



ORDINANCE

No. 42/2023 of the Rector of the Cardinal Stefan Wyszyński University in Warsaw dated 2 August 2023

on the amount of fees for educational services for postgraduate study programs and other forms of education in the academic year 2023/2024

Pursuant to Article 163.2 of the Act of 20 July 2018 – Law on Higher Education and Science (*Dziennik Ustaw* 2023, item 742, as amended) and § 25.2 (1)(b) of the Statute of the Cardinal Stefan Wyszyński University in Warsaw, it is hereby ordered as follows:

§ 1.

1. For postgraduate students and participants in other forms of education at the Cardinal Stefan Wyszyński University in Warsaw, hereinafter referred to as “University”, the following amounts of fees for courses in the academic year 2023/2024 are hereby established:

1) courses at postgraduate study programs:

Master of Business Administration in Healthcare (3 semesters)	PLN 9,000 per semester
Faculty of Theology	
Postgraduate Theology Studies in Warsaw (4 semesters)	PLN 1,150 per semester
Postgraduate Theology Studies A (theological module) (4 semesters)	PLN 800 per semester
Postgraduate Theology Studies B (catechetical module) (4 semesters)	PLN 300 per semester
Postgraduate Theology Studies C (educational module) (4 semesters)	PLN 300 per semester
Postgraduate Practical Theology Studies in Warsaw (6 semesters)	PLN 1,300 per semester
Postgraduate Bible Formation Studies	PLN 800

(4 semesters)	per semester
Postgraduate Spiritual Direction Studies (4 semesters)	PLN 750 per semester
Postgraduate Theology Studies at the <i>Centre for Science and Research in Gdynia</i> (4 semesters)	PLN 300 per semester
Postgraduate Practical Theology Studies at the <i>Centre for Science and Research in Gdynia</i> (6 semesters)	PLN 300 per semester
Postgraduate Practical Theology Studies at the <i>Centre for Science and Research in Łomża (6 semesters)</i>	PLN 300 per semester
Postgraduate Theology of the Apostolate Studies at the <i>Center for Theology of the Apostolate "Pallottianum" in Ożarów Mazowiecki (6 semesters)</i>	PLN 300 per semester
Postgraduate Consecrated Life Studies at the <i>Center for Theology of the Apostolate "Pallottianum" in Ożarów Mazowiecki (6 semesters)</i>	PLN 300 per semester
Postgraduate Mariology Studies at the <i>Center for Mariological Studies "Kolbianum" in Paprotnia (6 semesters)</i>	PLN 300 per semester
Faculty of Canon Law	
Postgraduate Studies in Judicial and Administrative Counseling in the Catholic Church (2 semesters)	PLN 2,250 per semester
Faculty of Education	
Postgraduate Education Management Studies (2 semesters)	PLN 2,000 per semester
Postgraduate Inclusive Education Studies (3 semesters)	PLN 2,400 per semester
Postgraduate Studies in the field of Educational Preparation for Teaching a Subject or Conducting Classes (3 semesters)	PLN 1,500 per semester
Postgraduate Studies in the field of Education and Rehabilitation of Persons with Intellectual Disability with Artistic Activity (3 semesters)	PLN 2,500 per semester
Postgraduate Studies in the field of Education of Persons with Visual Impairment with Vision Rehabilitation, Spatial Orientation	PLN 2,800 per semester

and Technological Support (3 semesters)	
Postgraduate Studies in the field of General and Clinical Speech and Language Therapy (4 semesters)	PLN 2,400 per semester
Faculty of History	
Postgraduate Studies “Genealogy. Theory and Practice” (2 semesters)	PLN 2,100 per semester
Faculty of Humanities	
Postgraduate Publishing Studies (2 semesters)	PLN 2,500 per semester
Postgraduate Studies in Creative Writing (2 semesters)	PLN 2,000 per semester
Faculty of Mathematics and Natural Sciences. School of Exact Sciences	
Postgraduate Studies in Mathematics (3 semesters)	PLN 1,900 per semester

2) other forms of education:

Faculty of Theology	
Course “Study of Biblical and Theological Knowledge” (2 semesters)	PLN 700 per course
Course “Mariology Study” <i>(Center for Mariological Studies “Kolbianum” in Paprotnia)</i> (2 semesters)	PLN 200 per course
“Theology Course (<i>Ad Lauream</i>)” (2 semesters)	PLN 800 per course
“Course for Parish Catechists” (2 semesters)	PLN 700 per course
Faculty of Canon Law	
“Third Cycle of Canon Law” (supplementary course for doctoral students) (2 semesters)	PLN 3,200 per course
Course “Priority Issues of Religious Life in Light of Canon Law” (1 semester)	PLN 700 per course
Workshop “Service to the Authority of Monastic Superiors” (8 hours)	PLN 230 for the workshop

Course “Legal Procedures in Abnormal Situations in the Life of Consecrated Persons” (2 semesters)	PLN 2,000 per course
Course “Abnormal Situations in the Life and Service of the Clergy. Criminal and Canonical Aspects” (1 semester)	PLN 1,600 per course
Course “Canonical Judicial Practice” (1 semester)	PLN 2,500 per course
Faculty of Family Studies	
Specialized course for those who minister to the sick and hospital chaplains “Contact with the sick and their families” (2 semesters)	PLN 2,950 per course
Faculty of History	
Workshop “Protection of Sacred Monuments in Mazowieckie Voivodeship and Possibilities of Obtaining Funds for its Implementation” (18 hours)	PLN 1,000 for the workshop

§ 2.

1. Postgraduate students and participants in other forms of education pay a one-time fee for the entire academic year no later than 7 business days before the start date of classes or in the case of semester installments – no later than 7 business days before the start of the relevant semester.
2. The head of another form of education will provide information to the Bursar’s Office about the amount of installments, in the case of payment in semester installments, no later than 14 days before the start of the education, in order to fill out the price lists in the USOS system.
3. The condition for entering a person on the list of postgraduate students or participants in another form of education and enrollment for the next semester is making the payment within the time limits specified in paragraph 1.

§ 3.

1. Fees for educational services are paid to the individual IPM bank account generated in the USOSweb system.
2. The payment date is the date when the amount is credited to the bank account referred to in paragraph 1.
3. Failure to pay fees on time will result in the accrual of statutory interest for each day of delay.
4. Payments made after the due date will be credited first towards the principal amount and then



towards accrued interest on late payments. In settlements concerning educational services, the sole basis for the identification of payments made by a postgraduate students or participant in another form of education is the individual IPM bank account number.

§ 4.

1. Resignation or removal from a postgraduate study program or other form of education during the academic year does not grant entitlement to receive a refund of fees paid, subject to paragraph 3.
2. Resignation from educational services provided by CSWU must be submitted in writing to the main office of the unit organizing the relevant postgraduate study programs or other form of education.
3. The amounts paid are refunded only for semesters of education at postgraduate study programs and other forms of education that have not yet started.

§ 5.

1. The rules for refunding fees mentioned in § 1, paid by postgraduate students or participants in other forms of education, are set forth in paragraphs 2 to 5.
2. The fee paid for postgraduate studies or another form of education shall be refunded only in the cases mentioned in paragraphs 3 and 4, at the request of a postgraduate student or participant in another form of education submitted in writing to the main office of the unit organizing the relevant educational service.
3. In the case of resignation, 100% of the fee paid for the semester is refunded, provided that the request is submitted before the start of classes in the relevant semester to which the refund pertains.
4. If the postgraduate study program or other form of education is not launched, 100% of the fee shall be refunded.
5. The refund referred to in paragraph 2 shall be made in the form of a transfer to the bank account indicated in the application, according to the formula established by the University, minus the transfer fee.

§ 6.

Information on the rates of fees for educational services provided in postgraduate studies and other forms of education is published in the Public Information Bulletin on the University's website <http://bip.uksw.edu.pl>.



§ 7.

In matters related to payment for educational services provided as part of postgraduate study programs and other forms of education that are not regulated herein, the decisions shall be made by the vice-rector for student affairs.

§ 8.

The amount of fees for educational services provided as part of postgraduate studies and other forms of education, charged from postgraduate students and participants in other forms of education who began postgraduate studies and other forms of education in the academic year 2022/2023 and earlier, is set forth in the agreement with the University.

§ 9.

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

duly authorized by

VICE-RECTOR
FOR SCIENCE AND INTERNATIONAL
COOPERATION

University Prof. Rev. Marek Stokłosa, PhD

