

*Italics used for translator's comments.*

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EDUCATION COMMITTEE  
INTERNAL SECURITY, EUROPEAN STUDIES – EUROPEAN  
INTEGRATION, Graduate Programme in International Relations, Graduate  
Programme in Political Science, ORGANISATION OF LABOUR MARKET,  
POLITICAL STUDIES, SOCIAL POLICY, EURASIAN STUDIES,  
INTERNATIONAL RELATIONS, Undergraduate Programme in  
International Relations, Undergraduate Programme in Political Science,  
European Politics and Economics  
*(non-capitalised course names were originally provided in English)*

**RESOLUTION NO. 69/2020**

**of the Education Committee for the following university courses:**

**Internal Security, European Studies - European Integration, Organisation of Labour Market,  
Political Studies, Social Policy, International Relations, Eurasian Studies, *(the following course  
names were originally provided in English)* Undergraduate Programme in International Relations,  
Undergraduate Programme in Political Science, Graduate Programme in International  
Relations, Graduate Programme in Political Science, European Politics and Economics**

**of 29 October 2020**

**on detailed guidelines for the examination and grading of students enrolled in the  
Undergraduate Programme in Political Science *(course name as per source document)***

Pursuant to Section 68 Clause 2 of the Statutes of Uniwersytet Warszawski (*University of Warsaw*)  
(Monitor UW of 2019, item 190) and Section 5 Clause 1 Item 7 of the Study Regulations of  
Uniwersytet Warszawski (Monitor UW of 2019, item 186) the Education Committee resolved as  
follows:

§ 1

The Education Committee has adopted detailed guidelines for the examination and grading of  
undergraduate students enrolled in the Undergraduate Programme in Political Science *(course name as  
per source document)* in accordance with Appendix no. 1 hereto.

§ 3

The resolution shall come into force on the day of its adoption.

Chair of the Education Committee: M. Raś



Appendix no. 1 to Resolution no. 69/2020 of 29 October 2020  
of the Education Committee for the following university courses:  
Internal Security, European Studies – European Integration, Organisation of Labour Market, Political  
Studies, Social Policy, International Relations, Eurasian Studies,  
(the following courses were provided in English in the source text)  
Undergraduate Programme in International Relations, Undergraduate Programme in Political Science,  
Graduate Programme in International Relations, Graduate Programme in Political Science, European  
Politics and Economics

**Guidelines for the examination and grading of undergraduate students enrolled in the  
Undergraduate Programme in Political Science (course name as per source document)**

Lecturer's in charge and other academic staff involved in examination or assessment

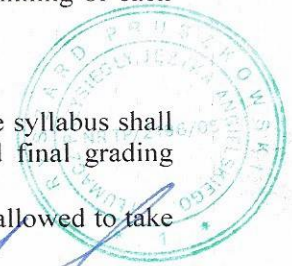
1. Exams and assessments shall be administered by relevant academic staff in charge of individual subjects. In extraordinary circumstances Head of Department (HD) may appoint another member of academic staff to administer an exam or assessment, who must hold a doctoral degree as a minimum. In such an event, HD shall take into account the competences of any such staff member, the subject area and the form of examination or assessment.
2. Upon request of the lecturer in charge, HD may appoint an additional member of academic staff whose presence might be required to ensure the proper conduct of an exam or assessment. During an exam or assessment the auxiliary examiner shall follow instructions of the lecturer in charge.
3. Upon a reasonable request of the Student Council, HD may appoint an observer for an exam or assessment. Any such observer shall not be involved in the conduct of the exam or assessment, in particular, he/she shall not ask any questions during oral exams. Observers shall be appointed from among academic staff who must hold a doctoral degree as a minimum. Any candidate appointed by HD shall be subject approval of the Student Council.
4. Upon reasonable request of a student, HD may appoint an observer to oversee his/her exam or assessment of that student. Any such observer shall not be involved in the conduct of the exam or assessment, in particular, they shall not ask questions during oral exams. Observers shall be appointed from among academic staff holding a doctoral degree as a minimum. Any candidate appointed by HD shall be subject to approval of the requesting student.
5. Subject to Clauses 2 to 4, an oral exam or assessment shall be attended by the examining Lecturer in Charge and the examined student. HD may allow other examined students to be present during an oral exam or assessment.

Exam and Assessment Dates

1. In principle, all exams shall be held during examination sessions. The exact date, time and venue shall be announced by HD and communicated to students at least one month before the start of exam session.
2. Assessments shall be performed no later than during the last lecture/tutorial of the semester. If appropriate, assessment may be carried out during the exam session.
3. Exams in subjects including less than 30 hours of classes can be held prior to the official examination session. An intention to this effect shall be communicated by the Lecturer in Charge to the HD at the beginning of each semester.
4. In the event of exams held before the official examination session, students shall be under no obligation to take such exams. Those who opt out of early exams shall nonetheless be allowed two attempts. The Lecturer in Charge shall notify HD about any such intention at the beginning of each semester.

Examination and Assessment Procedures

1. Examination and assessment rules shall be outlined in the subject syllabus. The syllabus shall provide an overview of methods used to verify the learning outcomes, interim and final grading criteria as well as exam and assessment rules.
2. Students may be required to obtain a passing grade in tutorials before they are allowed to take an exam. This requirement shall be communicated in the course syllabus.





3. The Lecturer in Charge shall communicate examination procedures to students no later than during the last lecture/tutorial before the official examination session. Lecturer in Charge shall communicate assessment criteria to students no later than during the first lecture/tutorial of semester.
4. Examining Lecturers in Charge shall prepare written accounts of oral examinations and assessments.
5. In the case of written exams or assessments examination papers shall constitute proof students' performance.
6. Written accounts of oral exams and assessments as well as written papers shall be retained for 12 months. The retention of such documents shall be subject to personal data protection regulations. Upon the elapse of the retention period, they shall be destroyed to prevent identification of persons named therein.
7. At the end of an oral exam, the examining Lecturer in Charge shall inform the student of the grade awarded. In the case of written exams and assessments, Lecturer in Charge shall communicate grades to students via the USOSweb platform within 2 weeks after the an exam or assessment. If appropriate, HD may extend this deadline.

#### Resit examinations

1. Resit examinations shall be open to students who failed or did not sit an exam during the main session.

#### Grading student work

1. Students should be assessed in an objective and unbiased manner.
2. As part of the information on examination or assessment procedures Lecturer in Charge shall communicate to students the applicable grading scale (points or descriptive grades), e.g. the number of points or percentage required for individual grades.
3. In written exams or assessments score awarded for incorrect answers shall not be lower than that awarded for no answer at all.

#### Students' right to view examination papers

1. Students shall be entitled have their grades explained. In the case of oral exams or assessments such information shall be provided to students upon announcement of the grade. In the case of written exams and assessments lecturer in Charge shall provide such information during his/her office hours, or if necessary in writing.
2. Students are entitled to view their examination papers (until such time as they are destroyed upon the elapse of the required retention period).
3. Exam papers shall be available for viewing during the Lecturer's in Charge office hours. Students shall be required to provide a written notice of their intention to view their exam papers.

#### Monitoring exam results

1. The education committee shall monitor exam sessions twice a year.
2. Once a year the education committee shall review students' grades awarded in exams and assessment throughout the preceding academic year and based on the it shall formulate recommendations for Lecturers in Charge.

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#### **Repertory no. 1434/2020**

*I, the undersigned, Ryszard Pruszkowski, sworn translator of the English language entered on the list of sworn translators of the Minister of Justice under number 1P/2196/05, hereby certify that the above text is a true and complete translation of the Polish document.*

*Warsaw, 3 December 2020*

