

REGULATIONS

Polish Language and Culture Course for Foreigners at the School of Polish Language and Culture, The John Paul II Catholic University of Lublin (Summer School – fee-based courses)

§1 General Provisions

1. Registration for the course is completed by filling in the online application form available on the School's website: <https://www.kul.pl/aplikacja,11647.html> and by paying the administrative fee by 15 June. The registration is confirmed once the payment has been credited to the University's bank account.
2. Summer School courses are held in accordance with the schedule published on the School's website. The programmes begin in July. Participants may choose the course duration (from two to four weeks) and the course option. The launch of a course is conditional upon the minimum required number of participants being enrolled.
3. The School offers the following course options:
 - a. **Standard Course (Basic)** – language programme, teaching materials, and cultural and sightseeing programme.
 - b. **Extended Course (Plus)** – Standard Course plus lunches.
 - c. **Comprehensive Course (All Inclusive)** – Standard Course plus lunches and accommodation in a double room at a KUL student residence hall.
4. The language programme includes:
 - a. Polish language classes: 20 hours per week (1 teaching hour = 45 minutes) in groups of no more than 10 participants;
 - b. Lectures on Polish culture, history, and contemporary issues – 4 hours per week;
 - c. Thematic seminars – 1 hour per week.
5. Participants may purchase additional individual classes (4-hour packages) and/or group conversation classes (7-, 14-, 22-, or 30-hour packages). The launch of group conversation classes is conditional upon reaching the minimum required number of participants at a given level.
6. The sightseeing programme included in the fee comprises:
 - a. One-day coach trips (one per week) to historically significant cities, e.g. Warsaw, Sandomierz, Kozłówka, Zamość. The trip schedule will be published on the School's website before the course begins;
 - b. Guided tours in Lublin, e.g. the Lublin Village Museum, the Majdanek Museum;
 - c. Visits to institutions important for Polish culture, e.g. the Academic Centre for Culture and Media at UMCS.
7. The cultural programme included in the fee comprises:
 - a. Group folklore workshops (e.g. dance workshops – learning regional dances and traditional songs) organised once a week;
 - b. Screenings of Polish films (one per week);

- c. Cultural outings (concerts, exhibitions – at least once a week, depending on current cultural events).
8. The course is intended for participants aged 18 or over. In exceptional cases, minors may participate with written consent from their legal guardians.
-

§2 Rights and Obligations of Participants

1. Participants are required to comply with these Regulations and with the internal regulations of the Catholic University of Lublin, and must hold valid health and accident insurance covering the entire duration of their stay at the Summer School.
 2. Absences may not exceed 15% of the total number of classes. Absences do not entitle participants to make-up classes or refunds.
 3. The course concludes with a written examination. In order to pass the course, participants must obtain at least 60% of the total points.
 4. Upon meeting the completion requirements, participants receive a diploma and a certificate, and – upon request – a transcript after the end of the course. If the requirements specified in §2(3) are not met, only a certificate of attendance is issued.
 5. The four-week course enables participants to obtain ECTS credits in accordance with the rules described on the School's website. The recognition of ECTS credits depends on the participant's home institution. ECTS credits are awarded exclusively for the four-week course, which constitutes a full teaching cycle and meets the ECTS requirements in terms of the number of hours, learning outcomes, and assessment method. Shorter courses do not provide a basis for awarding ECTS credits.
Participants of the four-week course may obtain ECTS credits according to the following scale:
 - a. 5 ECTS credits for active participation in language classes (minimum 85% attendance and a positive final exam result required);
 - b. 1.5 ECTS credits for participation in lectures (attendance at a minimum of 18 lecture hours required).
-

§3 Accommodation and Meals

1. Participants enrolled in the Plus and All Inclusive options are provided with lunches. In the case of trips or cultural outings, the University may replace lunch with a packed meal.
 2. Participants enrolled in the All Inclusive option are provided with accommodation in a student residence hall in double rooms with free Wi-Fi access and one shared bathroom per two rooms. A kitchen equipped with a refrigerator and basic kitchen appliances is also available.
 3. Single-room accommodation is available for an additional fee, subject to availability at the student residence hall. This option must be indicated during the online application process.
 4. Participants are financially responsible for any damage caused during their stay in the student residence hall.
-

§4 Fees and Cancellation Policy

1. The course fees are published on the School's website.
2. Former participants of the School's courses are entitled to a 5% discount on the course fee.
3. **Bank transfer details:**

Payments in EUR should be transferred to:

Beneficiary: The John Paul II Catholic University of Lublin

Beneficiary address: Al. Raławickie 14, 20-950 Lublin, Poland

Bank name: Bank PEKAO S.A. III O/Lublin

Bank address: Krakowskie Przedmieście 64, 20-925 Lublin, Poland

IBAN: PL04 1240 2382 1978 0000 3926 2176

SWIFT / BIC: PKOPPLPW

Payment reference: School of Polish Language / participant's full name

Payments in PLN should be transferred to:

Beneficiary: The John Paul II Catholic University of Lublin

Beneficiary address: Al. Raławickie 14, 20-950 Lublin, Poland

Bank name: Bank PEKAO S.A. III O/Lublin

Bank address: Krakowskie Przedmieście 64, 20-925 Lublin, Poland

IBAN: PL59 1240 2382 1111 0000 3926 2147

SWIFT / BIC: PKOPPLPW

Payment reference: School of Polish Language / participant's full name

4. Cancellation submitted at least 30 days prior to the course start date entitles the participant to a refund of the paid fees, excluding the administrative fee, provided that written notification is sent at least 30 days before the course begins to the School of Polish Language and Culture KUL at: polski@kul.pl. The email must include the reason for cancellation, personal details (full name), residential address, bank address, bank account number, SWIFT, and IBAN for the refund transfer.
 5. The School of Polish Language and Culture KUL does not cover any bank fees or charges related to money transfers. Therefore, the refunded amount may be reduced by bank transfer costs.
 6. Cancellation after the course has commenced does not entitle the participant to any refund.
-

§5 Final Provisions

1. The School reserves the right to make changes to the programme, schedule, or teaching staff for organisational reasons beyond the organiser's control, without the obligation to refund fees.
2. The School is not responsible for decisions made by visa authorities or for visa refusals.
3. Personal data are processed in accordance with applicable legal regulations.