

Translation from Polish, from original

**RECTOR
OF THE WARSAW SCHOOL OF ECONOMICS
in Warsaw**

RB/119/09

ORDINANCE NO. 48

of 24 July 2009

on the level of fees at Bachelor's and Master's studies and the uniform Master's studies at the Warsaw School of Economics in the academic year 2009/2010

Pursuant to Article 99 sec. 2 of the Higher Education Act of 27 July 2005 (Journal of Laws Dz. U. No. 164, item 1365 as amended) and § 17 of the Ordinance of the Minister of Science and Higher Education of 12 October 2006 on foreigners undertaking and pursuing studies and internships and their participation in scientific research and development works (Journal of Laws Dz.U. No. 190, item 1406) in relation to the Resolution No. 138 of the SGH Senate of 12 July 2006 on the terms of collecting fees for offered education services and the terms and mode of exemption from these fees it is hereby resolved as follows:

§ 1

1. A table of fees for the students of full-time Bachelor's studies is introduced together with the time-limits for their settlement; the said table constitutes Appendix No. 1 hereto.
2. A table of fees for the students of extra-mural Bachelor's studies is introduced together with the time-limits for their settlement; the said table constitutes Appendix No. 2 hereto.
3. A table of fees for the students of full-time Master's studies and uniform Master's studies is introduced together with the time-limits for their settlement; the said table constitutes Appendix No. 3 hereto.
4. A table of fees for the students of extra-mural Master's studies is introduced together with the time-limits for their settlement; the said table constitutes Appendix No. 4 hereto.
5. A table of fees for the students of full-time studies at the Master's Studies in the extended major of International Business is introduced together with the time-limits for their settlement; the said table constitutes Appendix No. 5 hereto.
6. A template agreement on the fees for studies at the Bachelor's Studies is introduced and constitutes Appendix No. 6 hereto.
7. A template agreement on the fees for studies at the Master's Studies is introduced and constitutes Appendix No. 7 hereto.

8. A template agreement on the fees for full-time studies at the Master's Studies in the extended major of International Business is introduced and constitutes Appendix No. 8 hereto.

§ 2

The fees established in the tables stipulated under §1 sec. 1-5 are of one-off nature. ~~The terms and conditions of dividing the fees into instalments are regulated by the Resolution No. 138 of the SGH Senate of 12 July 2006.~~

§ 3

This Resolution shall come into force on the day of its signing and shall be applied to fees pertaining to the academic year 2009/2010.

R E C T O R

Professor Adam Budnikowski

Appendix No. 5 to the Rector's Resolution No. 48 of 24 July 2009

**TABLE OF FEES
for the students of full-time studies at the Master's Studies in the extended major of
International Business**

No.	Payment title	Payment amount	Payment schedule
I. FEES PERTAINING TO ADMISSION TO STUDIES (with the exception of the enrolment fee) ¹			
1.	fee for the proceeding pertaining to resuming studies	EUR 50	payable within 7 days from the date of the Dean's decision
II. TUITION			
2.	per academic year ²	EUR 2600	payable by the date of the course commencement in the academic year

¹ Payments made in EUR to the F/X bank account of the Warsaw School of Economics with the indication of the payment title.

² Applicants qualified to full-time studies at the Master's Studies at the extended major of International Business settle at least one-tenth of the annual fee pursuant to the terms of applicant enrolment to studies in the academic year 2009/2010 and the remaining part of the payment is made pursuant to the payment schedule.

3.	per semester ²	EUR 1300	payable by the date of the course commencement in the semester
4.	additional fee in the first year of studies, collected from persons who are not citizens of EU Member States or EFTA Member States ¹	EUR 200	payable together with the fee for the first year/semester of studies
III. FEE FOR ADDITIONAL STUDY PERIODS (i.e. exceeding the nominal period of studies)			
5.	for re-taking a semester (i.e. pursuing the courses for which the credit was not granted, without the possibility of parallel pursuing the programme of the subsequent semester)	EUR 45 per 1 ECTS	payable within 7 days from the date of the Dean's decision
IV. FEES FOR RE-TAKING CLASSES AND ADDITIONAL TESTS			
6.	for re-taking a course (i.e. pursuing the courses for which the credit was not granted, with the possibility of parallel pursuing the programme of the subsequent semester)	EUR 45 per 1 ECTS	payable within 7 days from the date of the Dean's decision
7.	for exam before examination review board	EUR 100	payable within 7 days from the date of the Dean's decision
8.	for re-taking graduation exam	EUR 240	payable within 7 days from the date of the Dean's decision
9.	for factual analysis of the application on acknowledging a grade obtained at another school of higher education	EUR 20 per course	payable upon submitting the application at the Dean's Office
V. FEES FOR CLASSES NOT SUBJECT TO THE PLAN OF STUDIES (i.e. not subject to programme and point requirements)			
10.	for ECTS surplus resulting from pursuing an individual plan of studies exceeding the program and point requirements ⁴	EUR 45 per 1 ECTS	payable within 7 days from the date of the Dean's decision
11.	for consultations pertaining to diploma thesis during the three-month conditional acceptance for the subsequent semester in the case of prolonging the period for submitting the diploma thesis	EUR 200 for each month of prolongation	payable within 7 days from the date of the Dean's decision

⁴ Applies to students who commence studies in the academic year 2009/2010

¹ Pursuant to § 17 sec. 4 of the Ordinance of the Minister of Science and Higher Education of 12 October 2006 on foreigners undertaking and pursuing studies and internships and their participation in scientific research and development works (Journal of Laws Dz. U. No. 190, item 1406).

Appendix No. 8 to the Ordinance
of the Rector No. 48 of 24 July 2009

**AGREEMENT ON FEES PERTAINING TO FULL-TIME STUDIES AT THE
MASTER'S STUDIES
FOR THE EXTENDED MAJOR OF INTERNATIONAL BUSINESS**

concluded on in Warsaw by and between the Warsaw School of
Economics, al. Niepodległości 162, hereinafter referred to as the School, represented
by:

.....
Dean of the Master's Studies,
acting upon the authorisation of the Rector of the SGH,

and
residing in, at ul.,
holding a personal identity card/ passport* series no.
....., hereinafter referred to as Student.

Whereas pursuant to the provisions of the Higher Education Act of 27 July 2005
(Journal of Laws Dz.U. No. 164, item 1365 as amended) and the Statutes of the
Warsaw School of Economics the School:

- ensures the Student tutoring on full-time studies at the extended major of
International Business, pursuant to the Studies Plan of the said extended major in
conformity with the relevant internal provisions and according to the principles
established in the Rules and Regulations of studies;
- ensures the Student learning conditions within the scope of the teaching
programme conforming with the currently binding standards by way of:
employment of qualified lecturers and teachers of foreign languages, granting
access to premises conforming with the regulations, assistance in attending
professional internship, organisation and administrative service of the educational
process;
- issues the Student a higher education graduation diploma upon the fulfilment of all
required conditions by the Student;

the parties conclude the following agreement:

* delete as applicable

~~§ 1~~

~~The subject-matter of this agreement is the establishment of the terms and conditions of payment for studies pursuant to Article 160 sec. 3 of the Higher Education Act of 27 July 2005 (Journal of Laws Dz.U. No. 164, item 1365 as amended).~~

~~§ 2~~

~~The Student undertakes to settle timely the fees for studying at the full-time Master's studies at the extended major of International Business as well as all other fees pursuant to the provisions of this agreement.~~

~~§ 3~~

- ~~1. The fees for studies and other due fees together with the dates for their settlement are stipulated in the table of fees for students of Master's studies at the extended major of International Business which constitutes an integral part of the present agreement and shall be binding throughout the period of this agreement, subject to sec. 2.~~
- ~~2. Fees can be subject to indexation calculated according to the retail prices indicator effective as at the date of commencing classes in the subsequent semester.~~
- ~~3. The table of fees, indexed pursuant to sec. 2, is announced by the Rector of the SGH in an ordinance issued not later than one month prior to the commencement of the semester.~~
- ~~4. In justified situations, upon a written application of the Student the Rector of SGH may consent to dividing the fee into instalments or postponing the time-limit for payment.~~
- ~~5. Fees under the present agreement shall be settled by the Student in EUR to the indicated bank account of the School with the indication of the payment title. The School shall not bear the handling costs of transfers from F/X accounts.~~
- ~~6. The Student is obligated to present a proof of payment upon the request of authorised employees of the School.~~
- ~~7. The date of payment will be deemed to be the date of crediting the bank account of the School with the paid amount.~~
- ~~8. Each delay in settling the payment or its part or its payment in partial amount results in the School charging statutory interest on the delayed amount.~~

~~§ 4~~

- ~~1. In case of default in the settlement of payments and fees stipulated under §3 exceeding 30 days the Dean may take a decision on deleting the Student from the student list. In such a case, the present agreement shall be subject to termination with immediate effect.~~
- ~~2. Resuming studies and re-entry to the student list requires the conclusion of a new agreement, pursuant to the template binding for the given year.~~

- ~~3. The condition for concluding the agreement stipulated under sec. 2 is the settlement of all defaults in payments together with the interest and the settlement of the registration fee stipulated for the given academic year in conformity with the provisions binding at the School.~~
- ~~4. The termination of the present agreement by the School ensues in case of deleting the Student from the student list in conformity with the Rules and Regulations of studies. In such a case, the date of terminating the agreement shall be deemed to be the end of the month in which the Dean takes the decision on deleting the Student from the student list, subject to the provisions of sec. 1.~~
- ~~5. The Student is entitled to terminate the present agreement upon a written notification submitted one month in advance; the termination of the present agreement is tantamount to submitting an application for deleting the Student from the student list.~~
- ~~6. The submission of an application for deleting from the student list by the Student is tantamount to terminating the present agreement within the time-limit stipulated in sec. 4.~~
- ~~7. In case of terminating the agreement pursuant to sec. 1, 4, 5 and 6, if the Student settled the fee for the given semester in advance, the School shall reimburse the fee for the months ensuing after the month in which the agreement was terminated.~~

~~§ 5~~

- ~~1. The Student consents to the School processing his/her personal data in the scope necessary for the performance of the present Agreement, pursuant to the Act of 29 August 1997 on the protection of personal data (Journal of Laws Dz.U. No. 133, item 883 as amended).~~
- ~~2. Issues not regulated by the present agreement shall be subject to the provisions of the Civil Code as well as the provisions regulating the terms of operation of higher education institutions and the internal provisions issued by the School authorities.~~
- ~~3. By signing the agreement, the Student declares that he/she is familiar with the Rules and Regulations of studies which have been made available to him/her.~~

~~§ 6~~

- ~~1. Any and all amendments hereto as well as its termination and dissolution require the written form under pain of invalidity.~~
- ~~2. This agreement has been concluded for the duration of studies to which it applies pursuant to §1 and it will expire upon the collection of the graduation diploma by the Student, apart from other instances stipulated in the agreement.~~

~~§ 7~~

~~This agreement has been prepared in two uniform counterparts made parallel in Polish and English, one for each of the parties.~~

§ 8

~~In case of disputes arising in relation to this agreement they will be settled on the basis of the Polish language version.~~

~~Student~~

~~Dean of the Master's Studies,~~

End of the Polish text

I, Agata Trzcńska, sworn court translator of the English language, entered into the List of Sworn Translators maintained by the Minister of Justice under no. TP/89/08, hereby attest and certify the compliance of the above translation with the original, presented to me in the Polish language, in witness whereof I affix my stamp and hand this 6th day of August 2009.

Rep. nr 91/09

Agata Trzcńska, MA

Translation from Polish, from original

Appendix No. 3 to the Ordinance
of the Rector No. 51 of 11 August 2009

**AGREEMENT ON FEES PERTAINING TO FULL-TIME STUDIES AT THE
MASTER'S STUDIES
FOR THE EXTENDED MAJOR OF INTERNATIONAL BUSINESS**

concluded on in Warsaw by and between the Warsaw School of Economics, al. Niepodległości 162, hereinafter referred to as the School, represented by:

.....
Dean of the Master's Studies,
acting upon the authorisation of the Rector of the SGH,

and
residing in, at ul.,
holding a personal identity card/ passport* series no.
....., hereinafter referred to as Student.

Whereas pursuant to the provisions of the Higher Education Act of 27 July 2005 (Journal of Laws Dz.U. No. 164, item 1365 as amended) and the Statutes of the Warsaw School of Economics the School:

- ensures the Student tutoring on full-time studies at the extended major of International Business, pursuant to the Studies Plan of the said extended major in conformity with the relevant internal provisions and according to the principles established in the Rules and Regulations of studies,
- ensures the Student learning conditions within the scope of the teaching programme conforming with the currently binding standards by way of: employment of qualified lecturers and teachers of foreign languages, granting access to premises conforming with the regulations, assistance in attending professional internship, organisation and administrative service of the educational process,
- issues the Student a higher education graduation diploma upon the fulfilment of all required conditions by the Student,

the parties conclude the following agreement.

* delete as applicable

§ 1

The subject-matter of this agreement is the establishment of the terms and conditions of payment for studies pursuant to Article 160 sec. 3 of the Higher Education Act of 27 July 2005 (Journal of Laws Dz.U. No. 164, item 1365 as amended).

§ 2

The Student undertakes to settle timely the fees for studying at the full-time Master's studies at the extended major of International Business as well as all other fees pursuant to the provisions of this agreement.

§ 3

9. The fees for studies and other due fees together with the dates for their settlement are stipulated in the table of fees for students of Master's studies at the extended major of International Business which constitutes an integral part of the present agreement and shall be binding throughout the period of this agreement, subject to sec. 2.
10. Fees can be subject to indexation calculated according to the retail prices indicator effective as at the date of commencing classes in the subsequent semester.
11. The table of fees, indexed pursuant to sec. 2, is announced by the Rector of the SGH in an ordinance issued not later than one month prior to the commencement of the semester. The table of fees for the students of full-time studies at the Master's Studies at the extended major of International Business which constitutes Appendix No. 5 to the Rector's Ordinance no. 48 of 24 July 2009 on the amount of fees at Bachelor's and Master's studies and uniform Master's studies at the Warsaw School of Economics in the academic year 2009/2010 constitutes Appendix No. 1 to the present Agreement.
12. In justified situations, upon a written application of the Student the Rector of SGH may consent to dividing the fee into installments or postponing the time-limit for payment.
13. Fees under the present agreement shall be settled by the Student in EUR to the indicated bank account of the School with the indication of the payment title. The School shall not bear the handling costs of transfers from F/X accounts.
14. The Student shall be obligated to present a proof of payment upon the request of authorised employees of the School.
15. The date of payment will be deemed to be the date of crediting the bank account of the School with the paid amount.
16. Each delay in settling the payment or its part or its payment in partial amount results in the School charging statutory interest on the delayed amount.
17. Apart from the fees stipulated in the preceding paragraphs the Student shall be obligated to settle fees whose amount and terms of payment are established in the Rector's Ordinance no. 42 of 19 September 2006 on the charges on certain

documents relating to the course of studies issued at the Warsaw School of Economics, constituting Appendix no. 2 to the present Agreement.

§ 4

8. In case of default in the settlement of payments and fees stipulated under §3 exceeding 30 days the Dean may take a decision on deleting the Student from the student list. In such a case, the present agreement shall be subject to termination with immediate effect.
9. Resuming studies and re-entry to the student list shall require the conclusion of a new agreement, pursuant to the template binding for the given year.
10. The condition for concluding the agreement stipulated under sec. 2 is the settlement of all defaults in payments together with the interest and the settlement of the registration fee stipulated for the given academic year in conformity with the provisions binding at the School.
11. The termination of the present agreement by the School ensues in case of deleting the Student from the student list in conformity with the Rules and Regulations of studies. In such a case, the date of terminating the agreement shall be deemed to be the end of the month in which the Dean takes the decision on deleting the Student from the student list, subject to the provisions of sec. 1.
12. The Student is entitled to terminate the present agreement upon a written notification submitted one month in advance; the termination of the present agreement is tantamount to submitting an application for deleting the Student from the student list.
13. The submission of an application for deleting from the student list by the Student is tantamount to terminating the present agreement within the time-limit stipulated in sec. 4.
14. In case of terminating the agreement pursuant to sec. 1, 4, 5 and 6, if the Student settled the fee for the given semester in advance, the School will reimburse the fee for the months ensuing after the month in which the agreement was terminated.

§ 5

4. The Student consents to the School processing his/her personal data in the scope necessary for the performance of the present Agreement, pursuant to the Act of 29 August 1997 on the protection of personal data (Journal of Laws Dz.U. No. 133, item 883 as amended).
5. Issues not regulated by the present agreement shall be subject to the provisions of the Civil Code as well as the provisions regulating the terms of operation of higher education institutions and the internal provisions issued by the School authorities.
6. By signing the agreement, the Student declares that he/she is familiar with the Rules and Regulations of studies which have been made available to him/her.

§ 6

3. Any and all amendments hereto as well as its termination and dissolution require the written form under pain of invalidity.
4. This agreement has been concluded for the duration of studies to which it applies pursuant to §1 and it will expire upon the collection of the graduation diploma by the Student, apart from other instances stipulated un the agreement.

§ 7

This agreement has been prepared in two uniform counterparts made parallel in Polish and English, one for each of the parties.

§ 8

In case of disputes arising in relation to this agreement they will be settled on the basis of the Polish language version.

§ 9

The following appendices constitute an integral part of the present Agreement:

- 1) Appendix No. 5 to the Rector's Ordinance no. 48 of 24 July 2009 on the amount of fees at Bachelor's and Master's studies and uniform Master's studies at the Warsaw School of Economics in the academic year 2009/2010.
- 2) Rector's Ordinance no. 42 of 19 September 2006 on the charges on certain documents relating to the course of studies issued at the Warsaw School of Economics.

Student

Dean of the Master's Studies

End of the Polish text

I, Agata Trzcńska, sworn court translator of the English language, entered into the List of Sworn Translators maintained by the Minister of Justice under no. TP/89/08, hereby attest and certify the compliance of the above translation with the original, presented to me in the Polish language, in witness whereof I affix my stamp and hand this 14th day of August 2009.

Rep. nr 92/09

Agata Trzcńska, MA