



ITEM 238

**ORDINANCE No. 116
OF THE RECTOR OF THE UNIVERSITY OF WARSAW**

dated 30 September 2021

**on the Rules and Regulations of the Postgraduate Studies
at the University of Warsaw**

Pursuant to the provisions of Article 23, section 1, and in connection with Article 163, section 1 of the Act of 20 July 2018, the Law on Higher Education and Science (consolidated text: Polish Journal of Laws of 2021, item 478, as amended), hereinafter reoffered to as the "Act" and pursuant to § 36, section 1, and in connection with § 139, section 1, point 3 and § 140 of the Statute of the University of Warsaw (Monitor UW of 2019, item 190), it is hereby ordered as follows:

§ 1

The Rules and Regulations for Postgraduate Studies at the University of Warsaw, hereinafter referred to as "the Rules and Regulations", are hereby established and shall constitute Appendix No. 1 to the Rules and Regulations hereof.

§ 2

1. The postgraduate studies established before the academic year 2021/2022 are subject to adjustment to the provisions of the Act and the Rules and Regulations. The request for alterations to the programme of postgraduate studies shall be submitted to the Office for Innovation in Teaching and Learning by 30 April 2023. The application template is attached as Appendix No. 2 to the Ordinance.

2. The provision referred to in § 3, section 2 of the Rules and Regulations shall not enter into force before 1 October 2023.

§ 3

1. Ordinance No. 84 of the Rector of the University of Warsaw of 28 November 2017 on the specimen documents relating to postgraduate studies at the University of Warsaw (Monitor UW of 2017, item 349) shall be repealed.

2. Ordinance No. 17 of the Rector of the University of Warsaw of 26 February 2016 on the delivery of postgraduate studies at the University of Warsaw (Monitor UW of 2016, item 55) shall be repealed.

§ 4

1. The Ordinance shall enter into force on the date it is signed and shall apply from the academic year 2021/2022.

2. In cases initiated and not concluded before the entry into force of the Ordinance, the current provisions shall apply.

Rector of the University of Warsaw
A. Z. Nowak

RULES AND REGULATIONS OF THE POSTGRADUATE STUDIES AT THE UNIVERSITY OF WARSAW

GENERAL PROVISIONS

§ 1

The Rules and Regulations shall lay down the general principles for the organisation and conduct of postgraduate studies, as well as the rights and duties of students participating in postgraduate studies at the University of Warsaw.

§ 2

The terms used in the Rules and Regulations shall have the following meaning:

- 1) AO – the Admission Office;
- 2) OITL – the Office for Innovation in Teaching and Learning;
- 3) ECTS – the European Credit Transfer and Accumulation System (the European Credit Transfer and Accumulation System for the estimation of effort involved in the achievement of learning outcomes);
- 4) IRK – Internet System for Candidates Admission Procedure;
- 5) language of instruction - the language in which the postgraduate studies are delivered;
- 6) HTU – the head of the teaching unit;
- 7) The Senate Committee – the Senate committee responsible for giving an opinion on the programmes of postgraduate studies;
- 8) a partial qualification – a qualification awarded on graduation from postgraduate studies;
- 9) PQF – the Polish Qualification Framework;
- 10) The Rules and Regulations - the Rules and Regulations of Postgraduate Studies at the University of Warsaw;
- 11) University – the University of Warsaw;
- 12) USOS – the university system for managing studies and for student registration;
- 13) IQS – the Integrated Qualification System.

§ 3

1. Postgraduate studies are organized and conducted by the University.
2. Postgraduate studies are taught in organisational units of the University which, on the basis of the Rector's decision, organise postgraduate studies and ensure their financing. Where postgraduate programmes are organised by several organisational units of the University, the rules of cooperation between them shall be laid down in an agreement.
3. The University may deliver postgraduate studies in collaboration with an external entity. The rules of cooperation, to the extent that they are not inconsistent with the Rules and Regulations, shall be set out in a written agreement. The agreement is concluded by the Rector.

4. In justified cases, classes in postgraduate studies may be taught by persons who are not employees of the University.

§ 4

1. Postgraduate studies shall be headed by a Head of Postgraduate Studies appointed by the HTU. In the event that the Head of Postgraduate Studies is not appointed, their powers shall be exercised by the HTU.

2. The relevant HTU shall exercise substantive supervision of postgraduate studies.

3. The HTU may appoint a Postgraduate Studies Team to advise the HTU on postgraduate studies. The Postgraduate Studies Team is made up of postgraduate studies managers appointed by the HTU. In addition, the Team may include other persons indicated by the HTU, in particular the representatives of external stakeholders.

4. Where postgraduate studies are organised by an organisational unit of the University which is not a teaching unit, the powers of the HTU referred to in the Rules and Regulations shall be exercised by the head of the organisational unit.

§ 5

1. The manner of ensuring the quality of education in postgraduate studies shall be defined by separate regulations.

2. Supervision of the quality of education in postgraduate studies shall be exercised by the University Council for Teaching and Learning, which may establish a Postgraduate Studies Team for this purpose.

OPENING, MAKING CHANGES TO AND WITHDRAWING THE OFFERING OF POSTGRADUATE STUDIES

§ 6

1. The programme of postgraduate studies includes:

- 1) the name of the postgraduate studies programme in Polish and English and, if applicable, in another language of instruction;
- 2) the language of instruction;
- 3) the number of semesters in the postgraduate studies;
- 4) the total number of taught hours in postgraduate studies, including the number of taught hours required to graduate from postgraduate studies;
- 5) the total number of ECTS credits required to graduate from postgraduate studies;
- 6) the PQF level at which a partial qualification is awarded;
- 7) the learning outcomes with reference to the appropriate PQF level;
- 8) a list of courses taught in specific postgraduate studies including:
 - a) the title of individual classes,
 - b) the form of classes,
 - c) the number of ECTS credits assigned to a particular subject;
- 9) the conditions for graduating from postgraduate studies:

2. The programme of postgraduate studies preparing for entry to the teaching profession shall take into account the conditions set out in the implementing rules issued on the basis of Article 68, section 3, point 4 of the Act of 20 July 2018 – the Law on Higher Education and Science.

§ 7

1. The programme for postgraduate studies shall be established by the Senate upon the application of the HTU to establish postgraduate studies. The organisational unit council or an elected teaching council may be consulted before submitting such an application.

2. An application for the establishment of postgraduate studies shall be submitted to the OITL. A sample application is attached as Appendix No. 1 to the Rules and Regulations. An application for the establishment of postgraduate studies preparing for entry to the teaching profession shall be submitted in version B of the application. The applicant shall attach a cost estimate to the application for the postgraduate studies approved by the relevant head of the organisational unit. The cost estimate template shall be specified by the Vice-Chancellor for Economic Affairs

3. An application for the establishment of the postgraduate studies must be submitted at least two months before the planned start date of the course, excluding July and August. In particularly justified cases, the Rector may give priority to an application submitted by another deadline.

4. The OITL shall verify the formal correctness of the application and its attachments within 14 days of its submission. In the case of formal deficiencies in the application, the OITL shall call upon the applicant to remove them within a specified period, which will not be less than seven days. The formally correct application is referred by the OITL to the Senate Committee.

5. The Senate Committee shall give its opinion on the proposal without undue delay. The opinion should in particular include an assessment of the justification for including new postgraduate studies in the teaching offering of the University.

6. Having considered the opinion referred to in section 5, the Senate shall adopt a resolution on the programme of postgraduate studies.

7. Immediately after the adoption of the programme of postgraduate studies, the Rector shall, by means of an ordinance, establish the postgraduate studies. In the ordinance, the Rector shall indicate the organisational unit of the University organising specific postgraduate studies.

§ 8

1. The Senate shall adopt changes to the programme of postgraduate studies on a proposal submitted by the HTU. The organisational unit council or an elected teaching council may be consulted before submitting such an application.

2. An application for the changes to the programme of postgraduate studies shall be submitted to the OITL. A sample application is attached as Appendix No. 2 to the Rules and Regulations. An application for the changes in the programme of postgraduate studies preparing for the teaching profession shall be submitted in version B of the application.

3. An application for the changes to the programme of postgraduate studies must be submitted at least two months before the start of the next cycle of study, excluding July and August. In particularly justified cases, the Rector may give priority to an application submitted by another deadline.

4. The OITL shall verify the formal correctness of the application within 14 days of its submission. In the case of formal deficiencies in the application, the OITL shall call upon the applicant to remove them within a specified period, which will not be less than seven days. The formally correct application is referred by the OITL to the Senate Committee.

5. The Senate Committee shall give its opinion on the proposal without undue delay.

6. Having considered the opinion referred to in section 5, the Senate shall adopt a resolution on the changes in the programme of postgraduate studies.

7. The changes to the programmes of postgraduate studies shall take effect at the beginning of a new cycle of study.

§ 9

1. Postgraduate studies shall consist of at least two semesters and lead to the award of a partial qualification at level 6, 7 or 8 of the PQF respectively.

2. The programme of postgraduate studies must enable the student to obtain at least 30 ECTS credits over at least two semesters.

§ 10

The postgraduate studies preparing for entry to the teaching profession shall last for at least three semesters and lead to a partial qualification at level 7 of the PQF.

§ 11

1. Postgraduate studies are cancelled by the Rector by means of an ordinance delivered at their own initiative or at the request of the HTU.

2. Postgraduate studies shall be withdrawn no sooner than by the end of the current cycle of study.

INCLUSION OF PARTIAL QUALIFICATIONS IN THE IQS

§ 12

1. For the inclusion of a partial qualification in the IQS, the Senate Committee, upon the request of the HTU, prepares a recommendation for the assignment of the PQF level to the partial qualification.

2. The Senate Committee shall submit the prepared recommendation to the Stakeholder Council operating under the government minister responsible for science and higher education.

3. In the event of a positive opinion by the Stakeholder Council, referred to in section 2, the Senate shall adopt a resolution concerning the inclusion of a given partial qualification in the IQS.

4. The Rector shall inform the Educational Research Institute in Warsaw, which maintains the Integrated Qualifications Register, with regards to the content of the resolution referred to in section 3 and the inclusion of the partial qualification in the IQS.

5. The symbol indicating the assigned PQF level shall be affixed to certificates of graduation for postgraduate studies certifying the award of a partial qualification at level 6, 7 or 8 only after inclusion of the partial qualification in the IQS.

HEAD OF POSTGRADUATE STUDIES

§ 13

The responsibilities of the Head of postgraduate studies include the management of postgraduate studies, in particular:

- 1) organising the studies and providing teaching staff as well as monitoring the course of study;
- 2) co-operating with the AO in the preparation and organisation of student admission procedure in the IRK system;
- 3) Liaising with the HTU on matters relating to studies, including formulating applications to external bodies for funding for postgraduate studies;
- 4) Making decisions on matters concerning the course of study of postgraduate students, including granting credits for the semesters of postgraduate studies;
- 5) Supervising the administrative support provided to postgraduate studies and enrolled students thereof;
- 6) Maintaining documentation on the organisation of postgraduate studies and supervising the maintenance of documentation on the course of studies, including in particular: records of students, personal files, records of credits and examinations, postgraduate certificates and other materials documenting the course of postgraduate studies;
- 7) Ensuring the reliability and validity of the verification of learning outcomes at the postgraduate level;
- 8) Organisation of class visits and evaluation of teaching activities;
- 9) promotion of postgraduate studies;
- 10) preparing the following:
 - a) a report on the results of the admission procedure and a list of persons admitted to specific postgraduate studies within 14 days from the conclusion of the admission process,
 - b) an annual report on the functioning of postgraduate studies.
- 11) cooperating with the team referred to in § 5, section 2 to the extent enabling the achievement of the team's tasks.

§ 14

Decisions of the head of postgraduate studies made in individual cases of postgraduate students may be appealed against to the Rector within 14 days of the date of delivery of the decision. The appeal shall be made through the head of the relevant postgraduate studies. The Rector's decision is considered as final.

§ 15

1. The reports referred to in § 13, section 10, the head of the relevant postgraduate studies files with the HTU.

2. The HTU shall submit the annual report referred to in § 13, section 10 (b) to the council of the organisational unit or to a relevant teaching and learning council.

ADMISSION PROCEDURE FOR POSTGRADUATE STUDIES

§ 16

Postgraduate studies are open to applicants who hold a full qualification at least at level 6 of the PQF obtained in the higher education and science system.

§ 17

1. The admission procedure for postgraduate studies is carried out with the use of the IRK system.

2. The admission procedure is carried out on a fee-paying basis. The amount of the admission procedure fee is determined by the Rector by means of an ordinance.

3. Payment of the admission procedure fee by the deadline set by the HTU is a condition for the recognition of an application for admission to postgraduate studies. An application not paid for within the deadline shall remain unconsidered by the head of postgraduate studies.

§ 18

1. At the request of the head of the postgraduate studies, the HTU shall determine - by means of an ordinance published in the University of Warsaw Journal of the relevant organisational unit - and shall announce it in the IRK system and in any another customary manner, the following:

- 1) the rules and regulations of the admission procedure, including the list of required documents;
- 2) the limit of available places;
- 3) the minimum number of students required to register in order to commence postgraduate studies;
- 4) the deadline for the payment of the admission procedure fee;
- 5) the timetable of the admission procedure, including the dates for registration, and the date of announcing the admission results, and, where an entrance examination is envisaged, the date of the examination;
- 6) the date, method and place of submission of documents.

2. In the event that specific postgraduate studies will be taught in a language other than Polish, the admission rules shall specify the required level of linguistic proficiency and the manner of verification.

3. An entrance examination may be held for postgraduate studies under the conditions laid down in the admission rules.

§ 19

1. The basis for the decision on admission of candidates to postgraduate studies is the results of the admission procedure.

2. The admission procedure is conducted by the head of the postgraduate programme. The head of postgraduate studies may appoint an admission committee and authorise them to conduct the admission procedure.

§ 20

1. The decision on admission or non-admission to postgraduate studies shall be made by the head of the relevant postgraduate studies programme. The decision to refuse admission to postgraduate studies shall contain a concise statement of reasons.

2. The decision on admission to the postgraduate studies is communicated to the candidate in the IRK system.

3. The decision referred to in section 1 may be appealed against by the head of the relevant postgraduate studies to the Rector within 14 days of its delivery in IRK system.

§ 21

Acceptance to postgraduate studies shall take place upon conclusion of an agreement with a person admitted to the course, as referred to in § 22, section 1, and upon payment of the fee due.

FEES

§ 22

1. Postgraduate studies are subject to a fee. The rules governing payments for postgraduate studies and reimbursement of fees are specified in the agreement concluded with a student of postgraduate studies. A sample agreement is defined by a separate ordinance of the Rector.

2. The agreement referred to in section 1 may provide that the fee for postgraduate studies be paid by an entity other than a student of postgraduate studies. The agreement may provide for payment by instalments.

3. The HTU shall determine and announce by means of an ordinance in the University of Warsaw Journal of the relevant organisational unit, and/or in another customary manner, the amount of fees as well as the date and rules for their payment.

4. In justified cases, at the request of a postgraduate student, positively assessed by the head of the postgraduate studies, the fee may be reduced by the HTU.

5. An employee of the University may be exempted from paying the fee for postgraduate studies by the HTU with the approval of the Rector.

6. The HTU is required to maintain a register of fee waivers for postgraduate studies.

7. The detailed procedure for keeping the register referred to in section 6 is determined by the Rector by means of an ordinance.

COURSE OF STUDIES RIGHTS AND DUTIES OF STUDENTS IN POSTGRADUATE STUDIES

§ 23

1. Prior to the commencement of admission to postgraduate studies, the HTU shall, at the request of the head of the relevant postgraduate studies, publish a description of the postgraduate studies on the unit's website.

2. The description referred to in section 1 shall include:

- 1) information resulting from the study programme referred to in § 6;
- 2) assignment of classes to semesters;
- 3) the number of hours and ECTS credits allocated to each class;
- 4) a description of each class;
- 5) information on the methods of verifying the learning outcomes applied in individual classes and the method for obtaining credit for classes;
- 6) information about staff members who teach the classes.

§ 24

1. Prior to the commencement of classes in the postgraduate studies, the HTU shall, at the request of the head of the postgraduate studies, publish on the website of the unit organising education in that programme a course plan containing information on the date and place of particular classes, their form and the person conducting the course.

2. Prior to the commencement of classes, the head of the relevant postgraduate studies shall announce in USOS the syllabuses for individual classes prepared in accordance with the rules set by the HTU.

§ 25

1. The University maintains an electronic record of postgraduate students.

2. The course of postgraduate studies shall be documented in USOS and in the personal file folder of each postgraduate student.

3. Detailed rules for maintaining an electronic record and a personal file folder for a postgraduate student are laid down in a separate ordinance of the Rector.

§ 26

A student participating in postgraduate studies is entitled to:

- 1) consultation with the staff teaching on postgraduate studies in the subject area related to those studies;
- 2) use of the library collections of the University's library and information system;
- 3) obtain certificates for postgraduate studies;
- 4) support during the course of postgraduate studies offered by the Office for Persons with Disabilities;
- 5) submit proposals related to specific postgraduate studies;
- 6) express opinions in an evaluation survey about classes and the organisation of postgraduate studies.

§ 27

A student participating in postgraduate studies is required to:

- 1) participate in classes and to take the required examinations and credits in a timely manner;
- 2) fulfil their obligations towards the University in a timely manner, in particular to pay the fees due;
- 3) obtain the required credits by ethical means and to prepare - respecting copyright laws - the works required in the programme of postgraduate studies;
- 4) respect the dignity of others and the rights of other postgraduate students to participate in classes;
- 5) comply with the rules and regulations in force at the University;
- 6) respect the property of the University;
- 7) immediately notify the head of the relevant postgraduate studies of any change in their personal details and address;
- 8) use USOS.

§ 28

The rights and obligations of a student participating in postgraduate studies shall expire on the date of graduation from studies or removal from the register of students, subject to the provisions of the agreement referred to in § 22, section 1.

§ 29

1. The head of postgraduate studies shall remove a postgraduate student from the list of students in the event of:

- 1) failure to obtain credits for classes provided for in the programme of postgraduate studies by the deadline;
- 2) unethically obtaining or attempting to obtain class credits or committing copyright infringement as part of work delivered as part of postgraduate studies;
- 3) failure to pay the fee due by the prescribed deadline;
- 4) resignation from postgraduate studies submitted to the head of the postgraduate studies;
- 5) failure to meet the requirements for graduating from postgraduate studies by the deadline.

2. The head of postgraduate studies may remove a postgraduate student from the list of students in the postgraduate studies programme in the event of:

- 1) committing an act contrary to the dignity of a member of the academic community;
- 2) causing damage to University property;
- 3) behaviour of a student during the course of postgraduate studies which prevents or significantly impacts upon the potential for other students to graduate from postgraduate studies;
- 4) a material breach of a rule of law or the binding University rules and regulations.

GRADUATION FROM STUDIES

§ 30

1. In order to graduate from postgraduate studies, a student must obtain the learning outcomes and the appropriate number of ECTS credits specified in the programme of study as well as fulfil other requirements for graduation from the postgraduate studies as specified in the programme of study.

2. The following grading scale applies to examinations and assessments:

excellent	- 5!
very good	- 5
good plus	- 4.5
good	- 4
sufficient plus	- 3.5
sufficient	- 3
insufficient	- 2.

3. In the event that a student participating in postgraduate studies receives an insufficient grade in an examination, the head of the relevant postgraduate studies may, upon a reasoned application submitted on behalf of the student, agree to a retake of the examination. The provision shall apply accordingly to the final dissertation.

4. If a condition for graduation from postgraduate studies is the submission of a written diploma dissertation, it will be subject to verification using an electronic anti-plagiarism system.

5. A postgraduate studies student submits a written dissertation to the electronic Graduate Thesis Archive as a file in PDF format. The provisions relating to the submission of diploma dissertations and the conduct of diploma examinations conducted remotely in the first-cycle programmes, second-cycle programmes and long-cycle programmes shall apply accordingly.

6. In justified cases, the head of the relevant postgraduate studies may, at the request of a student participating in that course, extend the duration of their postgraduate studies. Such an extension is charged proportionally on a monthly basis according to the extension period.

§ 31

1. The date of graduation from postgraduate studies shall be the date on which the student participating in that course has fulfilled the conditions for graduating from postgraduate studies. Fulfilment of the conditions for graduation from postgraduate studies shall be determined by the head of the relevant postgraduate studies by means of a decision.

2. Upon graduation from postgraduate studies, the student shall receive a certificate of graduation in accordance with a formula determined by the Senate.

3. A prerequisite for issuing a certificate of graduation from the postgraduate studies is the presentation by a postgraduate student of a completed circulation card as well as not being in arrears with regards to any fees due to the University. The card may be provided in an electronic form.

Template

APPLICATION FOR THE OPENING OF POSTGRADUATE STUDIES

PART I

PROGRAMME OF POSTGRADUATE STUDIES

Information on the programme of postgraduate studies	
Name of the study programme in Polish:	
Name of the course in English:	
Name of the course in the language of instruction:	
The language of instruction:	
The number of semesters:	
The total number of class hours:	
<ul style="list-style-type: none">including the number of teaching hours required to graduate from postgraduate studies:	
The total number of ECTS credits;	
<ul style="list-style-type: none">including the number of ECTS credits required to graduate from postgraduate studies:	
The PQF level at which a partial qualification is awarded upon graduation from the postgraduate studies:	

Learning outcomes in terms of knowledge, skills, social competences achieved in postgraduate studies, taking into consideration the characteristics of the second level of the Polish Qualifications Framework (PQF), at levels 6-8 of the PQF.

Symbols of learning outcomes	Learning outcomes	Reference to the second level features of the PQF at levels 6 - 8 of the PRK
	KNOWLEDGE	
W1		
W2		
....		
....		
	SKILLS	
U1		
U2		
....		
....		
	SOCIAL COMPETENCES	
K1		
K2		
....		
....		

The list of classes:

Item	Class Title	The form of classes	The number of theoretical class hours	The number of practical class hours	ECTS credits

Conditions for graduating from postgraduate studies:

Resulting from the Rules and Regulations of Postgraduate Studies
<ul style="list-style-type: none">● obtaining all learning outcomes specified in the postgraduate studies programme,
<ul style="list-style-type: none">● obtaining all ECTS credits required for graduation from postgraduate studies.
Additional:

PART II

INFORMATION ON PLANNED POSTGRADUATE STUDIES

- 1. Justification for the commencement of postgraduate studies and their inclusion in the educational offering of the University of Warsaw:**
- 2. Detailed conditions of admission to postgraduate studies, including:**
 - the required qualification level, in accordance with the PRK (first-cycle studies - PQF 6, second-cycle studies and long-cycle studies - PQF 7);
 - the rules and regulations on the admission procedure;
 - the means of verifying the level of language proficiency required for participation in the postgraduate studies.
- 3. Anticipated start date of classes:**
- 4. The minimum number of students admitted to permit specific postgraduate studies to run (should be higher than the number of students required for the programme to be self-financing):**
- 5. Limit on admissions:**
- 6. A list of staff selected to implement the programme, including:**
 - the statement on the affiliation,
 - the indication of the classes they will teach,
 - the indication of their qualifications (e.g. relevant diploma, degree) and competences corresponding to the type of courses taught, resulting from academic achievements or professional practice,
 - the justification for entrusting classes to persons from outside the University of Warsaw.

7. Information on classes:

FIRST SEMESTER

Class Title	The form of classes	Learning outcomes	The methods for the verification of learning outcomes¹	The number of class hours²	ECTS credits
<i>Brief description of classes:</i>					
<i>Brief description of classes:</i>					
<i>Brief description of classes:</i>					

SECOND SEMESTER

Class Title	The form of classes	Learning outcomes	Methods of gaining credit and the methods for the verification of learning outcomes;	The number of class hours	ECTS credits
<i>Brief description of classes:</i>					

Method of passing: credit with a grade / credit without a grade. Methods of verifying learning outcomes: e.g. oral examination, written examination, written work, project.

²The number of hours should be preceded by the symbol of the class enclosed in parentheses: (T) - theoretical classes, (P) - practical classes. E.g. (T) 20, (P) 30.

<i>Brief description of classes:</i>					
<i>Brief description of classes:</i>					

THIRD SEMESTER

Class Title	The form of classes	Learning outcomes	Methods of gaining credit and the methods for the verification of learning outcomes;	The number of class hours	ECTS credits
<i>Brief description of classes:</i>					
<i>Brief description of classes:</i>					
<i>Brief description of classes:</i>					

8. The unit responsible for organising the postgraduate studies proposed by the applicants:

9. Candidate for the head of postgraduate studies:

.....

(date)

.....

(signature of the head of the teaching unit)

Appendices:

The application must be accompanied by a cost estimate of the course drawn up for the minimum number of students necessary to ensure that studies are self-financing. The document, prepared in accordance with a template defined by the Vice Chancellor for Economic Affairs, should be signed by the relevant KJO.

In the case of postgraduate studies such as those referred to in § 3, sections 2 and 3 of the Rules and Regulations for Postgraduate Studies at the University of Warsaw, a sample copy or a signed copy of the agreement may be attached to the application.

Template

APPLICATION FOR THE OPENING OF THE POSTGRADUATE STUDIES PREPARING INDIVIDUALS FOR ENTERING THE TEACHING PROFESSION

PART I

PROGRAMME OF POSTGRADUATE STUDIES

Information on the programme of postgraduate studies	
Name of the study programme in Polish:	
Name of the course in English:	
Name of the course in the language of instruction:	
The language of instruction:	
The number of semesters:	
The total number of class hours:	
<ul style="list-style-type: none"> • including the number of teaching hours required to graduate from postgraduate studies: 	
The total number of ECTS credits;	
<ul style="list-style-type: none"> • including the number of ECTS credits required to graduate from postgraduate studies: 	
The PQF level at which a partial qualification is awarded upon graduation from the postgraduate studies:	7

Postgraduate studies prepare individuals for the teaching profession

of the leading subject:		at school:	
of the secondary subject:		at school:	
Postgraduate studies prepare individuals for the teaching profession ³ :			

Learning outcomes in terms of knowledge, skills, social competences achieved in postgraduate studies, taking into consideration the characteristics of the second level of the Polish Qualifications Framework (PQF), at level 7 of the PQF, as well as the learning outcomes defined in the implementing rules issued on the basis of Article 68, section 3, point 4 of the Act of 20 July 2018 - the Law on Higher Education and Science.

Symbols of learning outcomes	Learning outcomes	Reference to the second level characteristics of the PQF at level 7 of the PQF	The group of classes defined in the implementing provisions
	KNOWLEDGE		
W1			
W2			
....			
....			
	SKILLS		
U1			
U2			
....			

To be completed if the postgraduate studies prepare the participant to qualify as a teacher, psychologist, special educator, speech therapist, or early childhood development support teacher.

.....			
	SOCIAL COMPETENCES		
K1			
K2			
....			
....			

The list of classes:

Item	Class Title	The form of classes	The number of theoretical class hours	The number of practical class hours	The group of classes defined in the implementing provisions	ECTS credits

Conditions for graduating from postgraduate studies:

Resulting from the Rules and Regulations of Postgraduate Studies
<ul style="list-style-type: none"> ● obtaining all learning outcomes specified in the postgraduate studies programme,
<ul style="list-style-type: none"> ● obtaining all ECTS credits required for graduation from postgraduate studies.

Additional:

PART II

INFORMATION ON PLANNED POSTGRADUATE STUDIES

1. Justification for the commencement of postgraduate studies and their inclusion in the educational offering of the University of Warsaw:

2. The postgraduate studies will be conducted:

preparations:	as part of groups of classes defined in the implementing provision:

3. Detailed conditions of admission to postgraduate studies, including:

- the required qualification level, in accordance with the PQF (second-cycle studies and long-cycle studies - PQF 7);
- the rules and regulations on the admission procedure;
- the means of verifying the level of language proficiency required for participation in the postgraduate studies.

- 4. Anticipated start date of classes:**
- 5. The minimum number of students admitted to permit specific postgraduate studies to run (should be higher than the number of students required for the programme to be self-financing):**
- 6. Limit on admissions:**
- 7. A list of staff selected to implement the programme, including:**
 - the statement on the affiliation,
 - the indication of the classes they will teach,
 - the indication of their qualifications (e.g. relevant diploma, degree) and competences corresponding to the type of courses taught, resulting from academic achievements or professional practice,
 - the justification for entrusting classes to persons from outside the University of Warsaw.
 - a confirmation that the person concerned is taking part in studies which prepare them for the teaching profession at a first-cycle or second-cycle programme, or at a long-cycle programme, at the University of Warsaw, in a field of study which corresponds to the field of study of the postgraduate studies.

8. Information on classes:

FIRST SEMESTER

Class Title	The form of classes	Learning outcomes	Methods of gaining credit and the methods for the verification of learning outcomes;	The number of class hours⁴	The group of classes defined in the implementing provisions	ECTS credits
<i>Brief description of classes:</i>						
<i>Brief description of classes:</i>						
<i>Brief description of classes:</i>						

⁴The number of hours should be preceded by the symbol of the class, enclosed in parentheses: (T) - theoretical classes, (P) - practical classes. E.g. (T) 20, (P) 30.

SECOND SEMESTER

Class Title	The form of classes	Learning outcomes	Methods of gaining credit and the methods for the verification of learning outcomes;	The number of class hours	The group of classes defined in the implementing provisions	ECTS credits
<i>Brief description of classes:</i>						
<i>Brief description of classes:</i>						
<i>Brief description of classes:</i>						

THIRD SEMESTER

Class Title	The form of classes	Learning outcomes	Methods of gaining credit and the methods for the verification of learning outcomes;	The number of class hours	The group of classes defined in the implementing provisions	ECTS credits
<i>Brief description of classes:</i>						

<i>Brief description of classes:</i>						
<i>Brief description of classes:</i>						

9. The unit responsible for organising the postgraduate studies proposed by the applicants:

10. Candidate for the head of postgraduate studies:

.....
 (date)

.....
 (signature of the head of the teaching unit)

Appendices:

The application must be accompanied by a cost estimate of the course drawn up for the minimum number of students necessary to ensure that studies are self-financing. The document, prepared in accordance with a template defined by the Vice Chancellor for Economic Affairs, should be signed by the relevant KJO.

In the case of postgraduate studies such as those referred to in § 3, sections 2 and 3 of the Rules and Regulations for Postgraduate Studies at the University of Warsaw, a sample copy or a signed copy of the agreement may be attached to the application.

Template

APPLICATION FOR AMENDMENTS TO THE PROGRAMME OF POSTGRADUATE STUDIES

PART I

AMENDMENTS TO THE PROGRAMME OF POSTGRADUATE STUDIES		
ITEM	EXISTING PROGRAMME ELEMENT	PROPOSED AMENDMENT

ITEM	JUSTIFICATION OF PROPOSED AMENDMENTS
	EACH PROPOSED CHANGE OUTLINED IN THE ABOVE TABLE SHALL BE ACCOMPANIED BY A JUSTIFICATION

The unit organising postgraduate studies:

The Head of postgraduate studies:

PART II

AMENDED PROGRAMME OF POSTGRADUATE STUDIES

Information on the programme of postgraduate studies	
Name of the study programme in Polish:	
Name of the course in English:	
The name of the course in the language of instruction:	
The language of instruction:	
The number of semesters:	
The total number of class hours:	
<ul style="list-style-type: none">including the number of teaching hours required to graduate from postgraduate studies:	
The total number of ECTS credits;	
<ul style="list-style-type: none">including the number of ECTS credits required to graduate from postgraduate studies:	
The PQF level at which a partial qualification is awarded upon graduation from the postgraduate studies:	

Learning outcomes in terms of knowledge, skills, social competences achieved in postgraduate studies, taking into consideration the characteristics of the second level of the Polish Qualifications Framework (PQF), at levels 6-8 of the PQF.

Symbols of learning outcomes	Learning outcomes	Reference to the second level features of the PQF at levels 6 - 8 of the PRK
	KNOWLEDGE	
W1		
W2		
....		
....		
	SKILLS	
U1		
U2		
....		
....		
	SOCIAL COMPETENCES	
K1		
K2		
....		
....		

The list of classes:

Item	Class Title	The form of classes	The number of theoretical class hours	The number of practical class hours	ECTS credits

Conditions for graduating from postgraduate studies:

Resulting from the Rules and Regulations of Postgraduate Studies
<ul style="list-style-type: none"> ● obtaining all learning outcomes specified in the postgraduate studies programme,
<ul style="list-style-type: none"> ● obtaining all ECTS credits required for graduation from postgraduate studies.
Additional:

.....

(date)

.....

(signature of the head of the teaching unit)

.....

(signature of the head of the organizational unit)

Template

**APPLICATION FOR AMENDMENTS TO THE PROGRAMME OF POSTGRADUATE STUDIES
PREPARING FOR ENTRY TO THE TEACHING PROFESSION**

PART I

AMENDMENTS TO THE PROGRAMME OF POSTGRADUATE STUDIES		
ITEM	EXISTING PROGRAMME ELEMENT	PROPOSED AMENDMENT

ITEM	JUSTIFICATION OF PROPOSED AMENDMENTS
	EACH PROPOSED CHANGE OUTLINED IN THE ABOVE TABLE SHALL BE ACCOMPANIED BY A JUSTIFICATION

The unit organising postgraduate studies:

The Head of postgraduate studies:

PART II

AMENDED PROGRAMME OF POSTGRADUATE STUDIES

Information on the programme of postgraduate studies	To be filled in by the applicant
Name of the study programme in Polish:	
Name of the course in English:	
Name of the course in the language of instruction	
The language of instruction:	
The number of semesters:	
The total number of class hours:	
<ul style="list-style-type: none"> including the number of teaching hours required to graduate from postgraduate studies: 	
The total number of ECTS credits;	
<ul style="list-style-type: none"> including the number of ECTS credits required to graduate from postgraduate studies: 	
The PQF level at which a partial qualification is awarded upon graduation from the postgraduate studies:	7

Postgraduate studies prepare individuals for the teaching profession			
of the leading subject:		at school:	
of the secondary subject:		at school:	
Postgraduate studies prepare individuals for the teaching profession ⁵ :			

⁵To be completed if the postgraduate studies prepare the participant to qualify as a teacher; psychologist; special educator; speech therapist; or early childhood development support teacher.

Learning outcomes in terms of knowledge, skills, social competences achieved in postgraduate studies, taking into consideration the characteristics of the second level of the Polish Qualifications Framework (PQF), at level 7 of the PQF, as well as the learning outcomes defined in the implementing rules issued on the basis of Article 68, section 3, point 4 of the Act of 20 July 2018, the Law on Higher Education and Science.

Symbols of learning outcomes	Learning outcomes	Reference to the second level characteristics of the PQF at level 7 of the PQF	The group of classes defined in the implementing provisions
	KNOWLEDGE		
W1			
W2			
....			
....			
	SKILLS		
U1			
U2			
....			
....			
	SOCIAL COMPETENCES		
K1			
K2			
....			
....			

The list of classes:

Item	Class Title	The form of classes	The number of theoretical class hours	The number of practical class hours	The group of classes defined in the implementing provisions	ECTS credits

Conditions for graduating from postgraduate studies:

<p>Resulting from the Rules and Regulations of Postgraduate Studies</p>
<ul style="list-style-type: none"> ● obtaining all learning outcomes specified in the postgraduate studies programme,
<ul style="list-style-type: none"> ● obtaining all ECTS credits required for graduation from postgraduate studies.
<p>Additional:</p>

.....
(date)

.....
(signature of the head of the teaching unit)

Appendix No. 2
to Ordinance No. 116 of the Rector of the University of Warsaw of 30 September 2021.
on the Rules and Regulations Governing Postgraduate Studies at the University of Warsaw;

Version A

Template

APPLICATION FOR CHANGING THE PROGRAMME OF POSTGRADUATE STUDIES

PART I

PROGRAMME OF POSTGRADUATE STUDIES

Information on the programme of postgraduate studies	
Name of the study programme in Polish:	
Name of the course in English:	
Name of the course in the language of instruction	
The language of instruction:	
The number of semesters:	
The total number of class hours:	
<ul style="list-style-type: none">including the number of teaching hours required to graduate from postgraduate studies:	
The total number of ECTS credits;	
<ul style="list-style-type: none">including the number of ECTS credits required to graduate from postgraduate studies:	

The PQF level at which a partial qualification is awarded upon graduation from the postgraduate studies:	
--	--

Learning outcomes in terms of knowledge, skills, social competences achieved in postgraduate studies, taking into consideration the characteristics of the second level of the Polish Qualifications Framework (PQF), at levels 6-8 of the PQF.

Symbols of learning outcomes	Learning outcomes	Reference to the second level features of the PQF at levels 6 - 8 of the PQF
	KNOWLEDGE	
W1		
W2		
....		
....		
	SKILLS	
U1		
U2		
....		
....		
	SOCIAL COMPETENCES	
K1		
K2		
....		
....		

The list of classes:

Item	Class Title	The form of classes	The number of theoretical class hours	The number of practical class hours	ECTS credits

Conditions for graduating from postgraduate studies:

Resulting from the Rules and Regulations of Postgraduate Studies
<ul style="list-style-type: none">● obtaining all learning outcomes specified in the postgraduate studies programme,● obtaining all ECTS credits required for graduation from postgraduate studies.
Additional:

PART II

INFORMATION ON POSTGRADUATE STUDIES

1. The unit organising postgraduate studies:

2. The Head of postgraduate studies:

.....

(date)

.....

(signature of the head of the teaching unit)

In the case of postgraduate studies such as those referred to in § 3, sections 2 and 3 of the Rules and Regulations for Postgraduate Studies at the University of Warsaw, a copy of the contract concluded with the external body must be attached to the application.

Template

**APPLICATION FOR CHANGING THE PROGRAMME OF POSTGRADUATE STUDIES
PREPARING FOR ENTRY TO THE TEACHING PROFESSION**

PART I**PROGRAMME OF POSTGRADUATE STUDIES**

Information on the programme of postgraduate studies	
Name of the study programme in Polish:	
Name of the course in English:	
Name of the course in the language of instruction	
The language of instruction:	
The number of semesters:	
The total number of class hours:	
<ul style="list-style-type: none"> including the number of teaching hours required to graduate from postgraduate studies: 	
The total number of ECTS credits;	
<ul style="list-style-type: none"> including the number of ECTS credits required to graduate from postgraduate studies: 	
The PQF level at which a partial qualification is awarded upon graduation from the postgraduate studies:	7

Postgraduate studies prepare individuals for the teaching profession			
of the leading subject:		at school:	
of the secondary subject:		at school:	
Postgraduate studies prepare individuals for the teaching profession:			

Learning outcomes in terms of knowledge, skills, social competences achieved in postgraduate studies, taking into consideration the characteristics of the second level of the Polish Qualifications Framework (PQF), at level 7 of the PQF, as well as the learning outcomes defined in the implementing rules issued on the basis of Article 68, section 3, point 4 of the Act of 20 July 2018 - the Law on Higher Education and Science.

Symbols of learning outcomes	Learning outcomes	Reference to the second level characteristics of the PQF at level 7 of the PQF	The group of classes defined in the implementing provisions
	KNOWLEDGE		
W1			
W2			
....			
....			
	SKILLS		
U1			
U2			
....			
....			
	SOCIAL COMPETENCES		

K1			
K2			
....			
....			

The list of classes:

Item	Class Title	The form of classes	The number of theoretical class hours	The number of practical class hours	The group of classes defined in the implementing provisions	ECTS credits

Conditions for graduating from postgraduate studies:

Resulting from the Rules and Regulations of Postgraduate Studies
<ul style="list-style-type: none"> • obtaining all learning outcomes specified in the postgraduate studies programme, • obtaining all ECTS credits required for graduation from postgraduate studies.
Additional:

PART II

INFORMATION ON POSTGRADUATE STUDIES

1. The postgraduate studies are conducted in the field of:

preparations:	as part of groups of classes defined in the implementing provision:

2. The unit organising postgraduate studies:

3. The Head of postgraduate studies:

.....

(date)

.....

(signature of the head of the teaching unit)

In the case of postgraduate studies such as those referred to in § 3, sections 2 and 3 of the Rules and Regulations for Postgraduate Studies at the University of Warsaw, a copy of the agreement concluded with an external entity must be attached to the application.