

# **Regulations of STEMStart – Bridging Course in STEM**

## **§1 Introduction**

1. These Regulations shall govern the organisation, education process and requirements of completion of STEMStart – Bridging Course in STEM.
2. The terms used in the Regulations shall have the following meaning:
  - 1) STEMStart – Bridging Course in STEM
  - 2) STEMStart Head – person appointed by the Director of the Foreign Language Centre of the Warsaw University of Technology,
  - 3) STEMStart office - staff of the Foreign Language Centre responsible for the organisation and operation of STEMStart – Bridging Course in STEM,
  - 4) course – set of classes of a given subject completed in a given semester of STEMStart,
  - 5) course teacher – person conducting the course, authorised to assess the knowledge of the participant,
  - 6) participant – person admitted to STEMStart – Bridging Course in STEM.

## **§2 General provisions**

1. The aim of STEMStart is to complement knowledge and provide participants with solid theoretical and practical foundations necessary for further academic and professional development in technical fields.
2. STEMStart is conducted in English.
3. To STEMStart, candidates may be admitted who:
  - 1) have completed secondary education and have submitted a relevant certificate,
  - 2) have submitted an English language certificate at the B2 level or above,
  - 3) have signed the Participation Agreement in STEMStart,
  - 4) have paid for their participation in STEMStart.
4. Completion of STEMStart shall not be the basis for admission to study programmes at higher education institutions.

## **§3 Organisation of STEMStart**

1. STEMStart is an on-site or distance-learning course covering 600 lesson hours, conducted in two semesters, 300 hours each. There are 20 hours of classes of STEMStart a week.

2. STEMStart includes courses in the following subjects, divided into two semesters with class hours as follows:

<b>STEMStart</b>			
<b>No.</b>	<b>Course</b>	<b>Semester 1</b>	<b>Semester 2</b>
		<b>Number of hours</b>	<b>Number of hours</b>
1.	English Language	<b>60</b>	<b>60</b>
2.	Polish Language	<b>30</b>	<b>60</b>
3.	Polish Culture	<b>30</b>	<b>0</b>
4.	Mathematics	<b>60</b>	<b>60</b>
5.	Physics	<b>60</b>	<b>60</b>
6.	Introduction to IT	<b>60</b>	<b>0</b>
7.	Introduction to Engineering	<b>0</b>	<b>30</b>
8.	Chemistry	<b>0</b>	<b>30</b>
<b>Number of hours per semester</b>		<b>300</b>	<b>300</b>
<b>Number of hours per week</b>		<b>20</b>	<b>20</b>

3. The calendar of STEMStart is the same as the calendar of the academic year, laid down in the WUT Rector's regulation.

#### **§4 Rights and obligations of STEMStart participants**

1. The participants shall have the right to:
  - 1) participate in all courses foreseen in the STEMStart programme;
  - 2) receive materials necessary to participate in classes;
  - 3) have consultations with course teachers, within the hours specified by them;
  - 4) make complaints and suggestions on STEMStart to the STEMStart Head;
  - 5) give opinions on the education process and the performance of academic teachers related to teaching, by completing a semester evaluation questionnaire;
  - 6) submit a resignation from STEMStart;
  - 7) receive a certificate of STEMStart completion upon meeting all course requirements.
2. STEMStart Participants are obliged to:
  - 1) attend regularly and punctually classes scheduled for them by the STEMStart office;
  - 2) prepare for classes and actively participate in them;
  - 3) follow the class rules laid down by course teachers;
  - 4) address course teachers, STEMStart participants and University staff with due respect and in line with moral and ethical norms;

- 5) have a device with access to the Internet the quality of which will enable a participant to participate in the online classes;
- 6) work on their own to catch up on the course contents from classes missed or make up for them in another form determined by the course teacher;
- 7) independently do any additional work in order to prepare properly for the completion of all courses of STEMStart;
- 8) comply with health and safety rules and other rules applicable to the premises in which classes are held;
- 9) take proper care of the University property and the property of the owner of the building where the STEMStart classes are held;
- 10) cover on their own the costs resulting from the necessity to repair or replace equipment damaged by the STEMStart participant.

#### **§5 Class organisation rules**

1. The calendar of STEMStart is the same as the calendar of the academic year, laid down in the WUT Rector's regulation.
2. The classes within STEMStart are conducted in groups the membership of which is determined by the STEMStart office. The classes are conducted according to the timetable determined by the STEMStart office.
3. Class attendance is obligatory.
4. Four unjustified non-attendances are acceptable for each 60 hours of classes. In case of 30-hour courses, two non-attendances are acceptable.
5. A participant's non-attendance may be justified on the basis of a medical certificate.
6. To complete STEMStart, the participant is required to achieve all assumed learning outcomes and pass all courses included in the study programme in the first and second semester of STEMStart.

#### **§ 6 Passing courses**

1. All courses covered by STEMStart shall be passed.
2. Decision on passing a course shall be made by the course teacher on the basis of the results achieved by the STEMStart participant.
3. The final grade for a course shall be based on three parts:
  - 1) 30% of the final grade are results of the tests during the semester;
  - 2) 40% of the final grade are grades for active participation (homework, being active in class, projects);
  - 3) 30% of the final grade is the result of the examination at the end of the semester.

The STEMStart participant may pass the course provided that they receive at least 60% in total for all the parts.
4. The course teacher shall determine and inform STEMStart participants about the criteria of passing the course.
5. A STEMStart participant has the right to view their papers.
6. A STEMStart participant may appeal against their final grade to the STEMStart Head, within 14 days as of information of the grade. In justified situations, the STEMStart Head may decide to conduct a reassessment before a board.
7. In STEMStart, course credits are audited yearly.
8. STEMStart participants have the right to take credit for a course on no fewer than two dates.

9. If during the verification of learning outcomes achievement, it is established that the STEMStart participant works with external assistance or uses materials or devices unauthorised by the course regulations, the STEMStart participant shall be awarded a fail grade and shall lose the right to pass the course being currently pursued.

### **§7 Grade scale**

1. The following grades and their verbal descriptors shall be used in STEMStart:

5.0 – five or very good, 91%- 100%  
4.5 – four and a half or above good, 82%- 90%  
4.0 – four or good, 75%- 81%  
3.5 – three and a half or fairly good, 69%- 74%  
3.0 – three or satisfactory, 60%- 68%  
2.0 – two or unsatisfactory, < 60%

2. The award of the grade 2.0 is equivalent to failing a course.

### **§8 Completion of STEMStart**

1. STEMStart is passed by the STEMStart Head on the basis of grades for courses awarded to the STEMStart participant.
2. To complete STEMStart, the STEMStart participant shall be required to receive passing grades for all courses conducted within STEMStart.
3. A STEMStart participant who has completed STEMStart shall receive a Certificate of STEMStart Completion, following the template included in an annex to the WUT Rector's Regulation on the rules and procedures of establishing, discontinuing and conducting, financing and documenting additional training courses at the Warsaw University of Technology.
4. If one or more courses is failed by the STEMStart participant, the STEMStart participant has the right to receive a certificate of participation in STEMStart. A certificate of participation may be given to a participant who has attended at least 50% of classes.
5. Completion of STEMStart shall not constitute the basis of exemption from the admission proceedings to study programmes.

### **§9 Final provisions**

1. To all matters unregulated herein the relevant legal regulations shall apply.
2. Any disputes shall be settled by the STEMStart Head.
3. Decisions of the STEMStart Head may be appealed against to the Director of the Foreign Language Centre and then to the Warsaw University of Technology Rector. The Rector's decision is final.

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