



**Europejska Akademia Dyplomacji | EAD | European Academy of Diplomacy**

## **POLISH LANGUAGE FOR DIPLOMATS STATUE**

1. Polish language courses (Courses) are being organized in the head office of the European Academy of Diplomacy (Organizer) and/or in affiliated institutions' rooms. Students are informed about the venue and changes of the venue in advance.
2. The venue can be changed in case of fire, evacuation or accident. The time needed for change of the place is not a part of the class time.
3. There are different levels of Courses including the beginner level. Students are assigned to certain groups according to the results of their placement tests. Forming a group on a certain level depends on the number of students that can guarantee profitability.
4. Submitting the participation in classes is being done via email. A student candidate is obliged to send the filled out registration form by email, fax or to deliver it in person. Students who want to be assigned to a group on a higher level have to send their placement tests by email.
5. Each group has a qualified leading Polish teacher. If the teacher is not able to lead the class the Organizer will provide another qualified teacher or will inform students about rescheduling classes in advance.
6. Students are to pay a fee for the course before it begins, either to the bank account or in cash in the head office. Organizer has the right to cross the student out of the list in case of not paying for the Course.
7. Within the framework of the Course Students are attending 40 hours of classes and are receiving training materials.
8. The Course includes 40 hours of classes, which take place two times a week except for holidays. During the first meeting Students get the schedule of all the classes including holiday breaks.
9. Students are bound to attend the classes regularly, as well as to participate in the class and do their homework.
10. The Organizer has the right to cancel the Course if the number of students is too small to guarantee profitability. The Organizer will reimburse Students for the Course within 7 days or will propose another date in case of cancelling the Course for such a reason or a reason that is not dependent on the Organizer.
11. In case of resigning from the Course at least 5 days before it starts, a Student will be fully reimbursed for it. In other cases:
  - if a Student resigns 4 or less days before the Course starts the Organizer will reimburse 80% of the fee;
  - if a Student resigns after the Course begins but not later than on 7<sup>th</sup> day (before 3<sup>rd</sup> class) he/she is entitled to a reimbursement of 50% of the fee.



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It is impossible to be reimbursed after the 7<sup>th</sup> day of the Course. If being reimbursed the money will be transferred by the Organizer within 7 days from receiving an e-mail from the Student informing about his/her resignation to the bank account from which the fee was paid.

12. Students can get a bill for the class after informing the Organizer about such a need via email.
13. At the end of the course the Organizer hands in a certificate of completed course to Students who attended at least 50% of the classes and/or passed the final test.
14. Students can have individual classes with the teacher if they want to catch up with the material. One lesson costs 100 PLN gross for one person. For two or more Students the cost is 75 PLN. Students should pay the money to the Organizer.
15. The Students can move to another group if the level or time is not appropriate as long as there are less than 10 people in the target group, otherwise Students can be reimbursed.
16. Students can join the Course only if the target group has not gone through the 40% of classes. In this case Students have to pay only for the number of classes they are to attend. In case of joining the group and paying for the whole course, Students can have one hour of individual class for every 10% of the number of classes that he/she missed.
17. In the framework of the Course Students get to attend one optional event related to Polish culture, history or society.
18. All information connected with the course is sent to Students' email addresses. Students are obliged to send information about any contact details change to [mlejman@diplomats.pl](mailto:mlejman@diplomats.pl) or other email address indicated by the Organizer.
19. The statute is written in two identical versions (Polish and English). Accepting the statute is necessary for attending the course.

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