**REGULATIONS OF THE ENGLISH LANGUAGE PREPARATORY COURSE FOR CANDIDATES FOR STUDIES AND WORK CONDUCTED IN ENGLISH**

**§1 General provisions**

1. The Organizer of the English language preparatory course for candidates for studies conducted in English is the WSB University in Warsaw.
2. The course will be held in Warsaw, the capital of Poland..
3. For more information about the course go to [www.wsb.pl/english/warszawa](http://www.wsb.pl/english/warszawa) website, which gives details about the course description, price, and place of the course.

**§2 Applying to take part in the course**

1. Participation in the course requires enrollment through a form at <https://www.wsb.pl/english/warszawa/our-offer/language-course> or by emailing a scan of the completed form with the participant’s signature to: dsw@wsb.warszawa.pl.
2. Immediately after receiving the completed application form, the Organizer sends a confirmation by email of receiving the application to take part in the course, with a bank account number, to which the participant must pay the participation fee. The confirmation will be send within a maximum of 10 days.
3. After receiving the fee for participation in the course the Organizer will send an email with a certificate to apply for a visa to participants who must hold a visa for the duration of the course.
4. The information specified in paragraphs 2 and 3 shall be emailed to the email address specified by the participant on the application form.
5. The final confirmation of the start of the course will be emailed no later than 14days before the start of the course and will give detailed organizational information.
6. Should the participant not receive the confirmation specified in paragraph 5 the participant should contact the Organizer by phone ((48)22 256 23 24) or email:

dsw@wsb.warszawa.pl

1. After the completion of the course the participant will receive a certificate on participation in the course.
2. The certificate on participation in the course does not constitute confirmation of language skills that entitles a participant to commence first- or second-cycle studies conducted by the Organizer in English.

**§3 Payments**

1. Fee payments should be made into the bank account specified by the Organizer in the email sent with confirmation of the receipt of the application to take part in the course no later than within 14 days from the day of applying for the course.
2. Failure to make the payment within the above deadline will result in the deletion of the applicant from the list of persons awaiting enrollment for the course.
3. Detailed information about the price of the course can be found in the course offer.
4. The course price does not cover accommodation, travel expenses, parking, meals, or health insurance.

**§ 4 Resignation**

1. A participant may resign from participation in the course by emailing his or her resignation from the course to the Organizer at dsw@wsb.warszawa.pl
2. Resignation from the course up to 10 days before its start is free of charge. Resignation at a later date may result in charging the participant with the actual costs incurred by the Organizer in connection with the organization of the course.
3. After the participant submits his or her resignation from participation in the course, the Organizer will send the information about the participant’s decision to Polish consular services which issued the visa, and to the Border Guard.

**§ 5 Change of course date or cancellation of course**

1. The Organizer reserves the right to change the date of the course or cancel it for organizational reasons, in particular: if the number of registered participants is insufficient (the lowest number of participants is 6), due to the death or illness of the lecturer, due to force majeure, which should be understood, without limitation as, natural disasters.
2. In the situations described in § 5.1 of these Regulations, the Organizer will immediately inform the participants about the cancellation of the course, the proposed change of the course date, or indicate another school from the WSB Group, where the same course is organized. If the participant does not accept the new course date or a different course location, the cancellation of the course shall not have any financial consequences for the participant.
3. In the event of cancellation of the course or resignation from participation at the times specified in § 5.2, the amount paid to the account of WSB University in Warsaw by the participant as the fee for the course will be returned immediately after the participant provides in writing a bank account number to which the paid amount should be returned.
4. In the event of the situations described in § 5.1, the Organizer reserves the right to send information on the cancellation of the course or the change of its dates to Polish consular services that issued the visa, and to the Border Guard.

**§ 6 Confirmation of English language skills**

1. On the application form the course participant must declare his or her level of English proficiency. The Organizer reguires minimum level of English knowledge A2.
2. If the declared level of proficiency is A2 or higher, the participant shall undergo a language proficiency verification procedure performed by WSB University in Warsaw. If the candidate declares that he or she has a level of language proficiency higher than A2, the candidate will undergo a verification test. The test takes place in an on-line form, and access to it will be sent to the email address provided during registration. Having completed the test, the candidate will be informed by email about the result of the test and the classification to an appropriate level of the course.
3. The participant declares his or her language proficiency level in accordance with the Council of Europe’s Common Reference Level: global scale, by specifying one of the following levels:
	1. A1 – elementary level;
	2. A2 – pre-intermediate level;
	3. B1 – intermediate level;
	4. B2 – upper-intermediate level;
	5. C1 – advanced level;
	6. C2 – fluent level.
	7. A detailed description of the levels is available at: <https://www.coe.int/en/web/common-european-framework-reference-languages/table-1-cefr-3.3-common-reference-levels-global-scale>
4. A participant who intends to start second-cycle studies conducted by the Organizer in English after the end of the course must take the verification examination referred to in the course offer.
5. The result of the examination referred to in § 6.4 entitling the student to start second-cycle studies conducted by the Organizer shall be 60%.
6. A participant who failed to obtain the required score during the examination or who did not take the examination referred to in § 6.4 and who intends to start the first- or second-cycle studies conducted by the Organizer in English shall be obliged to pass a verification procedure of the proficiency of English provided for in the rules of admission for English language studies conducted by the Organizer.

**§ 7 Final Provisions**

1. Any matters not regulated in these Regulations shall be governed by the provisions of the Civil Code.
2. The Regulations shall remain in force until further notice.