

# **REGULATION**

**by the Rector of the Krakow University of Economics**

**No. R.0211.69.2023**

**of October 16, 2023**

**on the fees related to obtaining a doctoral degree in the extramural mode  
at the Krakow University of Economics**

Acting pursuant to §25 section 4 of the Regulations for the award of a doctoral degree at the Krakow University of Economics, constituting an annex to the Resolution by the Senate of the Krakow University of Economics No. T.0022.35.2023 of April 24, 2023, and §16 section 1 and section 7 of the By-laws of the Krakow University of Economics, it is ordered as follows:

## **Fees for conducting the procedure of awarding a doctoral degree in the extramural mode**

### **§1**

The fee for conducting the procedure of awarding a doctoral degree in the extramural mode consists of the following amounts:

- 1) supervisor's remuneration in the amount of 83% of the minimum rate of standard professor's remuneration, as determined by the minister responsible for higher education and science – for each supervisor;
- 2) auxiliary supervisor's remuneration in the amount of 50% of the minimum rate of standard professor's remuneration, as determined by the minister responsible for higher education and science – if applicable;
- 3) reviewer's remuneration in the amount of 27% of the minimum rate of standard professor's remuneration, as determined by the minister responsible for higher education and science – for each reviewer;
- 4) remuneration of the chairman of the examination board – in the amount specified in the applicable Remuneration Regulations at the KUE;
- 5) remuneration of the members of the examination committee (examiner, member) – for each member – in the amount specified in the applicable Remuneration Regulations at the KUE;
- 6) insurance contributions / charges (obligatory payments to ZUS, PPK) on the remuneration listed in points 1-5);
- 7) other direct costs (including transportation, accommodation, etc.);

8) indirect costs in the amount of 25% of all costs listed in points 1-7.

## §2

1. The person applying for a doctoral degree in the extramural mode is obliged to pay the fee in part, as specified in §1 section 1 points 1-6, and the corresponding indirect costs in advance, before submitting his/her application to initiate the procedure for awarding a doctoral degree.
2. The person applying for a doctoral degree in the extramural mode is obliged to pay the fee in part, as specified in §1 section 1 point 7, and the corresponding indirect costs before the doctoral committee submits the application for the award of a doctoral degree to the appropriate Council for Academic Discipline.

## §3

1. An Agreement specifying the method of financing for the costs of the procedure is concluded with the person applying for the award of a doctoral degree in the extramural mode. A template of such Agreement is attached to this Regulation.
2. In the case of foreigners who do not speak Polish, the Agreement is additionally prepared in the language in which the proceedings for awarding the doctoral degree will be conducted. The Center for Doctoral Education and Procedures is responsible for the translation of the Agreement.
3. The Agreement must be logged in the register kept by the Center for Doctoral Education and Procedures.

## §4

1. A preliminary calculation of the costs of the procedure for awarding the doctoral degree, formulated according to the rates applicable at the time of its preparation, must be attached to the Agreement.
2. After the procedure for awarding the doctoral degree is completed, the amount of the fees is reviewed and updated in accordance with the regulations in force on the date the costs were incurred. The person applying for the doctoral degree in the extramural mode undertakes to pay any difference resulting from the updated amount of the fees within the deadline specified in the Agreement.
3. The preliminary cost calculation and its subsequent update are prepared by the Center for Doctoral Education and Procedures and are subject to approval by the Chief Accountant and by the Vice Rector for Research.
4. The fee for conducting the procedure for awarding the doctoral degree must be paid regardless of the outcome of the procedure.
5. If the proceedings for the award of the doctoral degree are completed before the decision on the award of the degree is made, the person applying for the award of the doctoral degree in the extramural mode is required to pay any difference resulting from the updating of costs, or the occurrence of costs that had not been covered by the fee already paid.

## **§5**

The rules for exemption from the obligation to pay the fees for conducting the procedure for awarding the doctoral degree in the extramural mode are specified in the applicable Regulations on the procedure for awarding doctoral degrees at the Krakow University of Economics.

### **Fee for an examination verifying the learning outcomes**

## **§6**

The fee for conducting an examination verifying the learning outcomes at PQF level 8 equals 10% of the minimum basic salary of a professor, as determined by the minister responsible for higher education and science.

### **Fee for an examination confirming the knowledge of a foreign language**

## **§7**

The fee for conducting an examination confirming the knowledge of a foreign language at the minimum of level B2 level equals PLN 150 gross.

### **Final Provisions**

## **§8**

The Center for Doctoral Education and Procedures supervises the fulfilment of financial obligations towards the University related to obtaining a doctoral degree on the extramural basis.

## **§9**

1. The Regulation enters into force on the day of its signing.
2. On the day that the Regulation enters into force, the Regulation by the Rector of the Krakow University of Economics No. R-0201-27/2020 of May 4, 2020 on the amount of fees in the procedures of awarding a doctoral degree on the extramural basis through participation in the KUE Doctoral Program shall expire, subject to section 3.
3. In relation to persons with whom an Agreement specifying the method of financing the costs of the procedure for awarding the doctoral degree was concluded before entry into force of the present Regulation, the provisions of the concluded Agreement shall continue to apply.

**KUE RECTOR**

Professor Stanisław Mazur, PhD

**Appendix No. 1 to the Regulation by the Rector No. R.0211.69.2023 of October 16, 2023**

**TEMPLATE**

**AGREEMENT .....**

concluded on ....., in Kraków, between:

The **Krakow University of Economics** at ul. Rakowicka 27, 31-510 Kraków,  
represented by:

..... – Chairman of the Council for Academic Discipline  
....., countersigned by  
..... - Chief Accountant,

hereinafter referred to as “the University”

and\* Mrs/Mr ....., residing in  
.....,

hereinafter referred to as “the Candidate”

and\* .....  
.....

hereinafter referred to as “the Unit” represented by:

□ □

.....  
.....

**§1**

1. The Candidate/The Unit\* undertakes to pay the University the fees for conducting the procedure for awarding doctoral degree to Ms/Mr .....
2. The components of the fees related to conducting the procedure of awarding the doctoral degree to the Candidate, and the components of individual parts of these fees, are specified in the Regulation by the Rector on fees related to obtaining the doctoral degree in the extramural mode at the Krakow University of Economics.

**§2**

1. The Candidate/The Unit\* undertakes to pay the fees to the University in two parts, of which the first part is to be paid before submitting the application for initiating the

procedure for awarding the doctoral degree, and the second part is to be paid before the Doctoral Committee forwards the application for the award of the doctoral degree to the appropriate Council for Academic Discipline – in the amount specified in the preliminary calculation constituting an Appendix to the Agreement.

2. After the doctoral procedure has been completed, the Candidate/the Unit\* undertakes to pay any difference resulting from the fee update in accordance with the regulations in force on the date that the costs were incurred, within 7 days from the date of receiving notification about the amount of the updated fee.

3. The Candidate/The Unit\* undertakes to pay the fees for conducting the procedure for awarding the doctoral degree, regardless of the outcome of the procedure.

4. If the procedure for awarding the doctoral degree is completed before the decision on awarding the degree is made, the Candidate/the Unit\* is required to pay any difference resulting from updating of costs, or costs not previously covered by the fees.

**§3**

The fees resulting from the provisions of the Agreement must be paid by the Candidate/by the Unit\* to the University account no. ....

**§4**

1. For the purposes of implementing the Agreement, the Candidate/the Unit\* provides the following address for correspondence: .....

2. The Candidate/The Unit\* is required to notify the University (via the Center for Doctoral Education and Procedures) in writing about any change of the address indicated in section 1.

3. All correspondence sent to the last correspondence address known to the University is considered to have been effectively delivered.

**§5**

1. Any changes to the Agreement must be made in writing under pain of nullity.

2. In matters not regulated by the Agreement, the provisions of the Civil Code, the provisions of the Law on Higher Education and Science, and the internal regulations in force at the University shall apply.

3. The Agreement was drawn up in two identical copies, one for each Party.

Appendix – preliminary cost calculation

\_\_\_\_\_ University

\_\_\_\_\_ Candidate/Unit\*

\*/use/delete as appropriate