

Rules and regulations on passing foreign language courses for studies in English (ANGLO)

(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. C1 Academic English Language courses for 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 C1 Academic English examination, the student uses the remaining hours for a C2 English language course or a course of another language.

2. C1 Academic English Examination

An obligatory English language exam for students in English as the language of instruction. It is held three times an academic year (January, June, September) by the WUT FLC.

3. 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 C1 Academic English courses conducted at the WUT Foreign Language Centre

II a Class participation

1. Students are required to regularly attend classes. Two (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.
2. 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).
3. 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. Failing to do that, the student will figure on the list in the system and will be granted grade 2 (fail) for the semester.

II b Credits

1. Credit for a semester is awarded on the last class in a semester by the course tutor.
2. If a student is awarded a fail grade, the student has the right to retake the credit, which should take place during the office hours in the examination period directly following the semester.

3. The conditions of retaking the credit are laid down by the course tutor.

4. A student raising objections to the awarded grade may lodge a complaint with the relevant Language Team Head, and if the Head is the course tutor, to the FLC Director. The student's complaint shall be considered during the examination period directly following the semester in which the student was awarded a fail grade.

5. A student whose fail grade was not changed after investigation of the complaint may apply for retaking the credit before a board.

6. 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.

7. 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 C1 Academic English language course (30 or 60 hours)

1. Credit is awarded on the basis of grades for the obligatory class test(s), home assignments and student attendance and active participation in class in the following proportions:

- obligatory class test(s) – 50%
- short tests, writing assignments, tasks etc. and student's class attendance and active participation – 50%.

The number, dates and nature of obligatory class test(s) are specified by course tutor and announced in the beginning of the semester.

2. When taking obligatory class tests, or submitting written assignments, students are advised that cheating, copying or communicating with other students may result in taking the test away and the award of the fail grade. If it is determined that a student did not complete the obligatory class test 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. A failed obligatory class test must be retaken and the student has the right to no more than two retake tests. Obligatory class test are archived by the course tutor as documentation of students' learning outcomes.

A student who failed to take the obligatory class 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 C1 Academic English language course is required to retake the same course and is not allowed to continue learning other languages on offer by the FLC or C2 English unless they pass the C1 Academic examination at the end of the semester they failed.

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 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;
 - doing 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.

All necessary information on language courses is 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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