

**REGULATIONS FOR FIRST-CYCLE STUDIES (BACHELOR'S) SEMINAR AND EXAMINATION FOR
STUDENTS OF THE DEPARTMENT OF ENGLISH AT THE FACULTY OF HUMANITIES IN
WARSAW IN THE ACADEMIC YEAR 2021/22**

FIRST-CYCLE STUDIES (BACHELOR'S) SEMINAR AND EXAMINATION

§1

1. Final year first-cycle (bachelor's) students are obliged to pass a two-semester bachelor's seminar.
2. Extramural (weekend) students aiming to receive Teaching Qualifications should participate in a seminar related to TEFL specialisation. All other students are allowed to take a bachelor's seminar from any specialisation.
3. The condition to enroll in the third year's bachelor's seminar is passing *Practical English Examination II*.

§2

1. The bachelor's seminar ends with a bachelor's thesis which should comprise 25-30 pages (Times New Roman 12, spacing 1.5) of academic text in English.
2. Detailed information concerning the format and structure of the bachelor's thesis is given to students during the seminar.

§3

1. Every semester of the bachelor's seminar ends with a specific grade given to the student.
2. A student who failed the first semester of the seminar is registered for the second semester and, simultaneously, for the repetition of the first semester. The latter is completed in the form of individual work with the supervisor; for retaking the first semester of the seminar the student is obliged to pay the fee in accordance with the regulations on fees.
3. The condition for passing the final semester of the bachelor's seminar (and receiving a positive grade) is to submit the bachelor's thesis, i.e.:
 - a. to upload one's completed bachelor's thesis — accepted by the supervisor — in the application ASAP (Archiving Solution for Academic Papers)
 - b. to have the bachelor's thesis accepted by the supervisor in the application ASAP, after the thesis has been processed by the plagiarism detection system.

4. The deadline for submitting the bachelor's thesis is 30th September. However, for the final examination to be organized in July the thesis must be submitted by 30th June.
5. For students re-taking their final semester of the bachelor's seminar in the winter semester, the deadline for submitting the thesis is the last day of February.
6. If the student fails to meet the conditions named in §3 point 3 and 4, s/he gets unsatisfactory (failing) grade which is taken into account in the student's grade average.
7. The grade obtained during the final semester of the bachelor's seminar does not have to correspond with the grade obtained for the thesis.

§4

1. In order to change the supervisor during the first semester of the bachelor's seminar, the student is obliged to obtain the agreement of the new thesis supervisor with whom he/she would like to work on his/her bachelor's thesis. The request should contain the signature of the former supervisor testifying that s/he has been informed of the change.
2. After starting the second semester of the seminar, a student can only change his/her bachelor's seminar if s/he obtains permission from his/her current and future thesis supervisor. The permission from the current supervisor is not required if the supervisor is on leave or no longer works at the University.
3. The supervisor(s)' agreements should be submitted to the Center for Student Affairs in writing as an attachment to the application for permission to change the seminar; a student can also ask his/her supervisor to submit the permission in the electronic form.
4. All decisions regarding changes in bachelor's seminars are taken by English Studies Program Coordinator on behalf of the Dean.

§5

1. In order to be permitted to take the bachelor's examination, a student must first pass all subjects included in his/her study programme, complete the BHP (Health & Safety) course and the required students' internship, submit his/her bachelor's thesis and obtain passing grades from the supervisor and the reviewer, as well as fulfill all required formalities in the Center for Student Affairs (details can be found on Virtual University/ Diploma Examination
2. If the grade obtained from the reviewer is negative, the decision to admit the student to the bachelor's examination is taken by the Dean, who selects the second reviewer. If the second review is positive, the student is admitted to the bachelor's exam. The Examination Board must then include a chairperson, supervisor and both reviewers.

§6

1. The bachelor's examination is taken before the Examination Board of the Department, whose members include a chairperson, supervisor and reviewer. The members of the Examination Board are approved by the Dean.
2. The bachelor's examination is an oral exam. It consists of a discussion around three main questions. Two of them (one from the supervisor and the other from the reviewer) are generally related to the subjects and problems addressed in the student's bachelor's thesis. The third question is randomly selected by the student during the examination. It concerns one of the following fields: British culture and history; British literature; American culture and history; American literature; linguistics with foreign language teaching methodology; linguistics with translation studies. The final grade the student receives from the examination will also be influenced by the student's performance (including language competence).
3. The field from which the student must be prepared to answer the third question is chosen by the student in consultation with the supervisor.
4. The list of questions in each of the fields is announced to students at the end of the first month of the final year of first-cycle (bachelor's) studies.

§7

1. According to the Regulations of Studies at SWPS, the final grade for bachelor's studies is the sum total of the following parts:
 - a. the average for all grades obtained during studies (worth 50%),
 - b. the grade obtained for the bachelor's thesis (worth 30%),
 - c. the grade obtained for the bachelor's examination (worth 20%).

§8

1. A student who fails to submit a bachelor's thesis after the final year of his/her study programme can extend the bachelor's seminar with the same supervisor by maximum two semesters. For each of these additional semesters the student pays the required fee according to the regulations on fees.
2. In case of failure to complete the last semester of the BA seminar in accordance with § 43 of the Study Regulations, a student who wants to continue preparing their diploma thesis may apply to repeat the diploma seminar. The application for repeating the diploma seminar should be submitted by 30 September; in the case of persons repeating the last semester of the seminar in the winter semester, the deadline for submitting applications is the last day of February. In case

of repeating the diploma seminar for the first time, an employee of the Centre for Student Affairs, authorised by the Dean, may issue a permission to repeat the seminar and enable the student to enroll for the repeated diploma seminar with the same supervisor via the Virtual University.

3. Ultimately, English Studies Programme Coordinator on behalf of the Dean takes decisions on allowing a student to re-take the final semester of a bachelor's seminar.
4. A student who is repeating his/her final semester of first-cycle (bachelor's) studies and is only re-taking his/her bachelor's seminar is not obliged to supplement for any differences in the study programme.
5. A student may repeat only one semester of a BA seminar in a given semester.

§9

1. A student who fails to submit a bachelor's thesis after these two additional semesters, who, nonetheless, wants to complete his/her first-cycle studies, must apply for a permission to sign up for another bachelor's seminar with another supervisor and write a bachelor's thesis on a new topic. The student must pay the fee for the two semesters of the new bachelor's seminar; the requirements and rules concerning the new seminar are the same as during the study programme.
2. A student who repeats his/her final year of first-cycle studies by re-taking the entire bachelor's seminar may be additionally obliged to supplement for any differences in the study programme.
3. On behalf of the Dean, the decision about the additional courses the student must complete is taken by English Studies Programme Coordinator.

§10

1. If a student obtains an unsatisfactory (failing) grade for the diploma examination or does not attend the examination on a specified date (without justification), English Studies Coordinator on behalf of the Dean will appoint another (final) date for the examination. According to the Regulations of Studies at SWPS, the re-take examination shall not take place earlier than one month after the first examination and no later than three months of that date.
2. If a student does not pass the bachelor's examination at the second attempt or fails to take part in the examination (without justification), the Rector removes the student from the student record.
3. A student who applies to be re-admitted to the student record after the situation described in 29.2. may be obliged to repeat or complete additional courses, seminars or modules. On behalf of the Dean, the decision is taken by English Studies Programme Coordinator, based on the

diploma examination protocols as well as the credits the student obtained in the course of his/her studies.

MASTER'S SEMINARS, THESES AND EXAMINATIONS

§11

1. The master's seminar for second-cycle (master's) studies lasts three semesters.
2. A student registers for the chosen seminar on his/her own after the first semester of studies.
3. A student is permitted to take a master's seminar from other than his/her own specialization, unless they are aiming to receive Teaching Qualifications, in which case they are obliged to participate in a seminar related to TEFL.

§12

1. The master's seminar ends with a master's thesis which should comprise 50 pages (Times New Roman 12, spacing 1.5) of academic text in English.
2. Detailed information concerning the format and structure of the master's thesis is given to students during the seminar.

§13

1. Each of the three semesters of the master's seminar ends with a specific grade given to the student.
2. A student who failed the first or the second semester of the seminar is registered for the next semester but is simultaneously signed up for the repetition of the semester that he/she has failed. The retaken semester is completed in the form of the individual work with the supervisor; the student is obliged to pay for the repeated semester(s) of the seminar in accordance with the regulations on fees. (This rule does not apply to students who fail the seminar because of plagiarism – cf. regulation 8.2. above.)
3. The condition for passing the final semester of the master's seminar (and receiving a positive grade) is to submit the master's thesis, i.e.:
 - a. to upload one's completed master's thesis — accepted by the supervisor — in the application ASAP (Archiving Solution for Academic Papers)
 - b. to have the master's thesis accepted by the supervisor in the application ASAP, after the thesis has been processed by the plagiarism detection system.
4. The deadline for submitting the master's thesis is 30th September. However, for the final examination to be organized in July the thesis must be submitted by 30th June.

5. For students re-taking their final semester of the master's seminar in the winter semester, the deadline for submitting the thesis is the final day of February.
6. If the student fails to meet the conditions named in §3 point 3 and 4, s/he gets unsatisfactory (failing) grade which is taken into account in the student's grade average.
7. The grade obtained during the final semester of the master's seminar does not have to correspond with the grade obtained for the thesis.

§14

1. In order to change the supervisor during the first semester of the master's seminar, the student is obliged to obtain the agreement of the new thesis supervisor with whom he/she would like to work on his/her master's thesis. The request should contain the signature of the former supervisor testifying that s/he has been informed of the change.
2. After starting the second year of study, a student can only change his/her master's seminar if he/she obtains permission from both his/her current and future thesis supervisor. The permission from the current supervisor is not required if the supervisor is on leave or no longer works at the University.
3. The supervisor(s)' agreements should be submitted to the Center for Student Affairs in writing as an attachment to the application for permission to change the seminar; however, a student can ask his/her supervisor to submit the permission in the electronic form.
4. All decisions regarding changes in master's seminars are taken by English Studies Program Coordinator on behalf of the Dean.

§15

1. In order to be permitted to take the master's examination, a student must first pass all subjects included in his/her study program, complete the required students' internship, submit his/her master's thesis and obtain passing grades from the supervisor and the reviewer, as well as fulfill all required formalities in the Center for Student Affairs (details can be found on Virtual University/ Diploma Examination)
2. If the grade obtained from the reviewer is negative, the decision to admit the student to the master's examination is taken by the Dean, who selects the second reviewer. If the second review is positive, the student is admitted to the master's exam. The Examination Board must then include a chairperson, supervisor and both reviewers.

§16

1. The master's examination is taken before the Examination Board of the Department, whose members include a chairperson, supervisor and reviewer. The members of the Examination Board are approved by the Dean.
2. The master's examination is an oral examination. A student receives two main questions from the supervisor and one question from the reviewer. The chairperson also reserves the right to ask questions.

§17

1. According to the Regulations of Studies at SWPS2. In case of failure to complete the last semester of the BA seminar in accordance with § 43 of the Study Regulations, a student who wants to continue preparing their diploma thesis may apply to repeat the diploma seminar. The application for repeating the diploma seminar should be submitted by 30 September; in the case of persons repeating the last semester of the seminar in the winter semester, the deadline for submitting applications is the last day of February. In case of repeating the diploma seminar for the first time, an employee of the Centre for Student Affairs, authorised by the Dean, may issue a permission to repeat the seminar and enable the student to enroll for the repeated diploma seminar with the same supervisor via the Virtual University., the final grade for master's studies is the sum total of the following parts:
 - a. the average for all grades obtained during studies (worth 50%),
 - b. the grade obtained for the master's thesis (worth 30%),
 - c. the grade obtained for the master's examination (worth 20%).

§18

1. A student who fails to submit a master's thesis by the end of the second year of his/her study program, can extend the master's seminar with the same supervisor by maximum two semesters. For each of these additional semesters the student pays the required fee according to the "Tuition Fee Agreement."
2. In case of failure to complete the last semester of the MA seminar in accordance with § 43 of the Study Regulations, a student who wants to continue preparing their diploma thesis may apply to repeat the diploma seminar. The application for repeating the diploma seminar should be submitted by 30 September; in the case of persons repeating the last semester of the seminar in the winter semester, the deadline for submitting applications is the last day of February. In case of repeating the diploma seminar for the first time, an employee of the Centre for Student Affairs,

authorised by the Dean, may issue a permission to repeat the seminar and enable the student to enroll for the repeated diploma seminar with the same supervisor via the Virtual University.

3. Ultimately, English Program Coordinator on behalf of the Dean takes decisions on allowing a student to re-take the final semester of a master's seminar.
4. A student who is repeating his/her final semester of second-level studies and is only re-taking his/her master's seminar is not obliged to supplement for any differences in the study program.
5. Student może powtarzać w danym semestrze tylko jeden semestr seminarium magisterskiego.

§19

1. A student who fails to submit the master's thesis after these additional semesters, who, nonetheless, wants to complete his/her second-cycle studies, must apply to the Dean for a permission to sign up for another master's seminar with another supervisor and write a master's thesis on a new topic. The student must pay the fee for the three semesters of the new master's seminar; the requirements and rules concerning the new seminar are the same as during the study program.
2. A student who re-takes the entire three-semester master's seminar may be obliged to supplement for any differences in the study program.
3. On behalf of the Dean, the decision about the additional courses the student must complete is taken by English Studies Program Coordinator.

§20

1. If a student obtains an unsatisfactory (failing) grade for the diploma examination or does not attend the examination on a specified date (without justification), the Dean will appoint another (final) date for the examination. According to the Regulations of Studies at SWPS, the re-take examination shall not take place earlier than one month after the first examination and no later than three months of that date.
2. If a student does not pass the master's examination at the second attempt or fails to take part in the examination (without justification), the Dean removes the student from the student record.
3. A student who applies to be re-admitted to the student record after the situation described in 40.2. may be obliged to repeat or complete additional courses, seminars or modules. On behalf of the Dean, the decision is taken by English Studies Program Coordinator, based on the diploma examination protocols as well as the credits the student obtained in the course of his/her studies.