

## Regulations of the Intensive Polish Language Course (IPLC) at the University of Warsaw 2020

### §1

#### General provisions

1. These regulations define the scope of support, the recruitment process and the rules of participation in the “Intensive Polish Language Course” Project implemented as a part of the University’s Integrated Development Programme (ZIP).
2. The Programme is implemented from April 2, 2018 to March 31, 2022 under the contract POWR.03.05.00-00-Z305/17-00 and is co-financed from the European Social Fund under the Operational Programme Knowledge Education Development 2014-2020, path 3.5.
3. The aim of the Project is to improve the quality of education and better adaptation of foreign students by the elementary course of Polish language and culture.

### §2

#### Basic terms

The terms used in the Regulations:

1. The Programme - the University’s Integrated Development Programme (ZIP), implemented by the University of Warsaw under the project co-financing contract number POWR.03.05.00-00-Z305/17-00;
2. The Project - the “Intensive Polish Language Course” (IPLC) Project, implemented as a part of the University’s Integrated Development Programme (ZIP);
3. Student - a student of the University of Warsaw;
4. Participant - a student of the University of Warsaw who successfully met the criteria specified in the recruitment regulations for the Intensive Polish Language Course and therefore to participate in the Project;
5. UW - the University of Warsaw.

### §3

#### Rules of participation and qualification for the Project

1. Recruitment for the Project is run by the Welcome Point UW. Information on recruitment will be shared in the information and promotion campaign prepared by the Welcome Point UW, the Programme Office and other cooperating Offices carrying out tasks in the Programme. Information about the course will be published on UW websites and delivered to potential candidates via e-mail.
2. Admissions will be held online through the COME platform and will be available for each student meeting the criteria.
3. The course is dedicated to students of last 4 semesters of full degree programmes conducted in English language at the University of Warsaw.
4. The eligibility of a Project participant is confirmed before granting them the support from the Project.
5. During the recruitment process, persons with disabilities will receive the support necessary in the application.

6. The selection of the Project participants will be conducted respecting the equal opportunities policy and without any discrimination on the grounds of the participants' sex, gender, origin, nationality, financial situation or disability.
7. Acceptance to the course will be determined by order of applications.
8. Candidates who will not manage to sign up for the course on time will be put on the reserve list.
9. Participant who resigns from the course later than 10 days before the commencement of the course, will not be allowed to take part in any other activity organized by the Welcome Point UW during the academic year 2020/2021.

#### §4

#### Responsibilities of the participant

1. Attendance to classes and active participation, doing the homework and assignments on time.
2. 4 didactic hours of absence during the online lessons and missing 4 didactic hours of own work on the COME platform is acceptable. Absences caused by illness should be confirmed by a certificate from a doctor.
3. Evaluation of the course will be made on basis of the pre-test and post-test which are mandatory. Students who finish the course with a positive result will receive a certificate of participation.
4. Submission of a signed declaration of participation in the IPLC.

#### §5

#### Duration and structure

1. The Intensive Polish Language Course (IPLC) starts on September 21<sup>st</sup>, 2020 and finishes on October 6<sup>th</sup>, 2020.
2. It includes 48 hours of classes of Polish language containing 40 hours of linguistic skills and 8 hours of cultural classes (conducted in English). All classes will be conducted online.
3. All classes are conducted at basic level.

#### §6

#### Personal data protection

1. Persons joining the Project are obliged to submit the statement of consent for the processing of personal data. Failure to submit the statement means not being accepted for the IPLC for formal reasons.
2. The Personal Data Controller of the Persons mentioned in paragraph 1 is the Minister for Regional Development, acting as the Managing Institution for the Operational Programme Knowledge Education Development 2014-2020, with the headquarters in Warsaw 00-926, Wspólna 2/4.
3. The Personal Data Controller has appointed the Data Protection Officer who supervises the correctness of personal data processing and can be contacted via the following e-mail address: [iod@miir.gov.pl](mailto:iod@miir.gov.pl).
4. The personal data of the Persons mentioned in paragraph 1 will be collected and processed for the following purposes:
  - a) implementation of the Project, in particular confirming eligibility of expenses, providing support to the Project Participants, monitoring, controlling, reporting and evaluation of the Project,
  - b) promotion of other activities carried out in the Project.
5. Providing personal data is voluntary, but necessary for the admission to the IPLC, established thanks to the support from the European Social Fund.
6. The collected data will be made available to the National Center for Research and Development, the intermediary institution with which the UW entered into the agreement No. POWR.03.05.00-00-Z305/17-00 for co-financing the Programme, as well as to other institutions supervising the implementation of the Programme.

7. Only authorized persons or entities may process the personal data within the Project. Persons authorized to process personal data within the Project are obliged to take all measures to maintain their confidentiality.
8. The personal data will be stored until the end of the Programme and closing of the PO WER settlement by 2027.
9. Each Person joining the Project has the right to access their data, the right to rectify, delete, restrict processing, the right to transfer data, the right to object, and the right to withdraw their consent at any time. Withdrawal of consent is tantamount to the resignation from participation in the Project.
10. Each Person joining the Project has the right to lodge a complaint to the President of the Office for Personal Data Protection.

### Contact details

In all matters related to the Intensive Polish Language Course contact Welcome Point UW: [welcome@uw.edu.pl](mailto:welcome@uw.edu.pl). Main Campus UW, Krakowskie Przedmieście 26/28, 00-927 Warsaw, Poland, tel. (+48) 22 55 24 080, (+48) 22 55 24 103; opening hours: Monday–Friday, 9:00–16:30.

*I hereby declare that I read and understood the Regulations of the Intensive Polish Language Course at the University of Warsaw 2020 and I will follow it unconditionally.*

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Signature of the participant, date