



ORDINANCE No. 32/2023
of the Rector of the Cardinal Stefan Wyszyński University in Warsaw
dated 7 June 2023

on the amount of fees for provided educational services and for issuing documents related to the course of studies and education of doctoral students in the academic year 2023/2024

Pursuant to Articles 79.1 and 79.2, Article 80.2 and Article 324.1 of the Act of 20 July 2018 - Law on Higher Education and Science (*Dziennik Ustaw* 2023, item 742) and § 25.2 (1) (b) and § 105.1, § 105.2 and § 106 of the Statute of Cardinal Stefan Wyszyński University in Warsaw – it is hereby ordered as follows:

§ 1.

1. Cardinal Stefan Wyszyński University in Warsaw, hereinafter referred to as the “University” or “CSWU”, charges fees for the provision of educational services related to:
 - 1) education of students enrolled in part-time programs;
 - 2) repetition of specific courses on full-time and part-time programs due to unsatisfactory academic performance;
 - 3) conducting courses not included in the program curriculum;
 - 4) education of foreign nationals enrolled in full-time programs in Polish;
 - 5) education of students enrolled in programs conducted in a foreign language;
 - 6) confirmation of learning outcomes.
2. Fees for issuing documents related to the course of studies are specified in the Regulation of the Minister of Science and Higher Education of 27 September 2018 on studies (*Dziennik Ustaw* 2021, item 661).
3. Fees for issuing documents related to the education of doctoral students are specified in the Regulation of the Minister of Science and Higher Education of 21 September 2018 on doctoral diplomas, post-doctoral diplomas and doctoral student’s identity card (*Dziennik Ustaw* 2021, item 676).
4. Information on the type and amount of fees is published in the Public Information Bulletin on the University’s website, in the CSWU Public Information Bulletin: <http://bip.uksw.edu.pl>.
5. Fees for educational services and for printed materials related to the course of study for students and doctoral students who began their studies in the academic year 2022/2023 and earlier are charged under the terms of the agreement with CSWU.

§ 2.

Fees for educational services provided as part of study programs in the academic year 2023/2024

The following fees for courses conducted as part of study programs in the academic year 2023/2024:

- 1) Education as part of part-time programs:
- a) Faculty of Theology:
 - theology
 - long-cycle master's degree program PLN 2,300 per year,
 - specialized theological studies in English
 - second-cycle program PLN 10,600 per year;

 - b) Faculty of Canon Law:
 - canon law
 - long-cycle master's degree program PLN 3,000 per year;

 - c) Faculty of Christian Philosophy:
 - psychology
 - long-cycle master's degree program PLN 6,600 per year;

 - d) Faculty of Social and Economic Sciences:
 - economics
 - first-cycle program PLN 6,000 per year,
 - managerial economics:
 - second-cycle program PLN 6,000 per year,
 - internal security:
 - first-cycle program PLN 4,000 per year,
 - second-cycle program PLN 4,500 per year,

 - e) Faculty of Law and Administration:
 - law:
 - long-cycle master's degree program PLN 6,500 per year,
 - administration:
 - first-cycle program PLN 4,500 per year,
 - second-cycle program PLN 4,500 per year;

 - f) Faculty of Humanities:
 - Polish philology
 - first-cycle program PLN 3,900 per year,
 - second-cycle program PLN 3,900 per year,
 - cultural studies
 - first-cycle program PLN 3,600 per year,
 - second-cycle program PLN 3,600 per year,

 - g) Faculty of Education:
 - education:
 - first-cycle program PLN 4,000 per year,
 - second-cycle program PLN 4,000 per year,
 - pre-school and early school education
 - long-cycle master's degree program PLN 4,200 per year,
 - special education:
 - long-cycle master's degree program PLN 4,200 per year,

 - h) Faculty of Mathematics and Natural Sciences. School of Exact



- Sciences
- mathematics:
 - first-cycle program PLN 6,000 per year,
 - second-cycle program PLN 6,000 per year,
 - information technology:
 - first-cycle program PLN 6,000 per year,
 - second-cycle program PLN 6,000 per year,
 - i) Faculty of Family Studies:
 - family sciences:
 - first-cycle program PLN 2,900 per year,
 - second-cycle program PLN 2,900 per year,
 - j) Faculty of Medical Science. Collegium Medicum
 - medical science: PLN 48,000 per year;
- 2) education of as part of full-time programs conducted in a foreign language:
- a) Faculty of Theology
- Second-cycle Specialized Theological Studies
 - persons who are Polish or foreign nationals mentioned in Article 324.2 of the Act of 20 July 2018 – Law on Higher Education and Science (*Dziennik Ustaw* 2022, item 574, as amended) PLN 10,600 per year,
 - foreign nationals mentioned in Article 324.2 of the Act of 20 July 2018 – Law on Higher Education and Science PLN 10,600 per year;

3) The amount of the fee for courses not included in the program curriculum and courses repeated due to unsatisfactory academic performance as part of **part-time programs**

Faculty	Program	level	form	fee in PLN for 1 hour of classes
Faculty of Christian Philosophy	Psychology	long-cycle master's program	part-time	9
Faculty of Medical Science. Collegium Medicum	Medical science	long-cycle master's program	part-time	50
Faculty of Mathematics and Natural Sciences. School of Exact Sciences	Information technology	First-cycle program	part-time	15
	Information technology	Second-cycle program	part-time	16
	Mathematics	First-cycle program	part-time	9
	Mathematics	Second-cycle program	part-time	9
Faculty of Humanities	Polish philology	First-cycle program	part-time	5
	Polish philology	Second-cycle program	part-time	7
	Cultural studies	First-cycle	part-time	8

		program		
	Cultural studies	Second-cycle program	part-time	11
Faculty of Education	Education	First-cycle program	part-time	10
Faculty of Education	Education	Second-cycle program	part-time	9
	Pre-school and early school education	long-cycle master's program	part-time	10
	Special education	First-cycle program	part-time	11
Faculty of Law and Administration	Administration	First-cycle program	part-time	7
	Administration	Second-cycle program	part-time	9
	Law	long-cycle master's program	part-time	7
Faculty of Canon Law	Canon law	long-cycle master's program	part-time	5
Faculty of Social and Economic Sciences	Internal security	First-cycle program	part-time	9
	Internal security	Second-cycle program	part-time	14
	Economics	First-cycle program	part-time	11
	Managerial economics	Second-cycle program	part-time	12
Faculty of Family Studies	Family sciences	First-cycle program	part-time	10
	Family sciences	Second-cycle program	part-time	10
Faculty of Theology	Specialized Theological Studies in English	Second-cycle program	part-time	13
	Theology	long-cycle master's program	part-time	6

- 4) The amount of the fee for courses not included in the program curriculum and courses repeated due to unsatisfactory academic performance as part of **full-time programs** and annual tuition for foreign nationals not mentioned in Article 324.2 of the Act of 20 July 2018 - Law on Higher Education and Science.

Faculty	Program	level	form of study	fee in PLN for 1 hour of classes	annual tuition in PLN for foreign nationals
Faculty of Biology and Environmental Sciences	Biology	First-cycle program	full-time	13	9,800
	Biology	Second-cycle program	full-time	14	9,700
	Environmental Engineering	First-cycle program	full-time	15	10,700
	Environmental Engineering	Second-cycle program	full-time	15	8,800
Faculty of Christian Philosophy	Philosophy	First-cycle program	full-time	7	4,000
	Philosophy	Second-cycle program	full-time	10	4,000
	Environmental Protection	First-cycle program	full-time	12	7,500
	Environmental Protection	Second-cycle program	full-time	14	8,400
	Psychology	long-cycle master's program	full-time	9	6,300
Faculty of Medical Science. Collegium	Medical Science	long-cycle master's	full-time	50	43,100

Medicum		program			
	Nursing	First-cycle program	full-time	50	39,000
	Nursing	Second-cycle program	full-time	50	27,500
Faculty of Mathematics and Natural Sciences. School of Exact Sciences	Chemistry	First-cycle program	full-time	14	9,800
	Chemistry	Second-cycle program	full-time	21	9,800
	Physics	First-cycle program	full-time	14	9,900
	Physics	Second-cycle program	full-time	18	10,100
	Information Technology	First-cycle program	full-time	15	10,100
	Information Technology	Second-cycle program	full-time	16	9,800
	Mathematics	First-cycle program	full-time	9	6,200
	Mathematics	Second-cycle program	full-time	9	5,900
Faculty of Humanities	Classical Philology	First-cycle program	full-time	5	3,700
	Classical Philology	Second-cycle program	full-time	9	3,800
	Polish Philology	First-cycle	full-time	5	4,200

		program			
	Polish Philology	Second-cycle program	full-time	7	4,300
	Italian Philology	First-cycle program	full-time	5	4,200
	Italian Philology	Second-cycle program	full-time	6	3,900
	Cultural Studies	First-cycle program	full-time	8	6,000
	Cultural Studies	Second-cycle program	full-time	11	6,000
	Museology	First-cycle program	full-time	8	6,200
Faculty of History	Archaeology	First-cycle program	full-time	9	6,100
	Archaeology	Second-cycle program	full-time	13	6,700
	Archival Science and Documents Management	Second-cycle program	full-time	6	4,200
	Archival Science and Documents Management	First-cycle program	full-time	6	3,900
	Librarianship	Second-cycle program	full-time	7	3,800
	History	First-cycle program	full-time	6	3,800
	History	Second-	full-time	6	4,300

		cycle program			
	History of Art	First-cycle program	full-time	9	7,600
	History of Art	Second-cycle program	full-time	15	7,900
	Cultural Heritage and Environmental Protection	First-cycle program	full-time	10	8,100
	Culture heritage management	First-cycle program	full-time	10	6,800
	Culture heritage management	Second-cycle program	full-time	17	6,400
Faculty of Education	Education	First-cycle program	full-time	10	5,900
	Education	Second-cycle program	full-time	9	5,700
	Pre-school and early school education	long-cycle master's program	full-time	10	5,600
	Special education	long-cycle master's program	full-time	11	5,900
Faculty of Law and Administration	Administration	First-cycle program	full-time	7	4,100
	Administration	Second-cycle program	full-time	9	4,300
	Security in Digital Economy	Second-cycle	full-time	11	5,000

		program			
	Man in Cyberspace	First-cycle program	full-time	12	4,700
	Law	long-cycle master's program	full-time	7	4,100
	International relations and law	First-cycle program	full-time	7	4,200
	International relations and law	Second-cycle program	full-time	9	4,400
Faculty of Canon Law	Canon law	long-cycle master's program	full-time	5	3,600
Faculty of Social and Economic Sciences	Internal security	First-cycle program	full-time	9	5,700
	Internal security	Second-cycle program	full-time	14	6,200
	Big Data in Social Analytics	Second-cycle program	full-time	19	9,900
	Economics (practical profile)	First-cycle program	full-time	11	5,800
	Managerial economics	Second-cycle program	full-time	12	6,000
	Public Management	First-cycle program	full-time	10	6,100
	European Studies	First-cycle program	full-time	9	5,700
	Political Science	First-cycle	full-time	9	5,900

		program			
	Political Science	Second-cycle program	full-time	11	5,700
	Sociology	First-cycle program	full-time	9	5,900
	Sociology	Second-cycle program	full-time	11	5,800
	Social Work	First-cycle program	full-time	10	6,100
Faculty of Family Studies	Family sciences	First-cycle program	full-time	10	6,200
	Family sciences	Second-cycle program	full-time	10	6,200
Faculty of Theology	Christian Religious Tourism	First-cycle program	full-time	12	8,100
	Journalism and Social Communication	First-cycle program	full-time	12	8,100
	Journalism and Social Communication	Second-cycle program	full-time	9	5,100
	Specialized Theological Studies	Second-cycle program	full-time	6	3,800
	Specialized Theological Studies in English	Second-cycle program	full-time	13	10,600
	Theology	long-cycle master's program	full-time	6	4,100

§ 3.

1. For foreign nationals not mentioned in Article 324.2 of the Act of 20 July 2018 – Law on Higher Education and Science, the annual tuition for education at a full-time program in Polish is hereby established in the amount specified in the table in § 2 (4).
2. For foreign nationals who are students of foreign universities and complete a part of their studies at CSWU, and whose mobility does not result from signed bilateral agreements - it is hereby established that the amount of the fee for education in a foreign language shall be calculated on the basis of the number of hours of classes attended as part of courses multiplied by the rate specified in § 2 (4), converted into euros at the average exchange rate in public procurement in force from 1 January 2022, i.e. EUR 1 = PLN 4.4536, rounded up to the nearest whole euro.

§ 4.

1. The student has the right to pay tuition fees:
 - 1) in a single installment;
 - 2) in two installments;
 - 3) in four installments.
2. In the case of a one-time payment of tuition fee by October 10 or within 7 days after the start of education in the first year of the program, the student is entitled to a 5% discount.
3. In the case of declaring payment in four installments, the amount of tuition fee is increased by 5%.
4. The declaration of payment specifying the number of installments can be submitted in the USOSweb system, in the form of a declaration of intent, on the day of signing the agreement with CSWU on the terms of tuition fee payment, and in the case of its amendment for subsequent years of the program – by October 1st at the latest.
5. If no declaration of payment is made, payment shall be made in 2 installments.
6. The amount of installments and deadlines for payment thereof in the academic year are set forth in Appendices 1 and 2 hereto.
7. The deadlines for the payment of installments throughout the entire program cycle are set forth in the table below.

Form of payment	Fee payment deadlines	Amount due for the academic year	Who decides about the form of payment?
One-time fee for the entire academic year	By October 10 th	95% of the fee	Decision is made by the student in the declaration
2 installments - broken down into 2 semesters	1 st installment by October 10 th 2 nd installment by February 15 th	100% of the fee	Decision is made by the student in the declaration
4 installments	1 st installment by October 10 th 2 nd installment by November 30 th 3 rd installment by February 15 th	105% of the fee	Decision is made by the student in the declaration

§ 5.

1. Fees for educational services are paid to the individual IPM bank account generated in the USOSweb system. The individual IPM bank account is the sole basis for identifying the payment, student, doctoral student in settlements for educational services.
2. The payment date is the date when the amount is credited to the bank account referred to in paragraph 1.
3. Payments made will be allocated first towards the oldest amounts due by the student, i.e. according to their due dates.
4. Failure to pay fees on time will result in the accrual of statutory interest for each day of delay.
5. Payments made after the due date will be credited first towards the principal amount and then towards accrued interest on late payments.
6. Failure to pay fees for educational services by the established due date may be grounds for removal from the list of students.
7. If the student is removed from the list of students, re-enrollment of the student may take place only after payment of the amount due plus statutory interest.

§ 6.

1. A student on dean's leave shall not be charged a tuition fee for the duration of said leave. The fee shall be determined on a pro rata basis for the period of study, calculated in accordance with paragraph 2.
2. If the dean's leave lasts for the entire academic year, the student is not required to pay tuition fees. However, if during the period of leave a student takes selected classes and passes them and takes examinations, pursuant to § 37 (2) of the Academic Regulations of CSWU, they are under an obligation to pay the tuition fee for these classes in the amount calculated in accordance with § 7 (2) and (8).

§ 7.

1. CSWU charges fees for provided educational services related to the repetition of specific courses on full-time and part-time programs due to unsatisfactory academic performance.
2. The fees referred to in paragraph 1, with the exception of foreign language courses and physical education classes as part of full-time programs, are calculated as the number of hours of repeated classes multiplied by the cost intensity (K) of one hour at a given study program field of study, expressed in PLN:
 - 1) for part-time study programs according to the cost per teaching hour mentioned in § 2 (3);
 - 2) for full-time study programs according to the cost per teaching hour mentioned in § 2 (4).
3. The fee for re-enrollment of a student who was removed from the list of students due to unsatisfactory academic performance is calculated according to the rules set forth in paragraph 2.
4. A student who pays the fee for educational services has the right, with the approval of the dean, to participate in classes of a higher year of the study program under the rules set forth in paragraph 5.
5. The fee for classes referred to in paragraph 4 is calculated as the number of hours multiplied by the cost intensity of the subject from the higher year of the study program selected by the student, as specified in paragraph 2 (1) and (2), as the case may be.
6. The tuition fee for subsequent years with the number of courses reduced by the subjects referred to in paragraph 4 shall be proportionately reduced.

7. The recognition of a student's achievements (credited classes) from another university or another field of study cannot be the basis for reducing the annual tuition fee.
8. For the repetition of courses as part of study programs: a contemporary foreign language course or physical education course, a fee of PLN 450 is charged per semester of classes.

§ 8.

1. Resignation from enrollment in a study program and removal from the list of students during the academic year does not cancel the student's debt towards CSWU for outstanding tuition fees for educational services.
2. Resignation from educational services provided by CSWU shall be submitted in writing to the Dean's Office of the relevant faculty.
3. The rules for calculating the amounts payable to CSWU in respect of tuition fees for educational services are set forth in paragraphs 4 and 5.
4. Students who have submitted a written resignation from enrollment in a study program to the Dean's Office of the relevant faculty by September 30th are not charged fees for the next year of the study program.
5. Students who have submitted a written resignation from enrollment in a study program to the Dean's Office of the relevant faculty by February 15th are not charged fees for the summer semester.

§ 9.

1. The rules for reimbursement of fees mentioned in § 2 paid by students are set forth in paragraphs 2 and 3.
2. Persons who have paid the fee for the entire academic year or for a given semester to be then dropped from the list of students during the academic year and persons who have resigned from their study programs shall receive a refund in the amount proportionate to the period of attending courses offered by CSWU during the academic term, according to the formula specified in paragraph 5, taking into consideration the declared fee payment system.
3. In the event that the study program is not launched due to an insufficient number of candidates, those who have paid the fee for these forms of education are refunded 100% of the fee paid.
4. The refund of fee paid for the study program is effected at the request of the student, submitted in writing to the Dean's Office of the relevant faculty. The refund is effected to the bank account specified in the request, minus the transfer fee.
5. The amount to be refunded is calculated for individual study programs and doctoral programs according to the following formula: $KZ = K - (O / OW \times L)$

(it is necessary to assume that amounts are going to be rounded up to the full PLN and accordingly to the full EUR) where:

KZ - the amount of refund in PLN calculated proportionately to the period of attending courses offered by the University during the academic term, after taking into account the amount of the tuition fee paid by the student or doctoral student,

O - the fee payable for the academic year for a study program, doctoral program, appropriate for the field of study and year of the study program, taking into account the declared fee payment system, exemptions from fees, etc.,

K - the amount paid by the student as a tuition fee for the academic year 2023/2024,

L - the number of days of attending courses offered by the University during the



academic term (the day when the student is removed from the list of students and the day of resignation from a doctoral program is not counted),

OW - the number of days in the academic term in the academic year 2023/2024, i.e. the number of 274 days is adopted for the entire year, whereas the number of 137 days is adopted for a single semester.

§ 10.

1. The decisions regarding
 - 1) whether to refund the fee in the event of:
 - a) a study program not being launched,
 - b) overpayment,
 - c) resignation from the study program;
 - 2) the determination of the amount of tuition fee refundable to students who are on dean's leave or students who resumed studies or are repeating a subject due to unsatisfactory academic performance - are made by the dean of the faculty on which the study program is conducted.
2. Decisions made by the dean must precisely specify the academic year and year of the study program to which they pertain as well as the amounts and due dates applicable to the student.
3. The student has the right to appeal the dean's decision to the vice-rector for student affairs.
4. The appeal referred to in paragraph 3 shall be considered by the dean or the course administrator.

§ 11.

1. A fee is charged for issuing documents related to the course of studies and education of doctoral students, in the following amounts:
 - 1) for issuing the Electronic Student ID - PLN 22;
 - 2) for issuing the Electronic Student ID to a student completing part of their study program at a University participating in a mobility program - EUR 5;
 - 3) for issuing the Electronic Doctoral Student ID - PLN 22;
 - 4) for issuing a student record book - PLN 4;
 - 5) for issuing an additional copy of a graduation diploma or a copy of a diploma supplement in a foreign language - PLN 20;
 - 6) for legalizing documents intended for legal transactions with foreign entities, other than a graduation diploma and supplement - PLN 26;
 - 7) for a copy of a doctoral diploma:
 - a) in Polish - PLN 60,
 - b) translated to a foreign language - PLN 80;
 - 8) for a duplicate graduation diploma - PLN 20;
 - 9) for a duplicate supplement to the diploma - PLN 20;
 - 10) for a duplicate doctoral diploma - PLN 90.
2. For issuing a duplicate of documents referred to in paragraph 1 (1) to (3), a fee is charged in the amount 50% higher than for issuing the original copy.
3. Fees referred to in paragraph 1 (4) to (6) are paid to an individual IPM bank account assigned to the student, doctoral student or participant, available in the USOSweb system.
4. Fees referred to in paragraph 1 (7) to (10) are paid to the general primary bank account of CSWU.
5. The fee for the Electronic Student ID (ESID) and Electronic Doctoral Student ID (EDSID) in the case of candidates is paid to a separate, special CSWU bank account used exclusively for payments for ESIDs and EDSIDs. In the case of persons who are replacing their document, the payments are made to an individual IPM account available in the USOSweb system.



6. In the case of fees that need to be paid to an individual IPM bank account, dean's offices assign amounts due for documents to specific student or doctoral student in the UPS USOS system.
7. The proof of payment of the fee referred to in paragraph 4 shall be submitted to the dean's office for inclusion in the student's personal file.

§ 12.

A fee of PLN 80 is charged for a tube for a doctoral or post-doctoral diploma.

§ 13.

A fee of PLN 430.00 per subject verified by the Learning Outcome Validation Committee shall hereby be charged for conducting proceedings related to the validation of learning outcomes achieved outside the university system as part of extra-formal and non-formal education.

§ 14.

In matters related to payment for educational services that are not regulated herein, the decisions shall be made by the vice-rector for student affairs.

§ 15.

Ordinance No. 50/2022 of the Rector of CSWU dated 6 June 2022 on the amount of fees for provided educational services and for issuing documents related to the course of studies and education of doctoral students is repealed.

§ 16.

The Ordinance shall enter into force as of the day of its adoption.

RECTOR

Rev. Prof. Ryszard Czekalski, PhD