

RULES AND REGULATIONS OF ENGLISH LANGUAGE PREPARATORY COURSE AT KRAKOW UNIVERSITY OF ECONOMICS

1. GENERAL INFORMATION

- English Language Preparatory Course (hereinafter course) has been designed to give participants a solid foundation of English language before taking up Bachelor's or Master's regular studies in English or starting a professional career in Poland.
- The course is open to general public.
- The course consists of 700 teaching hours (including general English, and classes in mathematical, business and economic English).
- The duration of the course is two academic semesters (October to June).
- The location of the course is the campus of the Krakow University of Economics.
- In order to participate in the course, you must have a intermediate proficiency in English at B1 level to complete the course at B2 level.
- The course group can be up to 12 participants.
- The course ends with a final language exam. The exam will be recognized as a proof of English language competence required for Bachelor's or Master's admissions at Krakow University of Economics. Other universities may not accept this certificate, depending on their own admissions requirements.
- After successful completion of the course participants will receive certificate.

2. GENERAL ADMINISTRATIVE ISSUES

- All administrative matters regarding the course are handled by the International Programs Office (IPO) at Krakow University of Economics and the course Coordinator.
- IPO is responsible for issuing the following documents: acceptance letter, confirmation for visa (available on request), final certificate (upon successful completion of the final exam), certificate confirming participation in the course.
- The above-mentioned documents and certificates are not automatically issued by the IPO. Candidates and course participants should notify the course Coordinator in advance if they wish any certificates or documents to be issued.
- Participants of the course will not obtain student's status and will not be given student ID card.
- The course Coordinator accepts participants on weekdays and consults by email.

- The course Coordinator does not deal with issues such as: obtaining visa, buying tickets, booking hotels etc.

3. ACADEMIC CALENDAR

- The course will be held over the academic year from October to June according to the academic calendar. Winter semester lasts from October till February – including holiday break. Summer semester lasts from February till June, including Easter break. The exact dates of the breaks will be provided by the Coordinator.

4. COURSE

- Lecturers set their own regulations and requirements to complete the course (participants workload, assignments, tests, projects, attendance, etc.). In case of doubt, it is recommended to consult lecturers.
- Each lecturer has the right to set their own deadline for submitting the final assignment within the academic calendar.
- The course involves checking the attendance list, and any absence must be reported to the relevant lecturer.
- At the end of each course, participants sit for an exam and receive grades.
- A failed exam may be repeated once on a date set by the lecturer.
- The course Coordinator has no authorization to change students' grades and exam results.

5. CLASSES

- Participants are required to come to class on time. Significant tardiness may be considered an absence.
- Participants are required to inform lecturers and the coordinator about any absences during the course, as this affects the possibility of taking the final exam.
- Classes are held on weekdays, in the mornings and afternoons.
- Less than 80% of attendance reclaims the right to take the final language exam.
- Less than 60% of attendance reclaims the right to receive a certificate confirming participation in the course. Less than 60% of attendance after the first semester is also equal to the termination of the participant from the course and their inability to continue participation in the course.

6. UNDERAGE PARTICIPANTS

- All underage participants (under 18 years of age according to Polish law) are required to provide a written statement from their parents/legal guardians confirming that they allow their legal ward to participate in the course and that they are responsible for their ward's activities, behavior and living expenses (dorm fees, tuition and other expenses) during their stay in Krakow.

7. COURSE REGISTRATION

- Registration for the course is carried out through an electronic form, available on the University's website.
- Registration is successful only when the complete form is filled out correctly and all required documents are attached, including confirmation of payment of the fee.
- The required documents are: scanned version of the passport (all pages), confirmation of payment of the entire course fee, secondary school graduation certificate (with sworn translation into Polish), possible confirmation of language skills at the required level.
- In addition to electronic registration, it is possible to organize an online verification meeting with candidates with the participation of the course Coordinator.

8. PAYMENTS

- All participants are liable to pay a tuition fee in the amount of 2600 EUR (which includes the course fee for two semesters) and a processing fee of 50 EUR (which is non-refundable).
- The fee is to be paid in advance and is a condition for successful registration for the course.
- The letter of acceptance will be issued only after the fee has been paid and the fee has been credited to the University's bank account.

9. ACCOMMODATION

- When applying for the course, participants can apply for accommodation in the student dormitories.
- Accommodation in the student dormitory is additionally paid for and covered by the course participant's own funds.

- Applying for a place in a student dormitory is not a guarantee that a place will be granted. The number of places in dormitories is limited.
- 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).
- Participants are obliged to follow all rules and regulations set by the dormitory.

10. RESIGNATION FROM THE COURSE

- Tuition fee reimbursement is possible only in justified and documented cases (such as visa refusal).
- The full reimbursement 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 tuition fees paid.
- The processing fee is not refundable.
- Written resignation is required to reimburse the tuition fee.

11. HEALTH INSURANCE

- Participants are required to purchase appropriate health insurance covering the entire period of their stay on the course.
- 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.
- A copy of health insurance is to be attached to the registration form.

12. OTHER CONDITIONS

- Participants apply for a visa on their own. Information on visas and residence permits can be found on the website of the Malopolska Voivodship Office in Krakow and the website of the Polish Embassy in the country of your origin.
- All other conditions related to the stay at the University, but not related to the course, should be handled on one's own basis.