

**Payment Policy for studies and other forms of education
at the University of Information Technology and Management in Rzeszów
for students from Armenia, Azerbaijan, Belarus, Georgia, Kazakhstan, Kirgizstan,
Macedonia, Moldova, Russia, Serbia, Tajikistan, Turkmenistan, Ukraine and
Uzbekistan,
admitted to studies in English in the academic year 2020/2021 and later**

1. This Payment Policy states:
 - 1) the amounts and conditions of registration fee and enrolment fee payment for candidates,
 - 2) the amounts, conditions and terms of tuition fee payment for fields of study, forms and cycles of studies available at UITM,
 - 3) the amounts and conditions of additional payments resulting from the studying process.
2. This Payment Policy applies to citizens of Armenia, Azerbaijan, Belarus, Georgia, Kazakhstan, Kirgizstan, Macedonia, Moldova, Russia, Serbia, Tajikistan, Turkmenistan, Ukraine and Uzbekistan, admitted to studies in English in the academic year 2020/2021 and later.
3. This Payment Policy does not apply to postgraduate students.
4. Any and all payments in this Policy are defined in EURO, except for payments for: issuing a student ID and its duplicate, duplicates of graduation diploma and of the supplement to the diploma, additional diploma copies and supplement copies in a foreign language, as well as payment for exceeding the return date of a book to the UITM Library.
5. The UITM Director for Finance and Development makes decisions on individual matters concerning payments for studies and other forms of education. The Director for Finance and Development acts as the Rector's proxy. Such decisions are final.

CHAPTER I – GENERAL ARRANGEMENTS

§ 1.

1. Studying at the University of Information Technology and Management in Rzeszów is payable, subject to § 20.

§ 2.

1. Expenses connected with the studying process comprise:
 - 1) registration fee, enrolment fee payable once upon application for studies, and fees connected with recognition of prior learning,
 - 2) tuition fees for each semester with the possibility to pay in instalments according to the regulations described in Chapter III,
 - 3) other payments connected with the studying process (further called "payment titles") defined by the provisions of Chapter IV.
2. Whenever further in this Payment Policy Students are mentioned, the term should be understood as relating to students who have citizenship of Armenia, Azerbaijan, Belarus, Georgia, Kazakhstan, Kirgizstan, Macedonia, Moldova, Russia, Serbia, Tajikistan, Turkmenistan, Ukraine and Uzbekistan, admitted to studies in English in the academic year 2020/2021 and later.
3. For the purposes of this Policy, a Student with two or more citizenships chooses one as his/her major citizenship, binding for the whole course of studies.
4. The provisions of this Payment Policy do not apply to international Students not mentioned in item 2.

§ 3.

1. The date the payment is received into the University's account is considered as the actual date of payment.
2. If the Student pays fees resulting from the course of study in a currency other than specified herein (e.g. in USD) to a bank account maintained in EUR, the bank converts the transaction into EUR according to the average exchange rate of the foreign currency (here: EUR) as announced by the National Bank of Poland on the last working day before the day of the transaction (here: payment).
3. The payment amount in EUR, as a transaction in foreign currency, is converted into PLN and booked according to the average exchange rate of the foreign currency (here: EUR) as announced by the National Bank of Poland on the last working day before the day of the transaction (here: payment). The above does not apply to other payments which should be made in PLN under separate regulations.

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4. In the University pay-office, Students can make payments in EUR in banknotes of 5 EUR, 10 EUR or higher denominations. The University pay-office does not accept coins.
5. Any potential refund in coins of overpaid tuition fees paid in EUR in the University pay-office is made in PLN.
6. A Student cannot make a payment in PLN because this Policy specifies the fee amounts in EUR. This does not apply to other payments which should be made in PLN under separate regulations.
7. Each Student has individual subaccounts opened by the University to which payments should be made in accordance with this Payment Policy. The Student receives the list of the subaccounts in the Dean's Office and confirms its reception with his/her signature.
8. If payments made by a Student exceed the amount due for the particular purpose, the University accepts the excess payment on account of interest from the amount the payment date of which is terminated and then on account of outstanding payments and other running obligations.
9. Refunding of an excess payment made on account of fees specified by this Payment Policy occurs after a semester (in times specified in § 6 item 2 point 3) or while the total calculation of payments is made between the Student and the University, if the excess payment had not been accepted on account of other fees in the way described in item 8.
10. If as a result of the Student filling in the proof of payment illegibly or inaccurately, the amount processed is not deposited into the proper University bank account, the Student must accept the consequences resulting from default of the payment in due time.
11. The Student must check the state of his/her due payments towards the University at least once a month in the Virtual University system to verify whether the payments are duly made.
12. If the Student has other financial liabilities due to the University (incl. also such as result from lack of payment for studies under other contracts), the University accepts the current payments made by the Student in the first place on account of the above-mentioned liabilities and interest therefrom, in the second place on account of payments the date of which is terminated, and then on account of current liabilities towards the University.

§ 4.

If the tuition fees are not paid within the time limit specified in this Payment Policy, a stipulated interest will be charged at the amount of 18% annually for every day of delay. No interest is charged from other payments (payment titles).

§ 5.

Written applications for changing the amount of tuition fees according to §14 and §15 or postponing the time limit for paying an instalment of tuition fees should be lodged in the Dean's Office by the 4th day of the month concerned, at the very latest.

§ 6.

1. The Dean has the right to expel a Student due to outstanding payments towards the University without earlier calls to make the said payments, according to §56 of the UITM Study Regulations.
2. A Student is expelled if s/he:
 - 1) has tuition fees outstanding above the amount of 400 EUR,
 - 2) on 15th February or 15th July of the year concerned has any payments outstanding for tuition fees and other payment titles specified in this Payment Policy.
3. An expelled Student is not allowed to take examinations or obtain credits.
4. A Student who has any payments due, including tuition fees, outstanding as described by this Payment Policy cannot receive a credit for a semester, be allowed a leave, reenrolment, repetition of a semester or a course, be allowed to transfer to another university, nor be allowed to a thesis defence. The matters between the Student and the University are settled on the day when the Student's confirmed clearance slip is submitted to the Dean's Office.

§ 7.

1. A Student who ceases studies (resigns) or is expelled has a right to a refund of overpaid tuition fees for the period after the month when ceasing studies or expulsion occurs.
2. A Student who ceases studies or is expelled is obliged to pay the tuition fees also for the month when ceasing studies or expulsion occurs if either event occurs after the 10th day of the particular month.
3. The decision to cease studies has to be in writing to have any legal consequence. If the decision is sent by mail, the date the mail is received at the University is considered as the actual date of ceasing studies.
4. The refund of excess payment which is described in item 1 will be made at the Student's request within 7 days from the date of settling accounts between the Student and the University, to a bank account indicated by the Student, subject to §3 items 5 and 9.

CHAPTER II – REGISTRATION FEE, ENROLMENT FEE AND FEES CONNECTED WITH RECOGNITION OF PRIOR LEARNING

§ 8.

1. The registration fee and the enrolment fee are paid once during the enrolment procedure.
2. Details on the times of paying the registration fee and enrolment fee are given in the recruitment announcements.

§ 9.

1. Candidates pay enrolment fees in the amount of 85 PLN and registration fees in the following amounts:
 - 1) for first-cycle studies: citizens of Ukraine and Belarus pay 80 EUR, citizens of other countries pay 105 EUR,
 - 2) for second-cycle studies: citizens of Ukraine and Belarus pay 25 EUR, citizens of other countries pay 40 EUR.
2. Graduates from the University of Information Technology and Management in Rzeszów, from the Tischner European University in Kraków, from the University of Management and Public Administration in Zamość, and graduates of other Universities which have agreements of cooperation with UITM concerning preferential treatment of students, who solicit admission to second-cycle studies, do not pay registration fees.
3. Candidates who are transferring to UITM from other universities pay only registration fees to the amount specified for the given cycle of studies but they do not pay enrolment fees.
4. Candidates studying at UITM who apply for admission to another field of study (at any cycle of studies) pay only the enrolment fee.
5. First-cycle study graduates of UITM who apply for admission to another field of first-cycle studies pay only the enrolment fee.

§ 10.

1. Candidates who are not accepted for studies receive a refund of registration fees to the full amount, on condition that the candidate returns the original payment confirmation.
2. Enrolment fees are not refundable.
3. Candidates accepted for studies at the University of Information Technology and Management in Rzeszów do not receive a refund of registration fees in the case of ceasing studies (resignation).

§ 11.

1. A person applying to have their prior learning recognised (recognition of achievement of learning outcomes) pays:
 - 1) a one-time fee for recognition of prior learning:
 - for candidates accepted before 2022/23 - 300 EUR,
 - for candidates accepted in 2022/23 - 300 EUR,
 - for candidates accepted in 2023/24 - 400 EUR.
 - 2) a fee for each ECTS credit considered in the process of recognition of prior learning:
 - for candidates accepted before 2022/23 - 30 EUR,
 - for candidates accepted in 2022/23 - 40 EUR,
 - for candidates accepted in 2023/24 - 50 EUR.
2. The payment mentioned in item 1 point 1) should be made when submitting the application for recognition of prior learning, during recruitment.
3. The payment mentioned in item 1 point 2) should be made by the day of submitting a statement of entering into the formal process of prior learning evaluation.
4. If the Committee for recognition of prior learning recognises the student's learning outcomes within particular courses, the student obtains a decrease in tuition fees for each ECTS credit of a course credited (recognised) in the above mentioned process (except for the course of Vocational Apprenticeship):
 - for candidates accepted before 2022/23 – 50 EUR,
 - for candidates accepted in 2022/23 – 70 EUR,
 - for candidates accepted in 2023/24 – 80 EUR.
5. The decrease mentioned in item 4 applies in the semester in which the course credited in the prior learning evaluation process is present in the curriculum.
6. Within the recognition of prior learning, the total number of ECTS credits for the courses credited for the student can make up no more than 50% of all ECTS credits for the curriculum of the particular field, cycle and profile of study.

CHAPTER III – TUITION FEES

§ 12.

1. The tuition fees are defined for one semester of studies. Attachments 1a, 1b, 1c and 1d to this Payment Policy define the amount of tuition fees for one semester of studies, for one year of studies, and for one instalment of tuition fees for Students who use the right to pay the semester tuition fee in 5 instalments.
2. Tuition fee payments for semesters are due by:
 - 1) 10th October - for the fall (winter) semester,
 - 2) 10th March - for the spring (summer) semester,subject to item 4.
3. If the studies commence in the spring semester, first-semester students must pay the tuition fee by 30th April.
4. Students may pay tuition fees for the particular semester in five instalments. The times of instalment payments are described by Attachment 2 to this Payment Policy. Students paying tuition fees in instalments may pay an amount larger than one instalment at one time. Provisions in §3 item 8 apply respectively.
5. It is assumed that a Student paying a part of the tuition fees for the first time in the semester and in due time in an amount corresponding with the amount of an instalment uses the right to pay tuition fees in instalments. The decision concerning this matter is binding for the University and the Student and cannot be changed during the whole semester.
6. Candidates applying to be accepted for the first year of studies after 10th October (if the studies commence in the fall semester) or after 31th March (if the studies commence in the spring semester) are obliged to pay tuition fees for the semester to the full amount on the day of submitting their documents for enrolment. Persons described in the previous sentence who use the right to pay tuition fees in instalments are obliged to pay instalments outstanding on the day of submitting their documents for enrolment.

§ 13.

1. If a Student has paid the tuition fees for the whole year of studies (two semesters) as one advance payment by 10th October, s/he uses the right to have their tuition fees for the given year, as defined in Attachments 1a, 1b, 1c and 1d to this Payment Policy, decreased by 30 EUR.
2. Students who pay the tuition fees for one semester as one advance payment within the following deadlines: by 10th October for the fall semester, and by 10th March for the spring semester, use the right to have their tuition fees for the given year, as defined in Attachments 1a, 1b, 1c and 1d to this Payment Policy, decreased by 15 EUR. Also students at studies commencing in the spring semester who pay the tuition fees for the first semester by 30th April use the right to the decrease of tuition fees as described in the previous sentence.
3. The decrease specified in items 1 and 2 is considered in the last instalment of the tuition fees in the semester in which the decrease applies. A Student who ceases studies or is expelled during the semester loses the right to the decrease in that particular semester.

§ 14.

1. The Director for Finance and Development can decrease the amount of tuition fees specified in Attachments 1a, 1b, 1c and 1d to this Payment Policy for Students who actively participate in student organisations or Students distinguished by special artistic, sports or academic achievements, such as:
 - 1) sports organisations' members,
 - 2) Students' Council members,
 - 3) other Students actively participating in UITM student organisations and in University activities.
2. The application for a decrease of tuition fees is presented by the patrons of student organisations mentioned in item 1, by the 4th day of each month.
3. The Director for Finance and Development considers applications for decreasing tuition fees by the 10th day of each month.
4. When considering applications for the subsequent months of the particular semester, the Director for Finance and Development may allow a greater decrease of the amount of tuition fees. In order to set a larger decrease of tuition fees, provisions of items 5-8 are applied.
5. In making the decision about the decrease of tuition fees and describing the amount of the decrease, the Director for Finance and Development takes into consideration the following circumstances:
 - 1) the period of membership in a student organisation,
 - 2) the degree of engagement in organisational activities for UITM and the academic community,
 - 3) awards obtained/honours earned in competitions, tournaments, contests,

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- 4) active participation in university and inter-university competitions, sports competitions, camps, recreational and tourist events and other forms of active leisure,
 - 5) successful search of finances (sponsors, donators) for a student organisation,
 - 6) organisation of student events,
 - 7) help towards new members joining a student organisation.
6. If a Student is eligible for more than one decrease of the tuition fees, the decreases are combined. The granted total decrease cannot exceed the amount of one instalment of tuition fees specified for the given month.
7. If the Student has paid tuition fees for a semester or for the whole studies in advance, §3 items 8 and 9 of this Payment Policy apply respectively in order to account for the amount of the decrease.

§ 15.

1. At a Student's request, the Director for Finance and Development may grant a "family reduction" in the amount of 10% of tuition fees for each of the related Students of UITM.
2. For the purpose of this Payment Policy, the concept "related" means spouses, children, parents, siblings.
3. Satisfying the condition stated in item 2 is defined on the basis of presentation of official documents (birth certificate, marriage certificate). The said documents are presented once during studies, when the Student applies for a family reduction for the first time.
4. The application for a family reduction ought to be submitted to the Dean's Office by the 4th day of the given month. The family reduction is granted since the month in which the application was submitted to the end of the given semester, on the basis of information gathered in the above mentioned way.
5. Resolutions of item 1 do not apply to Students being on leave or repeating the semester. All students applying for the reduction should be active students who attend classes.
6. Graduates of first-cycle studies at UITM who continue their education at the second cycle of studies in English, qualify for the following additional tuition fee decreases:
 - 1) in the amount of 10% throughout their studies (1st and 2nd year of second-cycle studies),
 - 2) an additional decrease in the amount of 10% for 2nd year second-cycle students (semesters 3 and 4) who obtain a grade average of minimum 4.30.
7. In connection with the war in Ukraine, the following provisions are introduced:
 - 1) a decrease in the tuition fees is introduced for the spring semester of the academic year 2021/2022 for students-citizens of Ukraine, in an amount specified for each year, field, cycle and form of studies by the UITM Director for Finance and Development. Students mentioned in the previous sentence will be informed about the amount of the tuition fees decrease in a separate message,
 - 2) a decrease in the tuition fees is introduced for students-citizens of Ukraine who have commenced their studies before the academic year 2019/2020 and who are not entitled for aid from the scholarship fund of the Ministry of Education and Science. The decrease is granted by the UITM Director for Finance and Development at the student's request.

§ 16.

1. A Student who takes up several-month vocational training or apprenticeship in Poland or abroad which lasts during a semester and who:
 - 1) makes a decision to complete the given semester directly after his/her return – pays total compulsory tuition fees (both for the time of training/apprenticeship and for the time left until the end of the semester),
 - 2) makes a decision not to complete the given semester directly after his/her return (a Student directed to repeat a semester) – does not pay compulsory tuition fees for the given semester.
2. Students accepted to the Erasmus student exchange programme have the right to the following decreases of tuition fees for a semester spent abroad:
 - 1) 4 persons with the highest grade average for the studies obtain a decrease of tuition fees in the amount of 75% for the time of the scholarship,
 - 2) 6 subsequent persons obtain a decrease in the amount of 50%,
 - 3) 10 subsequent persons obtain a decrease in the amount of 25%,
 - 4) other Students are obligated to pay 100% of the tuition fees.
3. Students mentioned in items 2, 4 and 5 who have the right to a decrease of tuition fees in accordance with this paragraph do not have the right to benefit from the family reduction mentioned in §15 during the time of their stay abroad.
4. Students qualified to the student exchange programme in the People's Republic of China have the right to a decrease of tuition fees as specified in item 2 of this paragraph.
5. Students qualified to the student exchange programme in Taiwan have a right to the following decrease of tuition fees:
 - 1) one person with the highest grade average will receive a 75% discount,

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- 2) three people who are next on the list of top grade averages will receive a 50% discount.
6. The discounts referred to in §16 and §17 relate to tuition fees for the semester (semesters) spent abroad.

§ 17.

1. Students who have their Dean's consent to study at a foreign university (Great Britain) within the "Double Degree" programme for one year of studies, pay the tuition fees for that particular year to the amount of 50% of the tuition fees specified for their field of study and specialty at UITM.
2. Students who have their Dean's consent to undertake, after the second year of study at UITM, studies at a partner university in China for a period of two or three years, receive a 50% discount for each year of their studies in China.

§ 18.

1. Students beginning studies at the University at a second field of study of the same cycle pay tuition fees to the amount of 70% of tuition fees for that field of study.
2. UITM Students who have completed studies at one field of study and continue their studies at another field of study of the same cycle at UITM pay tuition fees to the amount of 70% for the latter field of study only for the first two semesters. Subsequent semesters are payable to the amount of 100% of tuition fees.

§ 19.

Against written application, UITM Graduates of a given cycle of studies who commence studies at another field of study of the same cycle pay tuition fees, as specified for the particular field, cycle and form of studies, to the amounts of:

- 1) 70% of tuition fees for the first year of studies,
- 2) 100% of tuition fees for the second and following years of studies.

§ 20

1. Laureates of competitions and participants of programmes organised by UITM can be granted the right to free or partly free studies.
2. Rules of organising the competition or programme, participation, and granting the right to free or partly free studies are specified by the Rector in the form of competition/programme regulations.

§ 21.

1. Students taking part in special programmes organized by UITM may be granted a right to participate in selected classes free of charge.
2. Rules of programme organisation are specified by the Rector in the form of programme regulations.

§ 22.

For a student accepted on the basis of prior learning recognition, studies may last shorter than specified in the study programme for the given field and cycle of studies. If the studies last shorter, the tuition fees for one semester are calculated as a quotient of the tuition fees due for the entire study course at the given field, form and cycle of studies and the number of semesters the particular student is studying for, subject to § 11 items 4 and 5.

§ 23.

Students who take the international examination The European Language Certificates (telc) English B1/B2 pay 100 EUR for taking the exam.

§ 24.

1. With the Dean's consent, a Student may choose more than one specialty. For each additionally chosen specialty the Student makes an additional payment to the amount of 30% of tuition fees defined for the field of study at which the additional specialty is conducted. Each additional specialty surcharge is payable along with the tuition fee during the semesters in which it is conducted.
2. The Vice-Dean for the particular field of study applies to the Rector to have the specialty chosen by the students activated, adopting the rules that specialties referred to as "laboratory" ones must have at least 18 people, and specialties referred to as "practicals and lecture" ones must have at least 36 people, or a multiple of the numbers.
3. At a justified application of the Vice-Dean for the particular field of study, the Rector makes a final decision on activating specialties chosen by the students.

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Students admitted in the given academic year to intensive courses in English: “700+100” and “Foundation Year” who commence their studies in the following academic year pay tuition fees in the amounts binding in the year of admittance to the course.

§ 26.

1. Subject to item 2, Students repeating a semester pay tuition fees to the amount stated for the given field, specialty, form and cycle of studies.
2. Students who repeat a semester as a result of not receiving a credit for two courses at the most, pay tuition fees to the following amounts:
 - 1) repeating a semester due to failure to complete one course – 50% of tuition fees compulsory for the given field, specialty, form and cycle of studies,
 - 2) repeating a semester due to failure to complete two courses – 60% of tuition fees compulsory for the given field, specialty, form and cycle of studies.
3. Students who repeat a semester or continue studies after a leave pay the tuition fees in the amounts and on principles specified for the group and specialty they are assigned to.

§ 27.

A Student expelled yet attending classes even though s/he is not re-enrolled but who applied for reenrolment within 3 weeks of the date of receiving the decision about expulsion, is obliged to pay the instalments of tuition fees for the months when s/he was actually studying according to §12 of this Payment Policy. When calculating the amount of tuition fees, §7 item 2 of this Payment Policy is applied respectively.

**CHAPTER IV –
OTHER PAYMENTS RESULTING FROM THE STUDYING PROCESS**

§ 28.

1. Payment for participation in obligatory consultations from a course with a conditional pass is:
 - for candidates accepted before 2023/24 – 60 EUR,
 - for candidates accepted in and after 2023/24 – 80 EUR.regardless of the number of forms of the course for which the student has not received a credit.
2. The payment mentioned in item 1 should be made on the day of submitting an application to the Dean for a conditional pass, at the latest.
3. The payment mentioned in item 1 applies to all courses included in the study plans, regardless of the form of classes or form of earning a credit.

§ 29.

1. Payment for taking a course with a credit in advance for the subsequent semester [i.e. the student is allowed another semester to earn a credit for the particular course after failing in the conditional term] is:
 - for candidates accepted before 2023/24 – 100 EUR,
 - for candidates accepted in and after 2023/24 – 150 EUR.The payment covers all forms of the course for which the student has received a credit in advance.
2. The payment mentioned in item 1 should be made on the day of submitting an application to the Dean for a credit in advance, at the latest.
3. The payment mentioned in item 1 applies to all courses included in the study plans, regardless of the form of classes or form of earning a credit.

§ 30.

1. The payment for consent to take examinations and tests for credit at times different than specified in the schedule is:
 - for candidates accepted before 2023/24 – 20 EUR,
 - for candidates accepted in and after 2023/24 – 30 EUR.for changing the exam/test times for each form of the classes within the course, subject to item 4.
2. The payment mentioned in item 1 should be made on the day of submitting the application to the Dean, at the latest.
3. The payment mentioned in item 1 applies to all courses included in the study plans, regardless of the form of classes or form of earning a credit.
4. The maximum total payment mentioned in item 1 is:
 - for candidates accepted before 2023/24 – 100 EUR,
 - for candidates accepted in and after 2023/24 – 180 EUR,

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regardless of the number of forms of classes within the course for which the exam/test times are shifted.

5. In the case of not obtaining the consent, the payment is refundable.
6. Students mentioned in §16 and §17 are exempted from the payment mentioned in item 1.
7. Students directed by UITM to training or apprenticeship are exempted from the payment mentioned in item 1. The person responsible for the training at the Student's field of study gives an opinion on the Student's application to take examinations and tests for credit at times different than specified in the schedule, as mentioned in item 1.

§ 31.

1. Payment for consent to postpone the deadline for submitting the thesis from the times specified in the Study Regulations is 200 EUR for each month the consent covers, but no more than for 2 months.
2. The payment should be made on the day of submitting the application to the Dean, at the latest.
3. At the Student's justified request, confirmed by the Vice-Dean for the particular field of study, the Director for Finance and Development may extinguish the calculated payment if the failure to submit the thesis results from causes beyond the Student's control.

§ 32.

The payment for consent to study according to individual study organisation (IOS) for one semester is:

- 1) for candidates accepted before 2023/24:
 - 70 EUR for the first application in the given cycle of studies,
 - 35 EUR for the second and further applications in the given cycle of studies.
- 2) for candidates accepted in and after 2023/24:
 - 80 EUR for the first application in the given cycle of studies,
 - 40 EUR for the second and further applications in the given cycle of studies.
2. Students accepted on the basis of prior learning recognition do not pay for consent to study according to individual study organisation.

§ 33.

1. Issuing student documents is payable. The amounts of payments are specified in Attachment 3 to this Payment Policy.
2. The conditions to have the documents described in item 1 or their copies issued are: submitting an application and making the suitable payment. No application is submitted for issuing a student's ID, graduation diploma and a supplement to the diploma in Polish.

§ 34.

1. The payment for attending classes from a course which is not included in the curriculum of the given field of studies is decided by the Rector.
2. When a course included in the curriculum is conducted in different forms, the Rector may decide on additional payment for those forms which require additional expenses.

§ 35.

1. Payment for participating in camps, training, practical classes or vocational apprenticeship which are additional (not included in the curriculum) is specified according to the expenses connected with the organisation of the said activities.
2. Times and the final amounts of payments mentioned in item 1 are decided by the Rector and announced to Students not later than 30 days before the beginning of the said activities.
3. Coming to the activities mentioned in item 1, a Student must present the proof of payment for participation in the activities.
4. A Student who does not make the payment for the activities mentioned in item 1 in the time described in item 2 cannot participate in them.

§ 36.

1. A Student directed to practical classes who did not partake in the activities must pay the costs of organising additional practical classes for him/her.
2. The amount of the payments mentioned in item 1 is set by the Vice-Dean for Nursing, considering the number of the additional practical classes, the number of students participating in them, and the current fee per one hour of practical classes, i.e. 19 EUR.
3. The amount set according to the principles described in item 2 is paid by the student by the day of starting the additional practical classes.

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4. In justified cases and against application of the competent Dean, the Director for Finance and Development may exempt a Student from the payment mentioned in item 1.

§ 37.

1. Reenrolment is payable.

The payment for the first case of reenrolment is:

- 100 EUR for candidates accepted before 2023/24. Every following reenrolment is payable a 100 EUR more than the previous one (i.e. second reenrolment is 200 EUR, the third is 300 EUR, etc.),
 - 150 EUR for candidates accepted in and after 2023/24. Every following reenrolment is payable a 100 EUR more than the previous one (i.e. second reenrolment is 250 EUR, the third is 350 EUR, etc.).
2. The proof of payment should be attached to the reenrolment application.
 3. If no consent for reenrolment is granted, the reenrolment fee is refundable.

§ 38.

At the Student's request, the University can send a document resulting from the course of studies to the Student's place of inhabitation. The document is sent by courier service with acknowledgement of receipt, at the Student's expense.

§ 39.

Using the UITM Library resources is free. However, the penalty for being late in returning books, as specified in the UITM Library Regulations, is 3 PLN (in words: three PLN) for each volume for each week the book is overdue.

§ 40.

1. The payment for additional language courses organised for UITM students by the Centre for Modern Languages (CJO) depends on the number of participants in the group of the particular course. The payment for each participant is:
 - 1) 7 EUR – if the group has 5 to 7 participants,
 - 2) 6 EUR – if the group has 8 to 10 participants,
 - 3) 5 EUR – if the group has 11 to 15 participants.
2. The payment mentioned in item 1 is given per one didactic class (45 minutes) of the course.

§ 41.

The payment for online UITM examination and Certificate (issued once the examination is passed) which allows to receive a credit and exemption from classes in the given foreign language is 70 EUR.

§ 42.

1. Payment for each course indicated as a "curriculum difference/programme difference" is:
 - 70 EUR for candidates accepted before 2023/24,
 - 80 EUR for candidates accepted in and after 2023/24,subject to item 3.
2. The payment mentioned in item 1 should be made on the day indicated by the Dean as the deadline for passing the curriculum differences, at the latest.
3. The maximum total amount of payment for the curriculum differences indicated in one decision of the Dean cannot exceed:
 - 350 EUR for candidates accepted before 2023/24,
 - 400 EUR for candidates accepted in and after 2023/24.
4. Students mentioned in §16 items 2, 4 and 5 as well as §17 are exempted from the payment mentioned in item 1 hereof.

§ 43.

Payments other than tuition fees and specified in this chapter are presented together in the table in Attachment 4 to this Payment Policy.

CHAPTER V – FINAL AND TRANSITIONAL RULES

§ 44.

1. Until the completion of studies by Students enrolled in the academic year 2020/2021 and later, the University of Information Technology and Management in Rzeszów does not increase the fees set for them, nor will it introduce any new fees. This does not apply to increasing fees for classes not covered by the curriculum.

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2. Tuition fees are proportionally increased, if a necessity to increase the number of teaching hours caused by a change of relevant provisions of the law of higher education occurs.
3. In matters not regulated by these Regulations, individual decisions regarding fees related to the course of study are made by the Director of Finance and Development.

§ 45.

1. Any and all changes to this Payment Policy are made by the Rector on acceptance by the President.
2. Changes to this Payment Policy are put into effect 14 days after it is made available at the University's website in the Public Information Bulletin.
3. Students who do not agree to the changes to this Payment Policy are obliged to counter a written objection in the period stated in item 2. In the case of not countering an objection in the time stated above, it is understood that the Student accepts the changed resolutions of this Payment Policy and the policy has a binding force without having to change the individual agreement for educational services concluded with the student.
4. Countering an objection is equal to resignation from the studies at the University of Information Technology and Management in Rzeszów.

ACCEPTED:

**President
of the University of Information Technology
and Management in Rzeszów**

Tadeusz Pomianek, Ph.D., Eng., Assoc. Prof.

**Rector
of the University of Information Technology
and Management in Rzeszów**

Andrzej Rozmus, Ph.D., Assoc. Prof.

Agreed with the UITM Student Council

.....
(date and signature)

Placed at the University's website in the Public Information Bulletin on **27.03.2023**.

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Attachment 1a

Tuition fee amounts for students enrolled in 2020/2021

Field of study	Per instalment	Per semester	Per year
	EUR	EUR	EUR
First-cycle studies			
MANAGEMENT			
Aviation Management	207	1 035	2 070
General Aviation			
International Management	193	965	1 930
INFORMATION TECHNOLOGY			
Programming	220	1 100	2 200
Game Development	450	2 250	4 500
Advanced Network Technologies			
GRAPHICS AND MULTIMEDIA PRODUCTION			
Game Design	450	2 250	4 500
Visual Communication			
NURSING (6 semesters)	450	2 250	4 500
Second-cycle studies			
MANAGEMENT			
International Management	207	1 035	2 070
Logistics in Transport			
Finance and Accounting in Management			
INFORMATION TECHNOLOGY			
Software Engineering Technologies	236	1 100	2 200
Cybersecurity	500	2 500	5 000

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Attachment 1b

Tuition fee amounts for students enrolled in 2021/2022

Field of study	Per instalment	Per semester	Per year
	EUR	EUR	EUR
First-cycle studies			
MANAGEMENT			
Aviation Management	220	1 100	2 200
General Aviation			
International Business Management	206	1 030	2 060
International Finance and Accounting			
INFORMATION TECHNOLOGY			
Programming	236	1 180	2 360
Computer Science			
Game Design and Development	270	1 350	2 700
GRAPHICS AND MULTIMEDIA PRODUCTION			
Graphic Design	270	1 350	2 700
Multimedia			
NURSING (6 semesters)	450	2 250	4 500
DIETETICS (7 semesters)	270	1 350	2 700
LOGISTICS (7 semesters)	206	1 030	2 060
PHILOLOGY	210	1 050	2 100
Second-cycle studies			
MANAGEMENT			
International Business Management	220	1 100	2 200
Logistics and Transport Management			
INFORMATION TECHNOLOGY			
Data Science	236	1 180	2 360
Cybersecurity	270	1 350	2 700

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Attachment 1c

Tuition fee amounts for students enrolled in 2022/2023

Field of study	Per instalment	Per semester	Per year
	EUR	EUR	EUR
First-cycle studies			
MANAGEMENT			
Aviation Management	230	1 150	2 300
International Business Management	216	1 080	2 160
E-Business and Digital Marketing	216	1 080	2 160
INFORMATION TECHNOLOGY			
Programming	246	1 230	2 460
Game Design and Development	270	1 350	2 700
Computer Science	246	1 230	2 460
NURSING (6 semesters)	450	2 250	4 500
LOGISTICS (7 semesters)	216	1 080	2 160
ENGLISH PHILOLOGY	210	1 050	2 100
SOCIAL WORK*	220	1 100	2 200
Second-cycle studies			
MANAGEMENT			
International Business Management	230	1 150	2 300
Global Aviation Management	230	1 150	2 300
International Human Resources Management	230	1 150	2 300
International Master of Business Administration	450	2 250	4 500
INFORMATION TECHNOLOGY			
Data Science	236	1 180	2 360
Cybersecurity	236	1 180	2 360

*applies to students enrolled in the spring semester of 2022/2023

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Attachment 1d

Tuition fee amounts for students enrolled in 2023/2024

Field of study	Per instalment	Per semester	Per year
	EUR	EUR	EUR
First-cycle studies			
MANAGEMENT			
Aviation Management	235	1 175	2 350
International Business Management	221	1 105	2 210
INFORMATION TECHNOLOGY			
Game Design and Development	270	1 350	2 700
Computer Science	251	1 255	2 510
Programming	251	1 255	2 510
NURSING (6 semesters)			
LOGISTICS (7 semesters)			
SOCIAL WORK			
BIOMEDICINE¹			
BIOMEDICINE²			
Second-cycle studies			
MANAGEMENT			
Global Aviation Management	240	1 200	2 400
International Business Management	230	1 150	2 300
INFORMATION TECHNOLOGY			
Cybersecurity	260	1 300	2 600
Data Science	260	1 300	2 600

¹ for citizens of Belarus and Ukraine

² for citizens of Armenia, Azerbaijan, Georgia, Kazakhstan, Kirgizstan, Macedonia, Moldova, Russia, Serbia, Tajikistan, Turkmenistan, and Uzbekistan

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Attachment 2

TIMES OF TUITION FEE PAYMENTS

Fall semester		Spring semester	
Instalment 1	by 10 X	Instalment 1	by 10 III
Instalment 2	by 10 XI	Instalment 2	by 10 IV
Instalment 3	by 10 XII	Instalment 3	by 10 V
Instalment 4	by 10 I	Instalment 4	by 10 VI
Instalment 5	by 10 II	Instalment 5	by 10 VII

Attachment 3

PAYMENTS FOR ISSUING STUDENT DOCUMENTS

Document	Original	Duplicate
student identity card	22 PLN	33 PLN
applies to students enrolled in the academic years 2020/2021 and 2021/2022:		
Graduation diploma with a supplement to the diploma plus two copies thereof, incl., against the student's request submitted by the day of study completion: - diploma copy in a foreign language, - supplement copy in a foreign language	0 PLN	20 PLN - for a duplicate of the diploma 20 PLN - for a duplicate of the supplement
Additional diploma copy in a foreign language	20 PLN	
Additional supplement copy in a foreign language	20 PLN	

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Attachment 4

TABLE OF PAYMENTS OTHER THAN TUITION FEES AND BINDING AT UITM

Payment title	Amount		
	Students enrolled before 2022/23	Students enrolled in 2022/23	Students enrolled in or after 2023/24
CONDITIONAL PASS	60 EUR	60 EUR	80 EUR
CREDIT IN ADVANCE	100 EUR	100 EUR	150 EUR
REENROLMENT	100 EUR for the first reenrolment. The payment for each subsequent reenrolment is increased by 100 EUR as compared to the previous one	100 EUR for the first reenrolment. The payment for each subsequent reenrolment is increased by 100 EUR as compared to the previous one	150 EUR for the first reenrolment. The payment for each subsequent reenrolment is increased by 100 EUR as compared to the previous one
CURRICULUM DIFFERENCES	70 EUR for each course (max. 350 EUR for curriculum differences included in one decision of the Dean)	70 EUR for each course (max. 350 EUR for curriculum differences included in one decision of the Dean)	80 EUR for each course; (max. 400 EUR for curriculum differences included in one decision of the Dean)
POSTPONING THE DEADLINE FOR THESIS SUBMISSION	200 EUR for each month of postponement, but no more than for 2 months	200 EUR for each month of postponement, but no more than for 2 months	200 EUR for each month of postponement, but no more than for 2 months
INDIVIDUAL STUDY ORGANISATION (IOS) for one semester	70 EUR for the first application in the given course of study 35 EUR for each subsequent consent	70 EUR for the first application in the given course of study 35 EUR for each subsequent consent	80 EUR for the first application in the given course of study 40 EUR for each subsequent consent
EXCEEDING THE RETURN DATE OF A BOOK to the UITM Library	3 PLN for each volume for each week the book is overdue	3 PLN for each volume for each week the book is overdue	3 PLN for each volume for each week the book is overdue
Taking examinations and tests for credit at times different than specified in the schedule	20 EUR for each form of classes within the course (max. 100 EUR)	20 EUR for each form of classes within the course (max. 100 EUR)	30 EUR for each form of classes within the course (max. 180 EUR)
Payment for additional language courses per student per 1 teaching hour: for a group of 5-7 participants for a group of 8-10 participants for a group of 11-15 participants	7 EUR 6 EUR 5 EUR	7 EUR 6 EUR 5 EUR	7 EUR 6 EUR 5 EUR
Payment for an online UITM examination and Certificate (issued if the exam is passed) which allows to receive a credit and exemption from classes in the given foreign language	70 EUR	70 EUR	70 EUR
RECOGNITION OF PRIOR LEARNING – one-time payment	300 EUR	300 EUR	400 EUR
Payment for each ECTS credit considered in the process of recognition of prior learning	30 EUR	40 EUR	50 EUR
Payment for the international examination The European Language Certificates (tele) English B1/B2	100 EUR	100 EUR	100 EUR
Bank commission charged for a single transaction (regardless of the amount processed)	4 EUR	4 EUR	4 EUR