

EXTRACT FROM REGULATIONS ON PASSING LANGUAGE CLASSES

AT WARSAW UNIVERSITY OF TECHNOLOGY

§ 1. INTRODUCTION

1. The regulations apply to language classes for full-time students conducted by the WUT Foreign Language Centre (WUT FLC).
2. Language classes at Warsaw University of Technology are run by the Foreign Language Centre. The FLC Office is in room 417 and the Student Affairs Office in room 419 in the WUT Main Building. FLC website address: www.sjo.pw.edu.pl

§ 2. STUDENT RIGHTS AND OBLIGATIONS

1. An undergraduate student can:
 - 1) attend Polish language classes (free of charge) – 60 hours per semester (Erasmus) or 210 hours over the whole course of undergraduate studies.
 - 2) in special cases, if the student is unable to attend classes regularly and if the teacher agrees, he/she may participate only in tests and pass the material in the form and time agreed on with the teacher.
 - 3) be exempt from the B2-level examination on the basis of external certificates.
 - 4) give opinions on the level and organization of language classes,
 - 5) make complaints and suggestions on classes and teachers.
2. The student of undergraduate first-level studies has to:
 - 1) attend classes regularly and pass at least one foreign language course.
 - 2) pass language subjects following the number of hours determined by the Faculty Board,
 - 3) pass a B2-level examination on a chosen foreign language, according to the European Common Framework of Reference,
 - 4) come to the Examination Board to have his/her B2-exam grade entered in the student's record book and examination card. The entry is made either after passing the speaking exam or when the student does not have to take the speaking exam because of having passed modules 10-13 for an appropriate mark.

§3. ORGANISATION OF LANGUAGE CLASSES

1. Participation in classes
 - 1) If the student wants to sign up for the next semester, he/she needs to have passed the previous semester. In some cases, the FLC Director may allow the student to attend classes without passing the previous semester and decide when and how the student must complete the missing credit.
 - 2) If the FLC Director or Deputy Director agrees, the student may change the language he/she attends. This can be done during the first month of classes in a semester provided the student informs the teacher of the group he/she is leaving about his/her decision.
 - 3) If the teacher agrees, the student may change his/her language group for a higher or lower level.
2. Passing courses – general information
 - 1) The teacher passes students on the basis of their work during the semester and they should do it by the end of the semester. The student may look at his/her marked papers at times given by the teacher.
 - 2) The teacher has to inform students (in detail) about criteria of passing the course during the first class of the semester, especially about:
 - a. the syllabus and materials (coursebook and other materials)
 - b. attendance rules
 - c. rules of justifying absences during classes
 - d. type and times of passing the course
 - e. time and place of office hours.

- 1) Passing the course is for a mark. The mark on language classes in a semester depends on the work of the student. The teacher passes or fails the student and enters the mark into the student's record book.
- 2) If the teacher states that the student was cheating or used unauthorized materials when he/she was passing the course, the student fails the course.
- 3) Passing the language classes in a semester gives the student ECTS points for the subject.
- 4) The B2 examination has no ECTS points but it is obligatory to pass the examination in order to complete undergraduate studies.
- 5) The student who complains about the procedure of passing the course may ask the direct supervisor of the teacher or the dean to organize a test before a board which should take place within a week from the complaint. Members of the board are chosen by the dean. If the student wants, a representative of the students' self-government takes part in the test. The test before a board may mean rechecking and reassessment of the student's previous tests and papers. The Dean or FLC Director may decide to organise a test before a board out of their own initiative.
- 6) Repeating a semester of language classes happens when the student was registered for the classes but did not pass them before the beginning of the registration period.
- 7) Passing the course is based on the following criteria:
 - a. regular attendance of language classes (2 absences per semester are acceptable = 2 meetings, for classes once a week; 4 absences per semester = 4 meetings, for classes twice a week)
If most foreign students go away on holiday when at WUT there are normal classes, the group must inform the teacher and decide how to organise the classes on another day or how to pass the material.
 - b. show that the student has learned the material on the basis of:
 - speaking and listening tasks
 - group work (asking and answering questions, conversation, discussion, making surveys, writing instructions)
 - written tests (small tests and module tests)
 - homework
- 8) The module test is on the 14th/29th class on the semester (after each module) and it takes 80 minutes.
- 9) The final grade for the semester is: 50% module tests, 50% other marks in the semester. If the student failed a test but has positive marks and required attendance, he/she may write the test again.
- 10) The module test is on: listening (ca. 15%), reading (ca. 15%), grammar and vocabulary (ca. 55%), writing (ca. 15%). Tasks are similar to those done during classes. Tests are kept by teachers, after a discussion of results with students, until the end of the academic year.