

ORDER NO. 36/2023

OF THE RECTOR OF THE UNIVERSITY OF SZCZECIN

of 29 March 2023

on the conditions of exemption from the fee for the competition procedure to the Doctoral School of the University of Szczecin in the academic year 2023/2024 and the return of this fee

Based on Article 23(1) and (2)(2) of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2022, item 574, as amended) and § 7(4) of Resolution No. 15/2023 of the Senate of the University of Szczecin of 26 January 2023 on defining the recruitment rules, eligibility criteria, admission limits and the recruitment schedule for the Doctoral School of the University of Szczecin in the academic year 2023/2024, it is hereby ordered as follows:

**§ 1.**

1. A person applying for admission to the Doctoral School of the University of Szczecin, hereinafter referred to as "the candidate", may be released from the obligation to pay the fee for the competition procedure to the Doctoral School of the University of Szczecin in the academic year 2023/2024, hereinafter referred to as "the fee", in full or in part in the case of a particularly difficult financial situation of the candidate.
2. Exemption from the fee specified in paragraph 1 may be made at the candidate's written request submitted to the vice-rector for science through the director of the Doctoral School of the University of Szczecin, not later than on the last working day preceding the date of commencement of the first stage of the competition procedure (the date of commencement of registration in the Electronic Candidate Registration system specified in the recruitment schedule).
3. The application for exemption from the fee must include the e-mail address of the candidate and justification. The candidate shall attach documents confirming a particularly difficult financial situation to the application.
4. Applications for exemption from the fee submitted after the deadline will not be considered.
5. The vice-rector for science decides about the exemption from the obligation to pay the fee and the scope of the exemption. The decision of the vice-rector for science is final.
6. The application for exemption from the fee is considered no later than within 3 days from the date of commencement of the first stage of the competition procedure (the date of commencement of registration in the Electronic Candidate Registration system specified in the recruitment schedule).
7. A scan of the application containing the decision of the vice-rector for science specified in paragraph 5 is sent to the candidate to the candidate's e-mail address indicated in the application, within the time limit for possible payment of the fee.

8. If the candidate is released from the obligation to pay the fee in whole or in part, the candidate shall submit a scan of the application referred to in paragraph 7 during registration in the Electronic Candidate Registration system.

## **§ 2.**

1. The fee covers the cost of the competition procedure for the Doctoral School of the University of Szczecin in the academic year 2023/2024 and is non-refundable, subject to paragraph 2.
2. The candidate, at his or her request, is entitled to a refund of the fee in full or a refund of the overpaid amount in a situation where:
  - 1) the University of Szczecin withdraws from conducting or completing the competition procedure referred to in paragraph 1 for the scientific discipline chosen by the candidate;
  - 2) the competition procedure referred to in paragraph 1 will not be initiated in relation to the candidate due to failure to pay the fee within the time limit specified in the recruitment schedule;
  - 3) the fee paid is higher than required.
3. The application for a refund of the fee or a refund of the overpaid amount shall be submitted to the director of the Doctoral School of the University of Szczecin within 30 days from the date of occurrence of the reason for the refund.
4. In the application for a refund of the fee or a refund of the overpaid amount, the bank account number for the refund should be indicated.
5. The director of the Doctoral School of the University of Szczecin forwards the application referred to in paragraph 3 to the Finance and Accounting Department of the University of Szczecin for implementation.

## **§ 3.**

The order comes into force on the day of signing.