General Rules for Completing Language Courses

1. The following General Rules for Completing Language Courses at the Foreign Language Centre are discussed by the teacher during the first class in a given semester for full-time and part-time evening studies, as well as during the first meeting of the semester for part-time weekend studies. These rules are also provided to students in written form via the Microsoft Teams platform. If a student is absent, they are obliged to familiarize themselves with these rules.

2. Course completion is based on attendance and points, as described in the Rules for Completing Language Courses for each level and mode of study, which are attached to the General Rules for Completing Language Courses. If a student does not achieve at least 80% attendance, they cannot be graded in the course.

3. According to the record in the Internet Registration System (ISR), the selected language is final. Any changes in this regard are not possible.

4. Changing a language group is only possible in specific cases and always requires the approval of the teacher leading the group. Detailed information on group assignment rules and a sample request form can be found at https://www.sgh.waw.pl/lektoraty.

5. Students must respect Foreign Language Centre staff and each other, adhere to rules of collegial cooperation, and take care of the space where classes are held, in accordance with the SGH Code of Ethics.

6. Students should remove outerwear before entering the classroom and place it in a way that does not obstruct the teacher or other students.

7. After receiving a passing grade for a given semester, students are automatically registered for subsequent semesters without the need to report to the Foreign Language Centre.

8. Students participating in exchange programmes must submit a language declaration to the Dean's Office before departure.

9. Students wishing to continue language learning but who are not automatically enrolled in a group—i.e., those who received a failing grade in the previous semester and received the Dean's consent to repeat, were on a Dean's leave, received permission to postpone language courses, or studied at another university within an exchange program—must contact the relevant language Department Head before the semester begins in order to be assigned to a group.

10. The issue of attendance and the justification of absences is regulated by the Rules and Regulations of First-Cycle, Second-Cycle, and Long-Cycle Programmes at SGH Warsaw School of Economics (§ 22). Any absence justification must be submitted by the student using the communication channel specified by the language instructor, such as an email sent from the student's SGH account or through Microsoft Teams.
    Absences resulting from a student's subsequent addition to the group are considered justified, as long as they do not stem from neglect of the student's responsibilities. The student is required to provide the teacher with a justification for their later inclusion in the group.

11. Students are required to attend classes punctually. Three instances of arriving more than 15 minutes late are considered equivalent to one excused absence. In the Attendance List module

in USOSweb, only delays exceeding 15 minutes are recorded; shorter delays are not registered. If late, the student must report to the lecturer after the class to have their attendance noted.

12. Consultation hours for students may be conducted remotely. In such cases, the teacher designates at least one hourly session per week for real-time consultations via Microsoft Teams (per Rector's Order No. 42 of September 30, 2024). The teacher may also hold in-person consultation hours, particularly if a written assignment needs to be conducted. Information about consultation hours is provided at the beginning of the semester on https://www.sgh.waw.pl/lektoraty.

13. The rules for completing language courses may be adjusted for students supported by the Office for Accessibility and Support for Persons with Disabilities (BON). To receive support, students must contact BON (Annex to Rector's Order No. 45 of August 30, 2023, Regulations on Support for Students with Special Needs at SGH) within the deadline specified in the document. The certificate of support must be submitted to the Foreign Language Centre Secretariat within two weeks of issuance. The student must also inform their lecturer.

14. During written tests, students may not use any electronic devices (including smartwatches) or leave the room. If a student engages in unauthorized collaboration or uses prohibited materials during the test, the teacher may end their test with a score of 0 points and report the incident to the CNJO Office.

15. The teacher informs students about their accumulated points during the semester. The method and channel of communication are agreed upon with the group at the start of the semester.

16. Students have the right to review their written work in the presence of the lecturer. They are not allowed to take photos, make copies, scan, or otherwise keep any written work. Written assignments (tests, other written work, exams) are archived by the lecturer for 3 semesters at the SGH Archive or independently. Records of points earned for spoken language (including oral exams) are also kept for 3 semesters. The lecturer must inform students of the results of written work in a timely manner.

17. In hybrid classes, the lecturer may require students to turn on their cameras and may verify student activity. Lack of activity is treated as absence, which requires justification.

18. Language learning concludes with a mandatory standardized final exam (see the appendix "Rules for Verifying Learning Outcomes in Foreign Language Courses").

19. The final exam consists of a written and an oral part. With the exception of hybrid programmes, the first task of the written part, Listening Comprehension, is administered during the last or second-to-last language class. The teacher does not disclose the score for this section before the final exam, and students receive their total exam results only after completing the oral exam.

20. Oral exam dates are set by the teacher in agreement with the group to avoid scheduling conflicts with other exams. Students sign up for specific time slots on designated lists. These lists are not posted on the Foreign Language Centre website but are shared through the communication channels used by each teacher.

21. If absent from one part of the exam (listening, writing, oral), the student must retake all parts of the exam in the second attempt.

22. Under certain conditions, students may take the exam earlier. Detailed information and a sample request form can be found at https://www.sgh.waw.pl/lektoraty.

23. A bachelor's degree does not exempt students from completing part or all of the language course in a master's programme.

24. Language certificates are not grounds for exemption from language courses. Graduates of philology, applied linguistics (in the relevant language), and graduates of foreign economic universities (with the relevant language of instruction) may be exempt from part of the language course based on their diplomas and the Dean's decision. Details are available at https://www.sgh.waw.pl/lektoraty

25. Students starting full-time master's studies at SGH Warsaw School of Economics who did not complete their undergraduate studies at SGH may defer the language course by one year. To do so, they must submit the appropriate form to the Foreign Language Centre Secretariat, available at https://www.sgh.waw.pl/lektoraty.

26. Matters not regulated by these provisions will be resolved individually by the Dean of the relevant Faculty, in consultation with the Foreign Language Centre Director, based on SGH Study Regulations.