

Students studying in English language

General Rules and Regulations of the Foreign Languages Centre

Every student is obliged to pass **all** of the following as a **minimum**:

1. **Take language courses** at Vistula University. A **minimum of 70%** of attendance is required to pass a subject.
2. **Prove their B2 level of English by the end of the second semester.**
3. Complete **a minimum of 30%** of homework on **e-learning platform** in the first and second semester, (**only exercises** assigned by **the tutor** are taken into consideration).
4. Pass **Partial Tests** at a minimum of **60%**.
5. Pass a **Final Exam** at a minimum of **60%**.

Implementation Rules:

Attendance

1. Students **must be present at a minimum of 70% of the classes, e.g. If a course is 12 meetings long, students must attend a minimum of 9 sessions.**
2. Sick leave is accepted. However, it must be **submitted** during the following **two weeks** after the sickness.
3. The total of unexcused and excused absences must not exceed 5 meetings altogether. Otherwise, the student will **be removed from the group** list and obliged to repeat the given semester.
4. If a student attends a minimum of 70% of the classes but is absent in the Final Exam, receives **'nb'** and has **only one** chance of taking the exam.
 - o Exemption from the rule is a **sick leave**, allowing a student to a maximum of two chances.
5. If a student attends **less than 70%** of classes, he or she receives **'nkl'** and is automatically obliged to repeat the subject **without the right to take the exam in the given semester**. In this case, a student must write a petition to the Dean of her or his faculty to ask for the permission of retaking the subject and pay for the conditional retake.
6. **A person with 100% of attendance will receive 5% (2 points) extra on the final grade.**
7. Students are asked to be punctual. Maximum of 15 minutes of lateness is accepted, otherwise students should be marked as absent.

8. The student has the right to change the group level:
 - within **two weeks** from the beginning of the course in the first semester of the language course.
 - with the consent of the teacher and coordinator,
 - as well as the consideration of placement test results.
9. A student who registered for studies **after November 15th (fall semester) and after 1st April (spring semester)**:
 - Is obliged to **report** to the Foreign Languages Centre **within 7 days** of arrival,
 - Has the right to start a foreign language course in the following semester and continue in the semester after that without a conditional payment.

Grading policy and exams

1. Students are given **one final exam and one retake of this exam.**

Grading of the tests:

60% - 70% - grade 3.0
71% - 76% - grade 3.5
77% - 86% - grade 4.0
87% - 92% - grade 4.5
93% - 100% - grade 5.0

Final grading (average):

0 – 24 points – grade 2.0
25 – 28 points – grade 3.0
29 – 30 points – grade 3.5
31 – 34 points – grade 4.0
35 – 36 points – grade 4.5
37 – 40 points – grade 5.0

Participation, materials and cheating in the exams

1. Students are obliged to actively take part in lessons, (**participation is rewarded** in the grading system, 0.5 grade higher).
2. Students **must bring the necessary coursebooks** to class and **are not allowed** to photocopy books required for the course.
3. Cheating is considered a serious violation. Students who are **caught cheating will receive a failing (0%)** grade for this test or assignment.

Online Register

All attendances, grades, e-learning platform results and participation are put into an online register. Please see a sample of an online register below:

Academic Year		ATTENDANCE														
2019/2020		Lesson 1	Lesson 2	Lesson 3	Lesson 4	Lesson 5	Lesson 6	Lesson 7	Lesson 8	Lesson 9	Lesson 10	Lesson 11	Lesson 12	Retake 13		
		date	date	date	date	date	date	date	date	date	date	date	date	date	room	room
Name	Surname	Student ID	E-mail	Received Rules and Regulations	Comment	room	room	room	room	room	room	room	room	room	room	room
1																
2																
3																
4																
5																
6																
7																
8																
9																
10																
11																
12																
13																
14																

Participation in the lesson <small>(Can change the grade up to 0.5)</small>	GRADES										Example
	Rosetta completed %	Points	Correct %	Points	MiniTest Average	Points	Final Exam	Points	Points in total	Final Grade	
	72	10	46	3	3	4	3	4	21	2	Example
	75	10	90	10	4	7	5	10	37	5	Example
	0	0		0		#N/A		#N/A	#N/A	#N/A	
	0	0		0		#N/A		#N/A	#N/A	#N/A	
	0	0		0		#N/A		#N/A	#N/A	#N/A	
	0	0		0		#N/A		#N/A	#N/A	#N/A	
	0	0		0		#N/A		#N/A	#N/A	#N/A	
	0	0		0		#N/A		#N/A	#N/A	#N/A	
	0	0		0		#N/A		#N/A	#N/A	#N/A	
	0	0		0		#N/A		#N/A	#N/A	#N/A	
	0	0		0		#N/A		#N/A	#N/A	#N/A	
	0	0		0		#N/A		#N/A	#N/A	#N/A	
	0	0		0		#N/A		#N/A	#N/A	#N/A	
	0	0		0		#N/A		#N/A	#N/A	#N/A	
	0	0		0		#N/A		#N/A	#N/A	#N/A	
	0	0	0	0	2	0	2	0	0	2	
	30	4	40	3	3	4	3	4	25	3	
	40	5	50	5	3,5	5	3,5	5	29	3,5	
	50	7	70	7	4	7	4	7	31	4	
	60	8	80	9	4,5	8	4,5	8	35	4,5	
	70	10	90	10	5	10	5	10	37	5	

With **all other matters**, such as: number of foreign languages included in the program of study, conditional retakes of a course, etc., related to attending foreign language courses, students may report to the Foreign Languages Centre, jezyki@vistula.edu.pl.