admitted to the first year of study may apply for a reimbursement of the paid tuition fee for the period of non-study in case of failure to study or resignation from studies.
4. Reimbursement of the fee for the period of non-attendance is made:
 - 1) in full before the start of studies, in case of approval of a leave of absence, resignation, or removal from the student list,
 - 2) in an amount proportional to the period of non-attendance.
5. The amount of reimbursement in part of the fee is calculated according to the formula: $Z = (O/L) \times N$,
where:
 - Z - the amount of the refundable portion of the fee
 - O - the amount of the annual tuition fee related to study, i.e., the amount of the fee for a given academic year in a particular field of study or subject,
 - L - the number of teaching hours assigned to a given year of study in a particular field of study or subject, resulting from the curriculum,

N - the actual number of teaching hours of non-study counted after the date of approval of leave of absence, submission of written notice of resignation, or removal from the list of students.

6. The actual number of didactic hours of non-attendance is determined based on the available documentation of the student.
7. Reimbursement of the fee for the period of non-attendance is made at the request of the student and submitted to the Dean's Office of the relevant Faculty or the Dean's Office of the Branch.
8. The employee of the Dean's office completes the application for the amount of reimbursement of the fee paid for the period of non-attendance and then forwards it to the Rector or a person authorized by him for consideration.
9. Reimbursement of the fee is decided by the Rector or a person authorized by him.

Chapter VIII. Reimbursement of overpayment of tuition fees

§ 8

1. Reimbursement of overpayment of tuition fees is made upon written request of the student to the bank account indicated in the application.
2. The fact that an overpayment has occurred, and the amount is confirmed based on documentation.
3. The overpayment may be credited to future tuition fees.

Chapter IX. Final Provisions

§ 9

1. The fees referred to in § 1 law 1 shall be paid in PLN to the bank account of the University indicated in the Virtual University system.
2. The person making the payment is required to indicate in the title of the bank transfer: the name of the student, the type of fee paid, and the name of the degree course.
3. The University shall not be liable for the consequences of misclassification of the payment, arising from circumstances on the part of the contributor, in particular, as a result of the entry of an incorrect bank account number, the absence or misidentification of the type and amount of the fee paid, the field of study, the name of the student, as well as other reasons.
4. The university does not bear the cost of paying fees (e.g., transfer costs).
5. Statutory interest for late payment shall be charged on fees paid after the due date.
6. The day the fee is paid is the day it is credited to the University's bank account indicated in the Virtual University system.

7. Failure to pay the fee for the first semester of the first year or the first year of study by the deadline referred to in § 3 law 3 items 1 and 2, and § 4 law 2 items 1 and 2 shall be considered a resignation from the study.
8. Failure to make payment or making only partial payment of tuition fees after receiving a final demand for payment may result in removal from the list of students and referral to legal proceedings.
9. The timeliness and amount of payments of tuition fees are subject to systematic review.
10. A request is made to the Quaestor to charge interest on arrears in case of non-payment or partial payment.

§ 10

In the event of any change of citizenship that has legal or financial consequences in the relationship of the parties, the student/enrolled person is obliged to immediately inform the University.

§ 11

Sample application forms are introduced, which are attached to this Ordinance:

1. sample applications:
 - a) Appendix No. 1 - a table of tuition fees charged related to free or paid degree courses conducted in the Polish language,
 - b) Appendix No. 2 - a table of tuition fees charged related to studies conducted in English,
 - c) Appendix No. 3 - application for reimbursement of the tuition fees for studies for the period of non-attendance or reimbursement of overpayment,
 - d) Appendix No. 4 - application for partial exemption from tuition fees for paid degree courses,
 - e) Appendix No. 5 - application for the installment of the tuition fees,
 - f) Appendix No. 6 - application for teaching classes not included in the curriculum.

§ 12

1. Decisions of the Rector on matters governed by the provisions of this Ordinance may be appealed for reconsideration.
2. The Rector, before deciding, may consult with the Dean of the relevant Faculty or the Dean of the Branch, the university's Student Government body, or legal counsel.
3. Records of issued decisions by jurisdiction are kept:

- 1) for decisions issued by the Dean - the Dean's office,
- 2) for decisions issued by the Rector - the Student Affairs Department, which forwards the decisions to the appropriate Dean's office and the party in the proceedings.

§ 13

The Ordinance enters into force as of the date of signing with effect from the date of commencement of enrollment for the 2024/2025 academic year for those beginning their education from the 2024/2025 academic year.

By the authority of the Rector of
the Wrocław Medical University
Vice-Rector Prof. PhD Piotr Dziegiel

Receive:
according to the
PB-W distributor

Appendix 2
to Ordinance No. 73/XVI R/2024
of the Rector of the Wrocław Medical University
of March 27th, 2024.

The amount of tuition fees related to full-time studies conducted in English:

Degree course	Tuition fee		
	Annual fee	Tuition fee if spread over 2 installments amount per installment	Tuition fee if spread over 4 installments amount per installment
Medicine	PLN 62,384	PLN 31,972	PLN 16,142
Dentistry	PLN 72,410	PLN 37,110	PLN 18,736