

REGULATIONS OF THE CASTING DIRECTION COURSE 2025/2026

§1. Organizer

The organizer of the course is the **Audiovisual Institute (Instytut Audiowizualny)**, based in Mysłowice (ul. Wyspiańskiego 16, 41-400 Mysłowice, Tax ID/NIP: 2220854219), acting in cooperation with the **Polish Casting Directors Guild (PCDG)** and industry and institutional partners.

§2. Course Objective

The objective of the course is to provide participants with the knowledge and practical skills necessary to perform the profession of a casting director in film and television productions. The course program combines theoretical and practical classes conducted by experts from Poland and abroad.

§3. Conditions of Participation

1. The course is aimed at university graduates (minimum Bachelor's degree), particularly in film, theater, and humanities, as well as individuals with experience in the audiovisual industry.
2. Participation is subject to submitting an application form and being selected by the recruitment committee.
3. The number of places is limited – a maximum of 12 participants will take part in the course.
4. The decisions of the recruitment committee are final and not subject to appeal.

§4. Course Structure

1. The course lasts two semesters and includes:
 - 1.1. 5 sessions (3 onsite, 2 online),
 - 1.2. a final exam.
2. Participants have the opportunity to complete an additional, non-mandatory two-week internship in a casting department.
3. The internship is not provided by the course organizer – its realization depends on the individual initiative of the participant.
4. Completing the internship is not a requirement for passing the course, but its completion may be noted on the course completion certificate.
5. The detailed syllabus is a separate attachment to the regulations.

§5. Participation Fees

Participation in the course is free of charge for qualified participants. The organizer does not cover travel, accommodation, or meal costs for participants during onsite sessions.

§6. Rules of Participation and Course Completion

1. Attendance at a minimum of 75% of classes is a requirement for passing the course.
2. Each participant is required to complete a final task (casting project, participation in screen tests, practical exam).
3. Participants will receive a certificate of completion only after fulfilling all formal requirements.
4. Every person participating in the course is required to participate diligently and actively, complete tasks on time, and cooperate with instructors and the group.

§7. Copyright and Consents

1. Participants consent to photo and video documentation of classes for promotional and educational purposes.
2. Copyrights to educational materials remain with the instructors or the organizer.

§8. Communication with Participants

The organizer communicates with participants exclusively via email. Participants are required to check their correspondence regularly.

§9. Procedure in Case of Rule Violations

The organizer reserves the right to remove a participant from the course in the event of a gross violation of cooperation rules, ethics, or disruption of classes.

§10. Resignation and Cancellation Policy

1. A participant may resign from the course at least 14 days before the course starts.
2. In the event of course cancellation by the organizer, qualified participants will be informed immediately.

§11. Force Majeure

1. The organizer is not liable for failure to perform the course if it results from force majeure (e.g., natural disasters, pandemics).
2. In the event of force majeure, the organizer will make every effort to continue the course in a remote format or with a modified schedule.

§12. Personal Data Protection (GDPR)

1. The administrator of personal data is the **Audiovisual Institute - Anna Huth**, Tax ID/NIP: 2220854219.
2. Data are processed for the purpose of organizing and implementing the course (Art. 6 sec. 1 lit. b, c, and f of the GDPR).
3. Participants have the right to access, correct, or delete their data.

§13. Complaints

Complaints should be submitted via email to the organizer within 14 days of the course completion.

§14. Final Provisions

1. The organizer reserves the right to make changes to the regulations for important reasons.
2. The regulations enter into force on the day of publication.