

Regulations of the one-year language course

§ 1. General

1. The Regulations define the rules of organization and participation in the annual language course organized by PJATK.
2. The course is conducted in Polish or English and is preparatory for taking up studies at PJATK. The course will be taught in the target language.
3. Participation in the course and its completion does not guarantee:
 1. admission to studies at PJATK,
 2. obtaining a language certificate or passing external exams.

§ 2. Course duration and organization

1. The course lasts at least 9 months and starts between October and November of the academic year in question.
2. Classes are held in a stationary form at the headquarters of PJATK, with the possibility of conducting some classes online using MS Teams.
3. It is allowed to carry out up to 20% of classes in the remote formula within one group. In exceptional cases (e.g. delays in obtaining a visa), the course may be conducted entirely online.
4. A detailed schedule of classes is set by the PJATK Foreign Language Department.

§ 3. Attendance and passing

1. The course participant is obliged to attend classes.
2. The permissible number of absences may not exceed 20% of the course hours.
3. Exceeding the absence limit will result in failing the course.
4. Attendance is confirmed on the attendance list, in the case of online classes – additionally by logging into the system.
5. The course ends with a pass based on semester tests and assessment of the participant's progress.

§ 4. Recruitment

1. The conditions for admission to the course are:
 1. possession of a secondary school leaving certificate (secondary school leaving certificate),
 2. submission of a set of required recruitment documents,
 3. payment of the course fee.
2. PJATK reserves the right not to launch the course in the event of an insufficient number of applications.

§ 5. Resignation and removal from the list of participants

1. Cancellation of the course requires a written form.
2. A participant may be removed from the list in the event of:
 1. failure to pay the fee,
 2. gross violation of the PJATK regulations,
 3. exceeding the permissible number of absences.

3. In the case of foreign participants, PJATK informs the competent authority (consulate, Border Guard) about the deletion from the list of students, in accordance with the applicable law.

§ 6. Fees and refunds

1. The fee for the course is PLN 12,000.
2. The fee includes participation in classes and teaching materials, but does not include:
 1. fees for external exams,
 2. bank commissions and currency conversion costs.
3. The fee is not refunded in the case of:
 1. resignation of the participant during the course,
 2. failure to obtain a visa – in such a situation, it is possible to continue the course in the online mode.
4. In exceptional situations, the decision regarding a partial refund of the fee is made by the Rector of PJATK at the justified request of the participant.

§ 7. Rights and obligations of the participant

1. The course participant has the right to:
 1. participate in classes according to the schedule,
 2. use of the PJATK didactic infrastructure,
 3. receive a certificate of completion of the course.
2. The Participant is obliged to:
 1. comply with the regulations in force in PJATK,
 2. respect the copyright to teaching materials,
 3. protect personal data of other participants and lecturers.

§ 8. Final provisions

1. PJATK is not responsible for changes in the law concerning the recognition of language qualifications.
2. The Regulations enter into force on the day of approval by the Rector of PJATK.