

**Rules of undertaking and pursuing study programmes
at Cracow University of Technology applicable to persons who are not Polish nationals**

Art. 1. General rules

1. Foreign nationals may undertake and pursue study programmes at Cracow University of Technology (hereinafter referred to as CUT) pursuant to the following:
 - 1) rules laid down in this regulation;
 - 2) rules applicable to Polish nationals.
2. A foreigner is any person who has not Polish citizenship.
3. Persons who are legal citizens of several countries, including Poland, may undertake and pursue study programmes at CUT exclusively pursuant to the rules applicable to Polish nationals.
4. The International Relations Office determines the applicable procedure of undertaking studies at CUT.
5. The International Relations Office runs the admission process for foreign nationals referred to in (1) point 1).

Art. 2. Foreign nationals' mode of study

1. The following persons may undertake and pursue study programmes at CUT pursuant to the rules applicable to Polish nationals, without prejudice to (6):
 - 1) foreign nationals who have been granted a permanent residence permit,
 - 2) foreign nationals who hold refugee status granted in the Republic of Poland,
 - 3) foreign nationals who have been granted temporary protection within the territory of the Republic of Poland,
 - 4) migrant workers who are citizens of a Member State of the European Union, the Swiss Confederation or a Member State of the European Free Trade Association (EFTA) – a party to the Agreement on the European Economic Area, as well as their family members if they reside within the territory of the Republic of Poland,
 - 5) foreign nationals who have been granted a European Union long-term residence permit issued in the territory of the Republic of Poland,
 - 6) foreign nationals who have been granted temporary residence permit in the Republic of Poland due to the circumstances referred to in Art. 127, Art. 159 (1), or Art. 186 (1) point 3 or 4 of the Act on Foreigners,
 - 7) foreign nationals who have been granted subsidiary protection in the territory of the Republic of Poland,

- 8) nationals of Member States of the European Union, Member States of the European Free Trade Association (EFTA) – parties to the Agreement on the European Economic Area, or the Swiss Confederation, who have the right of permanent residence, as well as their family members.
2. Pursuant to Art. 507 of the Act on Foreigners, the following valid permits granted hitherto will also be considered in the process of verification of documents required for undertaking study programmes at CUT pursuant to the rules applicable to Polish nationals:
 - 1) fixed-term residence permits granted pursuant to the circumstances referred to in Art. 53 (1) points 7, 13 and 14 of the Act on Foreigners of 13th June 2003 (Journal of Laws of 2011, No. 264, item 1573, as amended),
 - 2) permits to settle.
3. Foreign nationals not mentioned in (1) and (2) may, without prejudice to (6), undertake and pursue study programmes at CUT in compliance of the following regulations:
 - 1) under international agreements, pursuant to the rules laid down therein,
 - 2) under agreements concluded by CUT with foreign entities, pursuant to the rules laid down therein,
 - 3) under the decision of a minister competent in the matters of higher education,
 - 4) under the decision of the Rector of CUT.
4. Foreign nationals referred to in (3) may undertake and pursue study programmes at CUT:
 - 1) as students holding scholarships sponsored by the Polish party (holders of the Polish government scholarship)
 - 2) on a fee-paying basis,
 - 3) free of charge but with no scholarship allowances,
 - 4) as students holding scholarships sponsored by the sending party, bearing no cost for their education.
5. Foreign nationals holding a residence card with the annotation 'access to the labour market', a Schengen visa, or a national visa issued for performing work within the territory of the Republic of Poland, may undertake and pursue study programmes at CUT exclusively on a fee-paying basis.
6. The following persons are entitled to choose the mode of study referred to in (1) and (3):
 - 1) nationals of Member States of the European Union, Member States of the European Free Trade Association (EFTA) – parties to the Agreement on the European Economic Area, or the Swiss Confederation, as well as their family members, who have the financial resources necessary to cover maintenance costs during their study.
 - 2) holders of a valid Polish Card (*Karta Polaka*).

Art. 3. Formal requirements

Foreign nationals may undertake and pursue study programmes at CUT providing that they have:

- 1) a passport or other document confirming their identity,
- 2) a document certifying their legal stay in the territory of the Republic of Poland,
- 3) documents certifying their level of education,
- 4) documents certifying their proficiency in the language of instruction at the course of their choice,
- 5) documents confirming their good health (medical certificate stating the absence of any health issues rendering undertaking the required study programme inadvisable, issued in accordance with the template developed by the CUT International Relations Office),
- 6) documents certifying that they are covered by health insurance within the territory of the Republic of Poland.

Art. 4. Foreign nationals' recruitment calendar

1. Electronic registration of candidates for study programmes, pursuant to the rules specified in Art. 1 (1) point 1 of this regulation, takes place between:
 - 1) 1st March – 31st August of the calendar year in which the study programme is to commence (admission to study programmes commencing in the winter semester),
 - 2) 1st September of the calendar year preceding the year in which the study programme is to commence – 5th February of the calendar year in which the study programme is to commence (admission to study programmes commencing in the summer semester).
2. Candidates are required to submit a complete set of documents referred to in Art. 3 points 1), 3), 4), 5) and 6), as well as the receipt confirming payment of the recruitment fee, to the International Relations Office
 - 1) by 1st September of the calendar year in which the study programme is to commence (refers to admission to study programmes commencing in the winter semester),
 - 2) from 6th February of the calendar year preceding the year in which the study programme is to commence to 31st January of the calendar year in which the study programme is to commence (admission to study programmes commencing in the summer semester).
3. If the documents referred to in Art. 3 points 1), 3), 4), 5) and 6) have not been delivered within the time limit specified in (2), the candidate's application for admission to a study course will be annulled (without prejudice to (4)).
4. If any of the dates specified in (2) is a Saturday or a public holiday, the deadline for submitting the complete set of documents referred to in Art. 3 points 1), 3), 4), 5) and 6) together with the receipt confirming payment of the recruitment fee shall be automatically postponed to the nearest working day.

Art. 5. Documents confirming the candidate's level of education

1. The following documents will be accepted as confirming the level of education of a foreign national:
 - 1) a secondary education certificate, or a secondary education certificate accompanied by a statement listing the results of the maturity examinations in individual subjects referred to in the Act of 7th September 1991 on the System of Education (Journal of Laws of 2016, item 1943, as amended) issued in the Republic of Poland,
 - 2) a certificate, other document or diploma referred to in Art. 93 (1) of the Act of 7th September 1991 on the System of Education,
 - 3) a certificate or other document issued abroad by a school or an institution of education recognized by the State in whose territory or in whose education system it operates, accepted in the Republic of Poland as confirming the eligibility to seek admission to a higher education study programme, pursuant to Art. 93 (2) or (3) of the Act of 7th September 1991 on the System of Education,
 - 4) a secondary school leaving certificate issued abroad of such type as to give its holder the right to seek admission to a higher education study programmes in the country in whose education system the institution issuing the certificate operates, recognized – pursuant to the provisions on recognition of certificates for academic purposes – to be equivalent to the secondary education certificate issued in the Republic of Poland.
2. The documents referred to in (1) points 2) – 4) have to be legalized by:
 - 1) consul of the Republic of Poland in the country in whose territory or within whose education system the certificate has been issued, or
 - 2) education authorities of the country in whose territory or within whose education system the certificate has been issued, or
 - 3) a diplomatic representative or a consular office of the country in whose territory or within whose education system the certificate has been issued, accredited in the Republic of Poland or other Member State of the European Union, a Member State of the European Free Trade Association (EFTA) – a party to the Agreement on the European Economic Area, or in a Member State of the Organisation for Economic Cooperation and Development (OECD).
3. If the documents referred to in (1) points 2) – 4) have been issued by a school or an institution of education operating with the education system of a country which is a party to the Convention Abolishing the Requirement of Legalisation for Foreign Public Documents drafted in The Hague on 5th October 1961 (Journal of Laws of 2005, No. 112, items 938 and 939), they must be submitted with an apostille placed on the document itself or as an attachment to it.
4. With reference to foreign nationals referred to in Art. 93a of the Act of 7th September 1991 on the System of Education, i.e. persons who have obtained the refugee status or

subsidiary protection, or who have the temporary residence permit issued pursuant to granting them the refugee status or pursuant to granting them subsidiary protection, or persons who are victims of military conflicts, disasters or other humanitarian crises, either natural or man-made, education obtained by such persons abroad or qualifications of such persons to continue education obtained abroad, including qualification to seek admission to a higher education study programme, may be certified in the Republic of Poland by way of an administrative decision issued by the competent chief education officer as primary, lower-secondary (*gimnazjalne*), basic vocational (*zasadnicze zawodowe*), basic trade (*zasadnicze branżowe*), secondary trade (*średnie branżowe*) and secondary education, or as qualifying to continue education in the Republic of Poland.

5. The following foreign nationals may seek admission to the second-cycle study programmes at CUT:
 - 1) holders of a diploma certifying completion of a first-cycle, second-cycle or uniform master's degree study programme obtained in Poland, or
 - 2) holders of a legalized or apostilled diploma or other document certifying completion of a higher education study programme abroad qualifying its holder to take up a second-cycle study programme in the country where it has been issued and recognized in the Republic of Poland,
 - a) under an international agreement, as equivalent to a corresponding Polish diploma certifying completion of a first-cycle study programme, or as giving its holder qualification to take up a second-cycle study programme in the Republic of Poland, or
 - b) under Art. 191a (3) or (4) of the Act – Law on Higher Education, or
 - c) under the provisions on validation of diplomas certifying completion of higher education study programmes obtained abroad, as equivalent to a corresponding Polish diploma certifying completion of a first-cycle study programme, or
 - 3) foreign nationals referred to in Art. 191a (7a) of the Act – Law on Higher Education, i.e. persons who have obtained the refugee status or subsidiary protection, or who have a temporary residence permit issued pursuant to the circumstances referred to in Art. 159 (1) point 1 letter c or d of the Act of 12th December 2013 on Foreigners, i.e. who have a temporary residence permit issued pursuant to granting them the refugee status or pursuant to granting them subsidiary protection, who are holders of a certificate confirming completion of a higher education study programme at a given level of education.
6. CUT may ask for the documents referred to in (1) points 2-4 and (5) to be translated into Polish by:
 - 1) a person entered onto the list of registered sworn translators by the Minister of Justice,

- 2) a person registered as a sworn translator in a Member State of the European Union, a Member State of the European Free Trade Association (EFTA) – a party to the Agreement on the European Economic Area, or in a Member State of the Organisation for Economic Cooperation and Development (OECD),
 - 3) the consul of the Republic of Poland, having the legal authority in the country in whose territory or within whose system of education the certificate has been issued,
 - 4) a diplomatic representative or a consular office of the country in whose territory or within whose education system the certificate has been issued, accredited in the Republic of Poland.
7. In the case of
- 1) certificates or other documents referred to in Art. 93 (3) of the Act of 7th September 1991 on the System of Education, the foreign national shall submit the administrative decision issued by the competent chief education officer (*kurator oświaty*) confirming his/her eligibility to seek admission to a higher education study programme in the Republic of Poland,
 - 2) diplomas and other documents certifying completion of a study programme issued abroad which are subject of the validation procedure, the foreign national shall submit a certificate confirming that they are equivalent to a corresponding diploma of completion of a higher education study programme issued in the Republic of Poland, or to a doctor's diploma issued by the Faculty Council competent for the relevant study programme, within the time limit no longer than by the end of the first semester of study, or – in reasonably justified events beyond the control of the foreign national – also at a later date specified by the Rector of the University or the Head of the academic unit other than the administrative unit of the University.
8. In the event of doubts as to a foreign certificate, diploma of completion of a higher education study programme or other document obtained abroad qualifying the holder to seek admission to a higher education study programme, CUT may apply to the board of education competent for the place of residence of the document holder or the board of education in Kraków, or to an organizational unit performing, in the Republic of Poland, the function of the National Information Centre for ENIC – the network referred to in the Convention on the Recognition of Qualifications concerning Higher Education in the European Region concluded in Lisbon on 11th April 1997 (Journal of Laws of 2004, No. 233, item 2339), or to a consular office in the Republic of Poland of the country where the certificate or other document has been issued or of the country where the education or qualification for continuation of education has been obtained, or to a consular office of the Republic of Poland with legal authority in the country where the certificate or other document has been issued or in the country where the education or qualification for continuation of education has been obtained for confirming the authenticity of the issued document.

Art. 6. Rules on confirmation of language proficiency

1. Foreign nationals may be admitted to higher education study programmes at CUT with Polish as the language of instruction, in the mode of study specified in Art. 1 (1) point 1, provided that:
 - 1) they complete a year-long course preparing them to undertake study in Polish offered by units appointed by the minister competent in the matters of higher education, or
 - 2) they hold a certificate confirming their level of proficiency in Polish issued by the State Commission for the Certification of Proficiency in Polish as a Foreign Language, or
 - 3) they obtain a confirmation from the Faculty admitting them to a study programme that their level of preparation and proficiency in Polish enables them to undertake a study programme in Polish.
2. Confirmation of the level of preparation and of proficiency in Polish enabling undertaking a study programme in Polish at CUT referred to in (1) point 3 may be granted following, in particular,
 - 1) a language proficiency assessment done by the International Relations Office on the basis of a certificate submitted by the candidate, issued by a language school, confirming the candidate's competence in Polish at B2 level or higher,
 - 2) an examination in Polish taken by the candidate at the International Centre of Education upon referral from the International Relations Office.
3. In the event of taking the examination in proficiency in Polish, the document confirming its positive outcome must be delivered to the International Relations Office immediately following its issuance.
4. Foreign nationals may be admitted to higher education study programmes in a foreign language if they hold a document confirming their level of proficiency in the foreign language which is the language of instruction at the study programme in question, specified in Appendix no. 2 to the Regulation of the President of the Council of Ministers of 16th December 2009 on the qualification procedures in civil service (Journal of Laws No. 218, item 1695), without prejudice to (5).
5. Certificates, diplomas or other documents confirming completion of a secondary school abroad with the same language of instruction as the language of the study programme selected by the foreign national to pursue in Poland shall also be deemed as documents sufficiently confirming the candidate's level of proficiency in the foreign language in question.

Art. 7. Medical certificate and insurance

Foreign nationals may pursue higher education study programmes at CUT on condition that:

- 1) they are in good health confirmed by a medical certificate (issued in accordance with the template prepared by the CUT International Relations Office) stating the absence of any health issues rendering undertaking the required study programme and mode inadvisable,
- 2) they have a health and accident insurance policy for the period of their study in Poland or the European Health Insurance Card, or they take out health insurance at the National Health Fund (they have health insurance within the meaning of the provisions of Act of 27th August 2004 on health care provision financed from public funds), or they have travel medical insurance with the minimum insurance cover in the amount of 30,000 euros, valid throughout the period of their planned stay in the territory of the Republic of Poland, covering all the expenses which may arise during the foreign national's stay in this territory in relation with a return journey necessary for medical reasons, the need of urgent medical help, urgent hospital treatment or death, in which the insurer undertakes to cover the cost of health care services provided to the insured directly to the entity providing such services, upon the bill issued by this entity.

Art. 8. Admission of foreign nationals under the rules applicable to Polish citizens

1. Foreign nationals seeking admission to higher education study programmes at CUT under the rules applicable to Polish citizens shall be accepted at a given study programme:
 - 1) on conditions and according to the procedure laid down by the CUT Senate,
 - 2) within the number of admissions intended for the first year of study in a given academic year at the study programmes for which the recruitment process is going to be implemented.
2. Foreign nationals referred to in (1) shall pay the recruitment fee in the amount and according to the rules applicable to Polish citizens once the International Relations Office has established the study mode referred to in Art. 1 (1) point 2.

Art. 9. Qualification of foreign nationals under international agreements

1. Qualification of foreign nationals for higher education study programmes at CUT under international agreements and under agreements concluded by CUT with foreign entities takes place according to the rules specified in these agreements.
2. A foreign national accepted to a study programme at CUT under an agreement is given a registration number and a personal records file, which is opened, kept and archived by a dean's office employee.
3. Where a foreign national is to be qualified for admission under agreements, the Rector of CUT hands over to the competent dean, through the International Relations Office, in the written form, a list of obligatory documents required from students.

4. If the student fails to submit the required documents referred to in (3), CUT may refuse him/her admission to the study programme.
5. The correct collection and verification of documentation related to foreign nationals undertaking study programmes at CUT under agreements is the responsibility of a dean's office employee appointed by the dean.
6. The process of qualification of foreign nationals accepted under international agreements is coordinated by the International Relations Office in cooperation with faculties.
7. The process of qualification of foreign nationals to be accepted under agreements concluded by CUT with foreign entities, particularly in the case of students' exchange ending with the award of both the CUT diploma and the diploma of the partner university (agreements on the award of dual degrees/joint study) or exclusively with the award of a certificate confirming completion of the agreed study syllabuses, is conducted by faculties and coordinated by the International Relations Office.

Art. 10. Qualification of foreign nationals based on the Minister's decision

1. Qualification of foreign nationals to be accepted at study programmes at CUT under the decision of the minister competent in the matters of higher education is regulated by separate provisions.
2. The qualification process of foreign nationals to be accepted under the decision of the minister competent in the matters of higher education is coordinated by the International Relations Office in cooperation with faculties and other entities external to the university.

Art. 11. Qualification of foreign nationals based on the decision of the Rector of CUT

1. Qualification of foreign nationals seeking admission to study programmes at CUT under the decision of the Rector of CUT takes place on the basis of the documents sent in the electronic form. The qualification procedure is conducted by the Committee for Recruitment of Foreign Candidates */Komisja ds. Rekrutacji Cudzoziemców/*, hereinafter referred to as CRFC */KRC/*, composed of: the Vice-Rector competent in the matters of international relations (chair of the Committee) and employees of the International Relations Office (members of the CRFC */KRC/*) whose responsibilities include recruitment of foreign students for full-time study programmes.
2. Dates and deadlines for qualification of foreigners to study programmes are specified by the Rector of CUT and announced on the CUT website prior to the commencement of the qualification process.
3. In order to commence the qualification procedure, a foreign national seeking admission to a study programme at CUT based on the decision of the Rector of CUT is required to

effect electronic registration in the system eHMS/irka by selecting the study programme, entering personal data and attaching scans of the following documents in the electronic form (pdf files):

- 1) documents related to the candidate's education level, referred to in Art. 5,
 - 2) documents certifying the candidate's proficiency in the language which is to be the language of instruction at the study programme, referred to in Art. 6, without prejudice to Art. 6 (3),
 - 3) a supplement or other official document specifying subjects the candidate has obtained credit for, unless they are specified in the document related to his/her education level referred to in Art. 5:
 - a) at secondary school, together with the received grades – for qualification for the first-cycle study programmes,
 - b) within the study programmes completed hitherto, specifying – in particular – lectures, practical classes, laboratory classes, seminars and projects, together with the received grades – for qualification for the second-cycle study programmes;
 - 4) a document presenting the relevant grading scale, unless it is indicated in the document on the level of education referred to in Art. 5, authenticated by:
 - a) the secondary school completed by the candidate – for qualification for the first-cycle study programmes,
 - b) the university the candidate graduated from – for qualification for the second-cycle study programmes;
 - 5) a signed application for admission to a study programme in the form of a personal statement in Polish (if the selected study programme is to be conducted in Polish) or in English (if the selected study programme is to be conducted in English), in which the candidate should demonstrate particular aptitude and suitability to undertake study at the selected programme,
 - 6) the pages of the candidate's passport with his/her photograph and personal data.
4. Link to the eHMS/irka system is to be found on the internet websites of Cracow University of Technology and the International Relations Office.
5. For first-cycle programmes, a foreign national may register for a maximum of two first-choice programmes, and, in the case of the second-cycle study programmes, only for one first-choice programme. If a foreign national is currently enrolled at a study programme at a CUT faculty, none of the programmes selected for registration may be the same as the programme he/she is currently studying at the same faculty of CUT.
6. The electronic registration allows candidates (without prejudice to (7), (8) and (9)) to select an alternative, second-choice study programme, besides the first-choice programme, offered at the same faculty. Candidates may be accepted to the alternative study programme if their first-choice study programme fails to be launched due to insufficient number of candidates, or if he/she fails to meet the admission criteria for

the first-choice programme, on condition that the admission criteria for the second-choice programme have been met.

7. Candidates for the programmes of architecture and landscape architecture at the Faculty of Architecture have no option of selecting an alternative, second-choice programme.
8. Candidates for programmes at the Faculty of Mechanical Engineering may not select industrial design engineering */inżynieria wzornictwa przemysłowego/* as an alternative programme.
9. Candidates for the inter-faculty programme of spatial management run jointly by the Faculty of Architecture, Faculty of Civil Engineering and Faculty of Environmental Engineering may select transportation engineering or civil engineering at the Faculty of Civil Engineering as their alternative programme, or, at the Faculty of Environmental Engineering, they are offered the choice between environmental engineering and civil engineering.
10. Having completed the electronic registration, the foreign national referred to in (1) is obliged to pay the recruitment fee in the amount specified by the Rector of CUT in a separate regulation.
11. A separate recruitment fee is required for each selected first-choice study programme.
12. The recruitment fee is to be paid to the bank account of CUT, the number of which the candidate will be sent on the pro-forma invoice following his/her correct registration in the eHMS/irka system.
13. The fee will be returned to the candidate solely if the selected programme fails to be launched due to insufficient number of candidates.
14. The fee will not be returned if the candidate fails to qualify for the first year of study at the programme of his/her choice.
15. The International Relations Office verifies whether the sent documents comply with the formal requirements and hands them over to the dean of the faculty running the programme selected by the foreign national.
16. The dean, or other authorised person, verifies the content of the sent documents and puts forward to the Rector of CUT, through the International Relations Office, a motion to accept the foreign national referred to in (1) or to deny him/her acceptance to the study programme, at the same time suggesting the financial conditions of study referred to in Art. 2 (4).
17. The foreign national accepted to a study programme at CUT on the basis of the decision of the Rector of CUT receives notification of the acceptance decision, with the reservation that failure to enrol in the study programme at the relevant dean's office within the time limit specified in the CUT Rector's decision will result in launching the procedure of revoking the said decision.
18. In order to enrol, the candidate must:
 - 1) submit for inspection the originals of all the documents on the level of education together with their translations, referred to in Art. 5 (6), so that the dean's office

- employee can make certified copies and place them in the student's personal records file,
- 2) submit originals of the remaining documents referred to in (3), without prejudice to Art. 6 (3),
 - 3) submit a medical certificate (issued in accordance with the template prepared by the CUT International Relations Office), stating absence of any health issues rendering undertaking the selected study programme and study mode inadvisable,
 - 4) present a document confirming the right to health insurance referred to in Art. 7 (2) to enable preparing a copy to be placed in the student's personal records file,
 - 5) present, if required:
 - a) for enrolment in a first-cycle study programme, an administrative decision issued by the competent chief education officer confirming his/her eligibility to seek admission to a higher education study programme,
 - b) for enrolment in a second-cycle study programme, a certificate issued by the competent faculty council confirming the equivalence of the diploma or other document on the level of education obtained abroad, submitted in the course of the qualification process, with a corresponding diploma awarded upon university graduation issued in the Republic of Poland.
19. Upon enrolment, the foreign national is required to present a visa or a residence card, or another document confirming his/her right to stay in the territory of the Republic of Poland to enable preparing a copy to be placed in the student's personal records file.
20. Where obtaining an administrative decision of the competent chief education officer or a certificate referred to in (18) point 5 letter b is impossible, in order to enrol in the programme, the candidate may submit:
- 1) for enrolment in a first-cycle study programme, a certificate from the competent board of education confirming submission of documents required for having a school certificate or other document obtained abroad recognized as confirming eligibility to seek admission to a higher education study programme,
 - 2) for enrolment in a second-cycle study programme, a certificate confirming submission to the competent faculty council of documents required for validation of a diploma or other document awarded upon graduation from university abroad.
21. If the candidate fails to submit the documents referred to in (20) within the specified time limit, or if a candidate accepted to a study programme on the basis of the decision of the Rector of CUT fails to register, the competent dean is obliged to notify the Rector of CUT immediately, through the International Relations Office, so that the procedure to revoke the decision on admission to a study programme could be instigated.
22. Admission to the study programme of architecture is conditional upon:
- 1) obtaining the grade average of at least 3.0 at the entrance examination verifying architectural and artistic aptitude, if seeking admission to the first-cycle programme,

- 2) submitting a portfolio of works executed in the course of completing the first-cycle study programme, which must be evaluated positively, if seeking admission to the second-cycle study programme.
23. Admission to the first-cycle and second-cycle study programmes of landscape architecture is conditional on submission of a portfolio composed of works executed in the course of completing the first-cycle study programme, which must be evaluated positively.
24. Admission to the first-cycle study programme of industrial design engineering is conditional upon passing the entrance examination verifying artistic and technical aptitude and submitting a portfolio, which must be evaluated positively.

Art. 12. Charging fees for tuition

1. Foreign nationals undertaking study under the rules applicable to Polish citizens pay fees for tuition offered by CUT pursuant to the procedure and regulations applicable to Polish citizens.
2. Foreign nationals undertaking higher education study programmes at CUT under agreements pay tuition fees specified in these agreements.
3. Foreign nationals holding scholarships sponsored by the Polish party are exempt from tuition fees, including payments for retaking classes in which they have obtained unsatisfactory learning outcomes.
4. Foreign nationals undertaking study on a fee-paying basis are required to pay tuition fees in accordance with the rules laid down in Articles 13 and 14. The amount of tuition fees for foreigners from outside the European Union has been specified in a separate Regulation of the Rector of CUT.
5. Foreign nationals undertaking study free of charge but with no scholarship allowances, are – as holders of scholarships sponsored by the sending party – exempt from tuition fees, including payments for retaking classes in which they have obtained unsatisfactory learning outcomes.
6. The Rector of CUT, upon a written application from the foreign national accepted on the basis of the decision of the Rector of CUT, may change the financial conditions of study if certain circumstances arise in the course of study justifying such change of conditions, in particular if the foreigner obtains a document giving him/her the title to study under the rules applicable to Polish citizens or the Polish citizenship.
7. The application referred to in (6), together with a statement of reasons and the dean's opinion, shall be submitted through the International Relations Office.
8. Regardless of the financial conditions of study referred to in Art. 2 (4),
 - 1) where the syllabus of the study programme, level and education profile includes the requirement of completing an internship, the cost related to its completion (in particular the cost of travel, board and lodging) shall be borne by the student,

- unless CUT or the faculty have financial means from external sources for covering the cost of internships,
- 2) a foreign national is required to have accident insurance for the period of internship provided for in the study programme syllabus if the entity where the student is to complete his/her internship makes acceptance of a student for internship conditional on holding such insurance,
 - 3) foreign nationals bear the cost of the insurance and the control medical examination required by the provisions of the law,
 - 4) foreign nationals are required to document holding the insurance referred to in point 2 prior to obtaining a referral to a given entity for internship.
9. Regardless of the financial conditions of study referred to in Art. 2 (4), CUT shall charge fees for issuing the following documents related to the progress of studies and their duplicates:
- 1) electronic student ID card,
 - 2) university graduation diploma,
 - 3) additional certified copy translated into a foreign language,
 - 4) other documents, if such obligation exists under separate legal provisions.
10. The amount of fees referred to in (9) is specified by the Rector of CUT by way of a regulation. The fees may not exceed the maximum charges specified in separate legal provision, particularly in the regulation of the minister competent in the matters of higher education on documenting the progress of study.
11. The amount of fees referred to in (9) is communicated to students on the CUT internet website.
12. Fees for issuance of specific documents related to the course of studies should be paid before the documents are handed out to the student. The fees are not subject to refund.

Art. 13. Rules on tuition fees

1. Foreign nationals undertaking study at CUT on the fee-paying basis are required to make payments for:
 - 1) attending the selected study programme, level and education profile conducted pursuant to the learning programme, including the course programme and course syllabus,
 - 2) tuition at the selected study programme, level and education profile received due to the need to level out education gaps stemming from differences between syllabuses,
 - 3) retaking specific classes due to having obtained unsatisfactory learning outcomes,
 - 4) attending classes which are not part of the course syllabus, including classes complementing the learning outcomes required to undertake a second-cycle study programme.

2. The payment referred to in (1) point 1 is paid for a semester as a semester fee.
3. The fee referred to in (1) point 1 includes the study of a foreign language at CUT in accordance with the rules applicable to Polish students.
4. Where it is necessary to level out education gaps stemming from differences between syllabuses as a result of changing a university (transferring to CUT), faculty, course or mode of study, or as a result of resumption of studies, the foreign student is required to pay the tuition fee referred to in (1) point 2 proportionally to the amount of the semester fee applicable in the academic year in which he/she attends the additional classes to level out the education gaps and to the number of hours of such classes. The amount of the individual fee to be paid by the student is specified by the dean.
5. In the case of resumption of studies, the foreign national pays:
 - 1) the semester fee, or
 - 2) the fee for retaking specific classes due to having obtained unsatisfactory learning outcomes, or
 - 3) the fee for levelling out education gaps stemming from differences between syllabuses, depending on the learning outcomes obtained prior to the last removal from the list of students, stated by the dean.
6. If a student completes some subjects which are intended in the course syllabus applicable to a given study programme, level and education profile to be taken at a later semester or year, he/she pays the fee proportionally to the amount of the semester fee applicable to him/her within the time limits and under the procedure specified in this regulation. In the subsequent year, the semester fee is reduced proportionally to the amount already paid.
7. The fee for retaking specific classes due to having obtained unsatisfactory learning outcomes is charged if the student is required to attend the classes on the subject (retake the subject) which he/she failed in spite of the obligation to complete it, pursuant to the course programme and syllabus applicable to the given study programme, level and education profile, thus obtaining unsatisfactory learning outcome.
8. The fee referred to in (7) is charged both in the event when the student has been registered into the next semester or year of study (conditional registration with a time limit to complete the missing credits) and when the student has been registered into the same semester (he/she needs to retake the semester).
9. The rules, conditions and procedure of stating unsatisfactory learning outcomes (retaking a subject or semester) are laid down in the Study Regulations of Cracow University of Technology.
10. If the dean denies a student permission to take a subject which is a sequence of the failed subject, the student pays the fee proportionally to the subjects actually realised in a given semester. The amount of the fee in question is specified by the dean.
11. For the purpose of specifying the amount of the fee referred to in (1) points 3 and 4, the Rector shall specify a pay rate for an hour of classes by way of regulation.

12. The amount of the individual fee referred to in (1) points 3 and 4, to be paid by a foreign national, shall be determined by the dean on the basis of the pay rate specified in the regulation of the Rector of CUT referred to in (11) by multiplying the amount of the pay rate for an hour of teaching classes by the number of classes which the foreign national is required to retake or which he/she is going to attend additionally.
13. The foreign national is required to pay the semester fee referred to in (1) point 1 for a given semester of study no later than by the day when, pursuant to the course programme, the classes are to commence.
14. The fee for:
 - 1) retaking specific classes due to obtaining unsatisfactory learning outcomes,
 - 2) attending additional classes beyond the course syllabus, including classes taken in order to achieve the learning outcomes necessary to undertake a specific second-cycle study programmeis to be paid in full in advance by 15th October for classes realised in the winter semester, and by 15th March for classes realised in the summer semester.
14. The^[AP1] fees related to pursuing studies are to be paid to the bank account specified on the first page of the contract regulating the conditions of payment for higher education concluded between the foreign national and CUT, represented by the dean of the appropriate faculty.
15. Faculties monitor whether fees are paid on time and in the correct amounts.
16. If a student retakes specific classes due to having obtained unsatisfactory learning outcomes or attends additional classes beyond the course syllabus, including classes taken in order to achieve the learning outcomes necessary to undertake a specific second-cycle study programme at an organisational unit other than the student's home faculty, the fees referred to in (1) points 3 and 4 shall be paid to the bank account of this unit, in accordance with the pay rates specified in the regulation of the Rector of CUT applicable to this unit.
17. Payment confirmation should contain the following information: bank account number, the paid amount, the student's name and surname, name of the faculty, student's address, title of payment.
18. Foreign students are obliged to submit a copy of payment confirmation to the faculty dean's office prior to the date when they intend to use a specific tuition service.
19. The date when the bank account specified on the first page of the contract regulating the conditions of payment for higher education is credited with the payment shall be considered the date of payment.
20. Every time the payment for tuition services is delayed or the amount of the fee paid is incomplete, CUT shall charge statutory interests for the delay.
21. CUT bears no responsibility for the consequences of erroneous crediting of the payment which has arisen due to the circumstances attributable to the payer, and in particular due to entering an incorrect bank account number or other data referred to in (17) or to other similar reasons.

22. If the foreign student fails to pay the tuition fee within the specified time limit, the dean or other authorized person sends a written notice requesting payment of the overdue sum within 7 days of being served the notice.
23. Upon ineffective expiry of the deadline referred to in (12), (13) and (22),
 - 1) the dean of the faculty may remove the student from the list of students due to the failure to pay the tuition fees,
 - 2) CUT shall instigate debt recovery proceedings in which it shall seek to recover the payment in the amount proportional to the classes taken by the student within his / her course programme and syllabus and to the costs borne by CUT.
23. Tuition^[AP2] fees are not subject to refund, without prejudice to (24).
24. Tuition fees may be refunded for the period in which the foreign student has not received tuition, if he/she has been granted leave or has given up study due to health reasons confirmed by a medical certificate, or there are other important and documented reasons.
25. Conditions of collecting fees shall be specified in the contract between a foreign national and Cracow University of Technology, drawn in accordance with the template specified in a separate regulation of the Rector of CUT.
26. Where reasonably justified, the Rector of CUT, upon an application of a foreign student endorsed by the dean of the faculty, may prolong the deadline for payment of the fee or agree that the fee would be paid in instalments.

Art. 14. Exemption from tuition fees

1. In the case of foreign nationals undertaking higher education study programmes at CUT on a fee-paying basis who are in a difficult financial situation or undertake study at another study programme or seek tuition in a different form, the Rector of CUT may, upon a written and documented application endorsed by a competent dean, exempt them completely from payment or reduce the tuition fee.
2. The application referred to in (1), together with a statement of reasons and the dean's opinion, shall be submitted through the International Relations Office.
3. Complete exemption from payment or reduction of tuition fees for the first semester of study is inadmissible, without prejudice to (4).
4. Seeking reduction of the fee also for the first semester of study is admissible in the case of foreign students who are in a difficult financial situation if they are:
 - 1) graduates of the first- or second-cycle study programmes at CUT who continue studies at CUT and whose average of grades for the completed course was no lower than 4.0.,
 - 2) graduates of the first- or second-cycle study programmes at a foreign university with which CUT has concluded a cooperation agreement specifying detailed conditions of undertaking studies at CUT,

- 3) persons actively engaged in the work of Polish communities abroad, who will submit documents confirming the character of this collaboration and obtain confirmation of this fact issued in writing by the dean of the relevant faculty.
5. Applications for complete exemption from tuition fee or for reduction of the payment shall be submitted within 14 days of the enrolment into the next semester. If the reason for exemption has arisen later, it is admissible to file an application after the specified deadline.
6. All documents confirming the foreign student's difficult financial situation must be attached to the application, in particular a certificate of income derived by the student or his/her family members, death certificate/s of his/her immediate family member/s, employment contracts of the student or his/her family members, and – if the student applies for fee reduction also for the first semester of study, documents confirming the circumstances referred to in (4).
7. Originals of the documents referred to in (6) must be submitted together with their Polish or English translations, without prejudice to (8).
8. In exceptional, particularly justified cases, the student may submit copies of the documents referred to in (6), also in the electronic form, with the reservation that he/she is obliged to supply the original documents for inspection to the International Relations Office within 14 days of submitting the application referred to in (1). Failure to supply the original documents within the specified time limit will result in the student's loss of the right to exemption from the total payment or to payment reduction.
9. Documents referred to in (6) must be issued no earlier than three months prior to submission of the application referred to in (1).

Art. 15. Foreign nationals' rights and obligations

1. Organization and progress of study, as well as the rights and obligations of foreign students related thereto, are specified in the Study Regulations of Cracow University of Technology, without prejudice to (2) and (3).
2. Resumption of studies or transfer may be effected based on the decision of the dean of the accepting faculty.
3. Undertaking another study programme is possible exclusively by way of the admission procedure under the generally applicable rules referred to in Art. 1 of this regulation.
4. A foreign student is obliged to submit for inspection to the competent faculty dean's office current and valid documents confirming his/her right to stay in the territory of the Republic of Poland and confirming his/her right to health insurance in the territory of the Republic of Poland, when the previous documents have expired.
5. CUT shall effect service of correspondence addressed to a foreign student to the address for correspondence specified in the contract. A foreign student is obliged to inform CUT in writing of any change of this address or e-mail address by registered mail or by submitting the information notice in person to the dean's office, with a written

confirmation of receipt from a dean's office employee, within 7 days of the date when the change occurred.

Art. 16. Financial aid for foreign nationals

1. Foreign nationals undertaking study under the rules applicable to Polish citizens may seek financial aid specified in the act Law on Higher Education similarly to Polish citizens, without prejudice to (3).
2. Foreign nationals undertaking study under the rules specified in Art. 2 (3) of this regulation are not eligible for financial aid specified in the act Law on Higher Education, financed from the budgetary subsidy destined for non-returnable financial aid for students, without prejudice to (3).
3. Foreign nationals referred to in Art. 2 (6) point 1 undertaking study under the rules applicable to Polish citizens, as well as foreign nationals referred to in Art. 2 (5) undertaking study under the rules specified in this regulation, are not eligible for subsistence allowances, special allowances for disabled students or relief benefits.
4. The International Relations Office is responsible for supervision and coordination of matters related to granting financial aid to students undertaking studies under rules other than the rules applicable to Polish citizens, whereas payment of the said aid is the responsibility of faculties.

Art. 17. Responsibilities of CUT Faculties in relation to foreign students

Deans are obliged to inform the Rector of CUT in writing, through the International Relations Office, of any change related to a foreign student's progress of study, in particular of completion of study, removal from the list of students, resumption of study, granting leave from classes, retaking classes or a semester, transfer from/to another university, change of study programme or mode of study.

Art. 18.

The Rector of CUT may authorise a competent Vice-Rector to act on his behalf in making decisions and resolving matters related to foreign nationals within the scope specified in this regulation.