

RULES AND REGULATIONS OF ENGLISH MODULE AT CRACOW UNIVERSITY OF
ECONOMICS 2016/2017

1. CONTACT PERSON

English Module:

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Enquiries regarding:

- admissions
- schedule
- information on the programme
- costs and payments
- documents and certificates

2. GENERAL INFORMATION

- The English Module has been designed to give students a solid foundation of the English language and vocabulary before taking up undergraduate or graduate regular studies or starting professional work in Poland or abroad.
- The courses are open to general public.
- Candidates may choose the full programme that includes more than 700 teaching hours (general English language, business English, additional Polish language, mathematics) or the basic programme that includes only general English. Candidates who choose the second option may take extra courses.
- Duration of the course: academic year (October – June).
- English Module ends with a final language exam. After passing the exam, the participants will obtain the certificate confirming the participation in the course and the grade received. The certificate is not approved while applying for regular studies in English at Cracow University of Economics. The participants register and take up the chosen language proficiency test on their own (eg. IELTS, TOEFL), fulfilling of which will lead to obtaining the certificate, enabling them to enroll for undergraduate or graduate regular studies in Poland (including Cracow University of Economics) or abroad. The International Programmes Office can support the candidates in registration process for the relevant language proficiency test on demand.

3. GENERAL ADMINISTRATIVE ISSUES

- All administrative matters regarding Polish Module are handled by the International Programmes Office (IPO).

- IPO is responsible for issuing the following documents: acceptance letter, confirmation for visa (available on request), final certificate, final transcript of records, certificate confirming participation in the course.
- Participants of English Module will not obtain student's status and will not be given student ID card.
- Documents and certificates are not issued by the IPO immediately on request. Students should give the IPO staff prior notice if they wish any certificates or documents to be issued.
- English Module Coordinators receive Participants from 10:00 till 13:00 on Mondays, Tuesdays, Thursdays and Fridays. On Wednesday the office is closed. Meeting at different hour can be arranged after earlier notification.
- The IPO staff does not deal with issues such as: obtaining visa, buying tickets, booking hotels etc.

4. ACADEMIC CALENDAR

The course will be held from October 1st 2016 till June 30th 2017 according to the academic year:

- Winter semester lasts from October 1st 2016 to February 21st, including Christmas break (December 23rd – January 10th) and winter break (February 15th – February 21st);
- Summer semester lasts from February 22nd till June 30th, including Easter break.

5. COURSES

- Lecturers set their own regulations of each course and requirements to complete the course (participants workload, assignments, tests, projects, attendance, etc.). In case of any doubts it is highly advised to ask lecturers for them.
 - Each lecturer has the right to set his/her own deadline for submitting the final assignment within the academic calendar.
 - Lecturers will verify attendance lists and any absence has to be notified to the appropriate teacher.
 - At the end of each course participants get grades.
 - Failed exam can be retaken during the resit examination session or at other time set by the lecturer.
 - In case of cheating participant automatically obtains "fail".
 - The International Programmes Office staff has no authorization to change students' grades.
 - Polish grading system and ECTS grading system:
 - 5,0 – A
 - 4,5 - B

4,0 - C
3,5 - D
3,0 - E
2,0 - F (failed)

6. CLASSES

- Students are kindly asked to get for the classes on time. Being late may be even considered as absence.
- Students are kindly asked to refrain themselves from: eating, running mobile conversations and talking during lectures/classes. Such behavior is considered to be unacceptable at Polish universities.
- Lectures/classes may start at 7.50 a.m. and may last to late hours (+- 8 p.m.)

7. LIBRARY

Courses participants are welcome to use the University's Library Reading Rooms. There is an obligatory library training. The training will be conducted in English and Russian. The Library's webpage: http://kangur.uek.krakow.pl/library/0_index,0,0.html

8. UNDERAGE PARTICIPANTS

All underage participants (according to Polish Law under 18 year of age) are required to provide their parents/legal guardians' written statement confirming that they allow their child to take part in the English Module and that they are responsible for his/her actions, behavior and subsistence (payments for the dormitory, tuition fee and other expenses) during his/her stay in Krakow.

9. PAYMENTS

All participants are liable to pay a tuition fee in the amount of:

- English Module
Full programme – 2.000 euro
Basic programme – 1.250 euro
Additional Courses :
Polish 300 euro,
Mathematics 450 euro,
Business English 200 euro.

The fee has to be paid at once, by July 15th. It is not possible to pay in installments. Acceptance letter will be issued once the fee is registered at the University's bank account.

10. ACCOMMODATION

- While applying for English Module participants may choose accommodation in CUE's dormitories – "Fafik" or "Merkury" (number of places available is limited).
- Participants are liable to pay a monthly fee in amount of 390 PLN in „Fafik” and 390 PLN in „Merkury” (the price is valid for 2014/2015 academic year, it may change for 2016/2017 academic year based on the Rector's Ordinance). Apart from that participants are obliged to pay a deposit in the amount of monthly fee by September 1st. Payment of the deposit fee guarantees a place in a dormitory. It is very important to pay by the deadline. Participants who fail to pay within the deadline will automatically lose their place and will not be able to apply for the dormitory again.

- Participants will be accommodated in triple rooms with shared bathroom and kitchen.
- Moving in to the dormitory will be possible only between specified dates. Participants who fail to move in within above dates, will lose their place and will be charged of one monthly fee (deposit).
- It is necessary to have passport, 2 photos (35mmx45mm), confirmation of paying the deposit while moving in.
- Participants are obliged to follow all rules and regulations set by the dormitory.

5. RESIGNATION FROM THE COURSE

- Foreign Students (non-EU): the refund of the tuition fee is possible only in justified and documented cases (such as visa denial, illness, accident).

The full refund of the tuition fee is possible only in case of visa denial. The confirmation from the Embassy/Consulate is required. In other cases the University will keep the amount proportional to the date of the resignation, calculated according to the formula below:

where:

ON – the amount kept by the University;

OS – the full (yearly) payment for English Module;

DF – number of the days in the period in which the participant has benefited from the education services, that is the number of calendar days from the date of the beginning of English Module to participant's resignation;

DS – the number of days in the period in which the educational activities take place according to English Module schedule, that is the number of calendar days from the date of beginning of the educational activities to the last day of the educational activities inclusive

B – value of the course books provided by the University (books will stay the property of the participant). The rest of the tuition fee (for the period from the moment of resignation until the end of English Module will be transferred to the participant's bank account.

- EU students and holders of the Card of the Pole: in case of resignation the University will keep the amount proportional to the date of the resignation, calculated according to the formula above.
- The written resignation letter is required in order to refund the tuition fee.
- In case of participant's resignation (except for visa denial), the University will inform the Polish Border Guard. Such an obligation is imposed by Polish Law.

6. HEALTH INSURANCE

- Participants are obliged to acquire health insurance covering entire period of stay in Krakow.
- It is recommended to purchase the insurance in the Polish National Health Fund or any private company in Poland. Some of the foreign insurances may not be accepted.
- Copy of the health insurance should be provided to the course coordinators at the very beginning of the academic year (by October 15th).

7. WORKING AND LIVING CONDITIONS IN POLAND

Participants apply for visa on their own. For information on visas and residence permits, please check the website of the Małopolska Provincial Office in Krakow (Małopolski Urząd Wojewódzki)

<http://www.malopolska.uw.gov.pl/default.aspx?page=Foreigners> and the website of the Polish Embassy in the country of your origin.

Entering the territory of Poland – non-EU citizens

Some non-EU students (ex. from Canada, Japan, USA) need only passport to travel to Poland. Most non-EU students need visa to enter the territory of Poland.

Entering the territory of Poland – EU, EFTA and Swiss Confederation citizens

Students from EU, EFTA and Swiss Confederation need only a valid travel document to enter the territory of Poland.

Staying in Poland – non-EU citizens

National Visa D allows a foreigner to enter Poland and stay within its borders for up to one year. The validity of such visa depends on the purpose of travel. On the basis of national visa a foreigner can travel to other countries of Schengen area for up to 3 months within a six month period. The visa indicates the number of entries to the county within its validity, e.g. 01 – one entry, multiple – unlimited number of entries. Non-EU students staying in Krakow for more than 90 days need either a National Visa D or a temporary residence permit. National Visa D is issued in Polish consulate in the country of foreigner's origin.

Staying in Poland –EU, EFTA and Swiss Confederation citizens

Students from EU, EFTA and Swiss Confederation staying in Poland for more than three months are required to register their stay. In order to register stay in the Republic of Poland or to obtain a residence card, the EU EFTA and Swiss Confederation national should fill an application Małopolska Provincial Office in Krakow (Małopolski Urząd Wojewódzki):

<http://www.malopolska.uw.gov.pl/default.aspx?page=Foreigners>

Temporary residence permit

The residence permit is issued by the Małopolska Provincial Office in Krakow (Małopolski Urząd Wojewódzki):

<http://www.malopolska.uw.gov.pl/default.aspx?page=Foreigners> for a period of one year. Application for a residence permit should be made no later than 45 days before the expiry of the period of stay on visa or on the basis of previous residence permit.

The procedure of issuance takes usually up to one month (however, it may take a bit longer in some cases). There is a fee of 340 PLN for applying. Additional 50 PLN has to be paid in case if the residence card is issued.

8. USEFUL LINKS

Małopolska Provincial Office in Krakow:

<http://www.malopolska.uw.gov.pl/default.aspx?page=Foreigners> Living and Working Conditions in Poland:

http://www.eures.praca.gov.pl/en/zal/warunki_zycia/LWC_Polska_en2013.pdf