



“International Training Programme – Political Science”, co-financed with European Union funds under the European Social Fund

Attachment 1 to the Enrolment Contract

FEEES FOR ISSUING DOCUMENTS

| POS. | DESCRIPTION | FEEES | NOTES |
|------|--|-----------------|---|
| 1 | Duplicate of diploma | PLN 90 ** | |
| 2 | Duplicate of electronic student ID | PLN 25.50 ** | |
| 3 | Duplicate of student logbook | PLN 6 ** | |
| 4 | Duplicate of transcript of academic record | PLN 55 ** | |
| 5 | Duplicate of student ID | PLN 7.50 ** | |
| 6 | Diploma | PLN 60 | due date – on the day the diploma paper is filed at the Dean’s Office |
| 7 | Diploma certifying the successful completion of specialist training from a selected field | PLN 60 ** | for each language version |
| 8 | Electronic student ID | PLN 17 | date of payment as herein |
| 9 | Certificate groups from foreign language (30 hours) | PLN 390 | semester fee* |
| 10 | Individual Course of Studies (ICS) | 200% of tuition | for a given field of study, counted from the beginning of the semester during which the petition for ICS was filed – payment by the 5 th day of each month |
| 11 | Individual Organization of the Studies (IOS) | 110% of tuition | for a given field of study, counted from the beginning of the semester during which the petition for IOS was filed – payment by the 5 th day of each month |
| 12 | Cost for postal item – Poland – standard letter | PLN 2.50 ** | |
| 13 | Cost for postal item – Poland – registered letter | PLN 4.50 ** | |
| 14 | Cost for postal item – Poland – letter with acknowledgment of delivery | PLN 7 * | |
| 15 | Cost for postal item – outside of Poland – registered letter | PLN 18 ** | |
| 16 | Cost for postal item – outside of Poland – letter with acknowledgment of delivery | PLN 21 ** | |
| 17 | Xeroxing of documents | PLN 5 ** | applies to graduates |
| 18 | Student ID | PLN 5 | date of payment according to the agreement |
| 19 | Certified copy of diploma in a foreign language | PLN 40 ** | |
| 20 | Recreating data from the course of studies in the logbook duplicate | PLN 120 ** | |
| 21 | Fee for additional classes/module/fields: | | |
| | Administration, Polish Philology, Culture Studies, Pedagogy, Political Science, Transportation | PLN 70 | payment for 1pt ECTS - number of ECTS pts. applicable for a |





“International Training Programme – Political Science”, co-financed with European Union funds under the European Social Fund

| | | | |
|----|--|-----------------|--|
| | Journalism, Philology, Nursing | PLN 80 | given field of study multiplied by fees for points applicable for a given field of study (semester fee)* |
| | Graphics, Dance Studies | PLN 110 | |
| 22 | Fee for reminder letter | PLN 20 | |
| 23 | Fee for extending the deadline for semester settlement | PLN 50 ** | for extending up to 7 days after the date specified in the academic year schedule |
| | | PLN 150 ** | for extending up to 14 days after the date specified in the academic year schedule |
| 24 | Fee for extending the deadline for filing of documents related with completion of studies | 50% of tuition | as applies to the last semester of studies – monthly fee payable ... by the 5 th day of each month |
| 25 | Repeating a year/semester | 100% of tuition | as applies for a given field of study* |
| 26 | Reactivation – resumption of studies | PLN 270 ** | |
| 27 | Programme differences | PLN 280 | |
| 28 | Studies of an additional specialty/specialization | 25% of tuition | for a given field of study for each additional chosen specialty/specialization ... (in case of various prices 25% is calculated from the less expensive specialization)* |
| 29 | Studies of a second field | 50% of tuition | for a given field of study (deduction applies from the moment of having student status ... in two fields)* |
| 30 | Dean’s leave – long-term (semester, year) | 10% of tuition | for a given field of study (payable before the leave commences)** |
| 31 | Dean’s leave – short-term (up to a month) | 100% of tuition | for a given field of study for each month (payable before the leave commences)** |
| 32 | Completing/repeating a subject (missing lessons in a module, completion of a subject during the leave, additional lessons) | PLN 350 | semester fee for 1 lecture* |
| 33 | Promissory note | PLN 7 | |
| 34 | Certificate (including filling out forms) in a foreign language | PLN 35 ** | applies to students and graduates up to 30 days after the diploma exam |
| 35 | Certificate (including filling out forms) in a foreign language | PLN 60 ** | applies to students up to 31 days after the diploma exam and former students |
| 36 | Certificate (including filling out forms) in Polish | PLN 10 ** | applies to students and graduates up to 30 days after the diploma exam |
| 37 | Certificate (including filling out forms) in Polish | PLN 35 ** | applies to students up to 31 days after the diploma exam and former students |
| 38 | Certificate – TRANSCRIPT – in foreign language | PLN 45 ** | applies to students and graduates up to 30 days after the diploma exam |
| 39 | Certificate – TRANSCRIPT – in foreign language | PLN 70 ** | applies to students up to 31 days after the diploma exam and former students |
| 40 | Certificate – TRANSCRIPT – in Polish | PLN 20 ** | applies to students and graduates up to 30 days after the diploma exam |
| 41 | Certificate – TRANSCRIPT – in Polish | PLN 45 ** | applies to students up to 31 days after the diploma exam and former students |
| 42 | Change of language teacher or initial choice of language | PLN 50 ** | |





**European
Funds**
Knowledge Education Development

European Union
European Social Fund



“International Training Programme – Political Science”, co-financed with European Union funds under the European Social Fund

| | | | |
|----|--------------------------|-----------|--|
| 43 | Change of field of study | PLN 60 ** | |
|----|--------------------------|-----------|--|

**payable by the 5th day of the month when the semester begins*

***payable on the day the application/request is filed*

Academy

Student



Akademia
Humanistyczno
Ekonomiczna
w Łodzi

Project Implementer:
*University of Humanities and Economics in Lodz,
90–212 Lodz, ul. Sterlinga 26, room K207*