

Appendix No. 1
To Resolution No. 169/2019
Of October 21, 2019
of the Medical University of Silesia
in Katowice

RECRUITMENT AND PARTICIPATION REGULATIONS

for foreigners undertaking studies in English language at the Medical University of Silesia (SUM) in language courses processed under the project ***„Multidimensional support for SUM in the field of providing high quality services for students and foreign management (Welcome to SUM)”***.

§1

DEFINITIONS

Whenever this document refers to:

1. Project – must be understood as a Project ***„Multidimensional support for SUM in the field of providing high quality services for students and foreign management (Welcome to SUM)”*** co-financed by European Union from the European Social Fund under the Knowledge Education Development Operational Programme, non-competitive project entitled *Increasing competences of the academic staff and potential of the institution in receiving people from abroad – Welcome to Poland* processed under an action specified in a grant-aid application no. POWR.03.03.00-00-PN14/18;
2. Beneficiary – must be understood as the Medical University of Silesia in Katowice (SUM);
3. Dean's Office – must be understood as one of five Dean's Offices of the SUM;
4. Regulations – must be understood as the *Recruitment and participation regulations for foreigners undertaking studies in English language at the Medical University of Silesia (SUM) in language courses processed under the project „Multidimensional support for SUM in the field of providing high quality services for students and foreign management (Welcome to SUM)”*;
5. Student – must be understood as a person, who is a foreigner (does not have Polish citizenship), studies at SUM in English language (specifically student of medicine of Faculty of Medical Sciences in Katowice or student of dentistry of Faculty of Medical Sciences in Zabrze) or is a student of a foreign University who studies at SUM within the Erasmus+ Programme during winter semester and summer semester in academic year of 2019/2020;
6. Candidate – must be understood as a student (accordingly with the item 5 of this paragraph), who applies for qualification into the Project;
7. Participant – must be understood as a student (accordingly with the item 5 of this paragraph), who was qualified into the Project correspondingly with Regulations;
8. Team – must be understood as a Project Management Team constituted for carrying tasks related with the Project, including tasks related with recruitment and processing within the Project.

§ 2

INFORMATION ABOUT THE PROJECT

1. Regulations specify rules and basic criteria concerning recruitment of participants, conditions of processing courses and of participation in the Project.
2. Improving the quality of service for foreign students at the University, through a task regarding conducting a course from Polish language for foreign students, is the main purpose of the Project.
3. The Project is implemented in connection with the application submitted by the Medical University of Silesia in Katowice to the Polish National Agency for Academic Exchange.
4. The control over the Project is served by the President of the Project Management Team. The President also makes decisions for individual cases, which are not regulated in these Regulations. The President's decisions are final and the appeal is not obtainable.

§ 3

FORMS AND THE RANGE OF SUPPORT WITHIN THE PROJECT FOR FOREIGN STUDENTS AT THE SUM

1. It is envisaged within the Project to organize and conduct:
 - a) general Polish language course on beginner and/or intermediate level, including 30 meetings (each lasting 90 minutes), 1 to 2 times per week, dedicated for students (as specified in § 1 item 5 of Regulations),
 - b) professional Polish language course dedicated for foreign students of medicine at SUM, which prepares for Medical Final Examination conducted in Polish language. The course is envisaged to widen the students' vocabulary of terminology required for passing the mentioned Final Examination. The course includes 30 meetings (each lasting 90 minutes), 1 to 2 times per week.
2. Courses, as specified in item 1, are conducted by external entity chosen by Beneficiary accordingly to public procurement law.
3. In case of general Polish language course, the Beneficiary aims to constitute max. 7 training groups counting from 5 to 10 students each, on beginner and/or intermediate level in 2 locations: Katowice-Ligota and Zabrze (the number of groups in particular locations is dependent from the number of persons concerned, while maintaining the limit of max. 62 participants).
4. In case of professional Polish language course, the Beneficiary aims to constitute max. 7 training groups counting from 5 to 10 students each located in Katowice-Ligota, while maintaining the limit of max. 62 participants.
5. Support offered within this Project is free. The Beneficiary does not cover any other costs in order to participate in this Project for example commuting expenses and other).
6. Courses will be conducted accordingly to schedule. Detailed schedule will be published no later than 3 days before the start of the courses.
7. All courses will take place in the afternoons of the working days at locations owned by Beneficiary specified in items 3 and 4 of this paragraph. Detailed courses schedule will be coordinated with the study schedule and academic year calendar.

8. The Beneficiary reserves the right to make changes in the courses schedule. Participants will be provided with the up to date information, sent in electronic form to email address given in recruitment form, specified in § 4 item 2 of Regulations.
9. The Beneficiary reserves the right to change the date of processing particular courses in case of random circumstances (specifically connected with the recruitment process and the selection of the external entity). In that case the Beneficiary will inform accordingly to § 4 item 2 of Regulations. Moreover, in case of lack of candidates for professional Polish language course or not fulfilling the limit specified in item 4, the Beneficiary reserves the right to extend the limit of participants enrolled for general Polish language course.

§ 4

RULES REGARDING RECRUITMENT OF PARTICIPANTS

1. Recruitment proceedings for participation in the Project will be carried out by the Project Management Team, set up by the Rector of the SUM, hereinafter referred to as the "Team". The Teams' decision is final and the appeal is not obtainable. At disputable issues, the decision is determined by the President of the Project Management Team.
2. Recruitment advert and information regarding the date of submitting application form, course schedule and any other messages concerning processing the Project, will be published on the website www.sum.edu.pl in the tab *STUDENT* and <http://smk.sum.edu.pl/> under name *WELCOME TO SUM*.
3. The number of participants' seats qualified to participate in the Project is limited and depends on the availability of financial means granted to the Beneficiary. The limits are specified in § 3 items 3 and 4 of Regulation, with the regard to the § 3 item 9.
4. Recruitment will be based on the principles of equal access for women and men and within the regard to the principle of non-discrimination.
5. The Beneficiary will make efforts for comfortable participation of disabled students, specifically by determining their special needs and implement rational improvements, specific for diagnosed afflictions.
6. Submitting completed recruitment form is the condition to participate in the Project. Recruitment form is enclosed to Regulations as Appendix No. 1 and Information Clause which is Appendix No. 2.
7. Qualification into the general Polish language course is decided through admissibility of the application, specified in item 9 of these paragraph and first-come first-served basis.
8. Qualification into the professional Polish language course is decided through:
 - a) Admissibility of the application, specified in item 10 of this paragraph,
 - b) Scores given within recruitment procedure by Project Management Team according to the following scheme:
 - i. Students from IVth, Vth, VIth year of study – 2 points
 - ii. Students from Ist, IInd, IIIrd year of study – 1 point.

In case of obtaining the same equal scores – first-come first-served basis is a decisive criteria. Simultaneously, the Beneficiary reserves the possibility to delete the candidate from the

professional Polish language course participants list, if in opinion of the course teacher, the participants' declared language knowledge from Polish does not reflect the reality, which could possibly impede the classes.

9. Formal criteria for general Polish language course candidates:
 - a) Student status, accordingly with the definition of the § 1 item 5 of Regulations,
 - b) Submitting forms, that is Appendix No. 1 and Appendix No. 2 to Regulations in one of the five Dean's Offices of the University, within the deadline specified by the Team.
10. Formal criteria for professional Polish language course candidates:
 - a) Foreigner student status of medicine conducted in English language at the University,
 - b) The student has a command of Polish language of at least B1 level (in that case, student is required to submit written declaration enclosed in the Appendix No. 1 of Regulations) subject to item 8,
 - c) Submitting forms, that is Appendix No. 1 and Appendix No. 2 to Regulations in the Faculty of Medical Sciences in Katowice, within the deadline specified by the Team.
11. Ranking list is prepared by the Team.
12. In the event of non-compliance with the criteria specified in items 9 and 10, the recruitment form is rejected.
13. In case of fulfilling the limits of seats, candidates who met the criteria and did not qualify into the ranking list, are positioned in the reserve list.
14. In case of a vacancy on the ranking list occurring from candidate resignation from the course, candidates from the reserve list are qualified to participate in a course in accordance with the first-come first-served basis.
15. The results of the recruitment procedure is public. The ranking list and possibly subsequent reserve list will be posted as specified in § 4 item 2 of Regulations and will contain the students' album numbers.
16. Participants will be notified about the result of qualification in electronic form to the address provided in the recruitment form.
17. In case of insufficient number of candidates willing to participate in the Project, the Team will announce additional call for recruitment.
18. The Beneficiary reserves the right to not open the course, if the constituted group is smaller than 5 people.

§ 5

CONDITIONS OF PARTICIPATING IN THE PROJECT

1. The participant enrolled to the Project is required to agree with the given Regulations.
2. The date of starting participation in the Project is equivalent with the date of joining the course after fulfilling all criteria specified in § 4 of Regulations.

§ 6

RIGHTS AND OBLIGATIONS OF PARTICIPANTS

1. Participants of the Project are obligated to:
 - a) Abide by the Regulations,
 - b) Confirm the presence with the written signature at each meeting,
 - c) Inform on a daily basis the Team member in case of any occurrence that can disturb or prevent from further participation in the course,
 - d) Regular, punctual and active participation in the course,
 - e) Independently prepare for the course and follow the orders from the course teacher,
 - f) Complete the course material in case of absence.
2. Course teachers can examine participants' gained knowledge through tests, exams and final exam. The tests and exams outcomes will not have an impact on course completion and receiving final certification.
3. Participants of the Project have a right to:
 - a) Take part in the Project accordingly with the rules of Regulations,
 - b) Submit a comment regarding teaching and any other organizational issues directly to the course teacher or Team member,
 - c) Obtain certification confirming participation in the course, provided that the condition to finish the course was fulfilling all course teacher' criteria.