

RESOLUTION NO 119

OF THE SENATE OF THE UNIVERSITY OF WARSAW

of 17 June 2009

on the University System of Foreign Language Provision and certification of language proficiency

On the grounds of Article 62 section 1 item 11 of the act of 27 July 2005. – The Law on Higher Education (Journal of Laws No 164, item 1365, as amended) and § 12 of the Statute of the University of Warsaw (UW Monitor, 2006, No 7A, item. 94, as amended.), the UW Senate resolves as follows:

§ 1

Requirement of language qualifications

1. Completion of the first-cycle studies and long second-cycle studies shall be conditional on the acquisition by the student of language competence at the B2 proficiency level, as defined in the Common European Framework of Reference for Languages of the Council of Europe, hereinafter referred to as “CEFR”, in one foreign language by the end of the third year of studies.

2. The required language proficiency shall be confirmed by:

- 1) In case of full-time and part-time students – by a certification exam passed at the University of Warsaw, which may be confirmed by a UW language certificate issued at the student’s request, or by another certificate issued according to the rules set forth in § 12. The sample certificate is determined by the Rector;
- 2) In case of extramural students – at the minimum, by completing a language course at the target level of B2, based on a decision of the faculty council. In particularly well-justified cases, the head of the unit may exempt the student from the need to fulfil the obligation mentioned in section 1, at the student’s request,

§ 2

Language courses

1. The organization of foreign language teaching and learning, i.e. the acquisition of language and intercultural competences in compliance with the CEFR standards, which form the basis of the language proficiency certification process at the UW mentioned in § 1, is ensured by the University System of Language Provision, hereinafter called “USLP.”

2. The object of USLP is the teaching of foreign languages in the form of obligatory language courses, in accordance with the rules for ensuring and improving the quality of education formulated within the university system of quality assurance. In case of foreign students, the Polish language may constitute a foreign language in the understanding of the present Resolution. The student’s native language or the official language of his/her country does not constitute a foreign language in this understanding.

3. The term ‘obligatory language course’ denotes a language courses that is not undertaken as part of the student’s degree program, i.e. is not required by his/her major.

4. Obligatory language courses, hereinafter called “USLP language courses,” are run by the following authorized units of the UW, hereinafter called Language Providers or “LPs”:

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

5. The LPs may also offer alternative forms of language education, for instance by providing access to multimedia tools and classrooms as well as self-study centres to be used under the guidance of qualified teachers

6. The LPs may also offer obligatory language courses run on the initiative of and in cooperation with the Centre of Open and Multimedia Education which make use of various e-learning techniques (new information and communication technologies).

7. The completion of obligatory language courses and other forms of language education offered within the USLP shall be conditional on receiving a grade awarded by the course teacher.

8. Grades in obligatory language classes and other forms of language education shall be awarded according to the criteria agreed by the LPs.

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

§ 3

Rules for using the USLP

1. Obligatory language courses offered within the USLP are accessible to all students, who have a right to freely choose a language course. This right should not be restricted by the student's study programme.

2. Students of full-time first-cycle studies and long second-cycle studies are entitled to the maximum of 240 hours of language courses free of charge (or 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 obligatory language courses included in the tuition fee paid for the studies.

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

5. Teachers offering the USLP obligatory language courses are obligated to hold office hours for the purpose of providing consulting to students in the amount of at least 2 hours per week during class sessions.

6. Students of full-time studies acquire the right to extra hours of 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 have a right to participate in language education in the amount included in the tuition fee paid for each pursued major.

7. Students may participate in any number of USFLP language courses and other forms of language education listed in § 2 item 5 on a commercial basis, if there are vacancies.

§ 4

Curricula of USLP language courses

1. Courses of foreign languages and other forms of language education which carry a grade credit are conducted in semester modules according to the uniform framework curricula developed on the basis of the CEFR standards.

2. The framework curricula for individual semester modules are developed jointly by the university LPs, with the participation of the Coordination Board for Language Proficiency Certification.

3. The current offer of language courses and their syllabuses shall be published by the LPs in the University System of Organization of Studies, hereinafter called “the USOS system”.

4. The supervision of the quality of language education shall be provided by the councils of the LPs offering obligatory language courses, in cooperation with the Coordination Board for Language Proficiency Certification: the councils of competent faculties and institutes, the Council of Foreign Teacher Training and European Education, the Programme Board of the Centre for Foreign Language Teaching and in the area of exploiting information and communication technologies for language teaching - the Council of the Centre for Open and Multimedia Education.

§ 5

Coordination of obligatory language courses

1. The Rector shall appoint a USLP coordinator, whose duties shall include:

- 1) Completing and approving the offer of language courses prepared by the LPs and announcing it in the USOS system;
- 2) Making decisions regarding student registration for language courses through the USOS system;
- 3) Making decisions regarding the allocation of extra registration tokens;
- 4) Making decisions regarding the use of free language course entitlement in individual student cases;
- 5) Settlement of receivables to the LPs for the provision of obligatory language courses and other forms of language education;
- 6) Keeping in touch with the LPs for the purpose of exchanging experiences and ensuring and improving quality of education.

2. The LPs shall submit their offer of obligatory language courses to the USLP coordinator, prepared in accordance with the USOS standard of ECTS course catalogue, i.e. specifying in particular: the course language, the number of hours, the course profile and curriculum, the assumed level at the beginning and 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 a Coordination Board for Language Proficiency Certification, hereinafter called “the Coordination Board,” for the period of his/her term of office. Members of the Coordination Board shall be selected by the Rector from among the candidates with a background in foreign language teaching methodology and applied linguistics proposed by the units providing language education mentioned in § 2 item 4. The Coordination Board shall be composed of representatives of all LPs, one representative from each unit.

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

3. The Coordination Board shall be established at the Rector’s Office.

4. The Coordination Board shall adopt its bylaws and elect its president. The bylaws as well as the election of the president shall be confirmed by the Rector.

5. The responsibilities of the Coordination Board shall include in particular:

- 1) Determining in which foreign languages and at which proficiency levels language exams are conducted;
- 2) 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 in compliance with the adopted strategy and language policy of the University of Warsaw;
- 5) Appointment of examination commissions for each language examination, composed as provided by § 8 item.2;
- 6) Analysis of exam results and publication of relevant statistical data;
- 7) Organization of examiner training;
- 8) Preparation of study 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 verification of tests;
- 12) Ensuring and improving the quality of the certification process;
- 13) Providing feedback to the academic community.

§ 7

Access to certification examinations

1. Students of first-cycle studies and long second-cycle studies are entitled to two exam dates (tokens).

2. Students of other types of studies, as well as students mentioned in item 1 who have used their tokens, may take a certification exam for a fee.

3. Certification exams are open to persons who are not students of the UW for a fee.

4. Examination fees shall be determined by the Rector in consultation with the USLP coordinator and the president of the Coordination Board.

§ 8

Certification exams

1. The Coordination Board shall commission certification exams 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 minimum number of candidates for each exam. In special cases, the Coordination Board may approve an exam for a smaller number of examinees.

2. Certification of students' language competence shall be conducted by examination boards composed of language teachers working at these university units:

- 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) Centre for Foreign Language Teaching – 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 boards shall be appointed from among teacher-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 exam 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

Organization of examinations

1. Organization and administration of certification examinations shall be entrusted to the Centre for Foreign Language Teaching, which in consultation with the Coordination Board shall do the following:

- 1) determine exam dates, post the exam offer in the USOS system, reserve examination rooms and secure the necessary equipment;
- 2) estimate the number of examinees for different exam languages and proficiency levels;
- 3) communicate with students on the matter of exam 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 exam offer into the USOS system, generating exam protocols, and entering exam grades into the USOS system;
- 7) draw up certificates of language proficiency;
- 8) disseminate information about certification exams.
- 9) By agreement of the parties, some of the above activities may be performed by other LPs.

§ 10

(Role of the USLP coordinator in the process of exam organization)

1. The units listed in § 8 shall collaborate with the USLP coordinator. The coordinator's responsibilities shall include the following:

- 1) Completing and announcing the offer of certification exams in the USOS system;
- 2) Making decisions regarding student registration for certification exams through the USOS system;
- 3) Making decisions in individual cases regarding the use of free exam dates entitlement;
- 4) Monitoring certification expenditure and settlement of receivables for the administration of certification exams;
- 5) Giving opinions on proposals concerning payments for the administration of exams prepared by the units listed in
- 6) Participation in the activities 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 Centre for Foreign Language Teaching and presented to the Rector by the 30th of September.

2. The Coordination Board shall prepare an annual report from its activity, containing a financial statement, and shall present it to the Rector by the 30th of 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 mentioned in § 1 may also be confirmed by a certificate issued by an external certification centre.

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

§ 13

Transitional provisions

1. The requirement provided 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 System of Foreign Language Provision and language proficiency certification (UW Monitor, 2005, No 6, item 86) is hereby repealed, except for § 6.

§ 15

The Resolution enters into force upon signing and becomes effective from the academic year 2009/2010.

President of the Senate of the University of Warsaw
Rector
Prof. dr hab. Katarzyna Chałasińska-Macukow