

Regulations of the one-year language course

§ 1. General provisions

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

§ 2. Duration and organization of the course

1. The course lasts at least 9 months and begins in the period from October to November of a given academic year.
2. Classes are held in a stationary format at the PJAiT premises, with the possibility of conducting part of the classes online using MS Teams.
3. It is permitted to conduct up to 20% of classes in a remote format within one group. In exceptional cases (e.g., lack of a visa), conducting the course in a remote format may be extended.
4. The detailed schedule of classes is determined by the PJAiT Foreign Language Center (Studium Języków Obcych PJATK).

§ 3. Attendance and completion

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

§ 4. Enrollment

1. The conditions for admission to the course are:
 1. holding a secondary school graduation certificate (maturity certificate),
 2. submitting a complete set of required recruitment documents,
 3. passing an interview,
 4. paying the course fee.
2. PJAiT 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. Resignation from the course requires 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 PJAiT regulations,
 3. exceeding the permissible number of absences.

3. In the case of foreign participants, PJAiT informs the competent authority (consulate, Border Guard, Voivodeship Office) about the removal from the list of participants, in accordance with applicable provisions of law.

§ 6. Fees and refunds

1. The fee for the course is 12 000 PLN.
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. In exceptional fortuitous events, the decision on a partial refund of the fee is made by the Rector of PJAiT upon a justified request of the participant.

§ 7. Rights and obligations of the participant

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

§ 8. Final provision

1. PJAiT is not liable for changes in legal provisions regarding the recognition of language qualifications.
2. The Regulations enter into force on the day of their approval by the Rector of PJAiT.