

**REGULATIONS**  
**Of the One Year Preparatory Course**  
**For foreigners intending to study in Polish**  
**At the University of Wrocław**

Art. 1

1. The One Year Preparatory Course is designed for foreigners intending to study in Polish at the University of Wrocław.
2. Rules of participation in the One Year Preparatory Course are stipulated in these Regulations.

Art. 2

Fulfilment of the following requirements is a necessary condition allowing candidates to enrol in the One Year Preparatory Course:

1. Candidates must be at least 18 years old and complete at least secondary education;
2. Candidates must have visas or residence cards giving them the right to stay on the territory of the Republic of Poland for the duration of the Course.
3. Candidates must be in good health, which has to be confirmed in a relevant doctor's certificate showing lack of contraindication against commencing studies;
4. Candidates must have valid insurance policies against illnesses or accidents for the duration of the course or must have The European Health Insurance Cards (EHIC) or must be insured in the Polish National Health Fund immediately on commencement of their education.

Art. 3

Each candidate shall fill in an Application Form, a specimen of which can be found on the web site of the School of Polish Language and Culture for Foreigners and shall pay in an enrolment fee of EUR 200 converted into PLN at the EUR mid-exchange rate quoted by the National Bank of Poland on the payment day.

Art. 4

On admission a foreigner receives a students' ID issued by the University of Wrocław Faculty of Philology confirming his / her students' status.

Art. 5

1. Studying on the One year Preparatory Course is subject to payment.
2. The level of a tuition fee is defined every year in EUR by the Rector on the basis of the cost estimate prepared by the One Year Preparatory Course Manager and verified by the Director of the School of Polish Language and Culture for Foreigners.
3. Payments shall be made as converted into PLN at the EUR mid-exchange rate quoted by the National Bank of Poland on the payment day.
4. The tuition fee shall cover the following: teaching costs, examination costs, costs related to issuing certificates and administrative costs.
5. Payments for the whole teaching period shall be made by candidates before commencement of the Course in a form of a money transfer to a separate One Year Preparatory Course sub-account.
6. Payments shall not be refunded unless documented circumstances justify such action.

#### Art. 6

Academic completion procedures related to the One year Preparatory Course shall be determined by the Director of the School of Polish Language and Culture for Foreigners together with the One Year Preparatory Course Manager in accordance with these Regulations.

#### Art. 7

The study on the One year Preparatory Course lasts two semesters and covers 720 units (so called 'hours' and 'one hour' shall mean 45 minutes) including:

1. 600 hours of general language instructions (300 hours in each semester);
2. 120 hours of specialized language instructions (30 hours in the first semester and 90 hours in the second semester).

#### Art. 8

1. One semester shall be a completion period.
2. In order to be allowed to take exams during the exam period students must fulfil the following conditions:
  - 1/ regular participation in classes according to the schedule;
  - 2/ taking relevant tests in accordance with the Course programme;
  - 3/ getting positive final marks (grades) in all tests in each semester.
3. A student who got a negative mark (grade) shall be obliged to get a positive missing mark (grade) within deadlines specified by a language instructor; however, not later than on the last day of the exam period.
4. In the second semester it shall be required to obtain positive marks (grades) in all tests – not later than 3 days prior to commencement of the exam period.

#### Art. 9

1. A student who is admitted to the exam period shall be obliged to take all required exams within set deadlines.
2. In relation to a student who failed to get positive marks (grades) in all tests the Director of the School of Polish Language and Culture for Foreigners on the basis of recommendation of the One Year Preparatory Course Manager and language instructors makes a decision on:
  - 1/ conditional permission for the student to begin the exam period;
  - 2/ refusal to allow the student to begin the exam period which means failure to complete the One Year Preparatory Course.
3. Conditional permission referred to in Art. 9.2.1 above may be granted to a student whose level of participation in classes was 90% and who got positive recommendation from his / her group language instructor and lecturers.

#### Art. 10

1. A student has the right to apply for a permission to repeat a semester in accordance with rules legally binding at the University of Wrocław.
2. In case of repeating a semester a student makes a payment the amount of which shall be established by the Rector in accordance with a motion put by the Director of the School of Polish Language and Culture for Foreigners.

#### Art. 11

1. The exam period for students on the One Year Preparatory Course shall cover the following exams:
  - 1/ exam in Polish as a foreign language with elements of knowledge about Poland;
  - 2/ specialized exams related to a planned major and a study profile.
2. All students on the One Year Preparatory Course shall be obliged to take an exam in Polish as a foreign language after each semester.

#### Art. 12

1. The exam in Polish as a foreign language shall comprise a written part ('the test') and an oral part.
2. The test shall comprise four parts. The individual parts check the following:
  - 1/ grammatical correctness
  - 2/ listening comprehension
  - 3/ reading comprehension
  - 4/ writing skills.
3. For each part of the test a student should get a required minimum of points.
4. Failure to obtain a positive mark (grade) in the test shall mean no permission for a student to take an oral exam.
5. A student has the right to repeat only those parts of the test in which he / she got negative marks (grades).
6. The oral exams check communicative skills, knowledge of vocabulary related to a planned major and ability to build longer continuous statements on given topics.

7. The final Polish language exam mark (grade) shall comprise:
  - 1/ marks (grades) in interim tests written during a semester;
  - 2/ final written exam mark (grade); and
  - 3/ oral exam mark (grade).

#### Art. 13

In case of getting a negative mark (grade) in any parts of the exam a student shall correct such a mark (grade) during a resit exam period. The date of a resit exam in a resit exam period shall be set by a language instructor / lecturer.

#### Art. 14

1. Dates of exams in specialized topics shall be set by lecturers. In case of getting a negative mark (grade) a lecturer shall set a date of a resit exam in a resit exam period.
2. A form of an exam (written or oral) in a specialized topic shall be determined by a University lecturer in consultation with the Director of the School of Polish Language and Culture for Foreigners and the One Year Preparatory Course Manager.
3. With the One Year Preparatory Course Manager's consent final exams in specialized topics may be divided into 2 parts. Range of material to be covered by each part and relevant dates shall be determined by a given lecturer.
4. Obtaining positive marks (grades) in the abovementioned interim exams is a condition on which each specialized exam shall be deemed passed.

#### Art. 15

1. A student who did not pass all exams during the exam period should take those exams within established deadlines during the resit exam period.
2. In case of failure to pass exams during the resit exam period the One Year Preparatory Course Manager in justified cases (such as illness and other acts of God) may set an additional date when the student's knowledge and skills in areas in which he / she got negative marks (grades) can be verified.

#### Art. 16

The amount of a payment for a resit exam shall be determined by the Rector in accordance with a motion put by the Director of the School of Polish Language and Culture for Foreigners.

#### Art. 17

A student on the One Year Preparatory Course:

- 1) shall be obliged to obey the study Regulations and other internal normative acts legally binding at the University of Wrocław;

- 2) shall not be entitled to benefit from the material assistance fund for students of the University of Wrocław.

Art. 18

1. A graduate receives a final certificate of completion of the One Year Preparatory Course with marks (grades) in each topic.
2. The certificate of completion is a document confirming the knowledge of Polish to the extent allowing its holder to commence study in Polish at the University of Wrocław.

Art. 19

By the 15<sup>th</sup> of May each year students on the One Year Preparatory Course should choose their majors that they would like to study at the University of Wrocław and inform the One Year Preparatory Course Manager about their decisions.

Art. 20

Students on the One Year Preparatory Course shall have the right to appeal to the Rector against decisions related to them.