**RESOLUTION NO. 113/2017**

**of THE BOARD OF THE FACULTY OF POLITICAL SCIENCE AND INTERNATIONAL STUDIES**

of 31 May 2017

**on adopting the Specific Rules of Study**

**at the Faculty of Political Science and International Studies**

**of the University of Warsaw**

§ 1

Pursuant to Article 4(1) of the Rules of Study at the University of Warsaw (UW Monitor of 2015, item 71), the Board of the Faculty of Political Science and International Studies of the University of Warsaw hereby adopts the Specific Rules of Study at the Faculty of Political Science and International Studies of the University of Warsaw, with the contents laid down in the annex hereto.

§ 2

1. The resolution shall enter into force on 1 October 2017.
2. Upon entering into force of this resolution, Resolution no. 159/2015 of the Board of the Faculty of Journalism and Political Science of the University of Warsaw dated 17 June 2015 on the specific rules of study at the Faculty of Journalism and Political Science of the University of Warsaw shall expire.
3. The Dean shall announce the contents of the Specific Rules of Study at the Faculty of Political Science and International Studies on the Faculty’s website within 7 days of the date of the resolution’s adoption.

Dean of WNPiSM: Prof. dr hab. Stanisław Sulowski

Annex to resolution no. 113/2017

of the Board of the Faculty of Political Science

and International Studies

of 31 May 2017

**Specific Rules of Study  
at the Faculty of Political Science and International Studies  
of the University of Warsaw**

§ 1

1. The resolution lays down the specific rules of study at the Faculty of Political Science and International Studies of the University of Warsaw, hereinafter referred to as the ‘Faculty’.

2. To any matters not specified by this Resolution the provisions of Resolution no. 351 of the Senate of the University of Warsaw of 22 April 2015 on the enactment of the Rules of Study at the University of Warsaw, hereinafter referred to as the ‘Rules of Study at the University of Warsaw’, resolutions of the Faculty Board on student and academic matters and the Dean‘s decisions on organisation of work at the Faculty shall apply.

§ 2

1. A study term and a credit period for all fields of study shall be an academic year.

2. Exams shall be held during the exam session. The maximum number of exams shall be 8 during an academic year and 5 during a semester.

3. The first sitting of the final graded assessment shall be held during the last or last but one class before the start of the exam session. The re-sit final graded assessment (the second attempt) shall be scheduled during the main exam session. In the event of a re-sit final graded assessment, the final course grade shall be established according to the Rules of Study at the University of Warsaw.

4. Only students who have obtained a ‘fail’ (unsatisfactory) final course grade, or have not taken the exam in the course (were not present during the final graded assessment), may take an exam during the re-sit exam session or take a re-sit final graded assessment.

5. With the examiner’s consent, the student may take an exam before the start of the exam session, on a date and in a form set by the examiner, provided that the student has met all conditions required to be admitted to take the exam, as specified in the course syllabus and the study plan (and if the student has paid all compulsory fees for the given study term). An exam held on a date before the start of the exam session shall be deemed as the first sitting of the exam, in compliance with the rules specified in Article 30(1) of the Rules of Study at the University of Warsaw.

6. The student taking an exam or a final graded assessment shall upon request present his/her student ID or another ID card. If the student’s name is not listed on the exam protocol (or a final graded assessment protocol) or if the student’s status is inactive, the teacher shall refuse to admit the student to the exam (final graded assessment).

7. The Dean may excuse the student’s absence at an exam (final graded assessment) if within 7 working days from the date on which the reasons for such an absence cease (in the case of absence due to an illness, from the end date of the sick leave indicated on a medical certificate), the student submits a request for excuse and presents a justification for his/her absence at the exam (final graded assessment) confirming he/she was unable to take the exam (final graded assessment). Such an absence may be excused in particular if caused by an illness confirmed by a medical certificate, another exam or an emergency. Performance of paid work shall not be an excuse for absence at an exam. The Dean may excuse such an absence in exceptional and justified circumstances. An absence at an exam/final graded assessment excused by the Dean shall mean that the student may take that exam/final graded assessment on a different date, which shall be treated as his/her first approach to the exam/final graded assessment.

8. In order to be awarded credit for a study term the student has to meet all requirements specified in the study plan for the given study term by the last day of the re-sit exam session of the summer semester.

8a In the case of students admitted to studies for validation of learning outcomes and students pursuing an individual course of study, award of credit for a study term shall be conditional upon meeting all the requirements specified in an individual study plan for the given study term.

§ 3

1. A student who has not met all the requirements specified in the study plan for the given study term may apply for a conditional credit award and registration for the next study term provided that he/she has submitted an appropriate written request and – upon being granted a consent for conditional registration – has paid the fee for repeating a course, as established by the Dean, in an amount and by the deadline as specified in separate regulations.

2. A written request for a conditional credit award and registration for the next study term, together with a justification, shall be submitted within a week from the end of the re-sit exam session for the summer semester or by a later date established by the Dean. Should no such request be submitted, the student may be removed from the list of students.

3. The decision on a conditional credit award and registration for the next study term shall be made by the Dean, in accordance with Article 35(4) of the Rules of Study at the University of Warsaw, taking into consideration, in particular:

a) the number of courses to be repeated – this shall not be more than four courses. This limit shall not include foreign language, physical education and general university courses.

b) the opinion of the head of the field of study.

3a. If the student has failed to obtain credit for more than four courses, the Dean shall decide whether the student may repeat the study term (at the written request of the student) or is to be removed from the list of students. In extenuating circumstances (in particular if connected with facing a difficult life situation), the Dean may consent to a conditional registration for the next study term, even if the number of courses the student has failed exceeds the set limit.

4. A student repeating a study term shall be compelled to obtain credit for all courses obligatory for this study term in the given academic year, apart from the courses for which he/she has already been awarded credit during earlier studies in this study term. In the case of any changes in the study curriculum, including in the study plan, the student shall make up any curriculum differences.

5. A student repeating a course shall be compelled to register for the course, attend the classes and obtain credit for the course according to the rules specified in the course syllabus.

6. A student who has failed to obtain credit for a course in a given study cycle may repeat the course: in the case of the first cycle of studies – twice; in the case of the second cycle of studies – once. In justified cases the Dean may consent to an exception from this rule.

§ 4

1. A person removed from the list of students may apply for resumption of studies.

2. Resumption of studies shall be possible for students who have completed the first year of studies. In exceptional and justified emergency situations the Dean may consent to resumption of studies for a student who has completed only the first semester of the first year of studies.

3. Resumption of studies shall mean admission to the same degree programme from which the student has been previously removed, provided that the programme is still run by the University. Resumption of a second cycle programme shall be conditional upon holding the degree of *magister*, *licencjat*, *inżynier* or an equivalent one. Resumption of full-time studies shall be available only to former students of such studies or former students of part-time studies which are no longer run.

4. A student resuming studies shall be admitted to the same major/specialization from which he/she has been removed, if feasible in terms of organisational matters. Changing a major/specialization may require making up curriculum differences, which are included in the limit referred to in Article 4(6) of the Resolution. The decision about the major/specialization to which the student is admitted after resuming studies shall be made by the Dean.

5. A written request for resumption of studies, together with a justification, shall be submitted no later than a month before the start of the study term to which the request pertains. In exceptional emergency situations the Dean may consent to undertaking studies at a later date. The tuition fees shall be paid in accordance with the general rules.

6. The decision on resumption of studies shall be made by the Dean, upon consideration of the number of curriculum differences resulting from the discrepancies between the study plans. A total number of such differences should not be higher than 6 courses within an academic year. In exceptionally justified emergency situations the Dean may consent to a higher number of curriculum differences.

7. A person who has met all the requirements specified in a study curriculum apart from receiving credit for the last cycle of the degree seminar due to the failure to submit the degree thesis as specified in the study curriculum, may, within a non-extendable period of two years from the date on which he/she has been removed from the list of students, apply for resumption of studies without the requirement of making up curriculum differences referred to in section 6.

7a. The Dean, in consultation with the thesis supervisor, may agree to individual conditions of awarding credit for the degree seminar. Should a student be removed from the list of students once more, resumption of studies shall be possible solely under general rules, including the requirement to make up any possible curriculum differences.

7b. Persons applying for resumption of studies under Article 9(9) of the Rules of Study at the University of Warsaw shall submit their request together with an opinion from the thesis supervisor no later than 6 weeks before the lapse of the two-year period counted from the date of the degree programme completion.

8. At the request of the student, the Dean may reduce the curriculum differences to courses included in the minimum curriculum adopted by the Scientific Board of the relevant Institute. Reduction of the number of curriculum differences may not result in the number of obtained ECTS credits being lower than the number required for completion of the degree programme.

9. The Dean shall set the deadlines and the manner of making up curriculum differences resulting from resumption of studies. The time limit for making up curriculum differences may not be longer than one year. In exceptional emergency and life circumstances, the Dean may prolong this time limit at the written request of the student. Failure to make up curriculum differences within the set time limit shall mean that the courses have to be repeated under the general rules.

§ 5

1. After completing the first year of studies, a student may apply for an individual course of study, provided that he/she has obtained a grade average of no less than 4.5.

2. An individual course of study may be pursued by students of part-time studies if the student has paid the fee for studies in an amount no lower than the fee for the programme pursued by him/her in compliance with the applicable study plan.

3. In consultation with the supervisor and the student, the Dean shall appoint a tutor for the student pursuing an individual course of study. The tutor for a student pursuing an individual course of study may be an employee at the relevant Institute provided that he/she holds the degree of at least *doktor*.

4. A written request for an individual course of study, together with a justification and indication of a potential tutor, shall be submitted by the student no later than two weeks before the start of the study term to which the request pertains. The request shall be submitted together with a draft individual study curriculum to be pursued under the individual course of study.

5. The student together with the tutor shall draft an individual study curriculum, including an individual study plan, ensuring that:

a) the individual study curriculum meets the requirements resulting from the learning outcomes specified for the given field of study;

b) the individual study plan includes all courses from the minimum curriculum adopted for the given field of study/major by the Scientific Board of the relevant Institute;

c) the number of courses, the number of ECTS credits and the number of exams and final graded assessments are not lower than the requirements set for the given study term in the general study plan;

d) a student who pursues parallel studies has not included in his individual curriculum any obligatory courses taken as part of the parallel studies.

6. A student pursuing an individual course of study shall take part in all classes covered by the individual study curriculum and shall obtain credit for courses within the time limits set in the general study plan for the given study term, in accordance with the exam session schedule.

7. The consent to purse an individual course of study shall be granted for one academic year. The tutor and the student shall set out the individual study curriculum before the start of the academic year. After the start of the semester, the individual curriculum and the individual study plan (including the form of credit award) approved by the Dean may be amended only in exceptional situations (e.g. the course is no longer available, the list of students attending the course is full).

8. The grade average for the study term completed under an individual course of study shall be calculated according to Article 36(2) and (3) of the Rules of Study at the University of Warsaw, where the plan of the individual course of study shall be treated as the study plan. The right to select courses to be included in the grade average shall not apply to the minimum curriculum referred to in Article 5(5)(a) of the Resolution.

§ 6

1. At the request of the student, the Dean may consent to an individual procedure for obtaining course credits and taking exams. The grounds for applying for the individual procedure may include in particular a health condition or a difficult life situation of the student, as confirmed by appropriate documents. The student’s paid work shall not constitute grounds for granting the individual procedure.

2. A request for an individual procedure for obtaining course credits and taking exams shall be submitted no later than 2 weeks before the start of the course to which the request pertains. A request submitted after this deadline shall be denied. The Dean may accept a request submitted after the deadline in exceptional and justified circumstances.

3. The details of carrying out the individual procedure shall every time be agreed with the instructor of the course for which the individual procedure has been accepted, no later than within a month from the start of the course.

§ 7

The Dean, upon consulting the head of studies, shall appoint a tutor for students admitted to the given field of study with the aim to validate the learning outcomes.

§ 8

1. A student may change the mode of study according to the following rules:

a) from the part-time programme to the full-time programme – after a positive outcome of open enrolment, with the possibility of being awarded credit for the courses for which the student has already been awarded credit during the part-time study programme;

b) from the full-time programme to the part-time programme – upon the student’s written request with the possibility of being awarded credit for the courses for which the student has already been awarded credit during the full-time study programme.

2. The student shall submit a written request for the change of the mode of study together with a justification no later than one month before the start of the academic year. In extenuating circumstances and at the written request of the student, the Dean may accept a request for the change of the mode of study submitted at a later date.

3. In the event of the change of the mode of study the student shall make up any curriculum differences. The deadlines and manners of credit award for curriculum differences shall be determined by the Dean in the decision on consenting to the change of the mode of study. The time limit for making up curriculum differences may not be longer than one year. In extenuating circumstances, the Dean may extend this time limit at the written request of the student.

§ 9

Pursuant to Article 21(3) of the Rules of Study at the University of Warsaw, the Faculty Board delegates its powers to authorise teachers to conduct classes to the Institute Boards, as referred to in Article 21(1) and (2) of the Rules of Study at the University of Warsaw.

§ 10

1. The rules concerning degree seminars shall be as follows:

a) Graduate and undergraduate seminars shall be conducted by authorised academic teachers meeting the requirements specified in Article 21 and Article 39(2) and (3) of the Rules of Study at the University of Warsaw.

b) Degree seminars shall be obligatory. The number of hours of degree seminars shall be specified in the study plan.

c) Upon consent from the director of the institute, the student may prepare his/her degree thesis in the course of individual consultations supervised by a teacher who does not conduct a degree seminar, in accordance with the rules specified by the Dean.

d) A student may prepare his/her degree thesis with a supervisor employed at WNPiSM in a different institute, upon consent from the directors of both organisational units and in accordance with the rules specified by the Dean.

e) The rules of credit award for degree seminars during specific study terms shall be determined at the beginning of the first semester of a seminar, in accordance with the contents of Article 40(1) of the Rules of Study at the University of Warsaw.

2. The rules concerning the degree exam shall be as follows:

a) The degree exam board shall be comprised of at least three persons: the chairperson, the thesis supervisor and the reviewer. At least one member of the board shall hold the degree of *doktor habilitowany*.

b) The role of the chairperson of a *magister* degree exam board may be performed by the Dean, the Vice-Dean or an academic teacher employed at WNPiSM indicated by the Dean and holding the degree of at least *doktor habilitowany*.

c) The role of the chairperson of a *licencjat* degree exam board may be performed by the Dean, the Vice-Dean or an academic teacher employed at WNPiSM indicated by the Dean and holding the degree of at least *doktor*.

d) The decision about a public degree exam, as provided for in Article 42(6) of the Rules of Study at the University of Warsaw, shall be made by the chairperson of the degree exam board.

e) The degree exam shall be oral. During the exam the board shall ask the student at least three questions and at least one of them shall concern the course of study.

f) If the degree thesis is written in a foreign language, the degree exam may be held in such a foreign language or in Polish. The decision on this matter shall be made by the chairperson of the degree exam board.

g) The degree exam grade shall be determined unanimously or by majority vote. The final grade upon completion of the degree programme shall be determined in accordance with the Rules of Study at the University of Warsaw.

h) A protocol documenting the degree exam shall be prepared and signed by the members of the degree exam board. The board may include in the protocol a recommendation on awarding a diploma with distinction.

§ 11

1. The limit of extra-curriculum classes at the Faculty for which no fee is charged shall be 15% of the number of ECTS credits required for completion of the degree programme.

2. The limit of extra-curriculum classes shall not include any repeated courses.

§ 12

1. Any exceptionally talented high school students may, upon the Dean’s consent, take part in the courses conducted as part of the fields of study relevant for the students’ talents.

2. Such high school students shall not be admitted to assessments or exams.

§ 13

The supervisor of the programme of student exchange with foreign and domestic higher education institutions shall be appointed by the Dean, upon consulting a competent student government body.

§ 14

1. Award of credit for a course shall be conditional upon prior registration for classes of the course according to the study plan and the rules of such registration.

2. Students shall register for a course through the USOSweb system, according to the rules set out by the organisational unit offering the course. A detailed schedule of registration for courses shall be determined by the Dean, upon consulting a competent student government body.

3. A student may cancel his/her registration for a course during the subsequent rounds of registration in the USOSweb system. In exceptional and justified cases and at the written request of the student, the Dean may cancel the student’s registration for a course also after the end of all registration rounds.

4. A student may resign from attending a course and from obtaining credit for a course, under the rules specified in Article 28(9) and (10) of the Rules of Study at the University of Warsaw.

5. The rules of excusing absences from classes shall be set by the instructor of the given course by means of including relevant rules in the course syllabus and presenting the rules to students during the first class.

§ 15

1. In the case of determining curriculum differences, awarding credit for courses completed at other higher education institutions, in other organisational units of the University of Warsaw or as part of a different field of study pursued at WNPiSM, the Dean may award credit for courses that are considered equivalent, or award credit for an equivalent study term.

2. Credit for equivalent courses shall be awarded under the following rules:

a) equivalent courses shall have identical or similar learning outcomes as specified in the course syllabus;

b) equivalent courses shall be run for the same study cycle; in exceptional cases it shall be possible to award credit to students of the first-cycle programme for an equivalent course completed as part of the second-cycle programme;

c) should there be any doubts as to the equivalence of courses, the final decision shall be made by the coordinator of the course for which the student wishes to be awarded credit based on the completion of an equivalent course.

3. For the entire period of parallel studies, a maximum number of ECTS credits awarded for completion of equivalent courses should not exceed: for the first cycle programmes – 18; for the second cycle programmes – 12. These limits shall not apply to recognition of equivalent courses in the case of resumption of studies or transfer from other organisational units of the University of Warsaw or other higher education institutions.

§ 16

1. A student may be referred to repeat a study term solely upon his/her written request under the rules laid down in Article 35(5) of the Rules of Study at the University of Warsaw.

2. A written request for a referral to repeat a study term, together with a justification, shall be submitted within a week from the end of the re-sit exam session for the summer semester or by a later deadline established by the Dean. Should no such request be submitted, the student shall be removed from the list of students.

3. The decision on the referral to repeat a study term shall be made by the Dean, with consideration in particular of the following:

a) the number of courses to be repeated (in relation to Article 3(3) of the Resolution),

b) any extenuating circumstances having impact on the student’s situation.

4. A student who has failed to complete the 1st year of studies may not apply for repetition of a study term.

5. The fees for repeating a study term shall be paid in the amounts and by the deadlines laid down in separate regulations.

§ 17

1. A *licencjat*/*magister* degree thesis should meet the following criteria as regards its contents and form:

a) its subject shall be connected with the field of study;

b) the thesis subject shall be approved by the Scientific Board of the relevant Institute, no later than at the beginning of the last semester of the degree programme;

c) the contents of the thesis shall correspond to its title;

d) the thesis should demonstrate the student’s knowledge of the researched area and command of the research skills specific to the given area of study;

e) the thesis should be based on various sources, including – if possible – sources published in foreign languages;

f) the degree thesis should be written by the student on his/her own and may not include any contents obtained in a manner breaching any applicable regulations;

g) a student may not submit a thesis which has already been the subject of proceedings aimed at awarding a degree at a higher education institution;

h) the thesis has to meet all the formal requirements specified in Decision no. 16 of the Senate of the University of Warsaw of 18 May 2006, amending Decision no. 8 of the Rector of the University of Warsaw dated 31 August 2004 on keeping a diploma register and archiving degree theses, as well as any requirements specified by the Dean.

2. In the case of a degree thesis dedicated to a particularly vast area of study requiring time-consuming research, the thesis may be written jointly by two students. Such a thesis should consist of separate parts (the authorship of the specific parts should be clearly indicated) and the contribution made by the authors should be even. The consent to a joint preparation of a degree thesis shall be given by the Scientific Board of the Institute.

3. Upon the supervisor’s consent, a degree thesis may be written in a foreign language. The thesis’ title, summary and key words shall be written in Polish.

4. A degree thesis shall be assessed by a supervisor and a reviewer by means of filling in an official form of the University of Warsaw, in accordance with the criteria set out on the form. Reviews of degree theses written in a foreign language shall be in Polish.

5. A reviewer of a *magister* degree thesis shall be an academic teacher holding the degree of at least *doktor habilitowany* or an academic teacher holding the degree of at least *doktor*, if he/she has been authorised to conduct graduate seminars or review *magister* degree theses by the Institute Board.

6. If the supervisor of a *magister* degree thesis is an academic teacher holding the degree of *doktor*, then the thesis reviewer shall be an academic teacher holding the degree of at least *doktor habilitowany*.

7. A reviewer of a *licencjat* degree thesis shall be an academic teacher holding the degree of at least *doktor* or an academic teacher holding the degree of at least *magister*, if he/she has been authorised to conduct undergraduate seminars or review *licencjat* degree theses by the Institute Board under the rules set out in Article 21(2) of the Rules of Study at the University of Warsaw.

8. If the supervisor of a *licencjat* degree thesis is an academic teacher holding the degree of *magister*, then the thesis reviewer shall be an academic teacher holding the degree of at least *doktor*.

§ 18

1. A degree thesis should be submitted to and signed by the supervisor no later than a month before the planned completion of the study programme. A signed degree thesis shall be submitted to the secretariat no later than 2 weeks before the scheduled date of the degree exam. Any other formal requirements specified by the Dean shall be met before the submission of the thesis to be archived.

2. A degree thesis shall be submitted in paper form and in the form of a computer file through the USOSweb system. Any detailed rules shall be specified by the Dean.

3. Every degree thesis shall be checked against plagiarism. The thesis supervisor shall confirm in writing that the thesis has been screened by the plagiarism detection software and shall assess whether the thesis includes any unacknowledged citations. The detailed rules of the plagiarism detection procedure shall be specified by the Dean.

3a. In the event of any breach of copyright found in a degree thesis, or if the submitted degree thesis has already been the basis for awarding a degree, the matter shall become the subject of disciplinary proceedings.

4. If the thesis is submitted within the time limit set in Article 18(1) of the Resolution, the degree exam shall be conducted no later than on a date preceding the scheduled date of completing the degree programme.

5. A scheduled date of completing the degree programme shall be also any date changed by the decision of the Dean, pursuant to Article 40(2) of the Rules of Study at the University of Warsaw.

§ 19

The Faculty Board shall confer a diploma with distinction upon acknowledging by the Dean that the requirements laid down in Article 44(4) of the Rules of Study at the University of Warsaw have been met.

§ 20

A student resuming studies after a leave shall be registered for the study term not completed due to the leave. A student resuming studies after a leave shall obtain credit for all courses specified in the study plan pursued after returning from the leave. In the case of changes in the study plan the Dean shall determine any curriculum differences to be completed.

Dean of WNPiSM: Prof. dr hab. Stanisław Sulowski