

# **Regulations of the preparatory course for university admission at Pomeranian University in Słupsk**

## **§1 General terms**

1. The Polish language course is organised by Pomeranian University in Słupsk and is aimed at international candidates who plan to undertake studies in Polish.
1. The course is preparatory in nature and meets the conditions set out in the Regulation of the Minister of Science and Higher Education dated July 30, 2025.
2. To participate in the course, applicants must be at least 16 years old.

## **§2 Course organisation**

1. The course lasts for a minimum of 9 months and is conducted over the course of the academic year.
2. Classes cover the development of all language skills: speaking, listening, reading, writing, and elements of Polish culture and history.
3. Classes are conducted by qualified academic staff and external experts.
4. The course may be conducted on campus and/or online.
5. Classes are held in groups (minimum 10 people).
6. The detailed schedule is provided to the participants before the start of the course, by August 10 of the current year (the schedule may change depending on the number of participants).

## **§3 Recruitment policy**

1. Admission to the course is based on the recruitment process conducted through the online e-recruitment system: <https://ehms.upsl.edu.pl/e-rekrutacja/>
2. The recruitment consists of the following steps:
  - a) online registration,
  - b) payment of the course fee.
3. Applicants are required to send the following documents to [rekrutacja@upsl.edu.pl](mailto:rekrutacja@upsl.edu.pl):
  - a) the application form,
  - b) proof of payment of the course fee (for the entire period).
4. Minor candidates are obliged to submit consent and a declaration form signed by a legal guardian using the template attached to these Regulations (Appendix No. 2). The document must be notarized.
5. Admission is determined by meeting the formal requirements and the chronological order of the course fee payments.

6. Information regarding the admission or placement on the waiting list will be visible in the candidate's panel within the e-recruitment system, which will be available by August 10 of the current year.
7. Registration for the course begins on June 1 of the current year and closes on August 10 of the current year.
8. The deadline for the payment of the course fee is August 10 of the current year.
9. A waiting list is created once the maximum number of participants is reached.
10. In the case of a candidate's withdrawal, their place will be filled by a person from the waiting list.
11. Candidates from the waiting list who qualify for the course after August 15 of the current year must pay the course fee by August 25 of the current year. They will be notified of their admission to the course immediately.

#### **§4 Course participant obligations**

1. The participant is obliged to:
  - a) participate in classes regularly and actively,
  - b) pass subsequent stages of the course in accordance with the requirements in the study module,
  - c) comply with the University's regulations and rules,
  - d) comply with Polish law.

#### **§5 Course participant rights**

1. The participant has the right to:
  - a) acquire the knowledge specified in the course curriculum,
  - b) attend consultations conducted by the lecturers,
  - c) use the University's infrastructure,
  - d) receive administrative support regarding university-related matters,
  - e) participate in the University community's life.

#### **§6 Fees**

1. The course fee is specified in the current Regulation of the University's Rector.
2. The fee should be paid one time (for the whole course) before its start by August 10 of the current year.
3. All handling fees, including bank charges, are borne by the candidate.
4. The lack of payment by the deadline will result in removal from the candidates' list.

### **§7 Resignation and refund**

1. Resignation from the course is possible both before its start and during the course.
2. In the case of resignation 14 days before the start of the course, the candidate will receive a full refund of the fee.
3. The refund may be received upon a written request (Appendix No. 3) only to the bank account from which the original payment was made.
4. In the case of resignation less than 14 days before the start of the course, or during the course, a refund of the fee will not be granted.
5. Absences do not constitute grounds for a refund.
6. Resignation must be reported via e-mail by sending a declaration of resignation to the following address: [rekrutacja@upsl.edu.pl](mailto:rekrutacja@upsl.edu.pl)

### **§8 Final provisions**

1. The University reserves the right to make organizational changes.
2. In cases not regulated by these Regulations, decisions will be made by the Rector.
3. The Regulations enter into force on the date of their announcement.

#### **Attachments:**

1. Attachment No.1: application form template
2. Attachment No. 2: consent and declaration form of a parent/legal guardian - minor candidates
3. Attachment No.3: Course fee refund request