
REGULATIONS OF TRAININGS
CENTER FOR POSTGRADUATE STUDIES OF THE UNIVERSITY OF INFORMATION TECHNOLOGY AND
MANAGEMENT IN RZESZÓW

1. These Training Regulations define the rules regarding the purchase, organization, and participation in trainings organized by the Center for Postgraduate Studies of the University of Information Technology and Management based in Rzeszów (CSP WSiIZ), Sucharskiego street 2, 35-225 Rzeszów.
2. The administrator of personal data processed in connection with the implementation of these Regulations is the University of Information Technology and Management. Providing personal data is voluntary but required to provide the service. Training Participants have the right to access their personal data, update and correct it, as well as request its deletion or restriction of processing. The purchase of trainings is made via the WSiIZ website and upon acceptance of these Regulations.
3. Registration for training takes place by completing the registration form in the online recruitment system. The University confirms the Candidate's participation in the training by email no later than 10 days before the start of the training. Such registration constitutes a legally binding agreement between the Candidate and the University – the University of Information Technology and Management in Rzeszów.
4. The University is not responsible for the consequences of incorrect or false information provided by the Candidate in the Form.
5. Acceptance of participation in the Training is determined by the order of complete registrations with settled payment. The University reserves the right to refuse acceptance of a registration for a given Training date if the list of Participants is already closed.
6. The concluded agreement may be terminated by both the University and the Candidate.
7. Termination of the agreement or changes to its terms require, for their validity, a documentary form, e.g., email.
8. The Candidate may resign from participation in the training by sending a resignation to the email address csp@wsiz.edu.pl
9. If the Candidate's resignation is received by the University at least 10 days before the start date of the training, the Candidate will not be charged any costs.
10. If the resignation is received after the deadline indicated in point 9 and after the University has sent confirmation of participation – the Candidate will be charged 20% of the price specified in the registration.
11. If the resignation is not received by the University on the day of the start of the training/course or later, and the University has confirmed participation – the Candidate will be charged the full cost specified in the registration.
12. The University reserves the right to cancel (terminate the agreement) or change the date of the training (modify the agreement). A modification of the agreement is binding for both parties only after being accepted by the Candidate. In the event of training cancellation, the University refunds the payment made to the Candidate's account.
13. Entrepreneurs, companies, institutions, and offices receive an electronic invoice after payment for the training.
14. Payment for the training to the University must be made at least 10 days before the training date.
15. Trainings organized by the University are exempt from VAT.



16. The Training price includes: participation in the Training, a set of training materials, a certificate of participation, access to the educational platform, and technical support during the training.
17. Participants receive a certificate of completion of the training based on Article 162 of the Law on Higher Education and Science. The conditions for receiving the certificate are participation in at least 80% of classes, completion of tasks required to finish the training, and providing the University with personal data necessary to issue the certificate.
18. Payment for participation in the training may be made during registration via the payment operator (przelewy24) or by bank transfer to the account indicated in the registration form.
19. The date of payment for the Training is considered the date on which the funds are credited to the University's bank account.
20. The University reserves the right to change the trainer conducting the Training in justified random circumstances beyond its control, provided that the replacement trainer has similar experience and comparable competencies.
21. The University reserves the right to modify the Training Agenda, especially during its course, to adjust its level appropriately to the Participants' skills.
22. By submitting the registration and accepting these Regulations, the Service Recipient agrees to the recording of their image using audio-video means.
23. The Participant has the right to submit a complaint regarding the conducted Training by submitting a statement to the University in electronic form to: csp@wsiz.edu.pl, within 7 calendar days from the end of the Training.
24. A submitted complaint should contain the following elements: contact details of the person submitting the complaint, date and place of the Training, reason for the complaint, and its justification.
25. Events beyond the University's control cannot constitute grounds for a complaint.
26. The University undertakes to review the complaint within 14 calendar days from the date of its receipt. If the complaint cannot be reviewed within this period, the University is obliged to inform the Participant of the reasons for the delay and indicate the expected date of review.
27. The University has the right not to review a complaint if it does not contain all the components listed in point 24 of these Regulations or if the complaint is submitted after the deadline.
28. The University may ask Training Participants to anonymously complete a survey in electronic or paper form, aimed at evaluating the conducted Training.
29. All disputes related to the execution of the Agreement will be resolved by the court competent for the University's registered office.
30. In matters not regulated by these Regulations, the provisions of the Civil Code apply.