



# M O N I T O R

## OF THE UNIVERSITY OF WARSAW

Warsaw, 17 June 2009

No 6

Item 122

### RESOLUTION NO 119 OF THE SENATE OF THE UNIVERSITY OF WARSAW

of 17 June 2009

#### on the University of Warsaw System of Language Provision and the language proficiency certification

Pursuant to Article 62 s. 1 point 11 of the Act of 27 July 2005 – Law on Higher Education (Journal of Laws No 164, item 1365, as amended), and § 12 of the Statute of the University of Warsaw (Monitor UW 2006 No 7A, item 94, as amended), the Senate of the University of Warsaw has resolved as follows:

#### § 1

##### Language qualification requirements

1. The condition for the completion of the first-cycle studies and the long second-cycle studies at the University of Warsaw shall be achieving, before the completion of the third year of studies, B2 in one language in accordance with the standard specified in the document of the Council of Europe titled Common European Framework of Reference for Languages, hereinafter referred to as “CEFR.”

2. The required language proficiency shall be confirmed:

- 1) in case of students of full-time and part-time studies – based on the outcome of the certification examination taken at the University of Warsaw that, at the student’s request, can be confirmed by the certificate issued by the University of Warsaw or the certificate issued in keeping with the rules specified in § 12. The template certificate issued by the University of Warsaw shall be set out by the Rector;
- 2) in case of students of part-time extension studies – at least by completing a foreign language course on the target level of B2, based on the decision of the unit council;
- 3) in individual case having special justification, at the request of the student, the head of the responsible educational unit can exempt the student from the duty to satisfy the requirement referred to in section 1.

#### § 2

##### Foreign language courses

1. The organisation of the foreign language learning and knowledge development process, i.e. the process of the acquisition of language and cross-cultural competencies in accordance with the CEFR standards, providing a basis for the process of language proficiency certification at the University of Warsaw, referred to in § 1, shall be the responsibility of the University System of Language Provision, hereinafter referred to as “USLP.”

2. The scope of the USLP activities shall include teaching of foreign languages at foreign language courses, in accordance with the rules for ensuring and improving the quality of education formulated within the framework of the university system of quality assurance. In case of foreign students, the Polish language may be a foreign language within the meaning of this resolution. The student’s mother language or the official language of his/her country may not be considered a foreign language.

3. The “foreign language course” shall be understood to mean a language course that is not undertaken as part of the student’s degree program.

4. The following organisational units of the University of Warsaw, hereinafter referred to as Language Course Providers (“LCP”), shall be authorised to run foreign language courses within the framework of the USLP:

- 1) Faculty of Applied Linguistics;
- 2) Faculty of Modern Languages;
- 3) Faculty of Oriental Studies;
- 4) Faculty of Polish Studies;
- 5) Foreign Language Study Centre – School of Foreign Languages;
- 6) Centre for Foreign Language Teacher Training and European Education.

5. LCPs may also offer alternative forms of language education, e.g. by making available classrooms and multimedia tools, self-study centres, etc. to be used under the guidance of qualified teachers.

6. LCPs may also offer foreign language courses run on the initiative of and in cooperation with the Centre for Open and Multimedia Education, using e-learning techniques (new information and communication technologies).

7. Foreign language courses and other language education forms offered within the framework of the USLP shall be passed with a grade awarded by the course teacher.

8. Foreign language courses and other forms of language education shall be passed based on the criteria agreed by the LCPs.

9. Syllabuses of the foreign language courses offered by the LCPs shall be based on framework curricula developed with regard to the learning effects envisaged in CEFR.

### **§ 3**

#### **Rules for using the USLP**

1. Foreign language courses offered by the USLP are available to all students, whereas a student shall have the right to freely choose a language course. This right should not be restricted by the student’s syllabus.

2. Students of full-time first-cycle studies and long second-cycle studies are entitled to the maximum of 240 hours of foreign language courses free of charge, i.e. 240 language course tokens.

3. Students of part-time and extramural first-cycle studies and long second-cycle studies are entitled to the maximum of 240 hours of foreign language courses included in the tuition fee paid for the studies.

4. Students may also use the limit of hours to participate in other forms of language education, listed in § 2 s. 5.

5. Teachers running the classes within the framework of the USLP foreign language courses shall be obligated to set office hours for the purpose of providing consultations to students in the amount of at least 2 hours per week during class sessions.

6. Students of full-time studies shall acquire the right to extra hours of foreign language courses (i.e. extra language course tokens) if they are pursuing parallel or consecutive studies in another field only if the language course completed in one major cannot be accepted towards the other major for substantial reasons. Extramural students shall have the right to participate in a foreign language course in the amount specified above within the framework of the tuition fee paid for each pursued major.

7. Students may participate in any number of USLP foreign language courses and other forms of language education referred to in § 2 s. 5 against payment, provided that there are vacancies.

### **§ 4**

#### **Curricula of USLP language courses**

1. Foreign language courses and other forms of language education, passed with a grade, shall be conducted in semester modules according to the uniform framework curricula developed on the basis of the CEFR standards.

2. The framework curricula for individual foreign language course modules are developed jointly by the university LCPs, with the participation of the Coordination Board for Language Proficiency Certification.

3. The offer of foreign language courses and their syllabuses shall be published by the LCPs in the University System of Organization of Studies, hereinafter referred to as "USOS."

4. The professional supervision of the quality of language education shall be exercised by the councils of the LCPs offering foreign language courses, in cooperation with the Coordination Board for Language Proficiency Certification (councils of faculties and institutes, Council of the Centre for Foreign Language Teacher Training and European Education and the Programme Board of the Foreign Language Study Centre – School of Foreign Languages) and in the area of using information and communication technologies for language teaching – the Council of the Centre for Open and Multimedia Education.

## **§ 5**

### **Coordination of foreign language courses**

1. The Rector shall appoint a USLP coordinator. Tasks of the coordinator shall include:

- 1) compilation and approval of the offer of foreign language courses presented by LCPs, and announcing the USLP offer in USOS;
- 2) making decisions regarding student registration for foreign language courses offered within the framework of the USLP through the USOS system;
- 3) making decisions regarding the allocation of extra registration tokens;
- 4) making individual decisions regarding the use of free foreign language course hours, to which the students are entitled;
- 5) settlement of amounts due to the LCPs for the provision of foreign language courses and other forms of language education;
- 6) maintaining contacts with LCPs for the purpose of exchanging experiences and ensuring and improving quality of education.

2. The LCPs shall notify the USLP coordinator of their offer for the particular academic year, in accordance with the USOS standard Course Catalogue (ECTS course catalogue), specifying in particular: the course language, the number of hours, the course profile and curriculum, the assumed entry level and the level achieved at the end of the course according to CEFR, together with the planned learning outcomes, the maximum number of participants, information about priority registration, the name of the course teacher, and the times of class sessions.

## **§ 6**

### **Coordination Board for Language Proficiency Certification**

1. The Rector shall appoint the Coordination Board for Language Proficiency Certification, hereinafter referred to as the "Coordination Board," for the term of office of authorities of the University. Members of the Coordination Board shall be selected by the Rector from among the candidates – specialists in foreign language teaching methodology and applied linguistics proposed by the units providing language education referred to in § 2 s. 4, whereas the Coordination Board shall include representatives of all LCPs, one representative from each unit.

2. A student representative, proposed by the UW Student Government, shall participate in works of the Coordination Board in an advisory capacity.

3. The Coordination Board shall be established at the Rector.

4. The Coordination Board shall adopt the rules of its works and elect its president. The rules as well as the election of the president shall be approved by the Rector.

5. Tasks of the Coordination Board shall include in particular:

- 1) specifying the language and proficiency levels for the examinations;
- 2) professional supervision of the certification process;
- 3) award of certificates confirming the language proficiency acquired;

- 4) preparation, coordination and monitoring of foreign language certification examinations, including the development of standard requirements, grading criteria and test formats, taking into account the needs arising from the Strategy of the University of Warsaw and language policy of the University;
- 5) appointment of examination commissions for each language examination, composed as provided by § 8 s. 2;
- 6) analysis of examination results and publication of statistical data;
- 7) carrying out training courses for examiners;
- 8) preparation of course materials for students;
- 9) ensuring the conformity of language certification with the standards set by the Council of Europe;
- 10) development and promotion of certification;
- 11) appointment of test author teams and professional verification of tests;
- 12) ensuring and improving the quality of the certification process;
- 13) providing feedback to the academic community.

## **§ 7**

### **Access to examinations**

1. Students of first-cycle studies and long second-cycle studies are entitled to two examination dates (tokens).
2. Students of other types of studies, as well as students referred to in s. 1, who have used their tokens, may take a certification examination against payment.
3. Certification examinations are open to persons, who are not students of the UW, against payment.
4. The fees shall be determined by the Rector in consultation with the USLP coordinator and the president of the Coordination Board.

## **§ 8**

### **Certification examinations**

1. The Coordination Board shall set the dates for certification examinations in popular languages three times in a year, and in case of less popular or less frequently taught languages – twice in two academic years. The Coordination Board shall determine the required minimum number of candidates for each examination. In special cases, the Coordination Board may approve an examination for a smaller number of candidates.
2. Certification of students' language competence shall be conducted by examination commissions composed of language teachers working at the following organisational units of the University of Warsaw:
  - 1) Faculty of Applied Linguistics – for eastern Slavic languages (Russian, Ukrainian and Belorussian);
  - 2) Faculty of Modern Languages – for languages offered within the study programmes and majors run by the Faculty;
  - 3) Faculty of Oriental Studies – for languages offered within the study programmes and majors run by the Faculty;
  - 4) Faculty of Polish Studies – for languages offered within the study programmes and majors run by the Faculty, including Polish as a foreign language, and the Polish Sign Language;
  - 5) Foreign Language Study Centre – School of Foreign Languages – for languages taught at the Centre;
  - 6) Centre for Foreign Language Teacher Training and European Education – for languages offered within the study programmes and majors run by the Centre.
3. Chairpersons of the examination commissions shall be appointed from among teachers-researchers of the competent faculties.

4. Examinations shall be conducted at the levels of A2, B1, B2, B2 plus, C1 and C2, defined according to the CEFR standards. An examination may include a special purpose language module related to the discipline studies, whose successful passing shall be necessary for a student to obtain a specialist annex to the language certificate.

5. A proper certificate confirming the language proficiency acquired shall be issued at the student's (graduate's) request.

## **§ 9**

### **Organisation of examinations**

1. Organization and administration of certification examinations shall be entrusted to the Foreign Language Study Centre – School of Foreign Languages, which in consultation with the Coordination Board shall undertake in particular the following activities:

- 1) determine examination dates, post the examination offer in USOS, book examination rooms and secure the necessary equipment;
- 2) estimate the number of candidates for various examination languages and proficiency levels;
- 3) communicate with students on the matter of examination organization;
- 4) ensure the preparation of the appropriate number of tests and answer sheets;
- 5) ensure the scoring and scanning of answer sheets;
- 6) document the certification process by entering the examination offer into USOS, generating examination protocols, and entering examination grades into USOS;
- 7) draw up certificates of language proficiency;
- 8) disseminate information about certification examinations.

2. Some organisational activities may be also performed by other LCPs, based on arrangements between the parties.

## **§ 10**

### **Role of the USLP coordinator in the process of examination organization**

1. The units referred to in § 8 shall cooperate with the USLP coordinator. Tasks of the coordinator shall include:

- 1) compilation and announcement of the offer of certification examinations in USOS;
- 2) making decisions regarding student registration for certification examinations through USOS;
- 3) making individual decisions regarding the use of free examination dates entitlement;
- 4) monitoring certification expenditure and settlement of amounts due for examinations;
- 5) providing opinions on proposals submitted by the units listed in § 2 s. 4 concerning fees for examinations;
- 6) participation in works of the Coordination Board.

## **§ 11**

### **Financing of language certification**

1. Funds for language proficiency certification of students shall be transferred to the Coordination Board from the University's central funds, according to an estimate of anticipated costs for the upcoming academic year prepared by the Coordination Board in consultation with the Foreign Language Study Centre – School of Foreign Languages, and presented to the Rector by 30 September of the current academic year.

2. The Coordination Board shall prepare an annual report on its activities, including a financial statement, which shall be presented to the Rector by 30 September.

3. Detailed rules for the financing of the student language proficiency certification process, including the nature and type of costs, shall be set by the Rector.

## **§ 12**

### **External certificates**

1. The level of language proficiency referred to in § 1 may also be confirmed by a certificate issued by an external certification institution.

2. A list of such institutions and certificates shall be determined by the Rector in an ordinance.

**§ 13**  
**Transitional provisions**

1. The requirement referred to in § 1 shall apply to students who have commenced their first-cycle or long second-cycle studies no later than in the academic year 2005/2006.

2. Previously binding requirements, set by a competent faculty council, shall apply to students who began their studies prior to the academic year 2005/2006.

**§ 14**

Resolution No 341 of the Senate of the University of Warsaw of 22 June 2005 on the University of Warsaw System of Language Provision and the language proficiency certification (UW Monitor, 2005, No 6, item 86) is hereby repealed, except for § 6.

**§ 15**

The resolution shall come into force on the date of its enactment and shall apply starting the 2009/2010 academic year.

*Rector of the University of Warsaw:  
K. Chałasińska-Macukow*