

Certified translation from the Polish language

Italics used for translator's comments.

University logo

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. 73/2020

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 European
Politics and Economics course *(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



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.

Repertory no. 1433/2020

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 TP/2196/05, hereby certify that the above text is a true and complete translation of the Polish document.

Warsaw, 3 December 2020

