



REGULATION No. 49/2020
of the Rector of the University of Opole
of May 18, 2020

**on conditions and procedures for exempting students and foreigners
from tuition fees and other charges collected by the University of
Opole.**

Pursuant to **Art. 23(1)(10)** in conjunction with **Art. 79(3)** of the Act of 20 July 2018 - *Law on Higher Education and Research* (Journal of Laws of 2020, Item 85 as amended), and **§ 13(4)(7)** of the *Statute of the University of Opole* (Resolution No. 253/2016-2020 of the Senate of the University of Opole of 16 April 2020). I order the following:

§ 1

1. This regulation defines the conditions and procedures for exempting students and foreigners from tuition fees and other charges collected by the University of Opole.
2. Terms used herein shall be understood to mean:
 - 1) foreigner - a person commencing and pursuing studies at the University of Opole, referred to in Article 323(1) of the Act of 20 July 2018- Law on Higher Education and Science.
 - 2) student - a person commencing and pursuing studies at the University of Opole who is a Polish citizen, or a foreigner referred to in Article 324(2) of the Act of 20 July 2018 - Law on Higher Education and Science.
 - 3) Act - Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws 2020, Item 85 as amended)

§ 2

The regulation applies to students and foreigners who began their studies at the University of Opole in the academic year 2019/2020.

§ 3

1. The University of Opole charges fees for:
 - 1) part-time studies;
 - 2) repeating courses due to unsatisfactory academic performance within the repetition of a semester or a conditional completion
 - 3) participating in classes not covered by the programme of study
 - 4) education of foreigners on full-time studies in Polish and a foreign language
2. The University of Opole also charges fees for:
 - 1) admissions;
 - 2) validation of learning outcomes;
 - 3) issuing student ID cards;
 - 4) re-issuing student ID cards;

- 5) issuing a copy other than that issued pursuant to Article 77(2) of the Act - a foreign-language diploma and a supplement to a foreign-language diploma;
 - 6) issuing a duplicate of a diploma of completion of studies and a diploma supplement;
 - 7) authentication of documents referred to in Article 78(1) of the Act, intended for use in legal relations abroad
3. The amount of the fees referred to in sections 1 and 2 as well as the forms and deadlines for their payment shall be specified in a separate regulation of the rector.

§ 4

1. Students may be exempted in full or in part from the fees referred to in § 3(1)(1-4).
2. The exemption referred to in §(4)(1) shall apply to the whole fee referred to in § 3(1)(1-4), understood as a fee in the full amount the student is obliged to pay to the University of Opole. The exemption does not apply to individual instalments.
3. The exemption from tuition fees or other charges collected by the University of Opole may not exceed 50% of the fee.
4. It is not permissible to exempt in full or in part the fees referred to in § 3(1)(1-4) in relation to:
 - 1) students paying for their first year of studies;
 - 2) students removed from the list of students.
 - 3) students who have not completed their semester or year as of the application submission date;
 - 4) students who at the date of application submission are in arrears with the payment of any fees or other charges collected by the University of Opole, including interest dues.
5. The exemption in full or in part of the fees referred to in § 4(1) may be applied for by a student only once in the course of studies on a first-cycle programme, second-cycle programme or a long-cycle programme.

§ 5

1. Students may apply to the rector for a full or partial exemption from the fees referred to in § 3(1)(1-4).
2. A template for the application for a full or partial exemption from fees referred to in § 5(1) is hereby introduced as Appendix 1 to this Regulation.
3. The exemption referred to in § 5 (1) may be applied for by a student who satisfies jointly the following conditions:
 - 1) income per person in his/her family does not exceed the income entitling to apply for the social scholarship;
 - 2) achieves outstanding academic results;
 - 3) there are particularly important circumstances preventing full or partial payment of the fee.
4. In particularly justified cases, students may be exempted, in full or in part, from paying the fees referred to in section 1, despite failure to meet the requirements referred to in section § 5(3)(1-3).
5. The application referred to in § 5(1) should include documents which confirm the circumstances referred to in § 5(3)(1&3):
 - 1) documents which make it possible to determine the amount of income per family member qualifying for a social scholarship,
 - 2) documents substantiating the occurrence of a particularly important circumstance preventing payment in full or in part of the fee.

6. The condition referred to in § 5(3)(1) shall be verified on the basis of the rules for granting a social scholarship, pursuant to the provisions of the Rules of awarding scholarships to students of the UO.
7. Outstanding academic results referred to in § 5(3)(2) shall be understood as a student's grade average of not less than 4.85 for the last year of study in the academic year preceding the year in which the student applies for exemption from fees.
8. Documents referred to in § 3(1-3) should be drafted in Polish. If they are drafted in a language other than Polish, a certified translation into Polish needs to be provided.
9. The student's grade average referred to in § 5(7) shall be determined by the competent Dean's Office in accordance with the rules in force for determining the grade average for the Rector's scholarship, pursuant to the provisions of the Rules of awarding scholarships to students of the UO.

§ 6

1. The application referred to in § 5(1) must be submitted not later than 14 days before the start of the academic year or semester. The application must be submitted to the Dean's Office. The application submitted after the date due shall not be considered. The deadline for submission of the application cannot be restored.
2. If the academic year or semester is completed later than at the date referred to in section 1, the application should be submitted not later than seven days after the date of receipt of a decision on the completion of an academic year or semester.
3. The decision on the application shall be taken by the rector or the vice-rector for academic and student affairs acting under rector's authority, after the dean provides an opinion on the application.
4. The decision referred to in § 3 is subject to an application for re-consideration within 14 days of the date of receipt of the decision.
5. The decision made after the re-consideration of the case referred to in section 3 is final.

§ 7

1. Foreigners may be exempted in full or in part from the fees referred to in § 3(1)(2,3 and 5) on the basis of.
 - 1) an agreement between universities or an international agreement;
 - 2) Rector's administrative decision;
 - 3) decision of the Minister or the decision of the Director of the NAWA.
2. The provisions of § 2-5 and § 6 (1 and 2) shall apply accordingly to the exemption of a foreigner from the fees referred to in section § 7(1) on the basis of an administrative decision of the rector.
3. Rector's administrative decision referred to in § 7(1)(2) is issued in the form of an administrative decision within the meaning of the provisions of the Act of 14 June 1960 - Code of Administrative Procedure. The decision shall be taken by the rector or the vice-rector for academic and student affairs acting under rector's authority, after the dean provides an opinion on the application.
4. The decision referred to in § 7(3) is subject to an application for re-consideration within 14 days of the date of receipt of the decision.
5. The decision made after the re-consideration of the case referred to in § 7(4) is final.
6. The Rector's decision referred to in § 7(5) is subject to appeal before the Voivodeship Administrative Court, which should be lodged via the rector within 30 days of the date of receipt of the decision.

7. In matters not regulated by the provisions of § 7, the provisions of the Act of 14 June 1960, the Code of Administrative Procedure, shall apply accordingly.

§ 8

1. A student or a foreigner may apply to the Rector for the fees referred to in § 3 (1) (1-5) to be spread in instalments or the deadline for their payment to be extended.
2. A template of the application for spreading the fees in instalments or for extending the deadline for their payment as referred to in § 8(1), is hereby introduced as Appendix No. 2 to this Regulation.
3. A student or a foreigner may apply for a fee payment in instalments or for an extension of the deadline for the payment of fees referred to in section § 8(1) if there are particularly important circumstances preventing the payment of the fee in full or in part, or within the deadline set out in a separate Rector's regulation.
4. In particularly justified cases, a student or a foreigner may have their fees referred to in section 1 spread in instalments or the deadline for the payment of the fees despite failure to meet the condition referred to in § 8(3).
5. The application referred to in section 1 should include documents which confirm the circumstances referred to in section 3.
6. Documents referred to in § 8(5) should be drafted in Polish. If they are drafted in a language other than Polish, a certified translation into Polish needs to be provided.
7. The application referred to in § 8(1) must be submitted not later than 14 days before the due date of payment of a given fee. The application must be submitted to the Dean's Office. The application submitted after the date due shall not be considered. The deadline for submission of the application cannot be restored.
8. The request for payment in instalments or extension payment deadline of the fees referred to in section § 8(1) shall be subject to § 6(2-4) respectively.

§ 9

The Regulation shall enter into force on the day of signature.

Rector of the University of Opole

Prof. Dr habil. Marek Masnyk



**APPLICATION FOR EXEMPTION FROM FEES FOR EDUCATIONAL SERVICES
PROVIDED BY THE UNIVERSITY OF OPOLE**

APPLICANT (to be filled in by foreigner or student)			
NAME AND SURNAME		STUDY PROGRAMME	
ALBUM NUMBER		YEAR OF STUDIES	
ADRESS FOR SERVICE		STUDY CYCLE*	<input type="checkbox"/> FIRST-CYCLE <input type="checkbox"/> SECOND-CYCLE <input type="checkbox"/> LONG-CYCLE
PHONE NUMBER		FORM OF STUDIES*	<input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME
I APPLY FOR EXEMPTION FROM TUITION FEES FOR: (to be filled in by foreigner or student)			
TYPE OF FEE*	<input type="checkbox"/> PART-TIME STUDIES <input type="checkbox"/> REPEATING COURSES DUE TO UNSATISFACTORY ACADEMIC PERFORAMNCE WITHIN THE REPETITION OF A SEMESTER OR CONDITIONAL COMPLETION <input type="checkbox"/> STUDIES IN A FOREIGN LANGUAGE <input type="checkbox"/> COURSES NOT COVERED BY THE PROGRAMME OF STUDY <input type="checkbox"/> EDUCATION FOR FOREIGNERS ON FULL-TIME PROGRAMMES IN POLISH		
TYPE OF EXEMPTION*	<input type="checkbox"/> IN FULL <input type="checkbox"/> IN PART		
FOR ACADEMIC YEAR*	_____ / _____		
GROUND (to be filled in by foreigner or student)			

OPINION

(to be filled in by Dean's Office*, Office for Academic and Student Affairs**, and Dean***)

<p align="center">STUDENT'S STATUS ON THE DAY OF APPLICATION SUBMISSION</p>		<p align="center">_____ (date and signature)</p>
<p align="center">AMOUNT OF THE FEE TO WHICH THE APPLICATION RELATES*</p>		<p align="center">_____ (date and signature)</p>
<p align="center">GRADE AVERAGE FOR THE ACADEMIC YEAR PRECEDING THE YEAR IN WHICH THE STUDENT OR FOREIGNER APPLIES FOR EXEMPTION*</p>		<p align="center">_____ (date and signature)</p>
<p align="center">INCOME PER PERSON IN THE FAMILY OF A STUDENT OR FOREIGNER**</p>	<p><input type="checkbox"/> SOCIAL SCHOLARSHIP - _____</p> <p><input type="checkbox"/> SCHOLARSHIP FOR PERSONS WITH DISABILITIES - _____</p> <p><input type="checkbox"/> SPECIAL ALLOWANCE - _____</p> <p><input type="checkbox"/> RECTOR'S SCHOLARSHIP - _____</p>	<p align="center">- _____ (date and signature)</p>
<p align="center">TOTAL AMOUNT OF ALLOCATED MATERIAL ASSISTANCE**</p>		<p align="center">_____ (date and signature)</p>
<p align="center">OTHER**</p>		<p align="center">_____ (date and signature)</p>

.....
(date and Dean's signature)

* to be filled in by Dean's Office;
 ** to be filled in by Office for Academic and Student Affairs;
 *** to be filled in by Dean



**APPLICATION FOR SPREADING IN INSTALMENTS OR EXTENDING
THE DEADLINE FOR PAYMENT OF FEES FOR EDUCATIONAL
SERVICES PROVIDED BY THE UNIVERSITY OF OPOLE**

APPLICANT:

(to be filled in by foreigner or student)

APPLICANT: (to be filled in by foreigner or student)			
NAME AND SURNAME		STUDY PROGRAMME	
ALBUM NUMBER		YEAR OF STUDIES	
ADRESS FOR SERVICE		STUDY CYCLE*	<input type="checkbox"/> FIRST-CYCLE <input type="checkbox"/> SECOND-CYCLE <input type="checkbox"/> LONG-CYCLE
TELEPHONE NUMBER		FORM OF STUDIES*	<input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME
I AM APPLYING FOR A FEE RELIEF FOR EDUCATIONAL SERVICES PROVIDED BY THE UNIVERSITY OF OPOLE FOR: (to be filled in by foreigner or student)			
TYPE OF FEE*	<input type="checkbox"/> PART-TIME STUDUES; <input type="checkbox"/> REPEATING COURSES DUE TO UNSATISFACTORY ACADEMIC PERFORAMNCE WITHIN THE REPETITION OF A SEMESTER OR CONDITIONAL COMPLETION <input type="checkbox"/> STUDIES IN A FOREIGN LANGUAGE <input type="checkbox"/> CLASSES NOT COVERED BY THE PROGRAMME OF STUDY <input type="checkbox"/> EDUCATION FOR FOREIGNERS ON FULL-TIME PROGRAMMES IN POLISH		
TYPE OF RELIEF*	<input type="checkbox"/> PAYMENT IN INSTALLMENTS <input type="checkbox"/> DEADLINE EXTENSION OF FEES PAYMENT		
FOR ACADEMIC YEAR*	_____ / _____ -		

DEAN'S OPINION

(to be filled in by Dean's Office*, Office for Academic and Student Affairs**, and Dean***)

<p align="center">STUDENT'S STATUS ON THE DAY OF APPLICATION SUBMISSION*</p>		<p align="center">_____</p> <p align="center">(date and signature)</p>
<p align="center">THE AMOUNT OF THE FEE TO WHICH THE APPLICATION RELATES*</p>		<p align="center">_____</p> <p align="center">(date and signature)</p>
<p align="center">GRADE AVERAGE FOR THE ACADEMIC YEAR PRECEDING THE YEAR IN WHICH THE STUDENT OR FOREIGNER APPLIES FOR EXEMPTION*</p>		<p align="center">_____</p> <p align="center">(date and signature)</p>
<p align="center">INCOME PER PERSON IN THE FAMILY OF A STUDENT OR A FOREIGNER**</p>	<p><input type="checkbox"/> SOCIAL SCHOLARSHIP - _____</p> <p><input type="checkbox"/> SCHOLARSHIP FOR PERSONS WITH DISABILITIES - _____</p> <p><input type="checkbox"/> SPECIAL ALLOWANCE - _____</p> <p><input type="checkbox"/> RECTOR'S SCHOLARSHIP - _____</p>	<p align="center">_____</p> <p align="center">(date and signature)</p>
<p align="center">TOTAL AMOUNT OF ALLOCATED MATERIAL SUPPORT**</p>		<p align="center">_____</p> <p align="center">(date and signature)</p>
<p align="center">OTHER**</p>		<p align="center">_____</p> <p align="center">(date and signature)</p>

.....
Date and Dean's signature)

* to be filled in by Dean's Office;
 ** to be filled in by Office for Academic and Student Affairs;
 *** to be filled in by Dean