

**Feliks Nowowiejski Academy of Music in Bydgoszcz**  
**Musical Training Courses**  
**Regulations**

§1

1. The musical training courses (hereinafter referred to as the courses) offered by the Feliks Nowowiejski Academy of Music in Bydgoszcz (hereinafter referred to as the Academy) are a form of fee-paying education intended for persons who wish to enhance their knowledge and skills in selected musical fields.
2. The courses shall be run by the Academy's empowered organizational units within their areas of competence.
3. The organizational units of the Academy running the courses shall be obliged to provide what follows:
  - a) teaching staff holding formal qualifications in the areas of study covered by the courses;
  - b) teaching and practice rooms equipped with the necessary tools to successfully execute the aims and objectives of the courses;
  - c) teaching aids and materials handed out to course participants;
  - d) administrative and technical staff enabling a smooth operation of the courses.

§2

1. A course shall be deemed open for admission by the order of the Rector of the Academy upon a motion submitted by the head of a relevant organizational unit and approved by the unit's council pursuant to the provisions laid out in the Act of 27<sup>th</sup> July 2005, the Higher Education Law (*Journal of Laws* of 30<sup>th</sup> August 2005, No. 164), and the Academy's statutes.
2. The motion mentioned in 1. above should be submitted not later than one month prior to the scheduled commencement of a given course.
3. The motion mentioned in 1. above should be submitted with the following documents:
  - a) a written approval of the organizational unit's council mentioned in 1. above;
  - b) candidate recruitment regulations and pre-course requirements;
  - c) course objectives and anticipated learning outcomes;
  - d) course contents;
  - e) criteria for successful course completion and acquisition of a relevant certificate;
  - f) a list of names of teaching, administrative and technical staff required for running a given course;
  - g) information on the estimated costs of running a given course approved by the Academy's bursar;
  - h) information on the fees paid by course participants.
4. The motion mentioned in 1. above must be approved by the Deputy Rector for Organization, Academic Matters and International Cooperation.

§3

1. Pre-course requirements for candidates such as those concerning education, musical skills and individual predispositions shall be determined by the heads of relevant departments within the organizational units running the courses.
2. Candidates applying for admission to a given course shall submit the following documents to the head of the relevant organizational unit running the course:
  - a) completed candidate application form;
  - b) proof of course fee payment (payment slip) after the candidate has been admitted;
  - c) other documents required for the purpose of the recruitment procedure.
3. Admission to a selected course shall be granted to a candidate upon submitting by the candidate the relevant documents mentioned in 2. above as well as meeting by him or her other criteria laid out in the Rector's order.
4. A candidate shall be admitted to a selected course upon the decision of the head of the organizational unit running the course in agreement with the head of a relevant department within the organizational unit.

#### §4

1. At the written request of a course participant the head of a relevant organizational unit running the course may issue a course participation certificate.
2. At the discretion of the head of a given organizational unit running a course or courses, course participants may be provided with course participant cards designed and issued by the head of the unit.

#### §5

1. Upon completing a selected course each participant shall acquire a relevant certificate including a graded evaluation of his or her overall progress in accordance with the Academy's grading policy as stipulated in the Regulations of the 1<sup>st</sup> and 2<sup>nd</sup>-Cycle Degree Study Programmes:

<b>Polish denotation</b>	<b>English translation</b>	<b>Numerical value (number of awarded points)</b>
<i>bardzo dobry ++</i>	considerably more than very good	5++ (25 points)
<i>bardzo dobry +</i>	more than very good	5+ (24 points)
<i>bardzo dobry</i>	very good	5 (21, 22, 23 points)
<i>dobry ++</i>	considerably more than good	4++ (20 points)
<i>dobry +</i>	more than good	4+ (19 points)
<i>dobry</i>	good	4 (16, 17, 18 points)
<i>dostateczny ++</i>	considerably more than sufficient	3++ (15 points)
<i>dostateczny +</i>	more than sufficient	3+ (14 points)
<i>dostateczny</i>	sufficient	3 (11, 12, 13 points)
<i>niedostateczny</i>	insufficient/ fail	2 (0 – 10 points)

2. All examination evaluation or other assessment of a course participant's progress shall be made in accordance with the Academy's grading policy as stipulated in the Regulations of the 1<sup>st</sup> and 2<sup>nd</sup>-Cycle Degree Study Programmes:

<b>Polish denotation</b>	<b>English translation</b>	<b>Numerical value (number of awarded points)</b>
<i>bardzo dobry ++</i>	considerably more than very good	5++ (25 points)
<i>bardzo dobry +</i>	more than very good	5+ (24 points)
<i>bardzo dobry</i>	very good	5 (21, 22, 23 points)
<i>dobry ++</i>	considerably more than good	4++ (20 points)
<i>dobry +</i>	more than good	4+ (19 points)
<i>dobry</i>	good	4 (16, 17, 18 points)
<i>dostateczny ++</i>	considerably more than sufficient	3++ (15 points)
<i>dostateczny +</i>	more than sufficient	3+ (14 points)
<i>dostateczny</i>	sufficient	3 (11, 12, 13 points)
<i>niedostateczny</i>	insufficient/ fail	2 (0 – 10 points)

#### §6

Each course participant is obliged to:

- a) regularly participate in his or her course classes;
- b) make timely payment of course fees;
- c) obtain passing grades in all the constituent parts of the given course;
- d) pass all examinations required for the completion of the given course.

#### §7

Each course participant is granted free access to the Academy's library, library database and media library.

#### §8

1. A course participant shall be removed from the course register in the event of:

- a) his or her voluntary withdrawal from the course;
- b) failure to obtain passing grades in all the constituent parts of the course;
- c) failure to make due payment of course fees.

2. Removal of a course participant from the course register shall be executed upon a written decision of the head of a relevant organizational unit.

3. The decision mentioned in 2. above shall be delivered to the course participant via registered postal service.

4. A course participant who has been removed from the course register shall be granted the right to

appeal against the decision to the Rector of the Academy within 14 days of confirmed receipt of the decision.

5. Administrative responsibilities related to the opening of new courses shall be carried out by an appointed employee of the Department for Organization and Academic Matters.

#### §9

1. The running of the courses shall be supervised by the Deputy Rector for Organization, Academic Matters and International Cooperation.

2. The courses shall remain under content-related supervision of the councils of relevant organizational units running the courses.

3. The form of evaluating teaching quality in a course or courses run by a given organizational unit shall be defined by the head of the unit in agreement with the Deputy Rector for Organization, Academic Matters and International Cooperation.

#### §10

In the event of changes occurring to the estimated costs of running a new edition of a given course any such changes must be approved by the Academy's bursar.

#### §11

The Resolution of the Senate of the Academy of 29<sup>th</sup> May 2012 on adopting Musical Training Courses Regulations at the Feliks Nowowiejski Academy of Music in Bydgoszcz shall become ineffective as of the day of approving these Musical Training Courses Regulations.

#### §12

1. All provisions laid out in these Musical Training Courses Regulations shall be applicable to all organizational units of the Academy running such courses.

2. These Musical Training Courses Regulations shall become effective as of the day of approval by an empowered collegiate organ.