

Rules of studying in English for foreigners at the University of Economics and Innovation in Lublin

General provisions

§ 1

1. Foreigners may undertake and pursue studies, post-graduate studies, specialist training and other forms of training at the University of Economics and Innovation in Lublin, hereinafter referred to as the 'WSEI', in accordance with the rules and in the form specified in:
 - 1) The Rules of Study at WSEI in Lublin (hereinafter referred to as the 'Rules of Study');
 - 2) The Statute of the WSEI in Lublin;
 - 3) Decision No 2/2020/2021 of the Senate of the University of Economics and Innovation in Lublin of 29 March 2021 approving the conditions and recruitment procedure for the first year of studies at the University of Economics and Innovation in Lublin for the academic year 2021/2022;
 - 4) Decisions or agreements on the conditions of charging tuition fees for studies provided in English.

Rules of recruitment

§ 2

1. The relevant resolutions of the Senate of the University of Economics and Innovation in Lublin, in particular Resolution No 2/2020/2021 of 29 March 2021 and Appendix No 1 on the Rules of recruitment to the University of Economics and Innovation in Lublin for studies in the academic year 2021/2022, shall apply to the online recruitment of foreigners.
2. In the case of recruitment of foreigners for studies provided in English, it is acceptable to conduct online recruitment using appropriate ICT systems.
3. In the case of online recruitment, candidates for studies in English who are foreigners shall be required to send scans of all documents required in the recruitment process referred to in § 3, 4 and 5 of the following Appendix, together with a declaration of their authenticity and accuracy. The above applies in particular to the documents referred to in the Resolution No 2/2020/2021 of the Senate of the University of Economics and Innovation in Lublin of 29 March 2021 on the Conditions and recruitment procedure for the first year of studies to the University of Economics and Innovation in Lublin for the academic year 2021/2022.
4. If a foreigner is admitted to studies based on scans of the aforementioned documents, the Student is required to provide their original versions by the date on which the classes commence on the premises of WSEI. Failure to provide the original documents in the required form and time may result in the Student's removal from the student registry.

Undertaking studies and participation in classes

§3

1. Classes for foreigners at studies conducted in English to the extent specified in generally applicable law and the relevant resolutions or decisions of the WSEI bodies may be conducted online via the ICT systems made available by WSEI.

2. The decisions of the WSEI authorities regarding the form of teaching (remote classes or classes conducted on the premises of the University) may be amended at any time coming into effect from the commencement of the next semester, prior to which a foreign student shall be informed about.
3. A student who is a foreigner must:
 - 1) make the payment of any fees specified in the Agreement on charging fees for providing educational services and other documents referred to in § 1 above;
 - 2) take (sign) an oath by means of an ICT system or send a scan of a signed oath before the commencement of the first classes in the course of the studies;
 - 3) sign the Agreement on the conditions of payment for providing educational services by means of an ICT system or send a scan of the signed Agreement on the conditions of payment for providing educational services before the commencement of the first classes in the course of the studies;
 - 4) get a Student ID at the WSEI headquarters by the date of the commencement of the classes at the WSEI headquarters.
4. In the case of online classes, the student is obliged to participate actively and synchronously in the classes using an individual account (authenticated by an individual login and password) in the ICT system provided by WSEI.
5. Academic teachers conducting online classes shall be entitled to verify the students' participation, including imposing an obligation on the student to establish a direct audio or audio-video connection.
6. The student's absence from online classes shall be regarded as a lack of participation in compulsory courses, which may result in removing the student from the student registry.
7. The student may obtain the University's consent to undertake online studies until the date of receiving a visa and continuing his/her studies directly on the premises of the University. He/she is given the status of an e-student and is obliged to come to the University immediately upon the receipt of a visa. A delay in arrival at the University will result in the removal of the student from the student registry. In such a case, the tuition fee cannot be refunded.

Payment and reimbursement of fees

§4

1. Foreign students shall be required to pay all fees in a timely manner in accordance with the provisions of the Agreement on the conditions of payment for providing educational services and the other documents referred to in § 1.
2. The amount of fees, including recruitment and tuition fees, shall be paid at the rate and in accordance with the rules specified in the Agreement on the conditions of payment for providing educational services, the Rules for charging fees for studies at the University of Economics and Innovation in Lublin and the Ordinances of the Chancellor / Rector, in accordance with the Fees for the year in which the studies commence.
3. The fees shall be paid by the student to the bank account specified by WSEI allocated to each student individually.
4. The recruitment fee is non-reimbursable.
5. If the student resigns from studies or is removed from the list of students (including the reason specified in § 3(6)), the fees paid by the student shall not be refundable.
6. Where the student is removed from the student registry as a result of failure to provide the original documents referred to in § 3(6), the fees paid by the student shall not be refundable.
7. If classes during the first semester are, from the beginning, conducted on the premises of WSEI only, a foreign student who does not receive a visa or other document allowing him/her to undertake studies in such a form may claim reimbursement of the tuition fees

paid. In such a case, the recruitment and enrolment fees shall not be reimbursed. The refusal of a visa should be documented and delivered to the University without delay.

8. If WSEI fails to launch a specified field of study, the tuition fees paid by the student shall be reimbursed at the request of the student.
9. The University undertakes to prepare a proposal for insurance for the student, including medical expenses and personal accidents insurance for the duration of his/her studies in Poland.
10. The University shall insure the student upon written request. In this case, the student is required to pay an additional annual fee/contribution as indicated by the University.

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