

General Rules and Regulations of the Foreign Languages Centre

Every student is obliged to pass all the following at the 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 assigned task on e-learning platform in the first and second semester, (only exercises assigned by the tutor are taken into consideration).
4. Pass Mid semester Tests at a minimum of 60%.
5. Pass a Final Exam at a minimum of 60%.
6. Turn on Cameras during class

Implementation Rules:

All students are expected to take up a language course during their study at the university. For Natives or those with certificates, they should opt for higher levels groups but are not exempted from classes!!!

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, document must be submitted to the **teacher and the SJO office** latest two weeks within/after the sickness period.
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.
 - 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 his or her faculty asking for permission of retaking the subject and should pay for the conditional retake.
6. A person with 100% of attendance will receive 5% (2 points) extra on the final grade.
7. All students are required to confirm their names on the class register within the first two weeks, failure to attend the right class after two weeks of commencement of the language course will result in total absence with **no possibility of transferring attendance** between groups.
8. Students are asked to be punctual. Maximum of 15 minutes of lateness is accepted, otherwise students should be marked absent.
9. Students are obliged to put on their Cameras in class which is part of the confirmation of their presence in classes.

10. The 3-times-call rule. If a student is called upon 3 times within the course of the class and did not respond, such student should be marked absent.
11. Students without cameras and audio would be marked absent.
12. ALL STUDENTS MUST BUY THE BOOK REQUIRED FOR THE COURSE.
13. 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 the placement test results.
14. 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:

0 - 59% - grade 2.0
 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

Rubicon Grading:

0-25% - grade 2.0
 25% - 30% - grade 3.0
 31% - 40% - grade 3.5
 41% - 60% - grade 4.0
 61% - 80% - grade 4.5
 81% - 100% - grade 5.0

Altissia Grading:

0-29% / 0h-12,59h - grade 2.0
 30% - 39% / 13,5h-17,5h - grade 3.0
 40% - 49% / 18h-22h - grade 3.5
 50% - 64% / 22,5h-29h - grade 4.0
 65% - 74% / 29,5h-33,5h - grade 4.5
 75% - 100% / 34h- 60h - 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 or download illegal copies of 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.

For **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.