

## **RULES AND REGULATIONS OF PARTICIPATION IN STUDIES UNDERTAKEN AS PART OF THE PROJECT KA 2.0 – DEVELOPMENT PROGRAMME OF ANDRZEJ FRYCZ MODRZEWSKI KRAKOW UNIVERSITY**

The rules and regulations specify the rules of admission and participation in studies undertaken as part of the project 'KA 2.0 – the development programme of Andrzej Frycz Modrzewski Krakow University' (hereinafter referred to as '**Project**') realized as a part of Operational Programme Knowledge Education Development, Axis III Higher Education for economy and development; Measure 3.5. Comprehensive university programmes. The project is co-financed by the European Union within the European Social Fund.

### **General provisions**

#### **§1**

1. The Project shall be realized based on:
  - 1) a subsidy application of the Project no. SL2014: POWR.03.05.00-00-Z053/17,
  - 2) a co-financing Agreement of the Project no. POWR.03.05.00-00-Z053/17-00. The institution organizing the contest – The National Centre for Research and Development,
  - 3) general guidelines and rules of law concerning the implementation of the Operational Knowledge Education Development.
2. The rules and regulations specify:
  - 1) participation criteria in the Project,
  - 2) rules and dates of admissions to the Project,
  - 3) fees for studies in English undertaken within the Project KA 2.0,
  - 4) conditions of participation in studies conducted in English and realized within the Project KA 2.0,
  - 5) the Project evaluation and its monitoring,
3. The Project Office is located on the premises of the University,
4. Terms used in the regulations mean:
  - 1) Project – the Project KA 2.0 – development programme of Andrzej Frycz Modrzewski Krakow University,
  - 2) University – Andrzej Frycz Modrzewski Krakow University with a registered office in Krakow (zip code: 30-705) Gustaw Herling Grudzinski Street 1,
  - 3) Intermediary Institution – The National Centre for Research and Development with a registered office in Warsaw (zip code: 00-695) Nowogrodzka Street 47a,
  - 4) Applicant – a person applying for the Project,
  - 5) Participant – a person who has met the recruitment requirements, has been enrolled for the studies realized within the Project, has signed the Agreement on provision of tuition at University realized within the Project and a participation statement to the Project as well as a statement concerning processing of personal data.

## **The offer of the Project, participation criteria, the number of Participants**

### **§ 2**

1. Within the Project the following fields of study shall be realized in the form of full-time study and in English: Management, Film and TV Production Management and Architecture.
2. Management and Film and TV Production Management shall be realized within the first – cycle studies, whereas Architecture within second – cycle studies.
3. The limit of admissions to the studies realized within the Project and the dates of recruitment process concerning the academic year 2018-2019 were stipulated in the Senate Resolution of the date 26 April 2017 of Andrzej Frycz Modrzewski Krakow University regarding the conditions and recruitment procedures to first – cycle studies and long – cycle Master’s degree programme in the academic year 2018-2019. In terms of further enrollment for first – cycle studies and long – cycle Master’s degree programme all the aforementioned conditions shall be specified in an applicable resolution.
4. Admissions to the studies shall be made while places are still available.
5. Decisions regarding admissions to the studies realized within the Project are conditional upon the order of submission of the required full set of documents specified in § 3 sections 2 and 3 and a verified by the results of secondary school final examination or other proper language certificates command of English.
6. Participants of the Project shall be enrolled for the studies referred to in section 1, in compliance with the requirements specified in the Senate Resolution of Andrzej Frycz Modrzewski Krakow University of 26 April 2017 concerning conditions and recruitment procedures to first – cycle studies and long – cycle Master’s degree programme in the academic year 2018-2019 by the amended Senate Resolution of 29 November 2017 and the one of 28 May 2018.

### **Recruitment procedures and dates**

#### **§ 3**

1. To apply for the fields of study realized within the Project referred to in § 2 section 1 both the required full set of documents must be submitted and the command of English on B2 level must be certified in compliance with the standards specified by CEFR.
2. The Applicant applying for the admission to the fields of study of the first – cycle studies realized within the Project and referred to in § 2 section 1 is obliged to register on the University website [<https://rekrutacja.ka.edu.pl/>] and pay a fee in virtue of recruitment procedure as well as submit to the University Recruitment Office the following documents:
  - a) a completed in the recruitment system, printed and signed application form (the scope of data required at the registration is in Appendix 1);
  - b) a copy of a certificate of secondary education corresponding to the original and certified by an authorized staff member (the original document on request). In case of a foreigner a copy of a passport (the original document on request) or a notarial duplicate;
  - c) a proof of payment concerning the recruitment procedure;



- d) One colourful photograph of the Applicant applying for the studies (35 x 45 mm, taken in the plain light background, well-focused, reflecting natural skin colour, including the person from the top of the head to the upper part of shoulders, so that the face would take 70-80% of the photograph. Eyes must be distinct, especially pupils and eyebrows. The person must be en face without any headwear, or dark glasses, looking straight ahead with open eyes not covered with hair).
3. The Applicant applying for the admission to the second – cycle studies, i.e. Architecture is obliged to register on the University website [<https://rekrutacja.ka.edu.pl/>] and pay a fee in virtue of recruitment procedure as well as submit to the University Recruitment Office the following documents:
- a) a completed in the recruitment system, printed and signed application form (the scope of data required at the registration is in Appendix 1);
- b) a duplicate of BA certificate of the first – cycle studies in the field of architecture or architecture and urbanization along with a supplement (the original document on request) or a certified copy;
- c) a copy of the identity card or a different document confirming the Applicant's identity (the original document on request) and in case of a foreigner a copy of a passport (the original document on request) or a certified duplicate;
- d) a proof of payment concerning the recruitment procedure;
- e) One colourful photograph of the Applicant applying for the studies (35 x 45 mm, taken in the plain light background, well-focused, reflecting natural skin colour, including the person from the top of the head to the upper part of shoulders, so that the face would take 70-80% of the photograph. Eyes must be distinct, especially pupils and eyebrows. The person must be en face without any headwear, or dark glasses looking straight ahead with open eyes not covered with hair).
- f) Portfolio in English containing pictorial documentation of the first – cycle studies in the field of architecture, including course designs from a small to large scale. The material should be divided according to academic years and contain short descriptions of each project. The Applicant's additional artistic works (different to these created during the first – cycle studies) may be presented in the portfolio along with a written description of the content and a year of completion.

Portfolio includes individual Applicant's pieces. However, it may also contain some created in a team, of which the Applicant is one of the authors but on condition that any materials that are not the exclusive Applicant's work were clearly specified and the particular Applicant's contribution to the project has been clearly described. Portfolio must be submitted as a soft copy on a CD as a single PDF file. The contents must be recorded in the landscape format, organized and formatted so that they could be projected on a screen (avoid a double arrangement). The portfolio must be up to 20 pages of the A3 format. The maximum size of the PDF file must be 15 MB. The portfolio should contain a front page with a fore name and surname of the Applicant. Each page of the portfolio should also contain the forename and surname of the Applicant and be placed at the bottom.

- g) A reference letter from an academic teacher working in a University already completed by the Applicant or a University where he/she is still continuing his/her first – cycle studies. The letter must contain the referee’s contact details, a forename and surname, a served post and a telephone number. If the reference letter is written in a different language than Polish or English, the Applicant is obliged to enclose its certified translation.
- h) The Applicant’s *Curriculum Vitae* in English.
4. The command of English may be proven by:
- a) secondary school final examination results (it concerns the Applicants who took new type of the exam) which are the condition of the admission to the studies:
- in a written part – on the advanced level or bilingual one – with the result of 50% or more,
  - in an oral part
    - a school year 2011-2012 and the following years – with the result of 50% or more,
    - before the school year 2011-2012 – on the advanced level with the result of 50% or more,
- b) an entrance exam (applicants who took the old type of secondary school final examination or foreigners),
- c) a language certificate (a list of certificates, which is the Appendix 2, was stipulated by the Ministry of Science and Higher Education in a regulation of 12 October 2006 regarding undertaking and completing studies and trainings by foreigners and their participation in scientific researches and R&D (the consolidated text: Journal of Laws from 2006, item 1501) and in § 12 of the Senate Resolution of Andrzej Frycz Modrzewski Krakow University of 26 April 2017 regarding conditions and admission procedure to the first – cycle studies and long – cycle Master’s degree programme in the academic year 2018-2019).
- d) a diploma of :
- studies in the field of philology or applied linguistics,
  - Teacher Training Colleges,
  - higher studies completed abroad – with English as the language of instruction.
5. In case of Applicants with IB (International Baccalaureate) issued by International Baccalaureate Organization with a registered office in Geneva the IB (International Baccalaureate) is the ground for the admission to the studies:
- 1) with English on a higher level (HL) – 4 points or more,
  - 2) with English with elements of literature (A2) – 4 points or more.
  - 3) Applicants possessing IB (International Baccalaureate) issued by International Baccalaureate Organization with a registered office in Geneva for whom English was the language of instruction and examinations may also apply for the studies provided it is proven by a certificate issued by the school completed by the Applicant. It also concerns the Applicants possessing the EB certificate (European Baccalaureate) or a certificate of

secondary education obtained abroad providing there are grounds to recognize the diploma on equal terms with the one obtained in Poland.

6. The ways used to confirm the command of English mentioned in section 4 letter a) and in section 5 do not concern the long – cycle Master’s degree programme in the field of Architecture.
7. The entrance exam:
8. mentioned in section 4 letter b) is organized and set by the University.  
Applicants may take it:
  - a) at the University within a specified period,
  - b) in authorized by Andrzej Frycz Modrzewski Krakow University examination centres in Ukraine.
9. The University may require from foreigners or Applicants submitting a certificate or a university diploma obtained abroad other documents that could confirm personal data stated in the application form and eligibility to complete the studies if the aforementioned documents do not clearly state so.
10. The full set of application documents specified in § 3 item 2 and 3 and the application form filled in the university electronic system, printed and signed must be submitted to the University Recruitment Office of Andrzej Frycz Modrzewski Krakow University (Gustaw Herling Grudzinski Street 1, zip code 30-705 Krakow, C building, ground floor) personally, sent by snail mail (a registered letter) or via an authorized representative.
11. In case of sending application documents by snail mail a date of receiving them by the University Recruitment Office shall be considered as the date of submission of the documents.
12. The authorized representation mentioned in section 9 must be in writing as a notarial document or accorded personally in the University Recruitment Office before an authorized staff member. The authorized representation may involve all actions concerning the recruitment process, enrollment (submission of the documents, collection of the Medical Examination Referral, collection of the decision, signing of the Agreement on provision of tuition, collection of the Hall of Residence Referral, fulfillment of formalities concerning the accommodation) or other chosen by the Applicant.
13. The documents shall not be accepted from third parties who will not possess the relevant authorization. The University Recruitment Office shall not accept documents sent via e-mails, either.
14. Non-delivery, delivery of incomplete or incorrectly filled recruitment documents shall be equal to the rejection of the Student’s application concerning the participation in the Project.
15. In compliance with the requirements of the Operational Programme Knowledge Education Development 2014-2020, the condition to be enrolled for the list of students, apart from submitting the full set of recruitment documents, is the submission a written Participation Statement to the Project (Appendix 3), concluding the Agreement on provision of tuition realized at University within the Project (Appendix 4) and signing the statement concerning the processing of the Participant’s data for the purpose of the Project (Appendix no 5).
16. The Applicant approved to participate in the Project is obliged to sign the Agreement on provision of tuition realized at University as part of Project within 7 days from the moment of receiving the positive decision arising from a recruitment procedure.

17. The University shall approve another Applicant to the Project on the first come first served basis if the Applicant resigns during the recruitment process or the already approved Applicant does not sign the Agreement on provision of tuition realized at University within the Project at the specified time.

### Payments for studies

#### § 4

1. Studies are realized within the Project and are tuition-free studies. Their realization is co-financed from the European Union funds. The approved Applicant is exempt from paying the admission fee, tuition fee, payments for examinations, re-sit in-class examinations and the examination conducted before an examination board, diploma examination, the issuance of the university diploma with two duplicates.
2. The exemption does not include: recruitment fee, rescheduling or reinstating the date of the examination or in-class examination, conditional promotion, year retake, the advance studying, a semester retake, rescheduling the time of submission of degree dissertation beyond the date specified to credit courses of the last semester of studies, payments concerning the issuance of additional diploma translated into a foreign language, an electronic duplicate of the student ID, a duplicate of a university diploma, the exchange of the electronic student ID. The amount of the payments is specified in the binding *General conditions of payments for studies in Andrzej Frycz Modrzewski Krakow University*, which is the Appendix to a bylaw no. 2/2017 of 6 March 2017 issued by the Chancellor of Andrzej Frycz Modrzewski Krakow University and amended by a bylaw no. 7/2017 of 14 March 2017 available on the University website: [<https://www.ka.edu.pl/gfx/ksw/userfiles/adminwm/rekrutacja/2018-19/ogolne-warunki-odplatnosci-18.pdf>].
3. Within the period of 7 days from the moment of signing the Agreement Applicants approved to the Project are obliged to pay a deposit amounting to 2000 PLN (in words: two thousand PLN) on the University account obtained at the moment of signing the Agreement.
4. After the completion of studies specified by a plan and a schedule of studies, the deposit shall be reimbursed on a Student's application within 14 days from the day of submitting the application with the reservation of section 5.
5. If a Student defaults in obligations specified in § 5, especially skips lectures without any excuse, does not fulfill his/her obligations arising from the course and organization of the educational process the paid-up deposit shall be credited towards educational costs incurred by the University
6. The amount of the deposit and the rules of payments may be subject to change during the period of Project realization. It even concerns the rules and regulations amendments referred to in § 9.

### Conditions of participation in studies in English realized within the Project KA 2.0

#### § 5

1. Student's participation in classes specified by a plan and a schedule of studies is obligatory.
2. There are written attendance lists in classes and Students' attendance is verified by every lecturer every time.
3. A Student who will be more than 20% absent from his/her classes from the time specified by the schedule may be removed from the University list of Students.

4. A Student who blatantly violate Student's responsibilities specified in the Rules and Regulations of the Studies or will be removed from the University list of Students through his/her own fault bears full responsibility for the damage done to the University, and incurs the costs of education specified in the Project per Participant.
5. A Student's resignation in participation in the Project without any serious reasons and the Student's expulsion on account of unexcused absences in classes unless the absences were caused by circumstances not arisen from the Student's fault shall be considered as discontinuance of the studies realized within the Project through the Student's fault.
6. The rules and regulations of Studies applicable in the University specify the conditions of taking examinations and obtaining credits, grade scale used in the University , conditions of obtaining course credit, passing a year of study, thesis submission as well as taking the final examination.

### **Monitoring and the Project evaluation**

#### **§ 6**

1. During the duration of the Project and 12 months after the process of education the Participant of the Project is obliged to give all crucial information and explanations to the University that are important for the proper realization of the Project, especially concerning the status on the job market or the continuation of learning.
2. The Participant is obliged to keep the University informed about changes concerning contact details (e-mail, mobile no., address).

#### **§ 7**

Participants of the Project who are the course participants of the fields of studies referred to in § 2 section 1, are obliged to cooperate with the University and other entities realizing evaluation surveys commissioned by Managing Authority, Intermediary Institution or the University in all actions undertaken for the needs of monitoring and evaluating the Project, especially by filling in evaluation and monitoring questionnaires.

### **Personal Data Protection**

#### **§ 8**

1. Applicants' and approved for the studies realized within the Project Students' personal data may be processed only for the realization of the Project, especially to confirm the eligibility of expenses, support Participants of the Project, evaluate, monitor, audit, report and perform informative and marketing activities.
2. Personal data mentioned in section 1 shall be entrusted to be processed to the Intermediary Institution and may be entrusted to entities realizing evaluation surveys commissioned by Managing Authority, Intermediary Institution or the University as well as specialized companies realizing audits within POWER commissioned by Managing Authority, Intermediary Institution or the University.
3. The University is obliged to keep all personal data processed by authorized staff members confidential.

### **Final provisions**

#### **§ 9**

The Rules and Regulations may be amended if necessary in view of law changes, changes of conditions of co-financing Agreement as well as if the necessity arises from the recommendations of the Intermediary Institution, other institutions or bodies authorized to audit and assess the realization of the Project.