

**Regulations pertaining to admission to, and pursuit of higher education, by non-Polish citizens at
Cracow University of Technology (PK)**

§ 1

General provisions

1. International candidates may be admitted to and pursue studies at Cracow University of Technology (hereinafter referred to as PK) subject to the regulations set out herein.
2. All non-Polish citizens are considered as international candidates/students herein.
3. Recruitment proceedings for international candidates is carried out by the PK International Relations Office.

§ 2

Basis of admission

1. International candidates may be admitted to and pursue higher education based on:
 - 1) international agreements, pursuant to the terms set out therein,
 - 2) agreements concluded between PK and foreign entities, pursuant to the terms set out therein,
 - 3) decisions of the Minister,
 - 4) decisions of the director of the Polish National Agency for Academic Exchange (NAWA) regarding its scholarship holders,
 - 5) administrative decisions of the Rector of PK.
2. The Minister may grant a scholarship, financing or co-financing of the costs of tuition fees, as well as mileage, subsistence and accommodation allowances to the international student. The financial resources are paid through the Polish National Agency for Academic Exchange (NAWA).

§ 3

Formal requirements

1. International candidate may be admitted to and pursue higher education at PK provided he/she holds:
 - 1) a passport or other identity document,
 - 2) a confirmation of legal stay on the territory of the Republic of Poland,
 - 3) documents confirming the education obtained,
 - 4) documents confirming the knowledge of the language in which the studies shall be conducted,
 - 5) documents confirming the health insurance taken out for the territory of the Republic of Poland.
2. Should the international student be exposed to harmful, onerous or dangerous substances, he/she may be admitted to the university programme provided he/she proves an appropriate health condition, documented with a medical certificate referred to in the regulations issued pursuant to Article 6 section 5 of the Act of 27

June 1997 on Occupational Health Services (Journal of Laws of 2018 item 1155), stating that there are no health contraindications to commence such studies.

§ 4

Documents confirming education obtained

1. To first-cycle degree programmes may be admitted those international candidates who:
 - 1) have been issued the following documents by the Republic of Poland:
 - a) a secondary school-leaving certificate, or
 - b) a secondary school-leaving certificate and a certificate confirming the results of the secondary school-leaving examination in specific subjects, referred to in the Act of 7 September 1991 on the Education System (Journal of Laws of 2018, item 1473), or
 - 2) who hold:
 - a) a certificate or other document or diploma referred to in Article 93 section 1 of the Act of 7 September 1991 on the Education System, recognized as confirming the right to apply for admission to a first-cycle degree programme or a uniform Master's degree programme in the Republic of Poland, or
 - b) a certificate or other document issued abroad by a school or educational institution recognized by the state in whose territory or education system it is valid, confirming the right to apply for admission to a first-cycle degree programme or a uniform Master's degree programme in the Republic of Poland, based on international agreements referred to in Article 93 section 2 of the Act of 7 September 1991 on the Education System, or
 - c) a certificate or other document issued abroad by a school or educational institution recognized by the state in whose territory or education system it is valid, or an administrative decision referred to in Article 93 section 3 of the Act of 7 September 1991 on the Education System, confirming the right to apply for admission to a first-cycle degree programme or a uniform Master's degree programme in the Republic of Poland, or
 - d) a certificate or other foreign document recognized as equivalent to the Polish secondary school-leaving certificate, based on the provisions in force until 31 March 2015, and
 - 3) they shall demonstrate the predispositions for the commencement of the studies, as required by PK.
- 1a. Candidates with a high school diploma issued in Ukraine are required to submit the results obtained at the ZNO exam, with particular emphasis on mathematics.
- 1b. Candidates with a high school diploma issued in Belarus are required to submit the results obtained at the CT exam, with particular emphasis on mathematics.
2. The documents referred to in section 1 clause 2, section 1a, section 1b and in section 8 clause 1 letter b above must be legalized by:
 - 1) the consul of the Republic of Poland, competent for the state in whose territory or in whose education system the certificate was issued, or
 - 2) the educational authority of the state in whose territory or in whose education system the certificate was issued, or
 - 3) the diplomatic mission or consular office of the State in whose territory or in whose education system the certificate was issued, accredited in the Republic of Poland or another 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 a Member State of the Organization for Economic Cooperation and Development (OECD).

3. If the documents referred to in section 1 clause 2 and in section 8 clause 1 letter b were issued by a school or an educational institution operating in the education system of the state that is a party to the Convention Abolishing the Requirement of Legalization of Foreign Public Documents drawn up at the Hague on 5 October 1961 (Journal of Laws of 2005 No. 112, items 938 and 939), they are to be submitted bearing an apostille, or with an apostille attached to the document.

4. The legality of the documents referred to in section 1 clause 2 and in section 8 clause 1 letter b may be confirmed by the Committee on the Recruitment of Aliens, referred to in § 10 section 1.

5. In the case of foreigners referred to in Article. 93a of the Act of 7 September 1991 on the Education System,

i. e. persons who obtained a refugee status or subsidiary protection, or who have a temporary residence permit granted in connection with a refugee status or subsidiary protection, or persons who have been harmed by armed conflicts, natural disasters or other humanitarian crises caused by nature or by human actions, the education they acquired abroad or their entitlement to continue education acquired abroad, including the right to apply for admission to university, can be confirmed in the Republic of Poland by way of an administrative decision issued by the competent superintendent of education as primary, lower secondary, basic vocational, basic sectoral, secondary sectoral and secondary education, or entitlement to continue education in the Republic of Poland.

6. The foreigners referred to in Article 93a of the Act of 7 September 1991 on the Education System may be admitted to a first-cycle degree programme or a uniform Master's degree programme, should they hold an administrative decision, issued by the competent superintendent of education, confirming their entitlement to apply for admission to these programmes, and should they demonstrate the predispositions for the commencement of the studies, as required by PK.

7. In the case referred to in section 6, the international student shall submit the decision no later than the end of the first semester of study, and in justified cases - on the date determined by the Rector of PK.

8. International candidates who:

1) hold a first-cycle or uniform Master's degree diploma issued:

a) in the Republic of Poland or

b) abroad, and recognized in the Republic of Poland pursuant to Article 326 sections 1 and 2 of the Act on Higher Education as entitling to apply for admission to a second-cycle degree programme,

2) shall demonstrate the predispositions for the commencement of the studies, as required by PK, may be admitted to second-cycle degree programmes.

9. PK may require the Polish translation of the documents referred to in section 1 clause 2 and in section 8 clause 1 letter b, prepared by:

1) a person entered on the list of 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 a Member State of the Organization for Economic Cooperation and Development (OECD),

3) the consul of the Republic of Poland, competent for the state in whose territory or in whose education system the certificate was issued, or

4) the diplomatic mission or consular office of the State in whose territory or in whose education system the certificate was issued, accredited in the Republic of Poland.

10. In the case of:

1) certificates or other documents referred to in Article 93 section 3 of the Act of 7 September 1991 on the Education System - the international student shall present an administrative decision of the competent superintendent of education confirming the right to apply for admission to higher education in the Republic of Poland,

2) diplomas and other graduation documents issued abroad, subject to recognition by way of nostrification - the international student shall present a certificate stating the equivalence with the relevant diploma issued in the Republic of Poland, or a doctorate diploma issued by the faculty council competent for the completed field of study - no later than the end of the first semester of study, and in justified cases beyond the control of the international student - also on a later date determined by the Rector of the university or the Head of the scientific unit other than the university's organizational unit.

11. For the avoidance of doubts concerning a foreign certificate, a diploma or a higher education degree awarded abroad entitling to apply for admission to the university, PK may apply to the board of education competent for the place of residence of the document holder, or the Board of Education in Kraków, respectively, or to the Polish National Agency for Academic Exchange (NAWA), or to a consular office in the Republic of Poland of the state where the certificate or other document was issued, or of the state where education was acquired or entitlement to continue education was gained, or a consular office of the Republic of Poland, whose territorial competence applies respectively to the state issuing the certificate or other document, or the state where education was acquired or entitlement to continue education was gained, for the confirmation of authenticity of the document issued.

§ 5

Confirmation of knowledge of language

1. International candidates may be admitted to studies conducted in the Polish language provided that:

1) they complete a preparatory course for pursuing education in the Polish language in the units specified by the minister of higher education, or

2) they hold a certificate of the Polish language knowledge, confirming their knowledge of the Polish language at the B1 level or higher, issued by the State Commission for the Confirmation of Knowledge of Polish as a Foreign Language, or

3) they are granted a confirmation of PK, issued during the recruitment process, that their level of the Polish language allows them to study in Polish, or

4) they hold a secondary school-leaving certificate issued in the Polish education system, or

5) they have completed a secondary school abroad, in which classes were conducted in Polish.

2. The level of preparation and knowledge of the Polish language referred to in section 1 clause 3 that allow to commence studies conducted in Polish at PK may be confirmed, specifically, by way of verification of language skills by the

International Relations Office, based on the language school certificate presented by the candidate, confirming the knowledge of Polish at B2 level or higher.

3. International candidates may be admitted to the programmes conducted in a foreign language provided that:
 - 1) they hold a document confirming knowledge of a foreign language in which the courses are to be conducted, set out in the regulations issued pursuant to Article 47 of the Act of 21 November 2008 on the Civil Service (Journal of Laws of 2018 item 1559), or
 - 2) they hold a certificate, a diploma or other document confirming the completion of a post-primary school abroad, in which the classes were conducted in the same foreign language as the one in which the university courses are to be conducted.

§ 6

Insurance of international candidates

International candidates may be admitted to the university provided that:

- 1) they hold a health insurance policy or a European Health Insurance Card for a given academic year, or
- 2) they are covered by the common health insurance within the meaning of the Act of 27 August 2004 on health care services financed from public funds (Journal of Laws of 2018, item 1510), or
- 3) they hold a confirmation of health insurance coverage issued by the insurer, regarding the coverage of all treatment costs in the territory of the Republic of Poland in the amount of 30,000 euro, valid for the period of the planned stay of the international student in the territory of the Republic of Poland, covering all expenses which may arise during their stay and resulting from the need to travel back for medical reasons, the need for urgent medical care, emergency hospital treatment or death, in which the insurer undertakes to cover the health care costs of the insuring party directly to the entity providing such health care service, subject to an invoice issued by this entity.

§ 7

Recruitment schedule for international candidates

1. International student online registration is carried out within the following dates:
 - 1) 1 May – 31 July of the calendar year in which the university courses begin (recruitment for the programme starting in the autumn semester),
 - 2) 15 October of the calendar year preceding the year in which the university courses begin - 5 February of the calendar year in which the university courses begin (recruitment for the programme starting in the spring semester).
2. During the online registration process, candidates are required to attach scans of the documents referred to in § 3 section 1 clauses 1, 3, 4.
3. Candidates are required to submit the original documents referred to in § 3 to the International Relations Office, together with the proof of payment of the recruitment fee and the tuition fee for the first semester of studies, prior to the commencement of their education at PK.
4. In the event of failure to submit the documents referred to in § 3 within the period specified in section 3 above, the

candidate shall not be allowed to take an oath and thus shall not acquire the student's rights.

5. The obligation to pay the tuition fee for the first semester of studies prior to the commencement of the education at PK refers to those candidates who are to pursue higher education on a tuition fee basis.

§ 8

Qualification of international candidates subject to agreements concluded between PK and foreign entities

1. The qualification of international candidates to be admitted to pursue higher education at PK subject to the agreements concluded between PK and foreign entities, shall be implemented pursuant to the terms set out therein.

2. The qualification process of international candidates to be admitted to pursue higher education at PK subject to the agreements concluded between PK and foreign entities, shall be coordinated by the International Relations Office in cooperation with relevant university faculties.

§ 9

Qualification of international candidates subject to decisions of minister, director of the Polish National Agency for Academic Exchange (NAWA) or under international agreements

1. The qualification process of international candidates to be admitted to pursue higher education at PK subject to the decision of the competent minister of higher education or the decision of the director of the Polish National Agency for Academic Exchange (NAWA), shall be regulated by separate provisions.

2. The qualification of international candidates to be admitted to pursue higher education at PK subject to the international agreements shall be implemented pursuant to the terms set out therein.

3. The qualification process of international candidates referred to in § 2 section 1 clauses 1, 3, 4 and 5 is coordinated by the International Relations Office in cooperation with relevant university faculties and non-university units.

§ 10

Qualification of international candidates subject to decision of the Rector of PK

1. The qualification of international candidates applying to be admitted to pursue higher education at PK subject to the decision of the Rector of PK shall be based on the documents submitted in electronic form. The qualification process shall be conducted by the International Candidates Recruitment Committee (hereinafter referred to as the ICRC), composed of: the Vice-Rector competent for international cooperation (chairman of the ICRC) and the employees of the International Relations Office (members of the ICRC), whose duties cover the recruitment of international full-time students.

2. The dates of the international student qualification process are determined by the Rector of PK and published on the website of the International Relations Office before the commencement of the qualification process.

3. In order to enter the qualification process, the international candidate applying to be admitted to pursue higher education at PK subject to the decision of the Rector of PK is required to register online in the eHMS/irka system by selecting a

programme, entering personal data and attaching scans of the following documents in electronic form (pdf or jpg files):

- 1) documents relating to the obtained education, referred to in § 4,
 - 2) a document certifying the knowledge of the language in which the university courses are to be conducted, referred to in § 5, subject to § 5 section 2,
 - 3) a supplement or other official document containing courses credited by the candidate, unless they are specified in the document referred to in § 4:
 - a) in the secondary school with the grades earned - for the qualification to first-cycle degree programmes,
 - b) as part of the university courses attended so far, specifically including lectures, auditorium classes, laboratory classes, seminars, projects together with the grades earned - for the qualification to second-cycle degree programmes,
 - 4) a document specifying the applicable assessment grades, if not indicated in the document referred to in § 4, confirmed by:
 - a) the high school which the candidate graduated from - for the qualification to first-cycle degree programmes,
 - b) by the university which the candidate graduated from - for the qualification to second-cycle degree programmes,
 - 5) an application for admission to the university, duly signed by the candidate,
 - 6) a page with the photo and personal data from international candidate's passport.
4. The link to the eHMS/irka system can be found on the website of Cracow University of Technology and the International Relations Office.
5. The international candidate may register to a maximum of two first-cycle degree programmes being his/her first choice, and only one such second-cycle programme. The indicated programmes cannot include the one where a given candidate is currently studying at the same faculty of PK.
6. When registering online, candidates (subject to sections 7, 8 and 9 and 9a) shall have the option of choosing an alternative programme at the same faculty, in addition to the one being their first choice. Candidates may be admitted to an alternative programme if the programme being their first choice fails to be launched due to a too low number of candidates, or in the case of non-compliance with the requirements of the programme being their first choice, provided that the candidates meet the requirements for an alternative programme.
7. Candidates for the programmes in Architecture and Landscape Architecture at the Faculty of Architecture are not entitled to choose an alternative programme.
8. Candidates for the programmes at the Faculty of Mechanical Engineering are not entitled to choose Industrial Design Engineering as an alternative programme.
9. Candidates for the interfaculty degree programme: Land Management, conducted jointly by the Faculty of Architecture, Faculty of Civil Engineering and Faculty of Environmental and Power Engineering, may choose an alternative programme at the Faculty of Civil Engineering or at the Faculty of Environmental and Power Engineering.
- 9a. Candidates for the interfaculty degree programme: Clean Air Engineering, conducted jointly by the Faculty of Environmental and Power Engineering, Faculty of Civil Engineering and Faculty of Mechanical Engineering may choose an alternative programme at the Faculty of Environmental and Power Engineering or the Faculty of Civil Engineering.
10. Having completed the online registration, the international student referred to in section 1, is obliged to pay the

recruitment fee in the amount of:

- 1) PLN 150 (35 euro) - for the programmes in Architecture and Landscape Architecture at the Faculty of Architecture and Industrial Design Engineering at the Faculty of Mechanical Engineering,
- 2) PLN 85 (20 euro) - other programmes.

11. A separate recruitment fee is required for each selected first-choice programme.

12. The recruitment fee shall be payable to the PK's bank account, the number of which shall be provided to the candidate on the proforma invoice after the correct online registration in the eHMS/irka system.

13. The recruitment fee is not refundable.

14. The International Relations Office shall verify the submitted documents with regards to their formal content, and then forwards them to the Dean of the faculty which the international candidate applies for admission to.

14a. In the case of candidates recruiting for first-cycle studies on the basis of a certificate, diploma or other document issued outside of Poland, referred to in Article 69 section 2 points 4-7 of the Act of 20 July 2018 Law on Higher Education and Science, the result obtained in mathematics is converted into points on a 200-point scale by the International Candidates Recruitment Committee.

14b. The recruitment rate for candidates for first-cycle studies who passed the International Baccalaureate (IB) is determined by calculating the grades obtained in the written part of the IB exam on subjects binding for candidates with the secondary school-leaving certificate ("new matura"), as per the table below:

Grade	Number of points for candidates passing at the standard level (SL)	Number of points for candidates passing at the higher level (HL)
Excellent	100	200
Very good	85	170
Good	70	140
Satisfactory	50	100
Mediocre	30	60
Poor	10	20
Very poor	0	0

14c. The recruitment rate for candidates for first-cycle studies who passed the matriculation examination is determined according to the formula:

$$W = P \text{ or } W = 2R$$

where P and R are respectively the percentage result, shown on the secondary school-leaving certificate (so called "new matura"), obtained from the written part of the matriculation examination in mathematics at the basic or extended level.

14d. The recruitment rate for candidates for first-cycle studies who passed the secondary school-leaving examination (so called "old matura") graded on a six-point scale from 1 to 6 is determined by calculating the mathematics grade obtained in the written part of the matriculation examination, according to the following table:

Grade	Number of points
6,0	200
5,5	185
5,0	170
4,5	155
4,0	140
3,5	120
3,0	100
2,5	80
2,0	60

14e. The recruitment rate for candidates for first-cycle studies who passed the secondary school-leaving examination (so called "old matura") graded on a six-point scale from 2 to 5 is determined by calculating the mathematics grade obtained in the written part of the matriculation examination, according to the following table:

Grade	Number of points
5,0	200
4,5	175
4,0	150
3,5	125
3,0	100

14f. In the case of candidates recruiting for second-cycle studies on the basis of a diploma, the grade point average (GPA) obtained during the first-cycle studies shall be taken into account in the recruitment procedure. GPA not shown on a 5-point scale is converted into 5-point scale by the International Candidates Recruitment Committee.

15. The Dean or other person he/she authorizes, shall verify the forwarded documents with regards to their factual content, and shall apply to the Rector of PK through the International Relations Office to admit, or refuse to admit to the university, the international candidate referred to in section 1.

16. The international candidate admitted to pursue higher education at PK based on the decision of the Rector of PK, shall receive an admission decision. Failure to enrol for the programme at the relevant Dean's office within the period specified in the decision of the Rector of PK shall initiate the proceedings to revoke the admission decision.

17. Prior to the commencement of studies, the international candidate admitted to pursue higher education at PK based on the decision of the Rector of PK, is obliged to carry out the following activities in the International Relations Office:

- 1) make the original copies of all the documents regarding the education obtained, including the translation referred to in § 4 section 9, available for inspection,
- 2) submit the original copies of the remaining documents referred to in section 3, subject to § 5 section 3,
- 3) submit a medical certificate (consistent with the specimen prepared by the International Relations Office), stating that there are no contraindications to commence a specific course or a form of study - it applies to candidates admitted to the Faculty of Chemical Engineering and Technology or to the programme in Nanotechnologies and Nanomaterials,
- 4) present a document confirming the right to hold a health insurance, referred to in § 6,
- 5) present, if required:
 - a) for the enrolment for the first-cycle degree programme - an administrative decision issued by the competent

superintendent of education confirming the right to apply for admission to pursue higher education,

b) for the enrolment for the second-cycle degree programme - a certificate issued by a competent faculty council stating the equivalence of a diploma or other document on education obtained abroad, submitted during the qualification process, with an appropriate graduation diploma issued in the Republic of Poland.

18. In the case of the lack of possibility to obtain an administrative decision of the competent superintendent of education, or the certificate referred to in section 17 clause 5 letter b above for enrolment purposes, it is also allowed to submit:

1) for the enrolment for the first-cycle degree programme - a proof of submission of the documents necessary to recognize a certificate or other document obtained abroad as confirming the entitlement to apply for admission to the university, to the board of education,

2) for the enrolment for the second-cycle degree programme - a proof of submission of the documents necessary for the nostrification of a diploma or other university graduation certificate received abroad, to the appropriate faculty council.

19. Failure to submit the documents referred to in section 17 before the indicated date, or failure of the international candidate qualified for admission based on the decision of the Rector of PK to appear for enrolment, the competent Dean shall be obliged to:

1) immediately notify the Rector of PK through the International Relations Office,

2) remove the qualified candidate from the list of students,

3) note the removal of the qualified candidate in the POL-on system, in the *Cudzoziemcy* module of the Polish National Agency for Academic Exchange (NAWA).

20. The conditions for admission to a given programme are determined by the unit running that programme. These conditions are published on the website of the International Relations Office.

§ 11

Collection of tuition fees

1. PK shall collect tuition fees related to:

1) pursuit of education at part-time programmes,

2) retake of specific courses at full-time programmes due to unsatisfactory academic performance,

3) pursuit of education at programmes conducted in a foreign language,

4) conducting courses not covered by the study programme,

5) international students pursuing education at full-time programmes conducted in Polish.

2. International student may be exempt from the fees referred to in section 1 clauses 2, 3 and 5 above subject to the provisions of an agreement between universities or an international agreement. The international student may also be exempt from these fees based on:

1) the administrative decision of the Rector;

2) the decision of the minister or the director of the Polish National Agency for Academic Exchange (NAWA) in relation to its scholarship holders.

3. Tuition fees for full-time programmes in Polish are not collected from:

- 1) the international student - a citizen 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, and their family members residing in the territory of the Republic of Poland,
 - 2) the international student who has been granted a permanent residence permit or a long-term resident of the European Union,
 - 3) the international student who has been granted a temporary residence permit in connection with the circumstances referred to in Article 159 section 1 or Article 186 section 1 clauses 3 or 4 of the Act of 12 December 2013 on Foreigners (Journal of Laws of 2017, items 2206 and 2282 as well as of 2018, items 107, 138 and 771),
 - 4) the international student with the status of a refugee assigned in the Republic of Poland or who enjoys temporary protection or subsidiary protection on the territory of the Republic of Poland,
 - 5) the international student - holder of a certificate certifying the knowledge of Polish as a foreign language, referred to in Article 11a section 2 of the Act of 7 October 1999 on the Polish language (Journal of Laws of 2018 item 931), at the C1 level or higher,
 - 6) a holder of a valid Pole's Card or a person who was issued a decision regarding the confirmation of their Polish origin,
 - 7) the international student who is a spouse, ancestor or descendent of a citizen of the Republic of Poland, residing in the territory of the Republic of Poland,
 - 8) an international student who has been granted a temporary residence permit in connection with the circumstances referred to in Article 151 section 1 or Article 151b section 1 of the Act of 12 December 2013 on foreigners, or staying on the territory of the Republic of Poland in connection with a short-term mobility of a scientist on the terms specified in Article 156b section 1 of this Act or having a national visa in order to conduct scientific research or development works.
4. International student not referred to in section 3 clauses 2-8 above, cannot apply for a social benefit or a student loan.
 5. Family members of the persons referred to in section 3 clause 1 are the persons set out in Article 2 clause 4 of the Act of 14 July 2006 on the entry into the territory of the Republic of Poland, stay and departure from that territory of the citizens of the European Union Member States and their family members (Journal of Laws of 2017, item 900 and of 2018 item 650).
 6. International candidates who shall pursue education at PK based on international agreements or agreements concluded by PK with foreign entities, shall pay tuition fees set out in these agreements.
 7. International students who shall pursue education on a tuition fee basis, are obliged to pay the fees for educational services pursuant to the terms set out in § 12 and § 13 herein. The amount of tuition fees payable by international students is set out in a separate regulation of the Rector of PK.
 8. The Rector of PK may change the financial conditions for the pursuit of education upon a written request of the international student admitted based on the Rector's decision if, during the course of studies, circumstances justifying the change of these conditions occur, in particular as a result of obtaining a document entitling the pursuit of education on a non-payment basis.
 9. The request referred to in section 8 above, together with the reasons for its submission and the Dean's opinion, should

be submitted via the International Relations Office.

10. Regardless of the financial terms of the pursuit of studies:

- 1) if the curriculum applicable to a given programme of studies, the level and profile of education, provides for the obligation to complete internships, the costs related to their implementation (including the costs of travel, accommodation and board) shall be borne by the student, unless PK or the faculty has financial means from external sources to cover the costs of internships,
- 2) the international student is obliged to hold an accident insurance valid for the period of completing the internships specified in the curriculum, should the entity where the student is to complete the internship make such insurance conditional to admitting the student to that internship,
- 3) the international student shall bear the insurance and the medical examination costs required by the regulations,
- 4) the international student is obliged to document the possession of the insurance referred to in clause 2 above prior to being referred to a given entity to complete internship.

11. Regardless of the financial terms of the pursuit of studies, PK shall collect the fees for issuing the following documents related to the course of study:

- 1) an electronic student identity card - 22 PLN (5 euro), and 33 PLN (7.5 euro) for its duplicate,
- 2) a copy of a diploma of completion of studies in a foreign language, other than the one issued under Article 77 section 2 of the Act on Higher Education - 20 PLN (4 EUR),
- 3) a supplement to a diploma in a foreign language, other than the one issued under Article 77 section 2 of the Act on Higher Education - 20 PLN (4 EUR),
- 4) a duplicate of a diploma of completion of studies - 20 PLN (4 EUR),
- 5) a duplicate of a supplement to a diploma of completion of studies - 20 PLN (4 EUR).

12. The fees for issuing the specific documents related to the course of study shall be made to the PK's bank account prior to their release to the student. These fees are not refundable.

§12

Principles of payment of tuition fees

1. International candidates who shall pursue higher education at PK on a tuition fee basis are required to pay for:

- 1) pursuit of studies at a selected programme, level and profile, conducted in accordance with the curriculum, including the plan of the study programme,
- 2) pursuit of studies at a selected programme, level and profile, conducted in the case of a need to supplement curricular differences,
- 3) retake of specific courses due to unsatisfactory academic performance,
- 4) participation in courses not covered by the study programme, including the courses supplementing the learning outcomes necessary to commence second-cycle degree programmes in a specific programme of study.

2. The tuition fee referred to in section 1 clause 1 shall be payable for a semester as a semester fee.

3. Should the supplementation of the curricular differences resulting from the change of university (transfer to PK), faculty, programme, form of studies, or resumption of studies be necessary, the international student is required to pay the

tuition fee referred to in section 1 clause 2, in proportion to the amount of the semester fee valid for the academic year in which the curricular differences are being supplemented, as well as the number of hours of the courses constituting the curricular differences. The amount of the individual tuition fee payable by a student is determined by the Dean.

4. In the case of a resumption of studies, the international student shall be obliged to pay the following fees:
 - 1) the semester fee, or
 - 2) for retaking specific courses due to unsatisfactory academic performance, or
 - 3) for curricular differences - depending on the progress in learning before the last removal from the list of students, as determined by the Dean.
5. Should the student attend some courses at a selected programme, level and profile, provided for in the curriculum at the higher semester or year of studies, the student shall pay the fee in proportion to the amount of the applicable semester fee, in the dates and mode specified herein. In the following year, the semester fee shall be reduced in proportion to the contributed amount.
6. The fee for retaking specific courses due to unsatisfactory academic performance is charged if it is necessary to re-attend the course (course retake), which the student failed to obtain a credit for, despite the obligation to do so, according to the curriculum and the study programme binding at a selected programme, level and profile, thus obtaining an unsatisfactory academic performance.
7. The fee referred to in section 6 above, shall be charged both in the case of being registered for the next semester or the next year of study (with ECTS credits in debt), and in the case of being registered for the same semester (as part of the semester repetition).
8. The rules, conditions and mode of determining unsatisfactory academic performance (course retake, semester repetition) are set out in the Rules and Regulations of Studies at Cracow University of Technology.
9. Should the Dean refuse to admit a student to take a course being the sequence of the course for which no credit has been obtained, the student shall pay the tuition fee in proportion to the courses actually being attended in a given semester. The amount of the said fee is determined by the Dean.
10. In order to determine the amount of the tuition fee referred to in section 1 clauses 3 and 4 above, the Rector of PK shall determine the rate per one hour of a course by way of an order.
11. The amount of the individual fee referred to in section 1 clauses 3 and 4 above, payable by the international student, shall be determined by the Dean based on the rate specified in the Rector's order, referred to in section 10, by multiplying the rate per one hour of a specific course by the number of hours which the international student is obliged to retake, or which they will additionally attend.
12. The international student is obliged to pay the semester fee referred to in section 1 clause 1 for a given semester of studies prior to the commencement of the course according to the curriculum.
13. The tuition fees payable for:
 - 1) retaking a specific course due to unsatisfactory academic performance,
 - 2) attending a course not included in the curriculum, including courses complementing the learning outcomes necessary to pursue second-cycle degree programmes in a specific study programme,are regulated in one advance payment, no later than on 15 October for the courses conducted in the autumn semester, and

no later than on 15 March for the courses conducted in the spring semester.

14. The fees shall be payable to the bank account specified on the first page of the agreement, under the terms of payment for higher education concluded between the international student and PK, represented by the Dean of the relevant faculty.

15. The timeliness and compliance of the fees shall be monitored by the relevant faculty.

16. In the event of retaking a specific course due to unsatisfactory academic performance or attending a course not included in the curriculum, including courses complementing the learning outcomes necessary to pursue second-cycle degree programmes in a specific study programme in a unit other than the home faculty, the fees referred to in section 1 clauses 3 and 4 shall be payable to the bank account of this unit, according to the rates set out in the Rector's Order in force in this unit.

17. Proofs of payment shall include the following details: bank account number, amount paid, name and surname of the student, name of the faculty, address of residence, title of payment.

18. The international student is obliged to submit a copy of the proof of payment to the Dean's office before the planned date of making use of a particular education service.

19. The fee payment date shall be the date of receipt of a given amount on the bank account specified on the first page of the agreement on the terms of payment for higher education.

20. Every delay in payment of the tuition fee or its insufficient amount shall result in accrual of statutory interest for delay by PK.

21. PK shall not be held responsible for the consequences of erroneous classification of the payment resulting from the circumstances on the side of the contributor, specifically as a result of writing an incorrect bank account number or other data referred to in section 17, or for other similar reasons.

22. In the event of non-payment for education services within the prescribed period, the Dean or other authorized person shall write a default notice demanding to pay the overdue amount within 7 days from the delivery of the notice.

23. After the expiry of the dates referred to in sections 12, 13 and 22 above:

- 1) the Dean of the faculty may remove a student from the list of students due to non-payment of the tuition fees;
- 2) PK shall initiate debt collection proceedings in which they claim receivables in proportion to the attended courses included in the curriculum and study programme as well as the costs incurred by PK.

24. The tuition fees are not refundable, subject to section 25 below.

25. The tuition fees shall be reimbursed for the period of non-education if the international student:

- 1) has been granted a leave from attending the courses or another break in studying under the terms and rules set out in the Rules and Regulations of Studies, or
- 2) has resigned from pursuit of education for health reasons confirmed by a medical certificate or for other important and documented random causes, or
- 3) has received a decision refusing to issue a visa within the meaning of the provisions of the Act of 12 December 2013 on foreigners, or
- 4) has received information from PK International Relations Office that the programme in a given field will not start due to the insufficient number of candidates.

25a. The refund of the fee referred to in § 12 section 25 is made upon a written request of the person concerned.

25b. In the cases referred to in section 25 clauses 3 and 4, the written request for reimbursement of the tuition fee should be submitted to PK International Relations Office by 31 October (applies to studies starting in the winter semester) or 31 March (applicable to studies starting in the summer semester). Requests submitted after this date will be rejected.

26. The conditions for charging tuition fees are set out in the agreement concluded between the international student and Cracow University of Technology, the specimen of which is contained in a separate regulation of the Rector of PK.

27. In justified cases, upon a request of the international student, with the opinion pronounced by the Dean of the faculty, the Rector of PK may extend the deadline for the payment of the tuition fee or may agree to pay the fee in instalments.

§13

Exemption from tuition fees

1. International students who are in a difficult financial situation or commence another programme of studies or other forms of education on a tuition fee basis, may be fully exempt from such a payment by the Rector of PK, or this tuition fee may be reduced, upon a written documented request in this matter accompanied by the opinion pronounced by the Dean of the faculty.

2. The request referred to in section 1 above, together with the reasons for its submission and the Dean's opinion, should be submitted via the International Relations Office.

3. Full exemption from the tuition fee or reduction of its amount for the first semester of studies is not permissible, subject to section 4 below.

4. It is permissible to apply for a reduction of the tuition fee also for the first semester of studies in the case of the following international candidates who are in a difficult financial situation:

1) the graduates of the first-cycle or second-cycle degree programmes at PK who continue their education at PK and whose average grade for the studies was no less than 4.0,

2) the graduates of the first-cycle or second-cycle degree programmes from foreign universities which PK has signed cooperation agreements with, specifying the detailed conditions for the commencement of education at PK.

5. The requests for full exemption from tuition fees or reduction of their amount shall be submitted no later than 14 days from the day of registering for the next semester.

6. The request must be accompanied by all the documents confirming a difficult financial situation of the international student, specifically certificates of their or their family members' income, death certificates of the immediate family member(s), the students' or their family members' employment contracts, and in case of applying for a reduction of the fee for the first semester of studies - also the documents confirming the circumstances referred to in section 4 above.

7. The documents referred to in section 6 above must be submitted in original copies, together with the translation into Polish or English, subject to section 8 below.

8. In exceptional, particularly justified cases, it is permissible to submit copies of the documents referred to in section 6, including their electronic form, however, the student shall be obliged to provide the original documents for inspection to the International Relations Office no later than within 14 days after the submission of the request referred to in section 1 above. Failure to do so shall result in losing the right to be fully exempted from the fee or to reduction of its amount.

9. The documents referred to in section 6 above must be issued no earlier than three (3) months before the date of

submission of the request referred to in section 1.

§ 14

Rights and obligations of international students

1. The organization and course of the study programmes as well as the related rights and obligations of students, including international candidates, are set out in the Rules and Regulations of Studies at Cracow University of Technology, subject to sections 2 and 3 below.
2. The resumption of studies shall be based on the Dean's decision.
3. The transfer shall be based on the decision of the Dean of the receiving faculty.
4. The pursuit of studies in a different programme is permissible only under the recruitment proceedings subject to the provisions referred to herein.
5. When previous documents have expired, the international student is obliged to submit valid documents authorizing him / her to stay on the territory of the Republic of Poland and certifying the right to hold a health insurance on the territory of the Republic of Poland, to the relevant Dean's office.
6. All correspondence addressed to the international student shall be sent to the correspondence address indicated in the agreement. In the event of a change of this address or e-mail address, the international student is obliged to inform PK in writing, by registered mail or by submitting an information letter in person to the Dean's office on confirmation of receipt by the Dean's office employee within 7 days from the change of the address.

§ 15

Responsibilities of the faculties of PK regarding international students' affairs

The Dean is obliged to notify the Rector of PK through the International Relations Office, of any change concerning the course of the study programme of the international student, in particular of his/her graduation, removal from the list of students, resumption of studies, leave from attending courses, course retake, semester repetition, change of the university, change of the study programme or form of studies.

§ 16

The Rector of PK may authorize the relevant Vice-Rector to take decisions and resolve the issues regarding international candidates' affairs on his behalf, to the extent specified herein.