

Regulations of the Foundation Year Programme of the Warsaw University of Technology

§1 Introduction

1. These Regulations shall govern the organisation, education process and requirements of completion of the Foundation Year Programme of the Warsaw University of Technology.
2. The terms used in the Regulations shall have the following meaning:
 - a. Programme – Foundation Year Programme preparing to take up degree programmes in English as the language of instruction at the Warsaw University of Technology,
 - b. Programme Head – Director of the Foreign Language Centre of the Warsaw University of Technology,
 - c. Programme office - staff of the Foreign Language Centre responsible for the organisation and operation of the Foundation Year Programme,
 - d. course – set of classes of a given subject completed in a given semester of the Programme,
 - e. course teacher – person conducting the course, authorised to assess the knowledge of the Participant,
 - f. timetable – timetable of classes,
 - g. Participant – person admitted to the Foundation Year Programme,
 - h. Aptitude Test – online test in Mathematics and English.

§2 General provisions

1. The aim of the Programme is to provide Participants with knowledge and skills enabling them to take up a first-cycle degree programme leading to the award of the professional degree of *inżynier*, in English as the language of instruction.
2. A Participant is admitted to the Programme on the day of signing the Participation Agreement in the Foundation Year Programme.
3. To the Programme, candidates may be admitted who:
 - a) apply for admission to a degree programme at the Warsaw University of Technology and have submitted all required documents,
 - b) have not achieved the required number of points in the Aptitude Test,
 - c) have received a statement on conditional admission to a degree programme from their Faculty,
 - d) have submitted an English language certificate at the B2 level or above; the certificate should meet the requirements laid down in the requirements of admissions to degree programmes in English as the language of instruction at the Warsaw University of Technology,
 - e) have signed the Participation Agreement in the Foundation Year Programme,
 - f) have paid for their participation in the Programme,
 - g) have registered for the course no later than 14 days prior to the beginning of the course.
4. Persons participating in the Programme have the status of a Participant of the Foundation Year Programme.

§3 Organisation of the Foundation Year Programme

1. The Programme is an on-site course covering 600 lesson hours, conducted in two semesters, 300 hours each. There are 20 hours of classes of the Programme a week.
2. The Programme includes courses in the following subjects, divided into two semesters with class hours as follows:

Foundation Year Programme			
No.	Course unit	Semester 1	Semester 2
		Number of hours	Number of hours
1.	English Language	60	60
2.	Polish Language	30	60
3.	Polish Culture	30	0
4.	Mathematics	60	60
5.	Physics	60	60
6.	Introduction to Information Technologies	60	0
7.	Introduction to Engineering	0	30
8.	Chemistry	0	30
Number of hours per semester		300	300
Number of hours per week		20	20

3. The calendar of the Programme is equivalent to the calendar of the academic year, laid down in the WUT Rector's regulation.

§4 Rights and obligations of the Programme Participant

1. Participants have the right to:
 - a. receive a Programme Participant ID card, issued in accordance with a defined template;
 - b. use the resources of the Warsaw University of Technology Library;
 - c. participate in all courses foreseen in the Programme;
 - d. receive materials necessary to participate in classes;
 - e. have consultations with course teachers, within the hours specified by them;
 - f. apply for a place in a hall of residence of the Warsaw University of Technology according to the regulations applicable to international students;
 - g. make complaints and suggestions on the course of the Programme to the Programme Head;
 - h. give opinions on the education process and the performance of academic teachers related to teaching, by completing a semester evaluation questionnaire;

- i. submit a resignation from the Programme;
 - j. receive a certificate of Programme completion upon meeting all course requirements.
2. Programme Participants are obliged to:
- a. attend regularly and punctually classes scheduled for them by the Programme office;
 - b. prepare for classes and actively participate in them;
 - c. follow the class rules laid down by course teachers;
 - d. address course teachers, Programme participants and University staff with due respect and in line with moral and ethical norms;
 - e. have a device with access to the Internet the quality of which will enable a Participant to participate in the online classes;
 - f. work on one's own to catch up on the course contents from classes missed or make up for them in another form determined by the course teacher;
 - g. independently do any additional work in order to prepare properly for the completion of all courses of the Programme;
 - h. comply with health and safety rules and other rules applicable to venues in which classes are held;
 - i. take proper care of the University property and the property of the owner of the building where the Programme classes are held;
 - j. cover on their own the costs resulting from the necessity to repair or replace equipment damaged by the Programme Participant.

§5 Class organisation rules

1. The calendar of the Programme is equivalent to the calendar of the academic year, laid down in the WUT Rector's regulation.
2. The classes within the Programme are conducted in groups the membership of which is determined by the Programme office. The classes are conducted according to the timetable determined by the Programme 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 the Programme, 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 the Programme.

§ 6 Passing courses

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

The 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 Participants about the criteria of passing the course.

5. A Participant has the right to view their papers.
6. A Participant may appeal against their final grade to the Programme Head, within 14 days as of information of the grade. In justified situations, the Programme Head may decide to conduct a reassessment before a board.
7. In the Programme, course credits are audited yearly.
8. 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 Participant works with external assistance or uses materials or devices unauthorised by the course regulations, the 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 the Programme:
 - 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 the Programme

1. The Programme is passed by the Programme Head on the basis of grades for courses awarded to the Participant.
2. To complete the Programme, the Participant shall be required to receive passing grades for all courses conducted within the Programme.
3. A Participant who has completed the Programme shall receive a Certificate of Foundation Year Programme Completion, following the template included in an annex to the WUT Rector's Regulation on the rules and procedures of establishing, closing down and conducting, financing and documenting additional training courses at the Warsaw University of Technology.
4. If one or more courses is failed by the Participant, the Participant has the right to receive a certificate of participation in the Programme. A certificate of participation may be given to a Participant who has attended at least 50% of classes within the Programme.

§9 Final provisions

1. To all matters unregulated herein, the relevant provisions of the Rector's Regulation on the Foundation Year Programme, as well as relevant legal regulations shall apply.
2. Any disputes shall be settled by the Programme Head.
3. Decisions of the Programme Head may be appealed against to the Warsaw University of Technology Rector. The Rector's decision is final.