

Rules for the formation of language groups at undergraduate studies at SGH

I Assignment to groups when undertaking studies at SGH

1. The assignment of students to groups for the foreign language selected **first** in the recruitment process (the "first language") is carried out by the CNJO on the basis of the results of the matura exam.
2. The assignment of students to groups for the foreign language selected as their **second** language during the recruitment process (the "second language"; applicable only to full-time students studying in Polish or English) is carried out by the CNJO on the basis of the results of the matura exam, a certificate confirming language proficiency at a level of at least A2, secondary school certificates, and the results of a grammar and vocabulary placement test.
3. The online grammar and vocabulary test in a **second language** (the "test") is mandatory for all newly admitted students. Information about the date of the test is published on the <https://www.sgh.waw.pl/en/centre-foreign-languages> website and sent to students by e-mail to the address in the SGH domain.
4. Students who do not take the test referred to above are assigned to **second language groups** only on the basis of the result of the matura exam, a certificate confirming knowledge of the language at a level of at least A2 or secondary school certificates.
5. Information about the student's assignment to a language group is provided by including language courses in the individual timetable in USOS no later than the date of launching semester declarations for Semester I students.
6. Students who, for various reasons, have not been assigned to a group as a result of the current recruitment process (e.g. are resuming their studies/are repeating the language course/are admitted on appeal, etc.) are obliged to report by e-mail (in the case of returning to stationary on-call hours, the e-mail will be a form of registration for on-call hours) before the beginning of the semester to the Department Head of a given language at the CNJO in order to assign them to an appropriate group. A detailed list of people to contact for each language can be found on the <https://www.sgh.waw.pl/en/centre-foreign-languages> website.
7. Students who arrive in Poland after the beginning of the academic year or for any other reason have not participated in the procedure of assignment to groups in compulsory foreign languages, as a result of which they have not been enrolled in any of the compulsory language groups at the beginning of the academic year, are obliged to immediately report to the CNJO in order to enrol in language groups, documenting the reasons for the delay in taking up studies. The fact of delay in the commencement of attendance at the language course may cause further consequences resulting from the Study Regulations, in particular the need to pass classes at which the student was absent, in the manner agreed with the teacher. In extreme cases, a long-term and unjustified delay in the commencement of the course, resulting in exceeding the permitted number of unexcused absences, may also make it impossible for the student to complete the foreign language course.

II Changes in language group assignments

8. The first and second classes of the **second language course** in the first semester of studies are of a conversational nature in order to make the final decision on the assignment of a given student to a group. At the request of the student, after a positive opinion of the teacher or based on the teacher's recommendation, it is possible to transfer to a higher - or lower-level group.

9. In order to take advantage of the opportunity referred to in the previous point, the student submits in person or by e-mail to the CNJO Secretariat an application for transfer to another group of language classes no later than one day after the second **second language** class planned in a given semester. The application should indicate and justify in detail the reasons for the requested change. To do this, download the Group Enrollment Form document. The form is available for downloading as a document on the <https://www.sgh.waw.pl/en/centre-foreign-languages> website. The form should be completed, printed, and then submitted to the teacher for an opinion. After obtaining the teacher's opinion, the completed form should be submitted in person to the CNJO Secretariat or sent as a scanned copy by e-mail to cnjo@sgh.waw.pl.

10. Applications are considered by the Department Head of a given foreign language by the end of the second week of classes. When making a decision, the relevant Department Head is guided by the substantive validity of the application and the opinion of the teacher, as well as technical possibilities, in particular taking into account the number and size of existing groups in a given language, while avoiding excessive differentiation in the number of individual groups.

11. The student has the right to file an appeal against the decision concerning the requested group change within 7 calendar days of its receipt by e-mail to the address in the SGH domain to the Director of the CNJO via the CNJO secretariat in person or by e-mail. The Director makes the final decision within 7 calendar days of receiving the appeal.

12. The procedure described in points 9-11 concerning the change of the language group from **the second language** may be applied to **the first language only in the event of a significant discrepancy** between the actual level of the student's language and the level of the group to which the student was assigned as a result of the recruitment.

13. In the situation referred to in point 12, the deadlines and method of processing the application are the same for full-time and part-time afternoon studies as in full-time studies in the case of a second language (described in points 9-11). On the other hand, in part-time studies on Saturday and Sunday, due to the smaller number of classes per semester, the application referred to in point 9 must be submitted no later than 3 working days after the end of the first meeting, and the decision is made by the relevant Department Head before the start of the second session of classes.

III Later changes of groups from a foreign language

14. After the end of the semester (the first semester or any subsequent semester), students may be transferred to language groups other than those in which they started their studies for

organizational reasons (in particular, due to e.g. the dissolution of a group, a decrease in its number below the limit set by separate legal acts at the University or a disproportion in the number of language groups). In making such changes, the CNJO takes into account the language proficiency level of individual students.

15. In exceptional cases, the change referred to in point 14 may also take place during the semester, and the director of the CNJO shall take all possible and reasonable steps to avoid such a situation.

16. In exceptional cases, students may request a change of language group after the completion of the first semester or, where applicable, a subsequent semester. The only potential reason for such a change may be a significant discrepancy in the level of knowledge of the language of a given student in relation to the rest of the group (e.g. making exceptional progress by a given student during the semester, which would allow a change of group to a more advanced or less advanced one, if the level of the student's language competence, despite the visible commitment and efforts made by him/her, differs from the level of other students). In each such case, the opinion of the teacher is required, which the student of full-time or part-time afternoon studies applies to the teacher no later than 21 days before the end of the semester preceding the semester from which he or she would like to change the group, and the teacher provides the student with a substantive opinion on this matter within 7 days. Applications for change should be submitted in the same way as in the case of the procedure described in points 8-11, whereby the latest deadline for submitting the application is the day 14 calendar days before the end of the semester, and the decision is made by the Head of the Team of a given foreign language no later than before the start of classes in the next semester and is forwarded to the student by e-mail to the address in the SGH domain. In the case of part-time Saturday-Sunday studies, the dates are analogous to those described in point 13, and the student is obliged to submit a request for an opinion to the teacher no later than on the first working day after the penultimate meeting in the semester preceding the semester from which they would like to change the group.

17. A prerequisite for considering the application referred to in point 16 is a positive opinion, referred to in the previous point, issued by the teacher with whom the student had classes in the ending semester. In the event that the teacher refuses to issue a positive opinion within 7 days of receiving the student's application, and the student does not agree with this decision, the matter is decided directly by the CNJO Director, to whom the application referred to above should be addressed within 7 days of receiving the refusal to issue a positive opinion from the teacher or – in the absence of a response – within 7 days of the expiry of the deadline for issuing an opinion by the teacher, in accordance with the deadlines indicated in point 16.

18. In special situations and justified by a significant difference in the level, the procedure referred to in point 16 may also be carried out at the request of the teacher conducting the classes.

19. If the situation referred to in point 16 is confirmed, the CNJO shall change the group from the language concerned, provided that there is such a technical and organisational possibility. Its absence or significant limitation resulting, among other things, from: a large variation in the number of groups, a small number of groups (and the lack of possibility of rational changes), differences in the dates of alternative classes, may make it impossible to change the group, also in the case of a positive opinion of the teacher.

IV Final Provisions

20. Details of the procedures described shall be provided by the CNJO Secretariat (cnjo@sgh.waw.pl).

21. In the event of no response to an application or e-mail submitted to the CNJO or to the Department Head, which may occur, for example, in the event of misdirected correspondence (in particular in the case of adding to the group, failure to receive a referral, etc.) or lack of enrolment in language classes (lack of visibility in USOS) despite the obligation to complete it, you should urgently contact the CNJO secretariat by e-mail (cnjo@sgh.waw.pl).

22. In situations not specified in the manual, decisions regarding assignments to groups or their changes are made by the Department Head in consultation with the teacher. The decision may be appealed to the Director of the CNJO.