

## **Payment Policy for studies and other forms of education at the University of Information Technology and Management in Rzeszów for Polish and EU citizens admitted to studies in English**

### **§ 1.**

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 Poland and EU countries admitted to studies in English.
3. This Payment Policy does not apply to postgraduate students.
4. 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.**

Studying at the University of Information Technology and Management in Rzeszów is payable, subject to § 19.

### **§ 2**

1. Expenses connected with the course of study 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:
  - 1) Polish citizenship, or
  - 2) an EU-country citizenship.

### **§ 3.**

1. The date the payment is received into the University's account is considered as the actual date of payment.
2. 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.
3. If payments made by a Student for the particular payment title exceed the amount due, the University accepts the excess payment on account of interest from the amount the date of payment of which is terminated and then on account of outstanding payments and other obligations.
4. Refunding the excess payment – as a result of paying more than defined in this Payment Policy for a particular title – occurs after the semester is finished (on dates mentioned in §6 item 2 point 3) or when the total calculation of charges is made between a Student and the University, if the said excess payment has not been accepted on account of other fees in the way described in item 3.
5. If as a result of a 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 the default of payment due at the time.
6. 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 were duly made.
7. 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 4<sup>th</sup> 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 1500 PLN, or
  - 2) on 15<sup>th</sup> February or 15<sup>th</sup> 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 (resigns) studies or is expelled has the 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 10<sup>th</sup> 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 item 4.

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

**§ 8.**

1. The registration fee and enrolment fee are made as one single payment during enrolment.
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 amount of:
  - 1) 300 PLN for first-cycle studies,
  - 2) 100 PLN for second-cycle studies.
2. Graduates from the University of Information Technology and Management in Rzeszów 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 who apply for the Free Studies for Best Students scholarship in periods and under conditions described by the relevant Rector's Resolution and belong to one of the groups listed below:
  - 1) laureates and finalists of selected competitions (olympiads) within various courses and topics at the central level,
  - 2) graduates of the Academic High School (ALO):
    - who have a grade average of at least 4.5 at their final school-leaving diploma
    - who have distinguished themselves in a specific branch of knowledge and received positive evaluation of the ALO Headmaster

do not pay enrolment fees or registration fees. The exemption mentioned in the previous sentence does not apply to other candidates applying for the Free Studies for Best Students scholarship in the course of the qualification procedure.

5. Candidates studying at UITM who apply for admission to another field of study (at any cycle of studies) pay only the enrolment fee.
6. 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 to 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 - 400 PLN,
    - for candidates accepted in 2022/23 - 600 PLN,
    - for candidates accepted in and after 2023/24 - 800 PLN;
  - 2) a fee for each ECTS credit considered in the process of recognition of prior learning:
    - for candidates accepted before 2022/23 - 40 PLN,
    - for candidates accepted in 2022/23 - 95 PLN
    - for candidates accepted in and after 2023/24 - 120 PLN.
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 - 70 PLN,
  - for candidates accepted in 2022/23 - 165 PLN,
  - for candidates accepted in and after 2023/24 - 200 PLN.
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 and the amount of one tuition fee instalment for Students who use the right to pay tuition fees in 5 instalments.
2. Tuition fee payments for semesters are due by:
  - 1) 10<sup>th</sup> October - for the fall (winter) semester,
  - 2) 10<sup>th</sup> 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 10<sup>th</sup> March.
4. Students may pay tuition fees for the particular semester in 5 instalments. The times of the 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 3 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 one 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 10<sup>th</sup> October (if the studies commence in the fall semester) or after 10<sup>th</sup> 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 (the fall and the spring semester) as one advance payment by 10<sup>th</sup> October, s/he uses the right to have their tuition fees for the given year decreased, as defined in Attachments 1a, 1b, 1c and 1d to this Payment Policy, by 100 PLN.
2. Students who pay the tuition fees for one semester as one advance payment within the following deadlines: by 10<sup>th</sup> October for the fall semester, and by 10<sup>th</sup> March for the spring semester, use the right to have their tuition fees, as defined in Attachments 1a, 1b, 1c and 1d to this Payment Policy, decreased by 50 PLN. Also students at studies commencing in the spring semester who pay the tuition fees for the first semester by 10<sup>th</sup> March 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 4<sup>th</sup> day of each month.
3. The Director for Finance and Development considers applications for decreasing tuition fees by the 10<sup>th</sup> 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,
  - 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 3 and 4 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 4<sup>th</sup> 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:

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- a. in the amount of 10% throughout their studies (1<sup>st</sup> and 2<sup>nd</sup> year of second-cycle studies),
- b. an additional decrease in the amount of 10% for 2<sup>nd</sup> year second-cycle students (semesters 3 and 4) who obtain a grade average of minimum 4.30.

**§ 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 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. The discounts referred to this paragraph relate to tuition fees for semester (semesters) spent abroad.

**§ 17.**

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 year. Subsequent semesters are payable to the amount of 100% of tuition fees.

**§ 18.**

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.

**§ 19.**

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.

**§ 20.**

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.

**§ 21.**

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.

**§ 22.**

1. With the Dean's consent, the 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. The final decision of activating the specialties chosen by the students is made by the Rector at a justified motion of the Vice-Dean for the given field of study.

**§ 23.**

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.

**§ 24.**

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 STUDY PROCESS**

**§ 25.**

1. Payment for participation in obligatory consultations from a course with conditional pass is
  - for candidates accepted before 2022/23 - 100 PLN,
  - for candidates accepted in 2022/23 - 110 PLN,
  - for candidates accepted in and after 2023/24 - 165 PLN,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.

**§ 26.**

1. Payment for taking a course with a credit in advance for the subsequent semester is:
  - for candidates accepted before 2022/23 - 300 PLN,
  - for candidates accepted in 2022/23 - 330 PLN,
  - for candidates accepted in and after 2023/24 - 440 PLN.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.

**§ 27.**

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 2022/23 - 80 PLN,
  - for candidates accepted in 2022/23 - 88 PLN,
  - for candidates accepted in and after 2023/24 - 100 PLNfor changing text/exam 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:

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- for candidates accepted before 2022/23 - 500 PLN,
  - for candidates accepted in 2022/23 - 550 PLN,
  - for candidates accepted in and after 2023/24 - 600 PLN,  
regardless of the number of forms of classes within the course for which the test/exam time is shifted.
5. In the case of not obtaining the consent, the payment is refundable.
  6. Students mentioned in §16 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.

**§ 28.**

1. Payment for consent to postpone the deadline for submitting the thesis from the times specified in the Study Regulations is:
  - for candidates accepted before 2022/23 - 200 PLN,
  - for candidates accepted in 2022/23 - 220 PLN,
  - for candidates accepted in and after 2023/24 - 330 PLN,  
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.

**§ 29.**

1. Payment for consent to study according to an individual organisation of studies (IOS) for one semester is:
  - 1) for candidates accepted before 2022/23
    - 250 PLN for the first application in the given course of study,
    - 150 PLN for each subsequent consent for each subsequent semester in the given course of study;
  - 2) for candidates accepted in 2022/23
    - 275 PLN for the first application in the given course of study,
    - 165 PLN for each subsequent consent for each subsequent semester in the given course of study;
  - 3) for candidates accepted in and after 2023/24:
    - 330 PLN for the first application in the given course of study,
    - 200 PLN for each subsequent consent for each subsequent semester in the given course of study.
2. Students accepted on the basis of prior learning recognition do not pay for consent to study according to individual study organisation.

**§ 30.**

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.

**§ 31.**

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.
3. Payments for additional, interdisciplinary specialties conducted in Polish are as follows:
  - 1) for students of the Faculty of Medicine, the specialty "Natural Cosmetics with Elements of Phytotherapy" – 780 PLN,
  - 2) for students of the Faculty of Applied IT, the specialty "Computer networks - Cisco" – 700 PLN,
  - 3) for students of all fields of study, the specialty "Personal Development, Health and Wellbeing" – 590 PLN,
  - 4) for students of all fields of study, the specialty "Managing Sustainable Development of a Company" – 630 PLN,
  - 5) for students of all fields of study, the specialty "Business Workshops – Start Your Own Company" – 450 PLN,
  - 6) for students of all fields of study except Computer Graphics and Multimedia Production and Graphic Design, the specialty "Fundamentals of Design for Communication and Visualization" – 720 PLN,
  - 7) for students of the all fields of study, the specialty "Interpersonal and Team Relations" – 500 PLN,
  - 8) for students of the Faculty of Applied IT, the specialty "Visualizations and User Interface" – 900 PLN (2-semester specialty).

4. The payment mentioned in item 3 points 1) – 7) is made by the Student in two instalments:
  - 1) 350 PLN by the day of starting the specialty classes,
  - 2) remainder of the total amount by the end of the semester in which the specialty courses are planned.
5. The payment mentioned in item 3 point 8) is made by the Student in two instalments:
  - 1) 500 PLN by the day of starting the specialty classes in the first semester of the specialty,
  - 2) 400 PLN by the day of starting the specialty classes in the second semester of the specialty.
6. If the Student withdraws from an interdisciplinary specialty after the start of classes, the payment referred to in item 3 is non-refundable (and if the Student has paid only the first instalment, they are also obliged to pay the second instalment).
7. For an interdisciplinary specialty started in the academic year 2023/24, the payment for the additional, interdisciplinary specialty offered to students of all fields of study called “Business Workshops – Start Your Own Company” is 400 PLN.
8. The payment referred to in item 7 is paid by the student in two instalments: the first in the amount of 300 PLN by the day of starting the specialty classes, and the remainder of the total amount by the day of the diploma examination.

### **§ 32.**

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.

### **§ 33.**

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. 82 PLN.
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.
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.

### **§ 34.**

1. Resuming studies (reenrolment) is payable.
2. The payment for the first reenrolment of a Student is
  - for candidates accepted before 2022/23 – 200 PLN for the first application in the given course of study. Payment for each subsequent reenrolment of the same Student is increased by 200 PLN (i.e. payment for a second reenrolment is 400 PLN, for the third reenrolment 600 PLN, and so on);
  - for candidates accepted in 2022/23 – 220 PLN for the first application in the given course of study. Payment for each subsequent reenrolment of the same Student is increased by 220 PLN (i.e. payment for a second reenrolment is 440 PLN, for the third reenrolment 660 PLN, and so on);
  - for candidates accepted in or after 2023/24 – 330 PLN for the first application in the given course of study. Payment for each subsequent reenrolment of the same Student is increased by 200 PLN (i.e. payment for a second reenrolment is 530 PLN, for the third reenrolment 730 PLN, and so on).
3. The proof of payment should be attached to the application for reenrolment.
4. In the case of a negative decision, the reenrolment fee is refundable.

### **§ 35.**

At a 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.

### **§ 36.**

Using the UITM Library resources is free of charge. However, if the borrowed books are overdue, according to the UITM Library Regulations, the penalty is 3 PLN for each volume for each week the book is overdue.



**§ 37.**

1. Payment for each course indicated as a “curriculum difference/programme difference” is:
  - for candidates accepted before 2022/23 - 100 PLN,
  - for candidates accepted in 2022/23 - 110 PLN,
  - for candidates accepted in and after 2023/24 - 165 PLN,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:
  - for candidates accepted before 2022/23 - 400 PLN,
  - for candidates accepted in 2022/23 - 440 PLN,
  - for candidates accepted in and after 2023/24 - 660 PLN.
4. Student mentioned in §16 items 2 are exempted from the payment mentioned in item 1.

**§ 38.**

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**

**§ 39.**

1. Until the completion of studies by Students enrolled in the academic year 2022/2023 and earlier, 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.
2. Until the completion of studies by Students enrolled in the academic year 2023/2024 and later, the University of Information Technology and Management in Rzeszów does not increase the fees set for them, and increase of fees mentioned in § 2 may occur once in the academic year and by no more than the total price index of consumer goods and services in the previous calendar year, announced by the President of the Central Statistical Office pursuant to Art. 94 item 1 point 1a of the Act of December 17, 1998 on pensions and annuities from the Social Insurance Fund (Dz.U. 2023, items 1251, 1429 and 1672) – in total not more than 30% of the amount of those fees. This does not apply to increasing fees for classes not covered by the curriculum and for using the student dormitories and student canteens. The increased fees apply starting 1<sup>st</sup> October of the given year.
3. 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.
4. In matters not regulated by this Payment Policy, individual decisions regarding fees related to the course of study are made by the UITM Director of Finance and Development.

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**§ 40.**

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 a 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 **25.03.2024.**

**Tuition fee amounts for students enrolled in 2021/2022**

Field of study	1 instalment of tuition fees	Tuition fees per semester
	PLN	PLN
<b>First-cycle studies</b>		
<b>MANAGEMENT</b>		
Aviation Management	980	4 900
General Aviation	980	4 900
International Business Management	920	4 600
International Finance and Accounting	920	4 600
<b>INFORMATION TECHNOLOGY</b>		
Programming	1 050	5 250
Game Design and Development	1 200	6 000
Computer Science	1 050	5 250
<b>GRAPHICS AND MULTIMEDIA PRODUCTION</b>		
Graphic Design	1 200	6 000
Multimedia	1 200	6 000
<b>NURSING (6 semesters)</b>		
<b>DIETETICS (7 semesters)</b>		
<b>LOGISTICS (7 semesters)</b>		
<b>PHILOLOGY</b>		
<b>Second-cycle studies</b>		
<b>MANAGEMENT</b>		
International Business Management	980	4 900
Logistics and Transport Management	980	4 900
<b>INFORMATION TECHNOLOGY</b>		
Data Science	1 050	5 250
Cybersecurity	1 200	6 000

**Tuition fee amounts for students enrolled in 2022/2023**

Field of study	1 instalment of tuition fees	Tuition fees per semester
	PLN	PLN
<b>First-cycle studies</b>		
<b>MANAGEMENT</b>		
Aviation Management	1 000	5 000
International Business Management	940	4 700
E-Business and Digital Marketing	940	4 700
<b>INFORMATION TECHNOLOGY</b>		
Programming	1 070	5 350
Game Design and Development	1 180	5 900
Computer Science	1 070	5 350
<b>NURSING (6 semesters)</b>	1 960	9 800
<b>LOGISTICS (7 semesters)</b>	940	4 700
<b>ENGLISH PHILOLOGY</b>	920	4 600
<b>SOCIAL WORK*</b>	1 030	5 150
<b>Second-cycle studies</b>		
<b>MANAGEMENT</b>		
International Business Management	1 000	5 000
Global Aviation Management	1 000	5 000
International Human Resources Management	1 000	5 000
<b>INFORMATION TECHNOLOGY</b>		
Data Science	1 030	5 150
Cybersecurity	1 030	5 150

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

**Tuition fee amounts for students enrolled in 2023/2024**

Field of study	1 instalment of tuition fees	Tuition fees per semester
	<b>PLN</b>	<b>PLN</b>
<b>First-cycle studies</b>		
<b>MANAGEMENT</b>		
Aviation Management	1 150	5 750
International Business Management	1 060	5 300
<b>INFORMATION TECHNOLOGY</b>		
Game Design and Development	1 280	6 400
Computer Science	1 190	5 950
Programming	1 190	5 950
<b>NURSING (6 semesters)</b>	1 550	7 750
<b>LOGISTICS (7 semesters)</b>	1 030	5 150
<b>SOCIAL WORK</b>	1 100	5 500
<b>BIOMEDICINE</b>	2 200	11 000
<b>Second-cycle studies</b>		
<b>MANAGEMENT</b>		
International Business Management	1 100	5 500
Global Aviation Management	1 130	5 650
<b>INFORMATION TECHNOLOGY</b>		
Data Science	1 220	6 100
Cybersecurity	1 220	6 100

**Tuition fee amounts for students enrolled in 2024/2025**

Field of study	1 instalment of tuition fees	Tuition fees per semester
	<b>PLN</b>	<b>PLN</b>
<b>First-cycle studies</b>		
<b>MANAGEMENT</b>		
Aviation Management	1 150	5 750
International Business Management	1 060	5 300
<b>INFORMATION TECHNOLOGY</b>		
Game Design and Development	1 280	6 400
Computer Science	1 190	5 950
Programming	1 190	5 950
<b>NURSING (6 semesters)</b>	1 680	8 400
<b>OCUPATIONAL TERPHY</b>		
<b>BIOMEDICINE</b>		
<b>SOCIAL WORK</b>		
<b>Second-cycle studies</b>		
<b>MANAGEMENT</b>		
Global Management and Strategy	1 100	5 500
Global Aviation Management	1 190	5 950
Healthcare Management	1 320	6 600
<b>INFORMATION TECHNOLOGY</b>		
Cybersecurity	1 240	6 200

**Attachment 2**

**TIMES OF TUITION FEE PAYMENTS**

<b>Fall semester</b>		<b>Spring semester</b>	
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**

<b>Document</b>	<b>Original</b>	<b>Duplicate</b>
student identity card	<b>22 PLN</b>	<b>33 PLN</b>
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	<b>0 PLN</b>	diploma - <b>20 PLN</b> supplement - <b>20 PLN</b>
Additional diploma copy in a foreign language	<b>20 PLN</b>	-
Additional supplement copy in a foreign language	<b>20 PLN</b>	-

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**Attachment 4**

**TABLE OF PAYMENTS OTHER THAN TUITION FEES AND BINDING AT UITM**

Payment title	Amount	
	Students enrolled in 2022/23	Students enrolled in or after 2023/24
<b>CONDITIONAL PASS</b>	<b>110 PLN</b>	<b>165 PLN</b>
<b>CREDIT IN ADVANCE</b>	<b>330 PLN</b>	<b>440 PLN</b>
<b>REENROLMENT</b>	<b>220 PLN</b> for the first reenrolment. The payment for each subsequent reenrolment is increased by <b>220 PLN</b> as compared to the previous one	<b>330 PLN</b> for the first reenrolment. The payment for each subsequent reenrolment is increased by <b>200 PLN</b> as compared to the previous one
<b>CURRICULUM DIFFERENCES</b>	<b>110 PLN</b> for each course (max. <b>440 PLN</b> for curriculum differences included in one decision of the Dean)	<b>165 PLN</b> for each course (max. <b>660 PLN</b> for curriculum differences included in one decision of the Dean)
<b>POSTPONING THE DEADLINE FOR THESIS SUBMISSION</b>	<b>220 PLN</b> for each month of postponement, but no more than for <b>2 months</b>	<b>330 PLN</b> for each month of postponement, but no more than for <b>2 months</b>
<b>INDIVIDUAL STUDY ORGANISATION (IOS)</b> for one semester	<b>275 PLN</b> for the first application in the given course of study <b>165 PLN</b> for each subsequent consent for each subsequent semester in the given course of study	<b>330 PLN</b> for the first application in the given course of study <b>200 PLN</b> for each subsequent consent for each subsequent semester in the given course of study
<b>EXCEEDING THE RETURN DATE OF A BOOK</b> to the UITM Library	<b>3 PLN</b> for each volume for each week the book is overdue	<b>3 PLN</b> for each volume for each week the book is overdue
Taking examinations and tests for credit at times different than specified in the schedule	<b>88 PLN</b> for each form of classes within the course (max. <b>550 PLN</b> )	<b>100 PLN</b> for each form of classes within the course (max. <b>600 PLN</b> )
<b>RECOGNITION OF PRIOR LEARNING</b> – one-time payment	<b>600 PLN</b>	<b>800 PLN</b>
Payment for each ECTS credit considered in the process of recognition of prior learning	<b>95 PLN</b>	<b>120 PLN</b>