



Item 285

**RESOLUTION No. 103  
OF THE SENATE OF THE UNIVERSITY OF WARSAW**

dated 17 November 2021

**on the rules for conducting language courses  
and delivering foreign language exams  
at the University of Warsaw**

Pursuant to paragraph 24 section 3 of the Regulations of Study at the University of Warsaw (Monitor UW of 2019, item 186), it is hereby decided as follows:

§ 1

Rules for conducting language courses and delivering foreign language exams at the University of Warsaw that constitute an appendix to this Resolution are hereby established.

§ 2

Until the appointment of the Coordination Council for Foreign Languages Teaching and Language Proficiency Certification established under this Resolution, the Coordination Council for Language Proficiency Certification mentioned in the Ordinance no. 232 of the Rector of the University of Warsaw dated 12 October 2020 on the appointment of the Coordination Council for Language Proficiency Certification for the 2020–2024 term of office shall perform the functions of this body (Monitor UW of 2020, item 425).

§ 3

The Resolution no. 119 of the Senate of the University of Warsaw dated 17 June 2009 on the University Foreign Language Teaching System and language proficiency certification shall become null and void (Monitor UW of 2009, item 122).

§ 4

The resolution comes into effect on the day it is adopted and is applicable starting from academic year 2021/2022.

Chairperson of the Senate  
of the University of Warsaw

Rector: *A. Z. Nowak*

## **RULES FOR CONDUCTING LANGUAGE COURSES AND DELIVERING FOREIGN LANGUAGE EXAMS AT THE UNIVERSITY OF WARSAW**

### **GENERAL PROVISIONS**

#### **§ 1**

The University Foreign Language Teaching System, hereinafter referred to as the UFLTS, ensures the organization of the foreign languages teaching and proficiency improvement process, i.e. acquiring linguistic and intercultural competencies compliant with the standards of the Common European Framework of Reference for Languages, hereinafter referred to as CEFR, constituting the basis of the language proficiency certification at the University of Warsaw.

#### **§ 2**

The UFLTS applies to teaching foreign languages in the form of language courses and the organization of language proficiency certification.

#### **§ 3**

In the case of foreigners:

- 1) Polish language may constitute a foreign language as part of the UFLTS;
- 2) the native language or the official language of the foreigner's country of origin cannot be a foreign language as part of UFLTS.

## **RULES FOR CONDUCTING LANGUAGE COURSES**

#### **§ 4**

A language course is a form of classes intended for teaching foreign languages.

#### **§ 5**

1. Full-time students completing the first cycle study program studies and long-cycle studies who have been admitted for a full education cycle have the right to participate in free language courses for no longer than 240 teaching hours.

2. Part-time students completing the first cycle study program studies and long-cycle studies who have been admitted for a full education cycle have the right to participate in language courses as part of the tuition fee paid for no longer than 240 teaching hours.

3. Doctoral students who have been admitted for a full education cycle have the right to participate in free language courses for no longer than 120 teaching hours.

4. Foreigners can receive additional free teaching hours to learn Polish as a foreign language in language courses.

5. Students completing the second cycle study program studies can receive free teaching hours to participate in language courses at least at the B2+ level.

## **§ 6**

1. Full-time students acquire the right to additional language courses teaching hours, provided that they are completing an additional course of study, only when the language course completed during one course of study cannot be considered as equivalent by the head of the teaching unit at another subject of study for substantive reasons.

2. Part-time students have the right to participate in language courses for the number of hours specified in paragraph 5 section 2 under the tuition fee paid for each subject of study.

## **§ 7**

Language courses are conducted in the form of semester modules in accordance with the consolidated framework curricula.

## **§ 8**

Language courses are conducted by the organizational units of the University of Warsaw appointed by the Rector.

# **RULES FOR DELIVERING FOREIGN LANGUAGE EXAMS**

## **§ 9**

1. Foreign languages exams are conducted in the form of language proficiency certification exams.

2. Certification exams are conducted at the A2, B1, B2, C1 and C2 levels in accordance with the standards set forth in the CEFR.

## **§ 10**

1. Students completing the first cycle study program studies, long-cycle studies and doctoral students have the right to take certification exams on two dates at no charge.

2. In cases other than those specified under section 1, certification exams shall be delivered against a fee.

3. Persons who are not part of the University of Warsaw community can also take certification exams.

## **§ 11**

Certification exams are conducted by examination committees composed of academic staff from the field of glottodidactics who are hired at the organizational units of the University of Warsaw that conduct language courses. Doctoral students may also be members of the examination committees.

## **§ 12**

By way of an ordinance, the Rector shall determine the rules for the organization of language proficiency certification at the University of Warsaw.

## **COORDINATION COUNCIL FOR FOREIGN LANGUAGES TEACHING AND LANGUAGE PROFICIENCY CERTIFICATION**

### **§ 13**

1. The Coordination Council for Foreign Languages Teaching and Language Proficiency Certification, hereinafter referred to as "Coordination Council", supervises language courses and language proficiency certification.

2. Duties of the Coordination Council shall include, but not be limited to:

- 1) preparing the consolidated framework curriculum for language courses in cooperation with the units conducting language courses;
- 2) coordinating the approval of the annual offer of language courses;
- 3) coordinating the arrangement of language courses registration dates;
- 4) ensuring good teaching and learning quality as part of language courses;
- 5) performing an advisory role for the bodies of the University in matters related to the language policy of the University of Warsaw;
- 6) coordinating and monitoring the course of certification exams;
- 7) determining the requirement standards and evaluation criteria for the certification exams;
- 8) determining the languages and levels of certification exams to be included in a given exam session;
- 9) appointing examination committees for conducting certification exams in the foreign languages mentioned under paragraph 11;
- 10) awarding language proficiency certificates;
- 11) determining the rules for acknowledging language proficiency certificates issued by external certifying institutions.

3. The Coordination Council shall be appointed by the Rector from among the academic staff hired at the organizational units of the University of Warsaw conducting language courses.

4. The Rector shall appoint the Chairperson of the Coordination Council from among its members.

5. Coordination Council members with advisory capacity include the student representative delegated by the competent body of the students' self-government authority and the doctoral students representative delegated by the competent body of the doctoral students self-governing authority.

6. The Coordination Council term of office shall last four years and start on 1 January of the year following the year the Rector was elected.

7. The Rector shall determine the detailed rules for the Coordination Council's operations, including those governing the administrative services to be provided for its works, by way of an ordinance.

### **§ 14**

1. For its term of office, the Coordination Council shall appoint a UFLTS Coordinator, whose responsibilities shall include coordination of substantive and organizational works related to the organization of teaching and improving language skills process and language proficiency certification at the University of Warsaw.

2. The appointment of the UFLTS Coordinator shall be approved by the Rector.

3. The Rector shall specify the detailed scope of responsibilities of the UFLTS Coordinator.