

§ 1.

General Principles

1. The Centre for the Culture and Learning of Foreign Languages (CKiNJO) is an educational institution of the Polish Academy of Social Science and Humanities (PASSH).
2. (2) The Headmaster of the Centre and the Deputy Headmaster are appointed by the Chancellor of PASSH.
3. Lecturers are appointed by the Head of the Centre after consulting with the Deputy, Methodological and Didactic Consultant.
4. The Centre of Culture and Foreign Language Teaching at PASSH offers courses at language proficiency levels from A1 to C2.
5. Groups are formed based on the students' level and individual needs.
6. The courses include a set number of online classes, taught at a given time by a teacher in individual and group mode.
7. Groups consist of 4 to 8 students.
8. Online classes are conducted using an available platform such as Google Meet.
9. The semester group course includes 46 meetings of 1.5 hours each.
10. The intensive group course consists of 15 meetings of 1.5 hours each.

§ 2.

Contract and payment

1. Registration for courses takes place by completing and sending the registration form available on the CKiNJO PASSH website. The registration form is the basis for drawing up a contract.
2. The tuition fee should be paid by bank transfer to the bank account given in the registration form within 7 days before the beginning of the course.
3. Making the payment for the course is understood as acceptance of the Regulations.
4. The agreement is concluded for a fixed period, i.e., a semester or a month.
5. The Centre of Culture and Science of Foreign Languages will not refund the fee for the classes if they are missed due to the fault of the student. The student bears the costs connected with the already conducted classes.

§ 3.
Technical requirements

1. in connection with the teaching mode, online students are required to use appropriate equipment that allows proper participation in the course:

- Internet with a speed that allows adequate connection quality;
- a computer or laptop;
- a built-in microphone or headset;
- a built-in loudspeaker or an external speaker.

The Centre for Language Learning and Culture is not responsible for the quality of the internet connection, or the equipment used by the student.

§ 4.

Rights and obligations of the Centre for the Culture and Learning of Foreign Languages

1. The Centre for Foreign Language Teaching and Culture undertakes to conduct language courses with due care and attention to the highest quality of education.
2. Courses are conducted by qualified teachers. 3.
3. The Centre of Culture and Science of Foreign Languages provides students with access to electronic teaching materials. 4.
4. Information about the start of courses and links to meetings on Google Meet or another platform indicated by the teacher are sent by e-mail.
5. The Centre for the Culture and Learning of Foreign Languages reserves the right to record classes for teaching purposes.
6. The Centre for Foreign Language Teaching and Culture reserves the right to postpone the start of the course due to the lack of a sufficient number of applicants.
7. In case of the teacher's sudden absence (e.g., due to illness), the Centre for the Culture and Teaching of Foreign Languages reserves the right to change the schedule of classes or substitute a qualified teacher.
8. The Centre of Culture and Foreign Language Teaching foresees the end of the courses with a test. 9.
9. Students receive a Certificate of attendance at the end of the course.
10. The certificate can be obtained on condition that the student passes the final test and attends at least 70% of classes.

§ 5.

Rights and obligations of the student

1. The student agrees to pay the fee for the course of his choice and to comply with the Regulations.
2. The student has the right to access the didactic materials used in the learning process during the course. The didactic materials are intended for the student's personal use.
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3. A student may not record or distribute images of other course participants or the teacher without their consent.
4. The student may not record or distribute recordings of classes to third parties.

§ 6.

Personal data

1. The students' personal data remains in the administration of the Centre, which is responsible for its storage.
2. the Centre of Culture and Foreign Language Teaching reserves the right to use photos recorded during the classes for marketing purposes.