

**ORDINANCE**  
**of the Rector of the Krakow University of Economics**  
**No. R.0211.17.2024**  
from 13 May 2024

on  
**the amount of fees charged to foreigners for education in Polish and the rules  
for exemption from these fees at the Krakow University of Economics**

Acting pursuant to Article 79 and Article 80 as well as Article 324(1) and (2) of the Act of 20 July 2018. The Law on Higher Education and Science (i.e. Journal of Laws of 2023, item 742, as amended) and §16 section 1 and section 7 point 2 of the Statute of the Krakow University of Economics, the following is ordered:

§ 1

1. The provisions of this Ordinance apply to foreigners undergoing full-time studies at the Krakow University of Economics in Polish.
2. Detailed rules for paying fees for educational services at the Krakow University of Economics are specified in the relevant legal acts of the Rector concerning *the collection and exemption from fees for educational services related to education at first-, second- and long-cycle studies at the Krakow University of Economics.*

§ 2

1. The fee for the procedure related to the admission of a foreigner to studies is PLN 85. The fee is paid during the recruitment process.
2. Foreigners pay **semester fees** in the following amounts:
  - 1) in the case of first-cycle studies – PLN 6,000,
  - 2) in the case of second-cycle studies – PLN 6,000,
  - 3) in the case of long-cycle Master's degree studies – PLN 7,200.The above fees are not charged from foreigners indicated in Article 324 (2) of the Law on Higher Education and Science.
3. Fees are charged for:
  - 1) issuing an electronic student ID card – PLN 22,
  - 2) issuing a copy of a higher education diploma in a foreign language other than that issued pursuant to Article 77(2) of the Law on Higher Education and Science – PLN 20,
  - 3) issuing a copy of the diploma supplement in a foreign language other than the one issued pursuant to Article 77(2) of the Law on Higher Education and Science – PLN 20,
  - 4) issuing a duplicate of the diploma of graduation – PLN 20,
  - 5) issuing a duplicate of the diploma supplement – PLN 20.
  - 6) A fee half as high as for issuing an original student ID card is charged for issuing a duplicate of the electronic student ID card.
4. The fees referred to in paragraph 2 may not be charged in the case of a foreigner pursuing education on the basis of an agreement concluded with a foreign University, or they are collected in accordance with the rules laid down in an agreement between universities, or in an international agreement, or by way of an individual administrative decision of the Rector.
5. In addition to the fees indicated in sections 2 and 3, foreigners pay the fees specified in sections 6-9 – in a situation where the circumstances indicated in these regulations occur.
6. For repeating classes due to unsatisfactory learning results or failure to pass within the statutory deadline, foreigners pay the following fees:

- 1) for repeating a course – an amount being the product of the number of ECTS points corresponding to the course and the fee for 1 ECTS point, which is PLN 170 – in relation to the programs referred to in paragraph 2,
  - 2) for repeating a semester – 100% of the relevant fee referred to in paragraph 2,
  - 3) for repeating a year – 200% of the relevant fee referred to in paragraph 2.
7. Subject to sections 8-9, the fee for classes compensating for curriculum differences or classes going beyond the curriculum of a given degree program is 20% of the relevant fee referred to in paragraph 2 for each subject carried out in such a mode.
  8. If in a given semester the total amount that the foreigner would be obliged to pay for the fees referred to in paragraph 7 exceeds the amount of the semester fee referred to in paragraph 2, the lower of these amounts is charged (i.e. equal to the semester tuition fee).
  9. If a foreigner, on the basis of a decision of an eligible person, completes a subject on an individual basis as part of compensating for curriculum differences, without participating in classes, the fee for each pass and/or exam related to the implementation of curriculum differences is PLN 750.

### § 3

1. The fees referred to in §2 are paid to the bank account indicated by the University.
2. The fees referred to in §2 sections 6-9 shall be paid within 14 days from the issuance of the relevant decision by the authorized person.

### § 4

1. Subject to paragraph 3, in the event of a difficult financial situation of a foreigner or in the case of taking up education in a second field of study or education in another form on the terms of payment, at the justified and documented request of the interested person, submitted no later than 14 days from the date of enrolment for the next semester, the fee referred to in §2 sections 2 and 6, may be reduced or the foreigner may be exempted from it completely.
2. The application referred to in paragraph 1 must be accompanied – in the original and translated into Polish – by all documents confirming the financial situation of the foreigner, in particular employment contracts of the foreigner and his/her family members, certificates of income earned by the foreigner and his/her family members, death certificates, if any, etc. The documents referred to in the preceding sentence should be issued no earlier than 3 months before the date of submitting the application.
3. It is not possible to reduce or waive the fee for the first year of study.
4. Administrative decisions on exemptions and reductions of fees are issued by the Director of the Department of Finance and Public Procurement (on the basis of a power of attorney granted by the Rector), after obtaining the opinion of the head of the unit competent for the settlement of students and doctoral students.
5. At a given level of education, a student may apply for a reduction or exemption from the tuition fee no more than twice.

### § 5

1. The Ordinance enters into force on the date of signing, with effect for study cycles starting from the academic year 2024/2025.
2. The amount of fees for educational services related to the education process for cycles of studies commenced and conducted before the date of entry into force of this Ordinance is collected in accordance with the existing regulations.

RECTOR

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