

## Regulations: One-year Polish language course

### §1 General Provisions

- 1) The required form of registering is filling in the application form available on the School's website: <https://www.kul.pl/aplikacja,11647.html>. Posting the fee on the KUL account confirms registration for the course.
- 2) The academic year consists of two semesters. Winter semester commences in October and finishes in the middle of February. Summer semester usually commences in the middle of February and concludes in June.
- 3) Each semester ends with an exam.
- 4) The exact beginning and end dates for the semesters, as well as the exams and the dates of the semester breaks are given at the beginning of the course and during its duration.
- 5) In justified cases, it is possible to organize the course in the form of distance learning/online (in full or in part). Such a situation may be dictated by introduced legal regulations or orders of the University's authorities.
- 6) A participant of the course should be a person over 18 years of age. In justified cases, the participation of a person under 18 years of age is possible, provided that the School receives a declaration of full responsibility of parents / guardians for the stay of a minor child on the course.
- 7) During the course from October to June, accommodation in a student dormitory is possible, provided that you complete the application for a place in the dormitory in advance. The monthly fee for the room results from the current fee regulations. Those interested in using accommodation in a dormitory should mark this information in the online application (§1.1). The School of Polish Language and Culture does not guarantee a place at the KUL Student Dormitories.

### §2 Rights and duties of the course participant

- 1) The course participant is obliged to comply with these regulations and currently binding regulations at the John Paul II Catholic University of Lublin.
  - 2) **Course participants are required to attend classes systematically - this is a fundamental requirement in order to be eligible for semester exams.**
- In the Polish educational system 1 academic hour equals 45 minutes.

**The number of missed classes cannot surpass 30 hours (less than 10% of the language program).** Participants who missed more without proper justification (e.g. doctor's prescription, sick leave) are not entitled to additional materials prepared by the teachers to make up for the missed classes within their fee.

3) The students who have successfully passed all the exams receive a diploma for the course and, if required, the transcript of the studies. If a student fails to comply with the requirements of the course, he/she receives only a certificate of attendance

### **§3 Fees**

1) The fee for a semester of a language course is determined each time before the beginning of the academic year. The participant should pay a semester or year-round program fee before the course starts. After the fee is registered in the University bank account, a relevant admission certificate is issued. People who have previously participated in the School's courses are entitled to a discount of 5% of the language program price.

2) People who cannot participate in the program for reasons beyond control of the organizer are entitled to a refund (apart from the administrative fee) provided that this fact is reported in writing at least 30 days before the course starts. To submit a resignation, please inform the School of Polish Language and Culture KUL by e-mail (polski@kul.pl): describe shortly the reason of resignation, provide your name and surname, home address, name and address of the bank and bank account number to which the returned amount is to be transferred.

3) If the resignation is reported within less than 30 days, but before the course start date, regardless of any random cases, the School will keep 10% of the amount paid.

4) In the case of resignation after the beginning of the course, no matter the reason, the School may keep a part of the fee – for each started month – proportionally to the duration of the course until the moment of submitting the resignation.

5) Full reimbursement happens if the course is canceled by the organizer before it starts.

### **§4 Final Provisions**

1) The provisions of these regulations may also apply, fully or partially, in connection with the relevant contracts of scholarship programs or bilateral agreements.

2) The School is not liable for payments of the course participants' fees in regards to accommodation at KUL Student Dormitories or other places. Semester fees include only the language course.