Appendix to Circular Letter No. 11/2023 from the Rector of the Warsaw University of Life Sciences

 SGGW dated 22 December 2023

Regulations for completing foreign language classes conducted by SGGW Foreign Languages Centre

(consolidated text)

§ 1

 General principles

1. SGGW Foreign Languages Centre (hereafter SPNJO) offers, organises, and conducts foreign language classes, as well as administers examinations confirming proficiency in a foreign language at the B2 level, or higher, for students of all study fields in the following languages:
2. English;
3. Spanish;
4. German;
5. Russian.
6. In addition to the languages referred to in Section 1, SGGW Foreign Languages Centre conducts classes in:
7. the Latin language - mandatory for students of Veterinary Medicine;
8. the Polish language - for students who are not Polish citizens, specifically those who are enrolled in English-language programmes.
9. Students who are not Polish citizens attend classes in a foreign language that is not the official or national language of their country of citizenship.
10. Foreign language classes for students in specific fields, levels, and forms of study are organised in semesters as specified in the programmes and plans of such studies.
11. Participation in foreign language classes is mandatory.
12. Upon choosing and commencing classes in a selected foreign language, the student proceeds with them in consecutive semesters, as specified in the programmes and plans of such studies.
13. The required number of hours of foreign language classes, as referred to in Section 1, totals as follows:
14. for full-time first-cycle studies: 120 hours of classes conducted over two consecutive semesters, at a rate of 60 hours per semester, subject to Section 8;
15. for part-time first-cycle studies: 63 hours of classes conducted over three consecutive semesters, at a rate of 21 hours per semester, subject to Section 8;
16. for full-time second-cycle studies: 60 hours of classes conducted over two consecutive semesters, at a rate of 30 hours per semester;
17. for part-time second-cycle studies: 36 hours of classes conducted over two consecutive semesters, at a rate of 18 hours per semester;
18. for long-cycle master's studies: 180 hours of classes, with 120 hours conducted in the two consecutive semesters specified in the study program at a rate of 60 hours per semester, and the subsequent two semesters - specialized language - at a rate of 30 hours per semester.
19. For the Tourism and Recreation faculty - first-cycle studies, second foreign language classes are conducted in the semester specified in the programme and plan of study, at a rate of 60 hours per semester for full-time studies and 21 hours per semester for part-time studies.
20. Classes in foreign languages are conducted in groups, the size of which is determined by separate internal regulations. The availability of places for each language group is limited.
21. To ensure full participation in foreign language classes (foreign language lectures), alternative solutions and forms of support are applied as appropriate, as referred to in § 4 Section, Items 1 and 3 of the SGGW Catalogue of Alternative Solutions and Forms of Support, to ensure accessibility of education for students with disabilities, introduced in this respect by the Rector’s Ordinance. The procedure for providing the above-stated support is directly derived from the SGGW Study Regulations.
22. The dates for placement tests in English, registration deadlines for foreign language classes commencing in a given semester, exam registration deadlines, and the means of registration for classes and exams, including an indication of the registration application, will be published on the SPNJO website and handed on to individual Dean's offices, no later than 2 months prior to the beginning of the relevant semester.
23. Foreign language classes are settled individually for each semester, in accordance with the procedure outlined in the syllabus, and conclude with a passing mark.
24. In the case of failure of foreign language classes in a particular semester, the student, in accordance to the principles specified in the SGGW Study Regulations, may apply to the Vice-Dean for conditional registration for the next semester of studies, resulting in the repetition of foreign language classes in the semester following the one in which the student failed. The Vice-Dean, when granting the student a conditional registration resulting in the repetition of foreign language classes, sets a deadline for passing the classes.

§ 2

First-cycle studies - confirmation of proficiency in a foreign language at the B2 level.

1. The first-cycle degree student is required to obtain confirmation of proficiency in a foreign language at the B2 level by completing a module in the study programme and plan named "B2 Confirmation - Foreign Language.”
2. The confirmation, as referred to in Section 1, is achieved by taking an examination in a foreign language at a level not lower than B2 of the Common European Framework of Reference for Languages, and obtaining a positive mark in this examination, subject to Section 10.
3. The language of the examination leading to obtaining the B2 confirmation may be the foreign language of the classes in which the student participated during the studies, or another foreign language, as referred to in § 1, Section 1 hereof.
4. The student takes the examination in the semester during which the "B2 Confirmation - Foreign Language" module is scheduled for completion in the study programme of a particular faculty and form of studies. Additionally, this semester constitutes the last semester for the completion of foreign language classes.
5. Students who are not Polish citizens take the examination in a foreign language that is not the official or national language of their country of citizenship.
6. The student individually registers for each available examination date by electronic means to confirm proficiency in a foreign language at the B2 level, within the deadlines set by SGGW Foreign Languages Centre (SPNJO). Failure to register for the exam or absence from the exam, except for reasons specified in § 26, Section 1 of the SGGW Study Regulations, results in the loss of the allocated time.
7. The information about the place and time of the exam is sent to the student, who has registered for the exam, via email to the student's address in the sggw.edu.pl domain, at least three days prior to the exam date.
8. The completion of the module, as referred to in Section 1, occurs in accordance with the principles specified in the SGGW Study Regulations.
9. In order to ensure the accessibility of the learning outcomes verification process (participation in assessments and exams), alternative solutions and forms of support are applied as appropriate, as referred to in § 4, Section 1, Item 5 of the SGGW Catalogue of Alternative Solutions and Forms of Support to ensure accessibility of education for students with disabilities, introduced in this respect by the Rector’s Ordinance. The procedure for providing the above-stated support is directly derived from the Study Regulations.
10. The completion of the module, as referred to in Section 1, without the necessity to take the exam, as referred to in Section 2, can be obtained by the student on the basis of:
11. proficiency in a foreign language confirmed by one of the certificates listed in the appendix to these Regulations.
12. proficiency in a specific foreign language confirmed by a positive mark in the exam for the foreign language in question, at a level not lower than B2, obtained as part of studies at SGGW or another university.
13. The completion, as referred to in Section 10, Item 1, is carried out by the Vice-Dean on the basis of a documented request submitted by the student prior to the end of the semester in which such module is designated for completion in the study programme.
14. The completion, as referred to in Section 10, Item 2, specifically in the case of the student’s transfer from another university, change of the faculty or form of studies, or resuming studies, is granted by the Vice-Dean through the recognition of learning results achieved in the former course of studies, in accordance with the regulations specified in the SGGW Study Regulations.
15. The assessment of completion the "B2 Confirmation - Foreign Language" module by the Vice-Dean is determined on the basis of the score indicated on the certificate and in accordance with the mark assigned to the certificate, as referred to Section 10, Item 1, or on the basis of the results obtained in the former course of studies.
16. The assessment of completion the "B2 Confirmation - Foreign Language" module by the Vice-Dean is entered into the IT system, where electronic records related to the course of studies are noted and stored by an authorised staff member of the Dean's office, based on the decision of the Vice-Dean, in the semester in which such module is designated for completion, in accordance with the study plan.

§ 3

Foreign language classes

1. In first-cycle and long-cycle master's studies, for foreign language classes, groups with different levels of proficiency are established as follows:
	1. for studies conducted in Polish:
2. the English language: B1, B2, C1;
3. other foreign languages listed in § 1, Section 1 hereof: A0, A1, A2, B1, B2, C1;
	1. for studies conducted in English:
4. the English language: C1;
5. other foreign languages listed in § 1, Section 1 hereof: A0, A1, A2, B1, B2, C1.
6. Qualification for groups with a specified level of proficiency in first-cycle and long-cycle master's studies:
	1. for the English language – is proceeded based on the result of a placement test conducted remotely, in the period preceding the beginning of the semester in which the student starts foreign language classes,
	2. for other languages listed in § 1, Section 1 hereof - occurs during the first classes of the language course selected by the student.
7. The student of first-cycle and long-cycle master's studies who does not take the placement test in English cannot be registered for English language classes.
8. In second-cycle studies and long-cycle master's studies (respectively, 3rd and 4th semester of foreign language classes), foreign language classes include specialised language, which leads to achieving the B2+ level of the Common European Framework of Reference for Languages.
9. The knowledge of the relevant foreign language at a level not lower than B2 of the Common European Framework of Reference for Languages is a prerequisite for participation in foreign language classes in second-cycle studies.
10. Registration for foreign language classes for all levels and forms of studies is conducted within the deadlines and by means of the applications indicated by SPNJO. Registration for foreign language classes is mandatory for the student beginning the classes (the first semester of foreign language classes specified in the programme and study plan for their respective study cycle).
11. The student proceeding with classes in a specific foreign language in successive semesters remains in their current groups.