

Ordinance No. 28
of the Rector of the University of
Białystok
of 27 September 2019
on the establishment of a non-
degree programme at the
University of Białystok

Pursuant to Article 23 Section 2 of the Act of 20 July 2018 *The Law on Higher Education and Science* (JoL of 2018, item 1668, as amended) I order the following:

§ 1

1. The University of Białystok, hereinafter referred to as UwB, establishes a non-degree programme as a paid offer of education, conducted in a foreign language, which does not confer a professional title, in which foreign students from universities with whom UwB has signed cooperation agreements may participate.
2. The non-degree program covers a period of one or two semesters and grants a maximum of 35 ECTS credits over a single semester period and a maximum of 70 ECTS credits over a two semesters period.

§ 2

1. The foreign language training offer in individual organizational units conducting the training, established annually, contains a list of subjects and their form, the number of hours of individual classes and ECTS credits for each subject.
2. The coordinators of the non-degree programme in the training organizations shall send a training offer to the International Cooperation Office, hereinafter referred to as the ICO, to the following e-mail address: admissions@uwb.edu.pl, by 31 March, for each subsequent academic year.
3. The ICO publishes the foreign language training offer on the UwB website.
4. UwB reserves the right to make changes to the non-degree programme offer within 30 days from the date of the first classes in a given academic year.
5. UwB undertakes to provide the necessary information related to the recruitment process, rights and obligations of the programme participant.
6. If changes to the non-degree programme are necessary, the non-degree coordinator of the training organization shall notify the program participant immediately of the changes made.
7. Within 14 days of the date of the first classes in a given academic year, the program participant may apply to the non-degree programme coordinator in the organizational unit conducting the training for changes to their programme. Each participant's application will be examined individually.
8. The coordinators of the non-degree programme shall be appointed by the heads of the organisational units conducting the training.

§ 3

1. A candidate applying for admission to the non-degree programme shall send an application form and a form containing a list of selected subjects, hereinafter referred to as the Learning Agreement, to the ICO via e-mail: admissions@uwb.edu.pl.
2. The application form and the Learning Agreement are available at <http://uwb.edu.pl/join-us-in-5-steps>. The templates of the forms are set out in Annex 1 and Annex 2 to this Ordinance.
3. The candidate shall attach a scanned copy of a document confirming a minimum of a B2 level foreign language proficiency, if available, to the application form.
4. The ICO accepts application forms within the deadlines resulting from the schedule adopted by

UwB.

5. The schedule is available at <http://www.uwb.edu.pl/deadlines>.

§ 4

1. A candidate who does not have a document confirming a minimum of B2 level foreign language proficiency is obliged to contact the ICO in order to take a free on-line test verifying foreign language proficiency.
2. The test is available on the UwB e-learning platform – Blackboard (blackboard.uwb.edu.pl).
3. The Computer Applications Department, via the ICO, provides the candidate with the link, login and password necessary to take the test to check the level of foreign language proficiency.
4. If the candidate has obtained a B2 level from a language test, he/she may participate in the non-degree programme.
5. If the candidate fails to pass the test at B2 level, the candidate may participate in the non-degree programme, provided that he/she participates in a paid foreign language course, conducted by UwB's Centre for Foreign Language Teaching, in parallel with the non-degree programme or in the period preceding the start of the non-degree programme.

§ 5

1. After a preliminary verification of the correctness of the submitted application forms, the ICO, in consultation with the relevant coordinator, shall decide whether to qualify or not to qualify the candidate for the non-degree programme.
2. If a candidate is accepted for a non-degree programme, the ICO shall issue a Letter of Acceptance to the candidate, a *template of* which is set out in Annex 3 to this Regulation.

§ 6

1. For the duration of the non-degree programme at UwB, the candidate may, at the stage of submitting the application form, apply for lodging in UwB's Student's House.
2. Places in the Student's House are awarded on an ongoing basis, and the order of applications determines placement. UwB does not guarantee a place in the Student's House.

§ 7

1. Upon arrival, the candidate is obliged to sign and comply with the *agreement on the terms of admission and payment for the non-degree program at the University of Białystok*, the model of which is attached as Annex 4 to this Ordinance.
2. During the non-degree programme at UwB, the Dean's Office/Secretariat of the Organisational Unit offering the programme shall issue a student's ID card to the Program Participant.

§ 8

1. Upon completion of the non-degree program for which the candidate has been qualified (one or two semesters, as appropriate), the non-degree coordinator in the organizational unit offering the training shall issue a *Certificate of Attendance* to the *participant*, confirming the term of the non-degree programme and a *Transcript of Records*, including a list of ECTS credits obtained by the participant. The templates of the forms are attached as Annex 5 and Annex 6 to this Ordinance.
2. In the absence of the coordinator in the relevant training organization, the coordinator shall transmit the prepared *Certificate of Attendance* and *Transcript of Records to the Dean's Office/Secretariat of* the competent training organization which shall then issue it to the programme participant.
3. The coordinator of the non-degree programme is obliged to keep a register of issued certificates.
4. The coordinator of the non-degree program and, in its absence, the Dean's Office/Secretariat shall be required to send to the ICO copies of the certificates issued to the programme participant.

§ 9

The following shall be responsible for the implementation of this Ordinance:

- 1) Heads of organisational units offering training programmes,
- 2) non-degree programme coordinators,
- 3) Head of the ICO.

§ 10

The proper implementation of the Ordinance shall be supervised by the Rector responsible for international cooperation.

§ 11

1. The calculation of costs shall be prepared annually by the ICO, by 30 April of the year preceding the academic year for which the calculation is made.
2. The calculation is prepared in PLN, according to the NBP exchange rate for EUR, valid at the date of preparation of the calculation.
3. The calculation is verified by the Economic and Financial Analysis Team and approved by the Rector.
4. The Rector shall determine the amount of the fee for one semester of the non-degree programme.
5. A template for the calculation of the costs of the non-degree program is attached as Annex 7 to this Ordinance.

§ 12

The Ordinance comes into force on 1 October 2019.

Polish Social Insurance Rate * 19.64%

University of Białystok

Calculation of the cost of education of one non-degree student
for participants starting their programme in the academic year: ... /...

DIRECT COSTS

1.	Remuneration	teaching hours	group factor	expected number of students in the group	rate**	Amount
	Lecture groups/practical classes groups				187	
			-		187	
			-		187	
			-		187	
Total:						

Remunerations premium	-
total personal payroll fund	-
Additional annual remuneration("13")	-
Social insurance premiums from salaries and "13"	-

II.	Total costs of salaries of UwB academic teachers	-
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III.	Other direct costs (excluding salaries)	-
	promotion	
	Other direct costs	
	Other direct costs	
	other direct costs (including material costs)	

IV. I Total direct costs per participant

v.	INDIRECT COSTS		
	General University indirect costs***	35%	-

M. [the cost per participant]

Social Insurance rate in force at the date of calculation

Average hourly rates calculated on the basis of the data from the year preceding the calculation

(signature and stamp of preparing the calculation)