

Rules and regulations on passing foreign language courses in the remote mode

adopted pursuant to § 11 of the Academic Regulations included in the Annex to Resolution no. 363/XLIX/2019 of the WUT Senate of 26 June 2019

I. Basic Terms

1. Module – 30 hours of foreign language classes – Module Language Courses

The modules are correlated with language proficiency levels according to the Common European Framework of Reference for Languages, as follows:

English

B1 level = module M6, M7, M8, M9

B2 level = module M10, M11, M12, M13, and M10*, M11* & M12E, M13E

B2+ level = module M14*, M15*, M16*

C1 level = module M14, M15, M16, Academic English classes

Languages other than English

A1 level = module M1, M2, M3

A2 level = module M4, M5, M6

B1 level = module M7, M8, M9

B2 level = module M10, M11, M12, M13

Students who wish to take the B2 examination in a given language start their language classes from at least M6 (English) or M7 (other languages). Starting from a lower module does not guarantee sufficient preparation for the examination.

2. LT – Thematic Language Courses

Specialist language courses for students who have passed the B2 examination. The student may enrol on one Thematic Language Course in a given language per semester. For the remaining hours of language learning, the student enrolls on another foreign language, other than the language of the thematic language course.

3. Module test

A test conducted after each 30 course hours (after each module).

4. Language courses in Studies in English

Academic English courses for students who study in English as the language of instruction. Depending on the faculty, in a semester, the student may attend 30 or 60 hours of C1 Academic examination preparatory language courses. After passing the obligatory examination, the student uses the remaining hours for a C2 English language course or a course on another language.

5. B2+ ESP courses in second-cycle programmes

ESP courses for second-cycle students. The student takes the course in the semester and number of hours determined by the Faculty.

II. General regulations on all types of courses conducted at the WUT Foreign Language Centre

II a Class participation

1. Classes are conducted remotely on MS Teams and Moodle.
2. Synchronous classes on MS Teams are held at the times defined in the timetable.
3. Students are required to actively participate in classes, e.g., have the necessary equipment (computer, microphone, camera).
4. Students are required to regularly attend classes. 2 absences are permitted per each 30 hours of classes. If a student misses more classes, the course tutor may set additional assignments for the student to make up for the material the student missed. For classes conducted remotely on the Moodle platform, the student is marked present if she or he completes the tasks assigned in a given class within the specified time limit.
5. If the student has enrolled on a course but does not participate in it (i.e., she or he misses three subsequent classes), the course tutor may strike the student off the list of students (ca. in the 5th week of the semester).
6. A student who enrolled on a course but wishes to withdraw from it is required to inform the course tutor about that. A student may withdraw from a course no later than in the 5th week of the semester.

II b Credits

1. The dates of tests, credits and current information related to remote learning requirements are forwarded to students by email (through the USOS mailbox) and published on the noticeboard on the Moodle platform and in MS Teams.
2. Credit for a semester is awarded on the last class in a semester by the course tutor.
3. If a student is awarded a fail grade, the student has the right to retake the credit, which should be held during the office hours in the examination period directly following the semester.
4. The conditions of retaking the credit are laid down by the course tutor.
5. A student raising objections to the awarded grade may submit an appeal to the relevant Language Team Head, and if the Head is the course tutor, to the FLC Director. The student's appeal shall be considered during the examination period directly following the semester in which the student was awarded a fail grade.
6. A student whose fail grade was not changed after investigation of the appeal may apply for retaking the credit before a board.
7. The credit before a board is retaken before the FLC Director and a teacher of the relevant language appointed by the FLC Director; it may also be attended

by a representative of the Faculty-level Students' Self-Government and the Vice-Dean for Academic Affairs of the Faculty.

8. The date of the credit before a board is set as soon as possible, no later than within a week after the request for the examination before a board has been made.

III. Passing a B2 examination preparatory module language course (30 or 60 hours)

1. Credit is awarded on the basis of grades for the module test(s), tests, home assignments and student participation in class in the following proportions:
 - module test(s) – 50%
 - short tests, writing assignments, tasks etc. and student's class participation – 50%.

Important: Passing the module test(s) is required in order to get the credit for the semester.

2. Module test:
 - a) It is held at the date specified and announced in the first class in the semester.
 - b) Regulations on taking in-person module tests
When taking module tests, students shall adhere to the rules:
 - Attempts at using additional materials, cheating or communicating with other students result in taking the test away and in award of the fail grade,
 - Mobile phones must be turned off and put aside,
 - On the desks there may be no notes, coursebooks or blank pages (no draft papers are allowed),
 - Students may not leave the room,
 - The course tutor writes the current time every few/several minutes.
 - c) Regulations on taking remote tests
 - on the Moodle platform, students sign a statement that they completed the test on their own.
 - If it is determined that a student did not complete the task on her or his own, the student is awarded a fail grade without the possibility to retake the test, which means a fail grade for the semester.
 - d) Results of the module test are given within no more than 7 days (for the test after the first 30 hours in 60-hour courses) and on the last class (for the test taken at the penultimate class in a semester).
 - e) A failed module test must be retaken and the student has the right to no more than two retake tests (except for the case referred to in point d).
 - f) Students may not retake tests passed with a 3.0 or higher grade.
 - g) After discussion of the results, in-person module tests are archived by the course tutor as documentation of students' learning outcomes.
 - h) A student who failed to take the module test due to a justified absence should apply to the course tutor for setting an additional date of the test.
3. Short tests and other assignments
 - a) The course tutor informs about them in advance.
 - b) They cover no more than one unit.

- c) They are checked and the grades for them are given by the course tutor no later than in the second class after they are taken.
4. A student who failed a B2 examination preparatory module language course is required to retake the same module and is not allowed to continue learning the language in higher modules.
5. All formal requirements related to retaking a course, payment for retaken courses are dealt with by the student at his/her Faculty.

IV. Passing Thematic Language Courses, Language Courses in Studies in English and ESP Courses in second-cycle degree programmes

In order to pass the course, students are required to:

- a) attend classes systematically
- b) prove they have learned the course contents through:
 - passing short tests in the semester (at least one short test);
 - passing the final test (in the penultimate class in the semester), covering all course contents;
 - do home assignments set by the course tutor.
- c) participate in classes (speaking, team work, giving a presentation if required)
- d) have the materials necessary to work in class.

V. If in-person teaching is resumed during the semester, students shall be immediately informed of any changes by the course tutor through the USOS mailbox. The information will also be published on the FLC website www.sjo.pw.edu.pl and sent to the WUT Students' Self-Government and to the Faculties.

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