**Recruitment rules for the English language course within the SEA-nergy project**

**BASIC INFORMATION**

**Name**

Stationary English language course for administrative staff

**Objective**

The aim of the course is to integrate the administrative staff of the University of Gdańsk into the internationalization process, enhance the quality of service for international clients, foster an open and inclusive organizational culture, and increase the university's attractiveness on the international market. The program will focus on administrative terminology, customer service, business correspondence, meeting organization, document management, and improving competencies in formal communication..

**Place and duration of the course**

The course will be held at the University of Gdańsk in an in-person format [Old Rectorate: room 317, Oliwa Campus], from March 18th, 2025, to April 18th, 2025. Duration: 20 teaching hours (10 sessions, each lasting 2x45 minutes).

**Detailed program**

[Program](https://sea-eu.ug.edu.pl/wp-content/uploads/2025/02/STACJONARNY-KURS-DLA-KADRY-ADMINISTRACYJNEJ_-RK.pdf)

**Set of learning outcomes (competencies):**

1. Administrative support for English-speaking students and staff

2. Conducting formal and informal correspondence in English

3. Collaboration with the international academic community

Learning outcomes:

• Knowledge:

The participant:

* 1. Knows and understands the terminology related to specialized administrative English
	2. Knows and understands the lexical-grammatical structures related to working in administrative units of higher education institutions.
	3. Knows the rules for writing formal business correspondence in English.
	4. Knows the cultural differences and communication rules in an international environment.

• Skills:

The participant:

* 1. Has the ability to formulate formal business correspondence in English, using vocabulary specific to the given form of communication.
	2. Can communicate on general issues related to administration and higher education, study programs, and the work environment..
	3. Understands and applies phrases and grammatical and lexical structures characteristic of formal language.

• Kompetencje społeczne:

* 1. Is confident in communication in English.
	2. Is focused on constructive communication in an international environment, avoiding conflicts and misunderstandings, or effectively resolving them.
	3. Strives to establish cooperation in the professional field within an international environment.

**Criteria for assessing learning outcomes:**

The participant:

|  |  |  |
| --- | --- | --- |
| Learning outcome | Verification criteria | Form of verification |
| 1.1 knows and understands the terminology related to specialized administrative English | 1.1.1 lists the names of administrative units of a higher education institution1.1.2 lists the names of administrative documents and letters | Test |
| 1.2 knows and understands the lexical-grammatical structures related to working in the administrative units of a higher education institution | 1.2.1 Knows lexical-grammatical structures related to working in the administrative units of a higher education institution (expressing proposals, suggestions, passive voice, modal verbs in a formal context) | Test |
| 1.3 knows the rules for writing formal business correspondence in English | 1.3.1 knows the rules for writing formal business correspondence in English (emails, official letters) | Test |
| 1.4 knows the cultural differences and communication rules in an international environment | 1.4.1 knows the cultural differences and communication rules in an international environment and applies them in communication with foreign interlocutors | Test |
| 2.1 has the ability to create formal business correspondence in English. Uses vocabulary specific to the given form of communication | 2.1.1. can write a formal letter, e.g., an invitation to a conference2.1.2. can write a formal email, e.g., an email to a staff member of a foreign university regarding a joint project or an email to a student regarding university admission | Test |
| 2.2 can communicate on general issues related to administration and higher education, study programs, and the work environment | 2.3.1 can conduct a phone conversation2.3.2 can actively participate in a meeting / video conference | Test |
| 2.3 understands and applies phrases and grammatical and lexical structures characteristic of formal language | 2.3.1 Can explain the recruitment procedure to a student2.3.2 Can explain the rules for submitting applications (for a scholarship / for accommodation in a student dormitory) | Test |
| 3.1 is confident in communication in English  | 3.1.1 takes part in discussions3.1.2 conducts phone conversations3.1.3 writes emails to foreign students and staff of foreign universities | Test |
| 3.2 is focused on constructive communication in an international environment, avoiding conflicts and misunderstandings, or effectively resolving them | 3.2.1 verifies the accuracy of their statements3.2.2 explains misunderstandings by providing additional information3.2.3 ensures that the interlocutor understands their statement | Test |
| 3.3 strives to establish cooperation in the professional field within an international environment | 3.3.1 sends invitations to conferences and events organized by university | Test |

**COURSE REQUIREMENTS**

**Participants**Individuals eligible to apply for the course must be current administrative staff members of the University of Gdańsk on the date of application for the recruitment process and the scheduled course. The declared level of English proficiency of the participant must be at least B1, and it must be confirmed by a placement test during the registration process. Priority will be given to individuals who have not previously participated in language courses within the SEA-EU framework.

**Recruitment**

Each person applying for the recruitment process is required to fill out a special registration form: <https://forms.office.com/e/RBCNUPnQYw?origin=lprLink> One of the elements of the form is a cover letter and English proficiency leveling test. **The form must be completed and submitted by March 4th, 2025.**

The order in which funding is awarded depends on the total number of points obtained - applications with a higher total score have priority for funding and will be implemented according to the ranking list.

Applicants who have submitted a set of required documents and met the requirements for the course may be qualified for the course.

**Recruitment criteria**

|  |  |  |
| --- | --- | --- |
| 1 | Formal criteria | Fulfilled |
| Administrative staff status |  |
| Initial English language level minimum B1 |  |
| Complete application |  |
| Substantive criteria | Scoring |
| 2 | Substantive evaluation of the cover letter justifying the choice of the course which should serve to enhance competencies  | 0-5 |
| 3 | Alignment of the course's subject matter with the participant's professional work | 0-5 |
| 4 | Lack of participation in previous language courses within the SEA-EU project | 0 or 5 |

**Recruitment results**

The committee reviewing and evaluating applications is required to prepare a ranking list divided into a list of qualified, reserve and non-qualified persons. All participants in the recruitment will be individually informed of the results by email **by March 7th, 2025**. The list of selected candidates will also be available at <https://sea-eu.ug.edu.pl/aktualnosci/>.

**RULES FOR PROVIDING SUPPORT**

Participation in the course for qualified administrative staff of the University of Gdańsk who meet the criteria is free of charge.

**Pre-course documentation**

Those who are selected to participate in the course are required to complete:

• registration on the NAWA platform confirming the participant's eligibility for the project,

• an online pre-test that will assess the level of knowledge and skills participants have in the subject area covered by the course before starting it.

**Post-course documentation**

Those who complete the course are required to:

• complete an online post-test which measures the participants' knowledge and skills after the course is finished.

**Course completion**

Those who complete the course with a minimum attendance of 80% will receive a certificate of completion at the specified level. Additionally, participants who according to the test, have improved their competencies will receive a certificate.

Contact to Coordinator: seaenergy@ug.edu.pl