

ORDINANCE
of the Rector of Cracow University of Economics
nr R-0201-27/2020

of 4 May 2020

on
the due fees prescribed for earning the academic doctoral degree
by the extramural procedure
by participating in the CUE Doctoral Program

Pursuant to article 23 section 1, article 163 section 2, and article 182 of the Act of 20 July 2018 – Law on Higher Education and Science (i.e. Journal of Laws, 2020, item 85, as amended), § 16 section 1 of CUE Statute, and also pursuant to § 6, section 1 – 2 of the Regulations for earning a doctoral degree in the extramural procedure at Cracow University of Economics (annex to the Senate Resolution nr 46/2019 of 8 July 2019), it is ordered as follows:

§ 1

The fees charged in the application process to earn a doctoral degree by the extramural procedure, resulting from the participation in the CUE Doctoral Program, include:

- 1) qualification of candidates to participate in the CUE Doctoral Program,
- 2) participation in the CUE Doctoral Program held either in Polish or a foreign language, which includes:
 - a) a possibility to reach learning outcomes at level 8 of Polish Qualification Framework (PQF) for higher education, and their verification,
 - b) implementation of an individual research program,
 - c) conducting activities in the procedure for granting a doctoral degree.

§ 2

The fees charged for the procedure of qualification of candidates for the CUE Doctoral Program are as follows:

- 1) 400 PLN in case of the CUE Doctoral Program held in Polish,
- 2) 150 EUR in case of the CUE Doctoral Program held in a foreign language.

§ 3

The fee stipulated by § 2, shall be paid by the candidate to the Director of CUE Doctoral School, prior to the submission of the candidate's application to qualify the candidate to participate in CUE Doctoral Program. The candidate shall submit the confirmation of the fee payment jointly with the application to qualify him/her to participate in the CUE Doctoral Program. The lack of a confirmation results in leaving the application without further consideration.

§ 4

1. The fee for participation in the classes that allow reaching learning outcomes at level 8 PQF and the implementation of the individual research program within the CUE Doctoral Program framework held in Polish amounts to 17,000 PLN.
2. The fee for participation in the classes that allow reaching learning outcomes at level 8 and the implementation of the individual research program with the CUE Doctoral Program framework held in a foreign language amounts to 6,500 EUR.

3. The fees charged for the participation in the classes stipulated by section 1 or 2, shall include the following:
 - 1) participation in seminars - 45 hours,
 - 2) participation in workshops aiming to improve the research tools – 45 hours,
 - 3) participation in tutorials – 45 hours,
 - 4) preparing an opinion of the preliminary research concept and the individual research plan,
 - 5) other direct costs,
 - 6) overheads amounting to 25% of the costs stipulated by points 1 – 2 for the CUE Doctoral Program held in Polish or in a foreign language.
4. The amount of the fee for re-attending some classes due to reaching unsatisfactory learning outcomes at level 8 of PQF, is the product of ECTS points awarded to the classes and the charge for one ETCS point that amounts to 400 PLN in case of the CUE Doctoral Program held in Polish, and 150 EUR for 1 ETCS point of the CUE Doctoral Program held in a foreign language.

§ 5

1. Classes and other activities stipulated by the CUE Doctoral Program shall be conducted following the conclusion of the contract on the process leading to earning a doctoral degree by the extramural procedure, by participation in the CUE Doctoral Program (The Contract...). The contract shall be concluded by the Rector or a person authorized by him, on behalf of CUE.
2. The contract shall be concluded between the participant of the CUE Doctoral Program or a party that has agreed to finance the procedure.
3. A model contract is attached as Annex 1 to the Ordinance.

§ 6

1. The fee stipulated by § 4 section 1 and 2, shall be paid by the participant as a one-time fee, or in two equal installments, pursuant to the concluded contract. Concluding a contract that stipulates payment in installments shall be possible at the participant's request, after prior agreement of the Director of CUE Doctoral School.
2. The fee or the first installment shall be paid within seven days from the date of concluding the contract, while the second installment shall be paid within six months from that date.
3. Participant's failure to make the payment of the fee within the time limits stipulated by the Ordinance or the contract, shall prevent participation in the classes of the CUE Doctoral Program, and shall result in a decision to remove the participant from taking part in the CUE Doctoral Program. The contract shall be terminated on the day of issuing the decision.
4. In case of payment in installments, the stipulations of this section are applicable to each installment.

§ 7

1. The fee for the procedure to award a doctoral degree to the participants of the CUE Doctoral Program is calculated with reference to the minimum monthly basic fee payable to a professor, as determined by the minister in charge of higher education, and it includes the following components:
 - 1) supervisor's remuneration amounting to 83% of the minimum fee payable to a professor,
 - 2) auxiliary supervisor's remuneration amounting to 50% of the minimum fee payable to a professor,

- 3) reviewers' remuneration calculated for each of them as 27% of the minimum fee payable to a professor,
 - 4) other direct costs,
 - 5) overheads amounting to 25% of the costs stipulated by points 1 – 2..
2. A participant shall make the payment of the fee stipulated in section 1 points 1-3, and the corresponding overheads, prior to the submission of the application to commence the procedure to grant a doctoral degree. A participant shall present a confirmation of the payment jointly with the application to commence the procedure.
 3. A participant shall make the payment of the fee stipulated by section 1 point 4 and the corresponding overheads prior to the submission of the application to grant a doctoral degree, from the Doctoral Commission to the proper Scientific Discipline Council, and it shall be a prerequisite for the submission of the application.

§ 8

1. A preliminary calculation of the costs of the procedure to grant a doctoral degree shall become an Annex to the Contract..
2. Preliminary calculation shall be made according to the rates in force at the time of its preparation. The costs shall be adjusted in the course of the procedure for granting a doctoral degree, in line with the provisions in force as of the date of these costs.
3. The calculation of costs shall be prepared by the Center for Doctoral Education and Procedures, and then approved by the Quester and the Vice-rector for Scientific Affairs.

§ 9

The fees stipulated by the Ordinance, shall be paid to the bank account indicated by the University.

§ 10

1. The rules for possible exemptions from the fees charged for the procedures involved in granting a doctoral degree are set out in the Regulations for earning a doctoral degree in the extramural mode, at Cracow University of Economics.
2. If there is no possibility to implement the CUS Doctoral Program, for reasons attributable to the University, the University shall reimburse a part of the fee paid by the participant, as stipulated by §4. The reimbursed sum shall be calculated in proportion to the number of classes the participant could not attend, and it shall include a respective part of the overheads.
3. In case the procedure to grant a doctoral degree is terminated before the decision to grant the degree has been reached, a participant of the Program shall cover all the costs borne by the University in connection with the procedure, including due overheads

§ 11

Head of the Center for Doctoral Education and Procedures shall supervise the fulfillment of financial obligations to the University, stipulated by the concluded Contracts.

§ 12

1. In case of students who do not speak Polish, the Contract shall be presented in Polish and in a foreign language used in classes and in the procedure.
2. The Center for Doctoral Education and Procedures shall be responsible for translations into foreign languages.
3. The contracts shall be registered in the register of contracts maintained by the Center for Doctoral Education and Procedures.
4. The register stipulated by Section 3 shall contain:
 - 1) the number provided pursuant to Section 5,
 - 2) the date of concluding the Contract,

- 3) the first name and surname of the party to the Contract and his/her personal identification (PESEL, the address; in case the Contract is concluded with a foreigner – passport number and the address for correspondence; in case the Contract is concluded with an entity that finances the fees – the name of the company, the seat, the number of registration or the number in the relevant register, (REGON, NIP, etc.)
- 4) a special box provided for the possible annexes (the box shall contain the numbers of annexes and the dates when they were concluded as well as the scope of the changes to the Contract),
- 5) a special box provided for the possible comments; in case a comment has been made, it shall be provided with a date.
5. The Contract shall be provided with a number that includes a symbol (PD), four digits representing the year, and the serial number of the Contract in a year (e.g. PD -2020/3, where PD – a symbol, 2020 – the year of concluding the Contract, 3 – the serial number of the Contract in a year).
6. Possible annexes to the Contract shall be provided with a two-part number, where the first part stands for the number of the Contract stipulated by the annex, and the second part is preceded by A, and the serial number of the Contract (e.g. PD – 2020/3 A1 stands for Annex 1 do the Contract PD-2020/3)
7. The copies of Contracts and annexes designated for the University are stored by the unit stipulated by Section 3, and the annexes are stored with the pertinent Contracts, in a chronological order.
8. The time for keeping the Contracts and annexes by the unit stipulated by Section 3, and further archiving procedures are prescribed by the instruction of CUE Chancellery.

§ 13

1. The Ordinance shall enter into force upon the day it has been signed.
2. The provisions of the Rector's Ordinance nr R-0201-52/2019 of 1 October 2019, within the scope covered by this Ordinance are repealed, with the exception of Section 3.
3. The persons who have signed the Contract within the scope stipulated by the Ordinance prior to coming into force of the latter, shall abide by the earlier contract.
4. The students of the inter-faculty doctoral studies conducted in foreign languages, who want to earn a doctoral degree, shall conclude a contract listed in Annex 2 to the Ordinance. The costs shall be calculated pursuant to the provisions stipulated by the Ordinance.

RECTOR

Prof. UEK dr hab. inż.. Andrzej Chochół

CONTRACT PD-.....

concluded on in Kraków, between:

Cracow University of Economics, ul. Rakowicka 27, 31-510 Kraków,
represented by:, with the
counter-signature of - Quester,
later called "the University"

and

Ms/Mr....., address,
later called "the Participant"

and *

.....
.....
later called "the Unit", represented by:

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§ 1

1. The Participant has been qualified to take part in the CUE Doctoral Program executed by the extramural mode, by power of the decision of the Director of CUE Doctoral School nr of
2. The participant shall undertake to comply with the applicable regulations for obtaining a doctoral degree by the extramural mode from Cracow University of Economics ("Regulations"), and other related internal acts of law of the University pertaining to extramural education.

§ 2

1. The Participant of the CUE Doctoral Program shall have an opportunity to reach the learning outcomes at level 8 of PQF, pursuant to the Act of CUE Senate on the curriculum and learning outcomes within the framework of the CUE Doctoral Program, through individual work and participation in classes specified by the Regulations, i.e.:
 - 1) seminars – hours,
 - 2) workshops to improve the research tools – hours,
 - 3) tutorials hours,conducted inlanguage, along the principles stipulated by the Regulations, in keeping with the time schedule posted on the University website.
2. Verification of reaching learning outcomes at level 8 of PQF shall take place in the mode prescribed by the Regulations.
3. All classes within the CUE Doctoral Program Framework shall be organized on the University premises by the Center for Doctoral Studies and Procedures.

§ 3

1. The Participant/the unit * shall undertake to remit the fees for the classes that allow reaching the learning outcomes at level 8 of PQF and the implementation of the individual research program, pursuant to Rector's Ordinance setting the fees for the process intended to grant a doctoral degree by the extramural mode, by participation in the CUE Doctoral Program ("CUE Rector's Ordinance"), to the total of EUR.
2. The Participant/unit shall undertake to remit the fee stipulated by section 1 within 7 days from the date of concluding the Contract. The Participant/unit * shall undertake to remit the fee stipulated by section 1 in two installments; the first of EUR within 7 days from the date of concluding the Contract, the second of EUR within 6 months from the date of concluding the Contract *.
3. The amount of possible fees for re-attending the classes shall be set by the CUE Rector's Ordinance. The Participant/the unit shall undertake to make the payments on the dates decided by the University.

§ 4

Failure to pay the full amount of the fee in time stipulated by §3 section 2 by the Participant/the unit *, shall prevent the Participant from attending the CUE Doctoral Program classes, and shall result in the removal of the Participant from attending the CUE Doctoral Program. On the day of making the decision about removal, the Contract shall be terminated. In case of the payment by installments, the provisions of this section apply to each installment.

§ 5

1. The Participant/the unit * shall undertake to pay the University the fees charged for the procedure of granting a doctoral degree. The constituent parts of the fee for that procedure are stipulated by the CUE Rector's Ordinance. Making the payment shall be prerequisite to commencing procedure to grant a doctoral degree.
2. The Participant/the unit * shall undertake to pay the University the fee stipulated by Section 1 in two parts – the first part before commencing the procedure to grant a doctoral degree, and the second part prior to sending by the Doctoral Commission a request to a proper Scientific Discipline Board to grant a doctoral degree. The amount of the fee shall be set by a preliminary calculation which shall become an annex to the Contract.
3. Upon the conclusion of the procedure, the Participant/the unit shall undertake to pay any difference resulting from an update of the fee, in accordance with the provisions in force on the day of incurring the costs.
4. The Participant/the unit shall undertake to remit all the due fees stipulated by this paragraph, regardless of the outcome of the procedure.

§ 6

The Participant/the unit* shall undertake to pay the due fees stipulated by the Contract to the CUE bank account

§ 7

1. For the purposes of the Contract, the Participant and the unit shall provide their addresses for correspondence:
The Participant
The Unit:
2. The Participant shall be obliged/ the Participant and the Unit shall be obliged * to notify in writing the University (The Center for Doctoral Studies and Procedures) about any change of address provided in section 1.
3. Any correspondence dispatched by the University to the last known address shall be considered as delivered.

§ 8

1. All amendments to the Contract shall be made in writing to be valid.
2. The matters not covered by the Contract shall be regulated by the respective provisions of the Civil Code, the provisions of the Act " The Law on Higher Education and Science", and the University internal regulations, including the Regulations and the respective CUE Rector's Ordinance.
3. The Contract has been drawn in two/three * identical copies, one for each party to the contract

Annex- Preliminary calculation of costs;

The University

The Participant

The Unit

*/ use the applicable formulation, delete the redundant

;

Annex nr 2

to Rector's Ordinance nr R-0201-27/2020
of 4 May 2020

CONTRACT TEMPLATE

**Contract nr
(inter-faculty doctoral students)**

concluded on in Krakow, between:

Cracow University of Economics, ul. Rakowicka 27, 31-510 Kraków,
represented by:, with the
counter-signature of - the Querster ,
later called "The University"

and

Ms/Mr....., address
.....,
later called "the Participant"

and *

.....
.....
later called "the Unit" represented by:

-
-

§ 1

1. By power of the Contract, the Participant/Unit * shall be obliged to pay the University the costs of the procedure to grant Ms/Mr * the degree of a doctor, later called "the procedure" .
2. The Candidate/the unit * undertakes to pay the costs stipulated by Section 1 according to the preliminary calculation annexed to this Contract – within 7 days from the date of concluding the Contract.
3. At the conclusion of the procedure, the Candidate/the unit * undertakes to pay the possible difference attributable to the update of costs, in line with the regulations in force on the day the costs were incurred.

§ 2

The costs of the procedure to grant a doctoral degree include the following:

- 1) supervisor's fee;
- 2) auxiliary supervisor's fee ;
- 3) reviewers' fees;
- 4) other direct costs (cost of business trips, accommodation);
- 5) overheads reaching% of the costs stipulated by points 1-4.

§ 3

The Candidate/the unit * shall be obliged to pay the due amounts to the University account nr, regardless of the outcome of the procedure.

§ 4

1. Any amendments to this Contract must be made in writing to be valid.
2. For the purposes of implementing this Contract, the Candidate/the unit provides the following address for correspondence
.....
3. The Candidate/the unit * shall undertake to notify the University (the organizational unit responsible for the administrative procedures) of any changes of address listed in point 2.
4. Any correspondence dispatched to the last address known to the University, i.e. the address provided in point 2 or by the last notification of the change stipulated by point 3, shall be considered as delivered.
5. The matters not covered by this Contract shall be regulated by the provisions of the Civil Code.
6. The Contract has been prepared in two identical copies, one for each party to the Contract.

Annex – preliminary calculation of the costs

the University

The Candidate/the unit *

*/use the applicable formulation, delete the redundant