

Ordinance No. 18
of the Rector of Poznan University of Technology
of 11 May 2026
(RO/V/18/2026)

on the amount, detailed rules for charging fees, and the conditions and procedure for exemptions from fees for students commencing studies in the academic year 2026/2027

Acting pursuant to Articles 79, 80, 163(2) and 324 of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2024, item 1571, as amended), hereinafter referred to as the “Act”, and § 36 of the Regulation of the Minister of Science and Higher Education of 27 September 2018 *on studies* (Journal of Laws of 2023, item 2787, as amended), it is **ordered** as follows:

§ 1

At Poznan University of Technology, fees shall be charged for:

- 1) education in part-time degree programmes;
- 2) repeating specified classes in full-time degree programmes due to unsatisfactory academic performance;
- 3) education in degree programmes conducted in a foreign language, excluding Polish citizens and foreigners referred to in Article 324(2) of the Act;
- 4) conducting classes not included in the study programme;
- 5) education of foreigners in full-time degree programmes conducted in Polish, excluding Polish citizens and foreigners referred to in Article 324(2) of the Act;
- 6) postgraduate studies, specialist education, or education in other forms;
- 7) the validation of learning outcomes;
- 8) conducting the admissions process;
- 9) issuing a student ID card and its duplicate;
- 10) issuing a copy of a diploma and diploma supplement in a foreign language other than that issued pursuant to Article 77(2) of the Act;
- 11) issuing copies in Polish and English and duplicates of doctoral and post-doctoral diplomas;
- 12) issuing certificates confirming completion of education in other forms and duplicates thereof, as well as duplicates of postgraduate study completion certificates;
- 13) issuing duplicates of higher education diplomas and diploma supplements;
- 14) certification of documents intended for legal use abroad;
- 15) accommodation in student housing;

§ 2

1. The amounts of the fees referred to in § 1 are specified in the following attachments:
 - 1) Attachment No. 1 – educational services (§ 1 items 1–7);
 - 2) Attachment No. 2 – issuance of documents (§ 1 items 9–14).
2. The amount of the admissions fee (§ 1 item 8) shall be specified in a separate order of the Rector concerning the detailed organisation of admissions for the academic year 2026/2027.
3. The amount of the fee for accommodation in student dormitories (§ 1 item 15) shall be specified in a separate ordinance of the Rector regarding accommodation charges in student dormitories.

4. The obligation to pay the fees specified in this Ordinance applies to all persons participating in the educational process at Poznan University of Technology.
5. Foreigners referred to in Article 324(2) of the Act and persons recognised as beneficiaries of temporary protection within the meaning of Article 106(1) of the Act of 13 June 2003 on Granting Protection to Foreigners within the Territory of the Republic of Poland shall pay fees on the same basis as Polish citizens, i.e. the fees specified in Section A of Attachment No. 1 shall apply to them.
6. A candidate for studies shall sign a declaration confirming that they have read the list of fees and the rules governing their collection and undertake to comply with them if entered on the list of students of Poznan University of Technology. Declaration template – Attachment No. 3.
7. Until completion of studies by persons admitted for a given academic year, the University may not introduce new fees for such persons. Increases in the fees referred to in § 1 may be made once per academic year and by no more than the overall consumer price index for the previous calendar year, with the total increase not exceeding 30% of the fee amount. This does not apply to increases in fees for classes not included in the study programme or accommodation in student dormitories.

§ 3

1. Fees for education in full-time degree programmes (applicable to students studying on a fee-paying basis) and part-time degree programmes shall be paid per semester.
2. Subject to sections 4 and 5, the fees referred to in section 1 shall be paid by the following deadlines:
 - 1) for the winter semester – by 1 October, and in the case of the first semester of studies – by 31 October;
 - 2) for the summer semester – by 1 March, and in the case of the first semester of studies – by 31 March.
3. The fees referred to in § 1 shall be paid in PLN, subject to section 4.
4. After receiving information from the University confirming readiness to admit them to studies, a foreigner shall pay – at the admissions stage, under the conditions and within the deadlines specified in the admissions schedule – the fee for the first semester of full-time or part-time studies to the designated bank account, taking into account the following:
 - 1) in the case of foreigners undertaking fee-paying studies in programmes conducted in English, the fee for the first semester shall be paid in euro (EUR); payment of this fee shall constitute a condition for enrolment on the student list;
 - 2) in the case of foreigners undertaking fee-paying studies in programmes conducted in Polish, the fee for the first semester shall be paid in Polish zloty (PLN); payment of this fee shall constitute a condition for enrolment on the student list;
 - 3) this fee may not be paid in instalments.
5. Subject to section 4, the fees referred to in section 1 may be divided into 2, 3, or 4 instalments. Instalments shall be payable by the following deadlines:
 - 1) Two instalments:

	Winter semester	Summer semester
1st instalment	01.10. 31.10. (for the first semester)	01.03. 31.03. (for the first semester)

2nd instalment	15.12.	15.05.
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2) Three instalments:

	Winter semester	Summer semester
1st instalment	01.10. 31.10. (for the first semester)	01.03. 31.03. (for the first semester)
2nd instalment	15.11.	15.04.
3rd instalment	15.12.	15.05.

3) Four instalments:

	Winter semester	Summer semester
1st instalment	01.10. 31.10. (for the first semester)	01.03. 31.03. (for the first semester)
2nd instalment	15.11.	15.04.
3rd instalment	15.12.	15.05.
4th instalment	15.01.	15.06.

6. The preferred instalment system shall be selected in the University's ICT system no later than 14 days before the payment deadline specified in section 2.
7. Failure to select an instalment system within the specified deadline shall result in the obligation to pay the full semester fee by the deadline specified in section 2.
8. Statutory default interest shall be charged on overdue payments of the fees referred to in section 1. In the event of arrears, payments made by the liable person shall first be credited towards the principal amount and then towards interest, although this provision shall not apply to other ancillary claims.
9. Recovery of unpaid fees shall be pursued through court proceedings in accordance with separate regulations.

§ 4

1. The fee for repeating specified classes in full-time and part-time degree programmes due to unsatisfactory academic performance shall depend on the number of teaching hours per semester (up to 30, up to 60, above 60).

2. The fee referred to in section 1 shall be paid before repeating the classes.

§ 5

The rules, payment deadlines and amounts of fees for classes not included in the study programme, postgraduate studies, and education in other forms shall be determined by the Rector at the request of the competent Dean for a given faculty.

§ 6

A student granted leave from classes under the rules specified in the study regulations shall not pay fees for the period of such leave.

§ 7

1. Students shall pay fees by bank transfer to the designated individual bank account used for settlement of payments.
2. Payment of the due fee shall constitute a condition for issuing or extending the validity of the electronic student ID card (ELS).
3. A student with outstanding fees referred to in § 1 may not obtain the Dean's consent to transfer to another university or to change the mode or field of study.

§ 8

1. Failure to pay the due fee within the prescribed deadline – following written demand for payment – shall constitute grounds for removal from the list of students.
2. Reinstatement of student status for a person previously removed under section 1 may take place only after payment of the outstanding fee.

§ 9

1. In special cases, the Dean may, upon the student's written application, exempt the student from payment of educational service fees for a given semester, subject to section 4. Grounds for exemption may include, in particular, the student's difficult financial situation. The application shall contain documented justification and be submitted no later than 14 days before the deadline for payment of the relevant fee.
2. A student may appeal against the Dean's decision to the competent Vice-Rector.
3. Appeals shall be submitted through the Dean within 14 days from the date of delivery of the decision.
4. Applications for exemption from educational service fees submitted by foreigners undertaking higher education studies at the University on a fee-paying basis shall be considered by the Rector or an authorised Vice-Rector. The foreigner's application shall contain justification and be subject to the opinion of the competent Dean. Grounds for exemption may include, in particular, the student's difficult financial situation. The application shall be submitted no later than 14 days before the deadline for payment of the relevant fee.
5. The exemption referred to in sections 1 and 4 may not exceed 50% of the due fee.
6. Foreigners who are scholarship holders under Scholarship Programmes of the Government of the Republic of Poland may be exempted from educational service fees by decision of the Rector pursuant to Article 324(1)(1) of the Act. The conditions of such exemption, including the number of students covered, shall each time be agreed with the coordinator of the relevant scholarship programme.

§ 10

1. In the event of removal from the list of students before the beginning of the semester, the student shall be entitled to a refund of the entire fee paid for that semester.
2. In the event of removal from the list of students after the beginning of the semester, fees, subject to section 3, shall be charged until the date of the final decision on removal from the list of students. The student shall be entitled to a refund of the tuition fee paid for the entire semester after deduction of the fee portion calculated:
 - 1) for part-time students – proportionally to the number of completed class sessions resulting from the timetable in a given semester.
 - 2) for full-time students – proportionally to the number of commenced teaching weeks resulting from the timetable in a given semester.
3. In the event of removal from the list of students due to resignation from studies, tuition fees shall be charged until the date of submission of the resignation.
4. The University shall refund tuition fees within one month from the date of receipt of the written application. In the case of former students, the University may refund the fee ex officio to the bank account from which the payment was made.
5. If a foreigner does not commence studies, they shall be entitled to a refund of the tuition fee paid for admission purposes, after deduction of refund processing costs.
6. Resumption of studies shall be possible only where there are no outstanding financial liabilities arising from the student's previous obligations.

§ 11

Students who commenced studies before the entry into force of this Ordinance shall pay fees in accordance with the previous rules.

§ 12

This Ordinance shall enter into force on the date of signing and shall apply to fees effective from the academic year 2026/2027.

Original signed by
Rector
of Poznan University of Technology

Prof. Teofil Jesionowski, Ph.D., D.Sc.