

## **ABC of the Polish Language Course – Key Information Before Starting Classes at the Voivodeship Labour Office in Kraków**

### **1. Participation Conditions**

To take part in the Polish language course, you must be a participant in the **"Żyj i pracuj w Małopolsce (etap 1)"** project. This means that you must first join the project before you can register for the course.

### **2. Language Levels**

Classes are conducted at four levels: **Pre-A1, A1, A2, B1**. To determine your language level, you must take a **placement test**, which will be conducted in person by the Voivodeship Labour Office.

### **3. Class Organization**

Classes are held **two or three times a week** and last **90 minutes**. The frequency of classes depends on the level of the group.

### **4. Learning Location**

The course is conducted **on-site** at the **Voivodeship Labour Office** in the following locations: **Kraków** – ul. Kamieńskiego 47, **Oświęcim** – ul. Zamkowa 4, **Nowy Sącz** – ul. Nawojowska 4. Alternatively, the course may be offered in a **hybrid format**, where some classes are held **on-site** and others **online via ZOOM**. For **participants in Tarnów**, classes will be held **exclusively online via ZOOM**. Participants choosing a **hybrid or online group** must ensure **appropriate conditions for online learning**, including suitable equipment, a quiet environment, and a functional camera. **Logging in from a car or while engaged in other activities is strictly prohibited.**

### **5. Course Cost**

Participation in classes and course materials (textbooks) are **free of charge**.

### **6. Teaching Quality**

We guarantee a **high standard of the course**. Classes are conducted by **experienced instructors** specializing in teaching Polish as a foreign language at **all proficiency levels**.

### **7. Complaint Procedure**

If a participant is dissatisfied with the quality of the course, they may submit a complaint to the **Voivodeship Labour Office**.

### **8. Final Exam and Certificate**

After completing the course, participants take a **final exam**. A **positive result**



qualifies them to receive a **Certificate from the Voivodeship Labour Office**, confirming the level of Polish language proficiency.

WARNING: This certificate **is not equivalent** to the **Certificate from the State Certificate Examination in Polish as a Foreign Language**.

#### 9. **Attendance Requirements**

To take the final exam, participants must attend classes regularly. A participant may be removed from the course if they:

- fail to start the course within **14 days of its commencement**,
- exceed **30% absence**,
- withdraw from the course voluntarily.