



Recruitment Rules for the English Language Course under the SEA-nergy Project

BASIC INFORMATION

Title

English Language Course for Administrative Staff (level B1/B2)

Objectives

The course aims to integrate the University of Gdańsk's administration into the internationalization process, improve the quality of service for international clients, build an open and inclusive organizational culture, and increase the university's attractiveness in the international market. The curriculum will focus on administrative terminology, client service, business correspondence, organizing meetings, and document management, as well as enhancing formal communication skills.

Course Location and Duration

Former Rector's Office, room 317 [Mondays and Wednesdays], from 19.05–18.06.2025.

Duration: **20 teaching hours** (10 sessions of 2 x 45 minutes each).

Detailed Program

Set of Learning Outcomes (Competencies):

- 1. Administrative support for English-speaking students and staff
- 2. Handling formal and informal correspondence in English
- 3. Cooperation with the international academic community

Learning Outcomes

• Knowledge

- 1.1 Understands and can use terminology related to specialized administrative English
- 1.2 Understands lexical and grammatical structures used in university administration
- 1.3 Knows the principles of writing formal business correspondence in English
- 1.4 Understands cultural differences and rules of communication in an international environment

• Skills

- 2.1 Can formulate formal business correspondence in English using appropriate vocabulary
- 2.2 Can communicate on general topics related to administration, higher education, study programs, and the work environment
- 2.3 Understands and applies vocabulary and grammatical structures typical of formal English

• Social Competencies

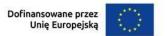
- 3.1 Confident in communicating in English
- 3.2 Oriented toward constructive communication in an international environment, avoiding or resolving conflicts and misunderstandings
- 3.3 Strives to establish professional cooperation in an international environment













Assessment Criteria for Learning Outcomes

Learning Outcome	Verification Criteria	Form of Verification
1.1 Knows and understands	1.1.1 Names administrative units of a higher education institution	Test
terminology in the field of specialized administrative	1.1.2 Names documents and	
English	administrative letters	
1.2 Knows and understands	1.4.1 Knows lexical-grammatical structures	Test
lexical-grammatical structures	related to administrative work in higher	
related to work in	education (e.g., expressions of suggestion,	
administrative units of higher	passive voice, modal verbs in formal	
education institutions	contexts)	_
1.3 Knows the principles of	1.3.1 Knows the rules for writing formal	Test
writing formal business	business correspondence in English	
correspondence in English 1.4 Knows cultural differences	(emails, official letters) 1.4.1 Knows cultural differences and	Test
and communication principles in	communication rules in an international	Test
an international environment	environment and applies them when	
	communicating with foreign contacts	
2.1 Has the ability to create	2.1.1 Can write a formal letter, e.g., a	Test
formal business correspondence	conference invitation	
in English, using appropriate	2.1.2 Can write a formal email, e.g., to a	
vocabulary for each	foreign university staff member about a	
communication form	joint project, or to a student regarding	
	enrollment	
2.2 Can communicate on	2.3.1 Can conduct a phone conversation	Test
general topics related to administration and higher	2.3.2 Can actively participate in a meeting/video conference	
education, study programs, and	inteeting/video contenence	
the work environment		
2.3 Understands and uses	2.3.1 Can explain the recruitment	Test
phrases and grammatical/lexical	procedure to a student	
structures characteristic of	2.3.2 Can explain the rules for submitting	
formal language	applications (for	
	scholarships/accommodation in a	
3.1 Is confident in	dormitory) 3.1.1 Participates in discussions	Test
communicating in English	3.1.1 Participates in discussions 3.1.2 Conducts telephone conversations	rest
communicating in English	3.1.3 Writes emails to international	
	students and staff	
3.2 Is focused on constructive	3.2.1 Verifies the accuracy of their	Test
communication in an	statements	
international environment,	3.2.1 Explains misunderstandings by	
avoids conflicts and	providing additional information	
misunderstandings or resolves	3.2.2 Ensures that the interlocutor	
them effectively	understands their message	
3.3 Aims to establish	3.3.1 Sends invitations to conferences and	Test
professional cooperation in an international work environment	events organized by the university	
international work environment		

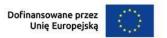
COURSE REQUIREMENTS













Participants

The course is open to individuals who have **current employment status as administrative staff** at the University of Gdańsk as of the recruitment process and course start date.

The **declared English proficiency level must be at least B1**, confirmed by a placement test included in the registration form.

Priority will be given to those who have not previously participated in SEA-EU language courses.

Recruitment

Each applicant must complete a special registration form:

https://forms.office.com/e/F7bbtEiYy8

The form includes a letter of motivation and a placement test. The form must be submitted by May 4, 2025.

Funding will be awarded based on **total points** – applicants with higher scores will be prioritized according to a ranking list. Only applicants who **submit all required documents and meet course requirements** can be admitted.

To ensure clarity and transparency in the recruitment process, the form will automatically close once the number of submissions reaches 25.

Recruitment is conducted with respect for horizontal principles. If you need support in the process, please contact the task coordinator seaenergy@ug.edu.p

Recruitment Criteria

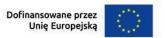
1. Formal Criteria	
Administrative staff status	YES/NO
Minimum B1 English level	YES/NO
Complete application	YES/NO
2. Content-Based Criteria	POINTS
Quality of motivation letter (justification for course aimed at skill enhancement)	0–5
Relevance of the course to the applicant's current job	0–5
No prior participation in SEA-EU language courses	0 or 5













Recruitment Results

The evaluation committee will prepare a **ranking list** divided into admitted, reserve, and ineligible applicants. All candidates will be **individually informed by email** by **May 7, 2025**.

The final list will also be published at: https://sea-eu.ug.edu.pl/aktualnosci/

SUPPORT TERMS

Participation in the course is **free of charge** for administrative staff who meet the criteria.

Pre-course Documentation

Selected participants must:

- Register on the NAWA platform to confirm eligibility
- Complete an online pre-test assessing current knowledge and skills

Post-course Documentation

Upon completing the course, participants must:

Complete an online post-test evaluating knowledge and skills acquired during the course

Course Completion

Participants who attend at least 80% of the course will receive a certificate of attendance.

Those who show progress based on the test will also receive a **competency certificate**.

Coordinator Contact

seaenergy@ug.edu.pl

The project "Support for European University Alliances" is implemented by NAWA under the European Funds for Social Development program.



