



## **REGULATIONS OF THE SUMMER SCHOOL OF MANAGEMENT 2024**

### **I. General Conditions**

1. Summer School of Management (SSoM) is a ten-day academic course in management, organised yearly by Wrocław University of Economics and Business.
2. The Organiser reserves the right to cancel the event for any valid operational reason, in which case 100% refund of the registration fee will be made within 8 weeks of the cancellation notice. WUEB will not, under any circumstances, refund aborted travel or other costs associated.
3. The official language of the SSoM is English.
4. The participants are obligated to sign the following regulations and follow them during the whole event.
5. The academic course in 2024 comprises 73 teaching hours and 17 hours of students' own work which equals 6 ECTS points.
6. The SSoM 2024 is a paid event. The fee covers tuition, dorm accommodation, 2 meals a day and a cultural programme.
7. The participants of the SSoM 2024 are obligated to present their ID and confirmation of the study when arriving to the event reception.
8. The SSoM fee does not include health insurance. The participants are expected to present a health insurance including Poland's territory within the time of the SSoM at the registration.
9. Pursuant to separate provisions, participants consent to the processing of their personal data for organizational purposes.
10. Participants consent to the use of photos and videos from the event containing their image to promote subsequent editions of the SSoM.

### **II. Dormitory Rules**

1. Participant accommodated in the dorm has the right to:
  - acquire a key to the room in which the participant has been accommodated;
  - receive a set of bed clothes for the duration of residence in the dorm;
  - access a free Internet connection for personal computer in the dorm;
  - use of all equipment and premises of the dorm intended for general use for their intended purpose;
  - receive in his/her room guests not participating in the SSoM in the hours of 7:30-23:00 under the Regulations of the dorm.
2. Participant accommodated in the dorm is committed to:
  - compliance with Polish law and behaviour in accordance with this Regulations of the dorm;

- promptly notifying the organiser or the dorm administration of all failures in equipment and technical faults and failures of the dorm's property;
- the exploitation of property and dorm devices in a manner consistent with their intended purpose;
- leaving the room clean and tidy at the end of the the SSoM;
- to compliance with the building's quiet hours 23:00-7:00 and outside the building in accordance with applicable law;
- covering the cost of any damages in the property of the dorm resulting from inappropriate usage or incompliance with the dorm Regulations

3. In the dorm it is prohibited to:

- remove dorm accessories from the rooms granted to the participant and premises intended for general use or disclosure to third parties;
- smoke in places not designated for that purpose;
- make extra keys to any premises;
- take drugs or other intoxicants on the area of the dorm.

4. In case of not adhering to the rules of procedure mentioned above the Organiser has the right to:

- inflict a fixed administrative fine or the one adequate to caused damages. The amount of penalty is stated by the dorm administration.
- displace the Participant from the dormitory without the refunding of the costs of a previously made payment.

### **III. The classes**

1. The Organiser is obliged to provide the realisation of the classes whose timetable is given to the Participants.

2. The Organiser reserves the right to introduce changes to the timetable.

3. In case of resignation of one of the lecturers the Organiser is obliged to provide another lecturer of similar qualifications as a replacement.

4. The Organiser is obliged to provide learning materials adequate to the content and number of the lectures enclosed in the timetable.

5. The Organiser will issue a Certificate of Participation and a Transcript of Records with ECTS points to the Participants on the following conditions:

- A Certificate of Participation can be granted to students who have attended at least 80% of all the courses offered during Summer School Poland. The attendance is confirmed by students' signature on the list distributed at each class.



- A Transcript of Records with ECTS points can be granted to students who attended classes of any offered course (at least 80% presence) and passed the exam or completed the course's assignments.
- A Transcript of Records will consist only of the courses (and their respective ECTS points) which have been completed by the student.

6. In case of failing the test in any of the courses and on the condition that the attendance in the course was at least 80%, the Participant has the right to retake the examination in the form and time stated by the Organiser.

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place, date, signature