

**Regulations of the Annual Course of Polish Language and Culture for Foreigners
Organized by the School of Polish Language and Culture at the John Paul II Catholic
University of Lublin**

§ 1. General Provisions

1. These regulations define the rules for recruitment, participation, organization, and completion of the One-Year course of Polish language and culture for foreigners, organized by the School of Polish Language and Culture at the John Paul II Catholic University of Lublin, hereinafter referred to as the “School.”
2. The course is intended for foreigners planning to study in Polish, in particular for those intending to undertake studies in Poland.
3. The aim of the course is to develop participants’ language skills, prepare them to function in an academic environment, and deepen their knowledge of the Polish language, culture, and everyday life in Poland.
4. Detailed information regarding course organization, schedule, and current offer is published on the School’s website or provided to participants in separate announcements.
5. Completion of the course does not equate to obtaining a state certificate of proficiency in Polish as a foreign language and does not guarantee admission to studies at the John Paul II Catholic University of Lublin or any other university.

§ 2. Recruitment and Admission Conditions

1. Application to the course is made by completing the application form available on the School’s website.
2. Recruitment is announced on the School’s website and other information channels and continues until all places are filled or until the date specified in the recruitment announcement.
3. After submitting the form, the candidate receives information about further stages of recruitment, including the amount and deadline for the required payment.
4. Admission to the course is conditional upon payment of the required fee within the deadline specified by the School.
5. The candidate may be asked to send proof of payment to the email address indicated by the School.
6. Final confirmation of admission takes place after the payment is credited to the account of the John Paul II Catholic University of Lublin.
7. After the payment is credited, the candidate receives a certificate of admission to the course.
8. As a rule, participants are adults. In justified cases, a minor may participate provided that a written statement from parents or legal guardians assuming responsibility for their stay during the course is submitted.
9. The School reserves the right not to open the course in the event of an insufficient number of applications.

§ 3. Course Organization

1. The course lasts two semesters.

2. The academic year consists of the winter semester and the summer semester. Detailed dates for the beginning and end of classes, exams, and breaks are determined by the School.
3. The course program includes in particular:
 1. Polish language classes;
 2. supplementary classes;
 3. individual consultations;
 4. other classes provided for in the course program.
4. The course may also include elements of a cultural, tourist, and integration program in accordance with the School's current offer.
5. Participants are assigned to groups based on a placement test conducted before the start of classes or on the first day of the course.
6. The grouping decided by the School is final.
7. In justified cases, particularly resulting from decisions of the University authorities or organizational reasons, the course may be conducted wholly or partially using distance learning methods and techniques.

§ 4. Rights and Obligations of the Participant

1. The participant has the right to:
 1. attend classes in accordance with the course schedule;
 2. obtain information about the course organization, assessment rules, and exam dates;
 3. receive documents confirming course completion or participation in accordance with these regulations.
2. The participant is obliged to:
 1. comply with these regulations and the rules in force at the John Paul II Catholic University of Lublin;
 2. attend classes regularly;
 3. take part in assessments and exams provided for in the course program;
 4. cooperate with the organizer and instructors to achieve the intended learning outcomes;
 5. take care of the premises where classes are held and the entrusted teaching materials;
 6. hold valid medical insurance throughout the course, including coverage of possible costs of transport to the country of residence.
3. Absence from classes does not oblige the School to organize additional classes or prepare separate remedial materials within the paid fee.

§ 5. Attendance, Assessment, and Course Completion

1. Regular attendance is the basic condition for admission to semester exams and the final exam.
2. The number of absences may not exceed 20% of classes requiring mandatory attendance.
3. Exceeding the absence limit may result in:
 1. refusal to admit the participant to semester or final exams;
 2. failure to complete the semester;
 3. failure to complete the course.
4. Participants take semester exams at the end of each semester.

5. The final exam takes place on a date set by the School.
6. The condition for completing the course is:
 1. meeting the attendance requirement;
 2. obtaining required credits specified in the program;
 3. passing the final exam.
7. A participant who successfully completes the course receives a diploma and a certificate, and upon request also a transcript.
8. A participant who does not meet the requirements receives a certificate of participation.

§ 6. Fees and Discounts

1. The course fee is determined before each academic year.
2. The participant is required to pay the semester or annual fee before the course begins, in accordance with the School's rules.
3. After the payment is credited, a certificate of admission is issued.
4. Persons who have previously attended courses organized by the School are entitled to a 5% discount.
5. Persons of documented Polish origin may apply for a 15% discount.
6. Detailed rules for granting discounts are determined by the School.
7. Unless otherwise stated, fees include classes and teaching materials.
8. Fees do not include accommodation, meals, insurance, travel, visa fees, bank fees, or currency conversion costs.

§ 7. Withdrawal, Refunds, and Removal from the List

1. A participant who cannot attend the course for reasons beyond the organizer's control is entitled to a refund (excluding the registration fee) provided that resignation is submitted in writing at least 30 days before the start of the course.
2. Resignation must be submitted by email and include:
 1. full name;
 2. address;
 3. brief justification;
 4. refund details.
3. If resignation is submitted less than 30 days before the start, the School refunds the fee minus the registration fee and 10% of the remaining amount as organizational costs.
4. In case of visa refusal, the fee is refunded upon written request (excluding the registration fee), provided the fact is reported before the course begins.
5. Bank and currency conversion costs are borne by the participant.
6. If resignation is submitted after the course has started, the School refunds the fee minus the registration fee and a proportional amount depending on the course duration, with each commenced month counted in full.
7. If the course is completely canceled before it begins, the participant is entitled to a full refund.
8. A participant may be removed from the list in case of:
 1. failure to pay the fee on time;
 2. exceeding the absence limit;
 3. serious violation of the regulations or university rules;
 4. behavior disrupting classes or violating social norms.
9. The decision is made by the Director of the School or an authorized person.

§ 8. Accommodation

1. During the course, participants may apply for accommodation in a KUL student dormitory under separate regulations.
2. Interest in accommodation should be indicated in the application form or within the deadline set by the School.
3. The School does not guarantee accommodation.
4. The School is not responsible for accommodation-related fees.

§ 9. Final Provisions

1. These regulations may apply wholly or partly to scholarship program participants or bilateral agreements unless otherwise specified.
2. Matters not regulated herein are governed by the regulations of the John Paul II Catholic University of Lublin and generally applicable law.
3. Interpretation of these regulations rests with the Director of the School.
4. These regulations enter into force on the date of approval.