

**ORDER No. 298/2020
OF THE RECTOR
OF THE MEDICAL UNIVERSITY OF WARSAW
of 30 December 2020**

on enrolment fees for studies for the academic year 2021/2022, tuition fees to be paid by students starting their study in the year 2021/2022 and rules of payment for the education services provided by the Medical University of Warsaw

According to Article 80(2) of the Law on Higher Education and Science of 20 July 2018 (consolidated text, Journal of Laws of 2020, item 85, as amended), § 36, § 37 and § 38 of the Regulation of the Minister of Science and Higher Education of 27 September 2018 (Journal of Laws of 2018, item 1861, as amended) and § 12(7) of the Statute of the Medical University of Warsaw it is ordered as follows:

§ 1

1. The enrolment fees for studies in Polish and English at the Medical University of Warsaw for the academic year 2021/2022 shall be as specified in **Appendix No. 1** to this Order.
2. The tuition fees and the rules of payment for the education services provided by the Medical University of Warsaw to students starting their study in the year 2021/2022 shall be as specified in **Appendix No. 2** to this Order.
3. The tuition fees and the rules of payment for the education services referred to in Clause 2 above shall apply until a student completes education at the given studies.

§ 2

The students who have been admitted to studies in the academic year 2021/2022 by the transfer from another university or the recognition of learning outcomes shall observe the rules and pay the tuition fees published for the course of studies for which they have been admitted.

§ 3

The Order shall enter into force as at the day of its signing.

**Zbigniew GACIONG
RECTOR**

**Enrolment fees for studies in Polish and English
at the Medical University of Warsaw
in the academic year 2021/2022**

§ 1

1. The enrolment fees for studies in Polish at the Medical University of Warsaw in the academic year 2021/2022 shall be as follows:
 - PLN 85 for every field of study;
 - PLN 100 for every field of study if the qualification process includes an entrance examination (in particular: proficiency examination, interview, analytical predisposition test) or a fitness assessment.
2. The enrolment fees for studies in English at the Medical University of Warsaw in the academic year 2021/2022 shall be equivalent to PLN 85 or PLN 100, respectively, according to the average rate of exchange of the National Bank of Poland as of the day preceding the day of opening the enrolment system, i.e. 31 December 2020 (average EUR/PLN rate of exchange of the NBP as of 31 December 2020), rounded up to a full EUR amount, i.e.:
 - EUR 20 for every field of study;
 - EUR 24 for every field of study if the qualification process includes an entrance examination (in particular: proficiency examination, interview, analytical predisposition test) or a fitness assessment.

§ 2

1. The date of payment shall be the date of crediting the University's bank account with the fee amount.
2. An applicant shall bear the costs of any bank charges.

**Tuition fees to be paid by students
and rules of payment for education services provided
by the Medical University of Warsaw**

Kinds of fees

§ 1

The Medical University of Warsaw (hereinafter referred to as 'University') collects fees for:

1. providing education services concerning:
 - 1) education at part-time studies;
 - 2) education at studies in English;
 - 3) educating foreigners at full-time studies in Polish;
 - 4) repeating classes due to unsatisfactory academic performance;
 - 5) conducting classes excluded from the curriculum;
2. conducting the confirmation of learning outcomes;
3. issuing and certifying documents.

Tuition fees

§ 2

1. The following tuition fee shall be established for the education services:
 - 1) at part-time studies as specified in **Appendix No. 1** to Appendix No. 2 hereto;
 - 2) at studies in English as specified in **Appendix No. 2** to Appendix No. 2 hereto;
 - 3) provided to foreigners at full-time studies in Polish as specified in **Appendix No. 3** to Appendix No. 2 hereto.

§ 3

1. The annual fee shall be established as a basis to calculate the fee at full-time studies for:
 - a) repeating classes due to unsatisfactory academic performance;
 - b) conducting classes excluded from the curriculum, as specified in **Appendix No. 4** to Appendix No. 2 hereto.
2. The fee for repeating classes due to unsatisfactory academic performance and for conducting classes excluded from the curriculum shall be in proportion to the number of hours of such classes specified in the curriculum in relation to the general number of teaching hours specified in the curriculum and the annual tuition fee for the year in which a given subject is taught. The amount of the fee shall be in each case determined by the Dean.

Fees for conducting the confirmation of learning outcomes

§ 4

1. The amount of the fee for conducting the confirmation of learning outcomes shall be determined individually for each applicant taking into account the costs of such confirmation.
2. The amount of the fee shall be determined as soon as a complete application form has been filed.

Fees for issuing and certifying documents

§ 5

The amount of the fees for issuing and certifying documents, i.e. a grade book and a student ID card and their duplicates, issuing a certified copy of a university diploma and a diploma supplement in a foreign language other than the documents issued according to Art. 77(2) of the Law on Higher Education and Science of 20 July 2018, issuing a duplicate of a university diploma and a diploma supplement, certifying documents issued by universities, intended for legal transactions abroad shall be determined by the regulation of the minister in charge of higher education and science on studies.

Rules of payment

§ 6

1. The tuition fees referred to in § 1 Clause 1 can be paid once or in instalments, according to the rules specified in § 7 - § 11 hereof.
2. In justified and documented cases a student can be released from fees in a given year of studies according to the rules specified in § 7 and § 12 hereof.
3. A student has the right to the reimbursement of fees for unused education services according to the rules specified in § 7 and § 13 hereof.

§ 7

1. Splitting fees into instalments, release from fees and reimbursement of fees shall be applied for on an application form, where:
 - 1) sample application form for splitting fees into instalments constitutes **Appendix No. 5** to Appendix No. 2 hereto;
 - 2) sample application form for the release from fees constitutes **Appendix No. 6** to Appendix No. 2 hereto;
 - 3) sample application form for the reimbursement of fees constitutes **Appendix No. 7** to Appendix No. 2 hereto.
2. A student must file the applications with a competent Dean's Office, where:
 - a) applications for splitting fees into instalments or the release from fees must be filed by **3 October**;
 - b) applications for the reimbursement of fees must be filed within one month since the occurrence of circumstances justifying the reimbursement of fees.
3. Any applications filed after the expiry of the deadlines specified in Clause 2 shall not be considered.
4. The application for the release from fees must be appended with documents material to examine the application according to the rules specified in § 12 hereof. The Dean can demand that supplementary documents should be provided.
5. A student who files an application by electronic mail must append the message with a scanned version of the signed application and scanned documents referred to in Clause 4 above.
6. The consent to split fees into instalments in a given academic year, release from fees in a given academic year and reimburse fees shall be in each case given by the Dean within 5 days since the day that a respective application is filed with the Dean's Office.
7. The administrative decision on releasing a foreigner from the fees referred to in § 1 Clause 1 Subclauses 1-4 above shall be made by the Rector upon the foreigner's application assessed by the Dean. The Dean must assess the application within 3 days since the day that the application form is filed with the Dean's Office.

Payment deadlines

§ 8

1. Students shall make payments for the education services specified in § 1 Clause 1 Subclauses 1-4 above, subject to Clause 3 above, within the following deadlines:
 - 1) fees paid once – by 15 October;
 - 2) fees paid in 2 instalments:
 - a) first instalment – by 15 October;
 - b) second instalment – by 15 February;
 - 3) fees paid in 4 instalments:
 - a) first instalment – by 15 October;
 - b) second instalment – by 31 December;
 - c) third instalment – by 15 February;
 - d) fourth instalment – by 31 May.
2. In respect of the education services specified in § 1 Clause 1 Subclause 5 and Clauses 2 and 3 above the deadlines specified in the documents concerning the provision of such services shall apply.

3. The payment deadlines applicable to students whose studies are financed by foreign institutions can be, upon the student's request, determined individually by the Dean.

§ 9

1. Students shall be allowed to take advantage of education services provided that they make payments on time.
2. If a student does not make payment for the provided services they can be deleted from the list of students.

§ 10

1. The fees must be paid to the student's individual bank account specified by the Dean's Office managing a given field of study.
2. The transfer must specify the student's name and surname, number, academic year and the payment title.
3. The date of crediting the University's bank account shall be considered the date of payment.
4. Students shall bear the costs of the bank commission and other fees collected by the bank.
5. In the case of a delay in payment the University can charge statutory default interest.
6. The University shall count any payments made by a student towards statutory default interest and any delayed payments in the first place.
7. An employee of the Dean's Office can send a request for payment by electronic mail.
8. A prelitigation request for payment shall be sent by the Dean's Office – in agreement with the Legal Office – by traditional mail upon acknowledgement of receipt.

Splitting fees into instalments

§ 11

1. If a fee for a repeated subject is split into instalments such a fee must be in proportion to the number of hours of such classes specified in the curriculum in relation to the general number of teaching hours specified in the curriculum and the annual tuition fee for the year in which a given subject is taught, in a given instalment system.
2. If the consent to split the fees into instalments is given after the deadline specified in § 8 Clause 1 Subclause 1 Letter a) or Subclause 3 Letter b) above the Dean shall determine the deadline to pay the first instalment.

Release from fees

§ 12

1. The Dean can release from the fees referred to in § 2 Clause 1 upon an individual assessment of the student's situation. The maximum amount of the release shall be 30%.
2. The consent to release from fees can be granted to a student who:
 - a) obtained the grade average of at least 4.5 for the previous year of studies; or
 - b) takes or took part in an international scholarship programme in the previous year; or
 - c) is in a difficult financial standing due to a fortuitous event that occurred during the previous year of studies.
3. The application for release from fees must be appended with:
 - 1) documents confirming the fact of taking part in an international scholarship programme; or
 - 2) documents confirming the occurrence of a fortuitous event as a result of which the student's financial standing has deteriorated.
4. An employee of the Dean's Office must verify the completeness of the documents referred to in Clause 2 above and attach the application with a certificate of the student's grade average if the student applies for release from fees upon Clause 1 Letter a).
5. Applications without the attachments referred to in Clause 3 above shall not be considered.

6. If the application for the release from fees is rejected the Dean (and in the case of the decisions referred to in § 7 Clause 7 – the Rector) shall determine the deadline to make payment if the deadline specified in § 8 Clause 1 Subclause 1 above has expired.

Reimbursement of fees

§ 13

1. A student is entitled to the reimbursement of the tuition fee paid for services that have not been provided in the case that:
 - 1) the leave of absence is granted,
 - 2) the health leave is granted,
 - 3) the student resigns from studies,
 - 4) the student is deleted from the list of students,
 - 5) the student is transferred to another field of study.
2. The reimbursed amount shall be calculated in proportion to the number of months remaining to the end of the academic year, calculated from the next month in which a leave of absence or a health leave was granted or a statement on the resignation from studies was filed or a decision on deletion from the list of students was made or the decision on transfer to another field of study was made.
3. The monthly amounts of the fee shall be calculated based on the academic year composed of 9 months (from October to June).
4. If a student uses the leave of absence or the health leave the Dean can consent to count the fees to be reimbursed towards the fees due to the University on account of the student's study in the subsequent academic year.
5. The fees shall be reimbursed in EUR or PLN, depending on the currency of payment, to the bank account specified by the student in the application.

Tuition fees at part-time studies at the Medical University of Warsaw

FIELD OF STUDY	LEVEL OF STUDIES	FEE TO BE PAID				
		for the whole course of studies	for the whole year of studies	in 2 instalments	in 4 instalments	currency
Medicine	long-cycle studies	259 200	43 200	21 850	11 020	PLN
Dental medicine	long-cycle studies	240 500	48 100	24 330	12 270	PLN
Dietetics	graduate studies	8 100				
	I year (semesters 1,2)		5 300	2 690	1 360	PLN
	II year (semester 3)		2 800	1 420		PLN
DUO-OTM Health Technology Assessment	graduate studies	45 200	22 600	11 440	5 770	PLN
Electroradiology	graduate studies	14 600	7 300	3 700	1 870	PLN
Nursing	graduate studies	13 600	6 800	3 440	1 740	PLN
Midwifery	graduate studies	12 400	6 200	3 140	1 590	PLN
Toxicology with basics of criminalistics	graduate studies	54 400	27 200	13 760	6 940	PLN
Public health	graduate studies	6 800				
	I year (semesters 1,2)		4 500	2 280	1 150	PLN
	II year (semester 3)		2 300	1 170		PLN

Tuition fees at full-time studies in English at the Medical University of Warsaw

FIELD OF STUDY	LEVEL OF STUDIES	FEE TO BE PAID					currency
		for the whole course of studies	for the whole year of studies		in 2 instalments	in 4 instalments	
Pharmacy	long-cycle studies	46 000	I year of studies	5 700	2 900	1 460	EUR
			II year of studies	8 200	4 160	2 100	
			III year of studies	10 500	5 330	2 690	
			IV year of studies	10 500	5 330	2 690	
			V year of studies	10 500	5 330	2 690	
			VI year of studies	600	310	160	
Medicine	long-cycle studies	82 400	I year of studies	13 900	7 050	3 560	EUR
			every subsequent year of studies	13 700	6 950	3 510	EUR
Dental medicine	long-cycle studies	87 500	I year of studies	16 000	8 120	4 100	EUR
			II year of studies	16 600	8 420	4 250	EUR
			III year of studies	17 500	8 880	4 480	EUR
			IV year of studies	18 300	9 290	4 680	EUR
			V year of studies	19 100	9 690	4 890	EUR

Tuition fees for foreign students educated in Polish at full-time studies at the Medical University of Warsaw

FIELD OF STUDY	LEVEL OF STUDIES	FEE TO BE PAID				
		for the whole course of studies	for the whole year of studies	in 2 instalments	in 4 instalments	currency
Laboratory medicine	long-cycle studies	164 000	32 800	16 590	8 370	PLN
Audiophonology with hearing care	undergraduate studies	55 200	18 400	9 310	4 700	PLN
Dietetics	undergraduate studies	49 200	16 400	8 300	4 190	PLN
Dietetics	graduate studies (1.5 years – 3 semesters)	23 000	11 500	5 820	2 940	PLN
Electroradiology	undergraduate studies	79 200	26 400	13 360	6740	PLN
Electroradiology	graduate studies	50 200	25 100	12 700	6 410	PLN
Pharmacy	long-cycle studies	184 000	36 800	18 620	9 390	PLN
Physiotherapy	long-cycle studies	134 000	26 800	13 560	6 840	PLN
Dental hygiene	undergraduate studies	51 300	17 100	8 650	4 370	PLN
Medicine	long-cycle studies	253 200	42 200	21 350	10 770	PLN
Dental medicine	long-cycle studies	243 000	48 600	24 580	12 400	PLN
General and clinical speech therapy	undergraduate studies	34 200	11 400	5 770	2 910	PLN
General and clinical speech therapy	graduate studies	17 000	8 500	4 300	2 170	PLN
Nursing	undergraduate studies	70 800	23 600	11 940	6 020	PLN
Nursing	graduate studies	25 000	12 500	6 330	3 190	PLN
Midwifery	undergraduate studies	67 500	22 500	11 380	5 740	PLN
Midwifery	graduate studies	26 000	13 000	6 580	3 320	PLN
Medical rescue	undergraduate studies	70 200	23 400	11 840	5 970	PLN
Dental techniques	undergraduate studies	99 900	33 300	16 850	8 500	PLN
Public health	undergraduate studies	31 200	10 400	5 260	2 660	PLN
Public health	graduate studies (1.5 years – 3 semesters)	16 800	8 400	4 250	2 150	PLN

Annual fees being a basis to calculate a fee for repeating classes at full-time studies at the Medical University of Warsaw due to unsatisfactory academic performance

FIELD OF STUDY	LEVEL OF STUDIES	FEE TO BE PAID				
		for the whole course of studies	for the whole year of studies	in 2 instalments	in 4 instalments	currency
Laboratory medicine	long-cycle studies	164 000	32 800	16 590	8 370	PLN
Audiophonology with hearing care	undergraduate studies	55 200	18 400	9 310	4 700	PLN
Dietetics	undergraduate studies	49 200	16 400	8 300	4 190	PLN
Dietetics	graduate studies (1.5 years – 3 semesters)	23 000	11 500	5 820	2 940	PLN
Electroradiology	undergraduate studies	79 200	26 400	13 360	6740	PLN
Electroradiology	graduate studies	50 200	25 100	12 700	6 410	PLN
Pharmacy	long-cycle studies	184 000	36 800	18 620	9 390	PLN
Physiotherapy	long-cycle studies	134 000	26 800	13 560	6 840	PLN
Dental hygiene	undergraduate studies	51 300	17 100	8 650	4 370	PLN
Medicine	long-cycle studies	253 200	42 200	21 350	10 770	PLN
Dental medicine	long-cycle studies	243 000	48 600	24 580	12 400	PLN
General and clinical speech therapy	undergraduate studies	34 200	11 400	5 770	2 910	PLN
General and clinical speech therapy	graduate studies	17 000	8 500	4 300	2 170	PLN
Nursing	undergraduate studies	70 800	23 600	11 940	6 020	PLN
Nursing	graduate studies	25 000	12 500	6 330	3 190	PLN
Midwifery	undergraduate studies	67 500	22 500	11 380	5 740	PLN
Midwifery	graduate studies	26 000	13 000	6 580	3 320	PLN
Medical rescue	undergraduate studies	70 200	23 400	11 840	5 970	PLN
Dental techniques	undergraduate studies	99 900	33 300	16 850	8 500	PLN
Public health	undergraduate studies	31 200	10 400	5 260	2 660	PLN
Public health	graduate studies (1.5 years – 3 semesters)	16 800	8 400	4 250	2 150	PLN

Warsaw, date:

.....
student's name and surname

.....
student number

.....
date of receipt by the Dean's Office

.....
field and year of study

APPLICATION for splitting fees into instalments

I hereby apply for splitting into instalments the fee for the year of studies for:*

- education at part-time studies;
- education at studies in a foreign language;
- educating foreigners at full-time studies in Polish;
- repeating classes due to unsatisfactory academic performance;
-

List of appended documents:

1.
2.
3.
4.
5.

.....
student's signature

DECISION OF THE DEAN

I hereby consent/do not consent* to split the fees into instalments.

The instalment amount shall be PLN (say:
..... Polish zloty).

The first instalment must be paid by**

.....
date, Dean's signature and seal

*delete as necessary

**complete if the decision is made after 15 October, in other cases delete

Warsaw, date:

.....
student's name and surname

.....
student number

.....
date of receipt by the Dean's Office

.....
field and year of study

APPLICATION for the release from a fee

I hereby apply for the release from the fee for the year of studies for:*

- education at part-time studies;
- education at studies in a foreign language;
- educating foreigners at full-time studies in Polish;
- repeating classes due to unsatisfactory academic performance;
- classes excluded from the curriculum,
-

because:

.....
.....
.....
.....

List of classes (in the case of repeating classes or classes excluded from the curriculum):

1.
2.
3.
4.
5.

List of appended documents:

1.
2.
3.
4.
5.

DECISION OF THE DEAN

I hereby consent/do not consent* to release the student from the fee of PLN
(say: Polish zloty).

The payment must be made by **

.....
date, Dean's signature and seal

*delete as necessary

**complete if the decision is made after 15 October, in other cases delete

Warsaw, date:

.....
student's name and surname

.....
student number

.....
date of receipt by the dean's office

.....
field and year of study

APPLICATION for the reimbursement of a fee

I hereby apply for the reimbursement of the fee paid for the year of studies for:*

- education at part-time studies;
- education at studies in a foreign language;
- educating foreigners at full-time studies in Polish;
- repeating classes due to unsatisfactory academic performance;
- classes excluded from the curriculum;
-

because of:*

- my staying on a leave of absence or a health leave;
- resignation from studies;
- deletion from the list of students;
- transfer to another field of study.

If the application is admitted please reimburse the fee to the following bank account:

.....

DECISION OF THE DEAN

I hereby consent/do not consent* to reimburse the payment.

The reimbursement amount shall be PLN (say:
..... Polish zloty).

.....
date, Dean's signature and seal

*delete as necessary