

Terms and Conditions of
the Preparatory English Language Course
for International Students intending to study in English
at Wrocław University of Economics and Business

§ 1

General provisions

1. The Preparatory English Language Course for International Students, hereinafter referred to as the Course, is created for foreigners intending to study in English at Wrocław University of Economics and Business.
2. The terms and conditions specify the organization of the course, general rules for participation, as well as the rights and obligations of course participants.
3. The course is organized at the Wrocław University of Economics and Business by the International Cooperation Center.
4. Questions concerning the course and recruitment process should be sent to the following email address: englishcourse@ue.wroc.pl

§ 2

Course organization

1. The Preparatory English Language Course begins on October 1st and lasts until May 31st of the following year.
2. The course is held according to the program approved by the Director of the International Cooperation Center and provided to the participants during the first organizational meeting.
3. The schedule of classes is agreed between the course participants and the teacher.
4. The course includes 250 of 45-minute Business English classes.
5. The course fee includes various learning aids, including a course textbook.
6. The course ends with an exam which, upon passing, gives students a certificate of language ability at CEFR B2 level. That certificate is sufficient to apply for a place at one of the English-language courses at Wrocław University of Economics and Business.

§ 3

Terms of participation in the course

To participate in the course, candidates need to fulfil the following requirements:

1. complete, sign and submit by email the recruitment form (Annex 1) together with a photo and GDPR,
2. pay the course fee together with the recruitment fee,
3. send a scan of the passport (page with photo) and scan of the secondary school-leaving certificate by e-mail,
4. the candidate's initial level of language ability needs to be at least CEFR A2.

§ 4
Fees

1. The course is payable in EUR.
2. The course fee is 3000.00 EUR including the recruitment fee: 200,00 EUR (non-refundable), payable by August 20th of the year when the course starts.
3. Fees should be directed to the account:
Bank Zachodni WBK 17 Branch in Wrocław
Plac Powstańców Śląskich 17/115
53-314 Wrocław
IBAN: PL30 1090 2529 0000 0001 2284 9471
4. Transfer costs are covered by the course participant.
5. The correct transfer must include the title: candidate name and surname and number 500-250-58-11-M250-71211
6. The fee of 2800,00 EUR is refundable in the case of:
 - candidate resignation from the course before August 27th
 - not opening the course by the WUEB.
7. The fee is not refundable under the following circumstances:
 - not obtaining a visa for any reason and not informing the WUEB of this fact within 3 working days of receipt of the official decision,
 - failing to attend classes at the beginning of the semester
 - being expelled from the course for any reason, including failure to attend more than 6 hours of classes without leave,
 - resignation after August 27th

§ 5
Rights and obligations of the course participant

1. A foreigner qualified for the course receives a document confirming admission to the course
2. The course participant is obliged to:
 - a) arrive at the course on time,
 - b) arrive on time for lessons,
 - c) actively participate in lessons,
 - d) do homework,
 - e) take the final exam.
3. The student will be expelled from the course in the event of failure to participate in more than 6 hours of classes without leave.
4. The student has the right to:
 - participate in classes,
 - receive learning aids, including a course textbook,
 - take the final exam,
 - take part in additional events that may be organized as a part of the course,
 - take part in open events organized at the university,
 - use the widely available university infrastructure.

§ 6

Conditions for conducting online lessons

1. In exceptional circumstances (so-called "force majeure") threatening the safety of course participants, the course organizer reserves the right to transit the delivery of the course from face-to-face mode to a distance learning. In this situation - the course participant will be immediately notified of a change in the method of delivery of the classes, together with an indication of the reason.
2. The course organizer does not provide the equipment necessary to participate in the classes in a distance learning form. Classes are provided through the Teams module and other programs dedicated to distance learning.
3. The duration of lessons in distance learning form is not shorter than the duration of face-to-face lessons.
4. The schedule of classes in a distance learning form is established between the participants and the teacher.
5. The fee for classes conducted in a distance learning form is the same as for face-to-face classes.

§ 7

1. After completing the course, the participant receives a certificate of completion of the course.
2. After successfully passing the final exam, the participant receives a certificate confirming his/her CEFR B2 level of English language ability.