**Annex 4 to the UL Rules of Study**

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| **Ref. ID** | **Applicability** | **Faculty Regulations** |
| **Faculty of Philology (FPh)** | | |
| **§ 5(1)(b)** | Rules for the implementation of the student’s obligation to participate in particular forms/modes of classes | Mandatory attendance is required of the students of every study programme at the Faculty of Philology in all Block A course classes in and the Block B and C course classes to which the students enrolled in USOS before the commencement of semester. |
| **§ 5(1)(c)** | Range and conditions for leading classes taught in a foreign language, for conducting knowledge and skills tests, diploma examinations, as well as for preparing Diploma Theses in a foreign language | Pursuant to the Specific Principles of Diploma Award of the UL Faculty of Philology. |
| **§ 5(1)(d)** | Length of grading period—either semesterly or yearly—used with uniform (direct) Master’s degree programmes or extramural (weekend, evening) studies | Semester for full-time or extramural studies.  The Council of the unit managing the study programme may decide that a year is the grading period of an optional course.  For internships pursued in practical study programmes, the grading period can be a year or a semester, according to the applicable schedule of the study curriculum. |
| **§ 5(1)(e)** | Rules of acceptability and conditions for retaking the first semester or the first year of study | For every study programme at the Faculty, the 1st year of study can only be repeated once (and only if the 1st semester has been completed and credited). |
| **§ 5(1)(f)** | Maximum number of teaching hours and the maximum number of examinations per academic year | As specified in the study schedule: the maximum number of teaching hours is 1000 per academic year, and the maximum number of examinations is 8 per academic year. |
| **§ 5(1)(g)** | Student’s minimum grade average of all courses taken to date of the current study pursuit for the eligibility of application for an individually arranged study schedule and curriculum (IPS) | The minimum grade average shall be 4.26. |
| **§ 5(1)(h)** | Criteria for acceptability and the procedure of processing the student’s appeal from the decision on refusal to credit a course/course component | 1. A student may appeal to a Dean from the decision to refuse crediting a course/course component, expressed by grading with a “Fail” or “Not credited”, and the time to appeal is 7 days from the decision. In a specifically reasonable case, the Dean will decide to appoint a board to test the student’s knowledge. The board member shall include:  (a) The board chairperson, being the Dean, or an individual authorised by this function;  (b) Institute/Department Director or Head, or an academic teacher authorised by this function;  (c) A specialist of the course submitted to crediting.  An observing witness of the student’s knowledge assessment before examination board can be an academic teacher who has credited the grade verified in this process.  Other observing witnesses may include a representative of the Students’ Government and the year’s tutor.  The student’s knowledge assessment before examination board can proceed without a representative of the Students’ Government or the tutor.  2. The student’s knowledge assessment before examination board shall be proceeded within 7 days from the Dean’s decision to proceed.  3. The result shall be decided by the majority of vote on the board; if the number of votes is equal on both sides, the board chairperson’s vote shall be conclusive. |
| **§ 5(1)(i)** | Mandatory format of diploma thesis, subject to Section § 52(2) | Pursuant to the Specific Principles of Diploma Award of the UL Faculty of Philology. |
| **§ 5(1)(j)** | Scope of examination requirements for the diploma examination | Pursuant the Specific Principles of Diploma Award of the UL Faculty of Philology. |
| **§ 5(1)(k)** | Procedure for conducting open diploma examinations | None. |
| **§ 5(2)(a)** | Maximum number of semester/study year repetitions per study programme at the Faculty | A student of the second-cycle 2nd year or the first-cycle 2nd or 3rd year may seek an approval from the Dean to be readmitted to repeat the same year/semester, and the student may only repeat these years/semesters up to three times. |
| **§ 5(2)(b)** | Minimum number of ECTS credit points, or the minimum number of courses, allowing for a conditional promotion and registration for the following semester/study year | A student can seek a conditional promotion from a year/semester if the student failed two courses and did not score the ECTS points for the courses. The student is required to complete the courses uncredited so far by the end of the next year/semester.  Practical Language Learning (PNJ) under any study programme cannot be conditionally completed with credit. |
| **§ 5(2)(c)** | Officially binding sequence of courses | As specified in the study schedule. |
| **§ 5(2)(d)** | Compulsory courses, whose credits are obligatory for registration for the following semester/study year, regardless of the total number of ECTS credit points received by a student | Practical Language Learning (PNJ). |
| **§ 5(2)(e)** | Separate, from the one stipulated in Section § 23 of the present Rules, set of rules for transferring students from full-time (standard, daytime) to extramural (evening, weekend) studies, or vice versa, applicable to the entire Faculty, or particular fields of study | None. |
| **§ 5(2)(f)** | Conversion factor for ECTS credit points applied at specific fields of study and specialties, if the exchange of students on an international or national level fail to guarantee an equivalence in students’ achievements | None. |
| **§ 5(2)(g)** | Possibility to apply for an individually arranged study schedule and curriculum (IPS) starting from the first semester of second-cycle studies | None. |
| **§ 5(2)(h)** | Separate set of rules, from the one stipulated in Section § 38(7) and 38(8) of the hereby Rules, for recognising a as a part of the student’s upcoming pursuit of studies | None. |
| **§ 5(2)(i)** | Separate set of rules, from the one stipulated in Section § 38(9) of the hereby Rules, for receiving credits and sitting examinations | None. |
| **§ 5(2)(j)** | Additional, to the ones stipulated in Section § 52, designations for a thesis, or provide examples of written output that meet the guidelines for a Diploma Thesis | Pursuant to the Specific Principles of Diploma Award of the UL FPh. |
| **§ 5(2)(k)** | Prolonging the period, stipulated in Section § 54(5), entitling the student to exemption from taking complementary examinations and courses that would make up for differences in study curricula and/or study schedules | None. |
| **§ 5(2)(l)** | Form of Bachelor's/Master's diploma examination different from the one stipulated in Section § 56(6) | None. |

**SPECIFIC PRINCIPLES OF DIPLOMA AWARD OF THE UL FACULTY OF PHILOLOGY**

**§ 1 General**

1. The student shall choose a Master/Bachelor thesis seminar from those available in the academic year as published by the student’s study programme management unit.
2. By permission from the Dean and considering his/her research interests, the student may write the diploma thesis under the scientific supervision of a faculty member who does not deliver a seminar in the same year.
3. The Thesis Supervisor shall routinely monitor the progress of writing the diploma thesis.
4. The student is required to systematically deliver to his/her Thesis Supervisor the consecutive parts of the thesis, by which it is not possible to serve the complete thesis without prior verification of the thesis progress by the Thesis Supervisor.
5. The subject of each Master/Bachelor thesis shall be approved by the Teaching Council of the unit in management of the study programme, and the approval shall be granted by the end of the 5th semester of Bachelor studies or the 2nd semester of Master studies, as applicable. For a Master/Bachelor thesis subject to be approved by the Teaching Council, the subject shall conform to the disciplines to which the student’s study programme is assigned and the programme-relevant learning outcomes. A change of the Master/Bachelor thesis subject requires approval by the relevant unit’s Teaching Council.
6. A last semester student can pass the Master/Bachelor thesis seminar once having all the compulsory courses credited and internships completed in the student’s pursuit of study, and after serving the thesis, and after the thesis acceptance by the Thesis Supervisor.
7. A student who has infringed any third-party copyright or has infringed and/or falsified any research or its results shall be subject to disciplinary action upon the request of the Dean and pursuant to separate regulations.
8. Along with the diploma thesis, the student shall serve his/her declaration that the thesis has been developed without third-party assistance.
9. Each diploma thesis follows the workflow in APD system.
10. The relevant unit’s Teaching Council may additionally implement specific solutions which conform to the study programme in question.

**§ 2 Diploma thesis format**

1. **First-cycle (Bachelor’s) diploma thesis**
2. **Written (Bachelor’s) diploma thesis**
3. A student who is delivering a written Bachelor’s thesis shall demonstrate the rudimentary knowledge and skills which reflect his/her learning outcomes specified for the student’s study programme.
4. The contents of a Bachelor’s thesis shall not coincide with any assignment assessed under other courses of the study programme.
5. The Bachelor’s thesis subject requires approval from the Thesis Supervisor with reference to the served conspectus of the thesis and the approval from the Scientific Council of the unit in management of the study programme.
6. A written Bachelor’s thesis shall conform to the essential standards applicable to scientific publications in terms of composition, shall be written in a correct language, refer to the most important expert literature of the subject, and include the rudimentary expert terminology and the scientific apparatus (i.e. notes and references).
7. A written Bachelor’s thesis shall include these parts:

* A cover/title sheet (with the student’s full name and student’s ID number, the thesis title in Polish and English—or, for thesis in Modern Language Studies— in the foreign language of the relevant study programme and in Polish – the name of the unit in which the thesis is written, and the full name of the Thesis Supervisor);
* Table of contents;
* Introduction, explaining the subject and objective of thesis, a discussion of the critical aspects of the state of research, and the identification of the applied method;
* The substance, divided into sections (chapters);
* The thesis conclusion;
* Annex (alternative);
* Literature references (bibliography);
* An abstract and keywords in Polish if the thesis is delivered in a foreign language, or in English if the thesis is delivered in Polish.

1. The volume of a Bachelor’s thesis shall be approx. 25 to 40 pages (i.e. 45,000 to 72,000 characters w/o spaces).
2. A written Bachelor’s thesis shall be delivered in compliance with the editor’s standards specified for the relevant study programme.
3. A written Bachelor’s thesis in Modern Language Studies shall be delivered in the foreign language being learned, unless the specific nature of the study programme permits the delivery in Polish language. Modern Language students shall demonstrate their foreign language skills on Level B2+. For dual-language study programmes, a student may elect any of these languages, provided the student’s mastery of the language is at least on Level B2+.
4. The Thesis Supervisor and the thesis reviewer will assess the Bachelor’s thesis in writing, in APD system, pursuant to the relevant assessment form specimen.
5. **Bachelor’s project thesis**
6. A student delivering a Bachelor’s project thesis (henceforth: “Bachelor’s project”) shall demonstrate the capacity in solving practical problems and the rudimentary capabilities in a scientific description of the problems, including references to the most important expert literature and the methodology of the thesis. Foreign language students shall demonstrate their foreign language skills on Level B2+.
7. A Bachelor’s project can be delivered by a team of students; however, the assignments of each team member shall be specifically identified as each assignment will be assessed separately.
8. The objective of a Bachelor’s project should be to develop (solve, describe, or explain) a specific problem (i.e. a subject or question) which can be e.g., edition of an encyclopaedic entry, creation of a library catalogue or a computer database, preparation of an exhibition, a literary (scientific) text translation complete with a critical commentary, a critical edition of a literary (scientific) text, delivery of an anthology of literary (scientific) texts with a critical/historical background commentary, an interview, a written reporting, development of a radio show, development of a theatre programme documentation, development of a cycle of classes dedicated to a specific subject, development of a (audio) guide (into literature or a cultural topic), delivery of a cycle of opinion or commentary columns, development of a documentation for a specific question, development of a speech-language therapy protocol driven by a diagnosis of a speech disorder patient, development and analysis of speech-language screening tests, development of a speech-language therapeutic stimulation protocol driven by an analysis of speech of the patient, development of a terminology glossary or a topic-focused dictionary, a translation from a foreign language into Polish or vice versa, complete with a discussion of the translation process, development of a reference compendium or a compendium of language and culture in Philology.
9. The subject of a Bachelor’s project should be genuine and proprietary and shall not coincide with any assignment assessed under other courses of the study programme.
10. The Bachelor’s project subject requires approval from the Thesis Supervisor with reference to the served project plan and the approval from the Scientific Council of the unit in management of the study programme.
11. The project plan of a Bachelor’s project shall include these features:

* Project subject and objective;
* Description of practical activities;
* Description of the research method;
* Explanation of the project execution method (the problem solution);
* Description of each task, project execution phases, and their planned timelines;
* Listing of expert references and sources.

1. A Bachelor’s project shall comprise two parts:
2. A presentation of the effects of practical activities or their documentation (e.g. an exhibition, a translation, a reporting, or photographic documentation), which can also be a public demonstration;
3. A critical narrative with a volume of 8 to 15 pages (i.e. 14,400 to 27,000 characters w/o spaces)

* inclusive of a description of the actions taken and the applied research methodology;
* written in a correct language and complete with essential expert terminology;
* developed from the most important expert reference literature;
* completed with the scientific apparatus (i.e. notes and references);
* delivered in compliance with the editor’s standards specified for the relevant study programme;
* inclusive of an abstract and keywords in Polish if the thesis is delivered in a foreign language, or in English if the thesis is delivered in Polish.

1. If the Bachelor’s project is developed by a team of students, each team member shall separately deliver the project description concerning the member’s assignment.
2. A Bachelor’s project is assessed with the focus on the effect of practical activities and the descriptive part. The Thesis Supervisor and the thesis reviewer will assess the Bachelor’s project in writing, in APD system, pursuant to the relevant assessment form specimen.
3. The project’s assessment shall be driven with these criteria: innovation, authenticity, compliance of the effects achieved with the established objectives, the validity of the adopted method, the consistence of the practical activities with the descriptive part of the thesis, and—whenever reasonable—the method of project presentation.
4. **Second-cycle (Master’s) diploma thesis**
5. **Written (Master’s) diploma thesis**
6. A student who is delivering a Master’s thesis shall demonstrate the advanced knowledge and skills which reflect his/her learning outcomes specified for the student’s study programme.
7. The contents of a Master’s thesis shall not coincide with any assignment assessed under other courses of the study programme, or with the subject of the student’s first-cycle Bachelor’s thesis.
8. The Master’s thesis subject requires approval from the Thesis Supervisor with reference to the served conspectus of the thesis and the approval from the Scientific Council of the unit in management of the study programme.
9. A Master’s thesis shall conform to the standards applicable to scientific publications in terms of composition, refer to the most important expert literature of the subject, and include the expert terminology and the scientific apparatus (i.e. notes and references).
10. A Master’s thesis shall include these parts:

* A cover/title sheet (with the student’s full name and student’s ID number, the thesis title in Polish and English—or, for thesis in Modern Language Studies— in the foreign language of the relevant study programme—the name of the unit in which the thesis is written, and the full name of the Thesis Supervisor);
* Table of contents;
* Introduction, explaining the subject and objective of thesis, a discussion of the state of research, and the identification of the applied methodology;
* The substance, divided into sections (chapters);
* The thesis conclusion;
* Annex (alternative);
* Literature references (bibliography);
* An abstract and keywords in Polish if the thesis is delivered in a foreign language, or in English if the thesis is delivered in Polish.

1. The volume of a Master’s thesis shall be approx. 60 to 100 pages (i.e. 108,000 to 180,000 characters w/o spaces).
2. A Master’s thesis in Modern Language Studies shall be delivered in the foreign language being learned, unless the specific character of the study programme permits the delivery in Polish language. Modern Language students shall demonstrate their foreign language skills on Level C1. For dual-language study programmes, a student may elect any of these languages, provided the student’s mastery of the language is at least on Level C1.
3. A Master’s thesis shall be delivered in compliance with the editor’s standards specified for the relevant study programme.
4. The Thesis Supervisor and the thesis reviewer will assess the Master’s thesis in writing, in APD system, pursuant to the relevant assessment form specimen.

**§ 3 Diploma examination**

1. **Bachelor’s diploma examination**
2. The list of Bachelor’s examination questions is established by the Director/Head of each study programme.
3. Each list of Bachelor’s examination questions shall include the following as a minimum: 20 questions approved by the unit’s Council and provided to the students at the beginning of the academic year in which the diploma examination is to be taken for the relevant cycle of study.
4. The Thesis Supervisor shall e-mail the Dean’s office to notify about the members of the examination board at least 10 days before the scheduled date of examination.
5. During the student’s diploma examination, the student is given three questions: one from the list of examination questions for the student’s study programme, one relevant to the problem presented in the diploma seminar, and one relevant to the thesis subject.
6. If a thesis is delivered as a project, the third examination question concerns the project execution.
7. A Bachelor’s examination session should take a minimum of 20 minutes.
8. A Bachelor’s examination can proceed over a remote connection pursuant to the relevant Regulation by the UL Rector.
9. **Master’s diploma examination**
10. The Thesis Supervisor shall e-mail the Dean’s office to notify about the members of the examination board at least 10 days before the scheduled date of examination.
11. Aside from presenting the written Master’s thesis, the student shall pass the Master’s examination by answering one question directly concerning the subject or methodology of the thesis, plus two questions relevant to a broader topic relevant to the Master’s thesis. The Master’s examination session should take 30 to 40 minutes.
12. A Master’s examination can proceed over a remote connection pursuant to the relevant Regulation by the UL Rector.