

Rules of Artistic Training at the Fryderyk Chopin University of Music

General provisions

§ 1

The legal basis for passing the Rules are:

- Art. 6 Paragraph 1 Point 5 of the Act of 27 July 2005 *Law on Higher Education* (uniform text, Journal of Laws 2016, Item 1842 with further amendments),
- Regulation of the Minister of National Education and Sport of 12 October 2006 on undertaking and undergoing studies by foreigners and their participation in research and development work (uniform text, Journal of Laws 2016 Item 1501 with further amendments).

§ 2

Rules of Artistic Training at the FCUM:

1. determine the principles of creating and closing down Artistic Training,
2. set the economical rules of functioning of Artistic Training,
3. determine the ways of enrolment for Artistic Training,
4. determine rights and responsibilities of participants of Artistic Training,

§ 3

1. Any Department of the FCUM shall be entitled to carry out Artistic Training.
2. A Department intending to carry out Artistic Training is obliged to:
 - a. work out a project of the programme of Artistic Training or report the intention to run Artistic Training,
 - b. provide teaching staff,
 - c. provide classrooms and equipment necessary to properly carry out the programme of Artistic Training,
 - d. indicate the teaching materials,
 - e. provide administrative and technical service for Artistic Training.

§ 4

1. Artistic Training is fee-based (payable) and its costs are covered from the income gained from payments for this form of education.
2. The income from Artistic Training constitutes the FCUM's own revenue.
3. Fees for Artistic Training shall be paid in advance for the whole year (or semester, if the training lasts shorter than a year) and the payments shall only be made by a bank transfer to the indicated bank account.
4. The FCUM does not subsidize Artistic Training from its own funds or the income gained from payments for other type of Artistic Training or other forms of payable education.

§ 5

A Department running Artistic Training is obliged to run documentation concerning the course of Artistic Training in a way specified in these Rules and in separate regulations.

Creating and closing down Artistic Training

§ 6

Artistic Training shall be created and closed down by Rector upon the motion a Department Council.

§ 7

1. Artistic Training shall be run in a semester or a year cycle.
2. Artistic Training shall last no less than one semester, and the teaching load shall not be less than 30 hours.

§ 8

1. The motion to Rector to create Artistic Training according to the pattern specified in Annex 1 shall be put forward by Dean no later than in April in case of the intention to start Artistic Training at the beginning of the following academic year, and no later than in October in case of the intention to start Artistic Training at the beginning of the second semester of that academic year
2. The motion to create Artistic Training should be enclosed with:
 - a. resolution of a Department Council to create Artistic Training,
 - b. information on the aim, mode, topic range, duration, way of assessing the learning outcomes, and criteria of awarding the final grade,
 - c. detailed enrolment conditions for Artistic Training,
 - d. requirements for candidates for Artistic Training,
 - e. conditions to obtain the certificate of completion of Artistic Training,
 - f. cost estimate of Artistic Training drawn up according to the pattern specified in Annex 3 to these Rules determining the fee for Artistic Training in its basic form,
 - g. admission limit in a given academic year taking into account the organisational and space capacities the Department has (this limit must be updated yearly at the beginning of a new academic year),
 - h. list of classrooms and equipment used for carrying out Artistic Training.
3. The fee amount for Artistic Training in its basic form which is 30 hours at a given Major is specified in the price list. The basis to set the fee amount is the cost estimate put forward by a Department Dean.
4. In case of extending Artistic Training with additional classes, a Department Dean shall draw up an individual cost estimate, which – after being approved by Rector – shall become a basis to set the fee amount and conclude an agreement annex with a trainee, described in § 12 Paragraph 5.
5. Every cost estimate, before being put forward to Rector, requires a countersignature of the Bursar, and the Bursar is obliged to draw up the economic analysis of this cost estimate and to order the proposer of the motion to make changes essential for the relevant financial result.
6. Each cost estimate includes university maintenance cost margin amounting to 30% of total direct costs resulting from the organisation of Artistic Training.

§ 9

1. In case of the lack of a minimal number of candidates being a condition for the self-financing of a given Artistic Training, as well as for other important reasons, Rector shall not give consent for opening it.
2. The decision not to open Artistic Training may be taken by Rector on his own initiative as well as upon the motion of the Bursar of the Chancellor.
3. In case of taking the decision, as described in Paragraph 2, Rector shall order Dean of the Department running Artistic Training to immediately implement his decision.
4. Changes in carrying out Artistic Training, their duration or curriculum shall be endorsed by Rector having received the cost estimate mentioned in § 8 Paragraph 4, for that he may consult the Department Council.
5. The changes mentioned in Paragraph 4, which could cause any financial results, shall require submitting a cost estimate correction and a countersignature of the Bursar.

§ 10

The motion to close down Artistic Training according to the pattern specified in Annex 2 shall be put forward to Rector by Dean of the Department running Artistic Training, and it should be enclosed with:

- a) justification for closing down Artistic Training;
- b) resolution of the organisational unit concerning the closing down of Artistic Training.
- c) projects of termination of contracts and agreements connected with carrying out Artistic Training if the closing down of the training influences other types of training in progress.

Enrolment for Artistic Training

§ 11

1. Persons who want to apply for Artistic Training must at least hold a secondary school-leaving diploma, but in special cases Rector may allow candidates without such education to enrol for the training.
2. Artistic training may be taught in a language agreed on between an artistic supervisor and a trainee. In case when the curriculum of the training includes classes for different subjects, the agreement should cover all these subjects.
3. Enrolment for Artistic Training shall be held according to the detailed enrolment conditions, as described in § 8 Paragraph 2 Letter c.
4. Dean of the Department offering Artistic Training shall announce: enrolment rules for the training, admission limit, date and place for submitting the documents, at least two months before the date of starting classes.
5. A candidate applying for Artistic Training should submit the following documents to the Department carrying out the enrolment (among other documents):
 - a) admission application for Artistic Training according to the application form sample specified in Annex 9
 - b) personal questionnaire according to the pattern specified in Annex 10
 - c) CV;
 - d) 4 photographs;
 - e) commitment to incur costs of payments for Artistic Training,
 - f) request to carry out the training in a given foreign language in case when a candidate applies for the training offered with a foreign language of tuition,
 - g) other documents, if such were specified in the decision concerning the enrolment conditions for Artistic Training,
 - h) address, telephone, e-mail for correspondence,
6. Aside from the documents specified in Paragraph 5, non-Polish candidates applying for Artistic Training must also submit:
 - a) a certified copy of a visa, residence card or other document allowing them to stay in the Republic of Poland,
 - b) medical certificate proving no contraindications against starting education,
 - c) a certified copy of an illness and accident insurance policy for the period of education in Poland, or a copy of the European Health Insurance Card, or a signed declaration of acceding to the insurance in the National Health Fund straight after starting their education.
7. Persons applying for Artistic Training are obliged to submit a matriculation certificate, unless they present a diploma of completion of higher education studies, subject to Paragraph 1.
8. Being admitted to sit the qualifying exam depends on paying the exam fee specified in the announcement about enrolment for Artistic Training.
9. The FCUM employee to whom the documents are submitted by the candidate shall decide whether they are in conformity with the original.

§ 12

1. The result of the enrolment procedure conducted by the Department Dean, as specified in the enrolment conditions (§ 8 Paragraph 2 Letter c), shall decide whether a candidate is accepted for Artistic Training.
2. The enrolment procedure has a competition-like form.
3. Results of the enrolment procedure shall be made public in a form of a decision of Dean of the Department running Artistic Training, according to the pattern specified in Annex 4. In case of foreign candidates, the decision shall be made by Rector based on Dean's written recommendation according to the relevant pattern determined in Annex 4.
4. Candidates are entitled to an appeal to Rector against the decision described in Paragraph 1; in case of Rector's decision concerning foreign candidates, the candidates can request for re-examining the case. The appeal and the request should be submitted within 14 days from the date of learning about the decision. A decision taken by Rector as a result of having examined the appeal is final.
5. Entering classes depends on concluding an agreement on the conditions of payment for Artistic Training and paying the fee for the training.
6. On behalf of the University, an agreement on the conditions of payment for Artistic Training shall be concluded by Vice-Rector for Teaching Affairs.
7. A trainee shall be given an ID card, a sample ID card is specified in Annex 5. A trainee shall also incur the costs of administrative fees according to the rules specified in Senate resolutions.

Course of training

§ 13

The detailed class schedule for Artistic Training shall be determined by the artistic supervisor of a trainee before the start of a semester.

§ 14

1. A trainee shall be entitled to use the library and sound library collection of the FCUM according to general principles specified in the library rules. These rules can be different than the ones students of other types of studies are subject to or entitled to.
2. Trainees shall use practice rooms equipped with instruments assigned to a given room according to general principles. A Department Dean may periodically limit access to the practice rooms at his disposal due to important artistic or teaching projects carried out at the Department.
3. Trainees shall be entitled to borrow instruments being the property of the University for purposes and during the time of their Artistic Training (classes, practicing) for a fee. The fee for borrowing instruments may be different than in case of students of other types of studies. Using the instruments for purposes other than the ones connected with Artistic Training in progress is not permitted.
4. A trainee may be given a document certifying the training in progress. The certification, according to the pattern specified in Annex 6, shall be issued by Dean of the Department carrying out the training.

§ 15

1. A trainee shall be obliged to participate in classes included in the curriculum and sit exams.
2. A trainee should be informed by his/her training supervisor about the conditions to complete the training.
3. A trainee is obliged to pay the fee for Artistic Training before the first of class - in case of failing to make the payment before the start of classes, a trainee shall not be admitted to classes and may be crossed off the list of trainees in accordance with § 18 Paragraph 1 Letter b.
4. In case of resignation or being crossed off the list of trainees, the University shall reimburse the paid fee at a trainee's written request in the amount proportional to the missed classes and the costs incurred by the University, counting from the date when the trainee submitted his/her resignation from the training or was crossed off the list of trainees. The amount of the

reimbursable fee shall be set by Dean of the Department carrying out the training based on Bursar's opinion.

5. A trainee may suspend his/her Artistic Training with the approval of his/her training supervisor and Department Dean for no longer than 6 months. The Department Dean shall determine the conditions for resuming Artistic Training, which may include the condition to retake the qualification exam according to the principles specified in the rules. Renewal of the training shall only be possible in case of the circumstances described in § 20.

§ 16

1. A trainee shall be obliged to obey the order regulations being in force at the FCUM while staying within the FCUM area.
2. For violating the order regulations mentioned in Point 1 or for despicable deeds, a trainee may be punished with a reprimand or with being crossed off the list of trainees.
- 2a. Despicable deeds as especially such deeds as:
 - a) violating the university's good name,
 - b) ascribing deeds or intentions, etc., which are unlawful or violate the principles of community life, to members of the academic community in a hurtful and unjustified way,
 - c) formulating unjustified accusations against members of the academic community,
 - d) rude or offensive behaviour towards pedagogues, superiors or fellow trainees.
3. Punishment may be awarded Dean of the Department running Artistic Training.
4. Trainees are entitled to an appeal against the awarded punishment within 7 days from the date of punishment.

§ 17

1. The following grading scheme is used while grading exams being part of Artistic Training:

<i>A+</i>	<i>celujący</i>	<i>exceptional</i>	<i>24-25 points</i>
<i>A</i>	<i>bardzo dobry</i>	<i>very good</i>	<i>21-23 points</i>
<i>B</i>	<i>dobry plus</i>	<i>good plus</i>	<i>19-20 points</i>
<i>C</i>	<i>dobry</i>	<i>good</i>	<i>16-18 points</i>
<i>D</i>	<i>dostateczny plus</i>	<i>satisfactory plus</i>	<i>13-15 points</i>
<i>E</i>	<i>dostateczny</i>	<i>satisfactory</i>	<i>10-12 points</i>
<i>F</i>	<i>niedostateczny</i>	<i>failed</i>	<i>0-9 points</i>

2. A Department Council may do away the duty to give grades according to the above scheme for trainees and replace them with descriptive assessment.
3. Obtaining an F (failed) grade means failing to complete Artistic Training.
4. Descriptive assessment obtained by a trainee shall be written down in the exam card by the supervising teacher or by Head of the exam committee, on the stipulation of Paragraph 2.
5. After the completion of the training, Dean of the Department running Artistic Training shall issue a certificate with the obtained grades at the request of the trainee.

§ 18

1. A trainee shall be crossed off the list of trainees in case of:
 - a. a written resignation from the training,
 - b. failing to pay the tuition fee for the training within the set time limit,
 - c. being punished in a form of being crossed off the list of trainees.
2. A trainee may be crossed off the list of trainees in case of not taking up or discontinuing to attend the training for more than 30 days.
3. Crossing off the list shall be done by Dean of the Department running Artistic Training upon request of the artistic supervisor, notifying the Bursar about this fact according to the pattern specified in Annex 11.
4. A trainee crossed off the list shall be entitled to an appeal against this decision to Rector within 14 days from the date of receiving it. Rector's decision taken as a result of having examined the appeal is final.

5. A trainee crossed off the list shall be entitled to have a fee reimbursement minus the fee for the classes already held and the compensation equal to the costs incurred by the University for preparing his/her teaching process (no more than 20 % of the fee for the whole Artistic Training).

§ 19

1. In case of resignation from Artistic Training before the set date of the first class, a trainee may apply for a return of 80% of costs of the tuition fee for the training.
2. The exam fee is non-returnable in case of a negative result of the enrolment procedure.
3. A decision to return part of the tuition fee costs as written in Paragraph 1 shall be taken by Dean of the Department running Artistic Training, notifying the university Bursar about his decision.

§ 20

1. A person who suspended the training or was crossed off the list of trainees may apply for resuming it under the condition that the Department runs such a type of training and that it has places within the admission limit. The decision regarding this matter shall be taken by Dean of the Department offering Artistic Training, having checked the factual legitimacy of resuming the training.
2. Conditions for resuming Artistic Training shall be determined by Dean of the Department offering Artistic Training, but the resuming may depend on paying the increased tuition fee if the fee for Artistic Training in its current edition was higher than the fee at the time when the training was suspended.

Completion of the training

§ 21

1. Completion of Artistic Training shall be certified by Dean of the Department offering Artistic Training upon request of the artistic supervisor, issuing a certificate of completion of the training according to the pattern specified in Annex 8. The certificate should include the general grade for the completion of the training according to the rules accepted by the Department Council.
2. The condition for issuing a certificate of completion of Artistic Training is that a trainee presents a clearance slip filled in according to the pattern specified in Annex 7.
3. In case of the loss of the original certificate of completion of Artistic Training, the FCUM can issue a copy of it, according to regulations and payment rates for diplomas of graduation from higher education studies.

Rights and responsibilities of an artistic supervisor of a trainee

§ 22

1. An artistic supervisor of a trainee can only be a university teacher employed at the FCUM as a basic place of employment.
2. An artistic supervisor of a trainee is entitled and obliged to:
 - a) determine and present a trainee with a programme of the training, and carry out this programme,
 - b) confirm that a trainee has paid the tuition fee before admitting him/her to attend the first class.
 - c) present a report on the course of the training to a Department Dean and assess a trainee,
 - d) request for crossing a trainee off the list of trainees.

Organising and supervising Artistic Training

§ 23

1. Organisation of Artistic Training shall be carried out by Dean of the Department running Artistic Training.
2. Factual supervision of Artistic Training shall be carried out by Dean and Council of the Department running Artistic Training.
3. General supervision of how Artistic Training works at the FCUM shall be carried out by Vice-Rector responsible for teaching affairs, acting with Rector's authorization.
4. The supervision over preparing motions to create or close down Artistic Training as well as documenting Artistic Training shall be carried out by Head of the Office of Teaching Management.

Final provisions

§ 24

1. The detailed principles of organising and running Artistic Training by individual Departments the University shall be determined by Councils of these Departments according to the resolutions of these Rules.
2. Sample documents required to start and run Artistic Training are Annexes to these Rules, which are their integral part.
3. These Rules shall come into force on 1 October 2017 and refer to Artistic Training starting in the academic year 2017/2018. In terms of its plans, programmes and fees, Artistic Training initiated in previous years, shall be run according to the previously applied principles until it finishes.

Annexes:

- Annex 1 *motion to create Artistic Training*
- Annex 2 *motion to close down Artistic Training*
- Annex 3 *cost estimate for Artistic Training*
- Annex 4 *decision to accept/not accept a candidate for Artistic Training (versions for Polish and non-Polish citizens)*
- Annex 5 *sample ID card of a trainee*
- Annex 6 *certification of the training in progress*
- Annex 7 *clearance slip sample*
- Annex 8 *certificate of completion of Artistic Training*
- Annex 9 *admission application for Artistic Training*
- Annex 10 *personal questionnaire of a candidate*
- Annex 11 *decision to cross a trainee off the list of participants of Artistic Training*
- Annex 12 *final report for Artistic Training*
- Annex 13 *appointing an artistic training supervisor*

Warsaw, date

.....
.....
Name of organisational unit of the FCUM

Mr/Ms

.....
residing at

DECISION

Based on Article 43 Paragraph [2, 2a, 3]¹ and Article 43 Paragraph 4 Point 2 of the Act of 27 July 2005 *Law on Higher Education* (uniform text, Journal of Laws 2016, Item 1842 with further amendments), Article 104 of the Act of 14 June 1960 – *Administrative Proceedings Code* (uniform text, Journal of Laws of 2016 Item 23, with further amendments), and § 12 Paragraph 3 of the Rules of Artistic Training at the Fryderyk Chopin University of Music, constituting an Annex to the order of Rector of the Fryderyk Chopin University of Music no..... of2017, as a result of the conducted enrolment procedure, you have (not) been accepted for Artistic Training

.....
.....
.....²
.....

JUSTIFICATION OF THE DECISION TO ACCEPT A CANDIDATE FOR ARTISTIC TRAINING

Considering the party's request, the justification of the decision has been fully withdrawn based on Article 107 Paragraph 4 of the *Administrative Proceedings Code*.

JUSTIFICATION OF THE DECISION TO NOT ACCEPT A CANDIDATE FOR ARTISTIC TRAINING

The aforementioned decision has been taken due to:
- failing to comply with the formal conditions laid down in the Rules for Artistic Training at the Fryderyk Chopin University of Music you had been informed about, especially

.....
.....
.....³,

- unsatisfactory course of the qualification procedure.⁴

A candidate has the right to request for this decision to be re-examined by the FCUM Rector within 14 days from the date when the decision was delivered.

Instead of a request for re-examining the case, the party may file a complaint against this decision to the Voivodeship Administrative Court in Warsaw in case of a finding that it was unlawful. The complaint should be submitted in two copies within 30 days from the date when the decision was delivered by Rector. Filing a complaint results in an obligation to make an entry in the court's account amounting to 200 zloties. A party filing a complaint to the administrative court may request for being exempt from the costs or being granted the right of aid.

.....
FCUM Rector

¹ Delete as appropriate
² Fill in as appropriate
³ Fill in as appropriate
⁴ Delete as appropriate

Warsaw, date

.....
.....
Name of organisational unit of the FCUM

CERTIFICATION

I hereby certify that since (date),
Mr/Ms
born on in has participated in Artistic
Training in.....
.....
at (name of organisational unit of the FCUM)

The curriculum of Artistic Training is a complex presentation of topics in.....
.....
at an academic level¹.

The training lasts semesters and ends

On (date)....., the
participant of Artistic Training
completed Semester and paid the fee for the training for the
period from toThe fee for
Artistic Training is included in the agreement between the Fryderyk Chopin University of
Music and a participant of Artistic Training.

¹ Fill in as appropriate.

Warsaw, date.....

CLEARANCE SLIP

.....
(name and surname, trainee's ID card number)

Participant of Artistic Training

.....
has squared accounts and settled commitments with:

1. The FCUM Library:
(date, seal and signature)

2. The FCUM Sound Library:
(date, seal and signature)

3. Secretariat of Postgraduate
Studies /
Artistic Training:
(date, seal and signature)

4. The FCUM Bursary:
(date, seal and signature)

5. Administration Office:
(date, seal and signature)

6. Instrument Store:
(date, seal and signature)

In order to obtain a certificate one must submit:

1. a fully filled in clearance slip;
2. copy of a payment slip for issuing a certificate – the sum of PLN transferred to the bank account of the University:

.....

.....
(name and surname)

....., date 20.....

.....
.....
.....
(permanent address)

**His Magnificence Rector of
The Fryderyk Chopin University of Music
in Warsaw**

ADMISSION APPLICATION
for Artistic Training

Please accept my application for Artistic Training
(name of Artistic Training)

.....

offered at the Department of.....
(name of Department)

.....
(candidate's signature)

With the application form I enclose:

No.	List of documents	Signature if the candidate collects the documents
1.	 (date and signature)
2.		
3.		
4.		
5.		

Statement

I hereby agree to have my personal data processed by the Fryderyk Chopin University of Music in Warsaw for the purposes of the enrolment procedure and the organisation of Artistic Training, in accordance with the Act of 29 August 1997 on the protection of personal data (uniform text, Journal of Laws of 2016 Item 922 with further amendments).

.....
(candidate's signature)

Commitment

In case I am accepted for Artistic Training at the FCUM, I commit myself to obey the *Rules of Artistic Training at the Fryderyk Chopin University of Music* and to pay the tuition fee for Artistic Training.

.....
(candidate's signature)

8. Supplementary education *:

.....
.....
.....

(training courses, postgraduate studies – please give the date of completion or date of starting courses/studies if they are continued)

* filled according to the requirements of the enrolment process

9. Previous employment *

Period		Name and address of the employer	Function
from	to		

10. Level of knowledge of foreign languages *:

English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
German	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
French	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

communicative intermediate fluent [x] = yes

Obtained certificates:

* filled according to the requirements of the enrolment process

11. Employer's data*

Exact name of the company:

.....

Address:

.....

Taxpayer's Identification Number (NIP):

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I hereby authorize the Fryderyk Chopin University of Music in Warsaw to issue a VAT invoice without the recipient's signature.

Date: Signature**

* to be filled by persons who are delegated for studies by their employers or who want a personal invoice

** in case of a personal invoice – signature of the participant; if financed by the employer – seal and signature of the authorized person

12. I hereby declare that the data included in Points 1, 2, 4 and 6 are in accordance with the national identity card:

series and number: issued by:

..... in

or with other identity document.....

.....

.....

(place and date)

.....

(signature of the person submitting the questionnaire)

Warsaw, date

.....
.....
Name of organisational unit of the FCUM

Mr/Ms
.....
residing at

DECISION

Based on Article 207 Paragraph 1 of the Act of 27 July 2005 *Law on Higher Education* (uniform text, Journal of Laws 2016, Item 1842 with further amendments) and Article 104 of the Act of 14 June 1960 – *Administrative Proceedings Code* (uniform text, Journal of Laws of 2016 Item 23, with further amendments), in connection with § 18 Paragraph 3 of the Rules of Artistic Training at the Fryderyk Chopin University of Music, constituting an Annex to the order of Rector of the Fryderyk Chopin University of Music no of20.... , you have been crossed off the list of trainees.....

JUSTIFICATION OF THE DECISION TO CROSS OFF THE LIST OF TRAINEES

Due to:

- a written resignation from the training,
- failing to pay the tuition fee for the training within the set time limit,
- being punished in a form of being crossed off the list of trainees,
-¹

you were crossed off the list of participants of Artistic Training..... on (date).....

You are entitled to an appeal against this decision to Rector within 14 days from the date of receiving it. A appeal should be lodged through Head of organisational unit of the FCUM.

.....
Head of organisational unit of the FCUM

Courtesy copy submitted to:

1. Bursar of the FCUM.

¹ Delete as appropriate