

Annex 4 to the UL Rules of Study

ID	Scope	Faculty regulations from 1.10.2026
Faculty of Philology		
§ 5(1)(b)	Rules for the implementation of the student's obligation to participate in particular types of classes	Students enrolled in all degree programmes within the Faculty of Philology are required to attend all classes in Block A and those in Blocks B and C for which they have registered in USOS prior to the start of the semester. The number of permitted absences (no more than 15% – i.e. two absences for 28-hour courses and one absence for 14-hour courses) are determined by the course instructor. The course instructor is required to verify that a student has achieved the learning outcomes assigned to any classes from which they were absent. The conditions and method of such verification are determined by the course instructor. If a student is absent from more than 15% of classes, the course instructor may either permit the student to make up the missed work or refuse permission to do so, in accordance with §14(5) of the Study Regulations. The conditions for making up missed work shall be determined by the course instructor. Absence from 30% or more of workshop-based classes (four absences in the case of 28-hour courses and two absences in the case of 14-hour courses) prevents the student from obtaining credit for those classes.
§ 5(1)(c)	Scope and conditions of conducting classes, knowledge or skills tests and diploma examinations in a foreign language and preparing diploma theses in a foreign language	In accordance with the detailed regulations governing degree award procedure at the Faculty of Philology.
§ 5(1)(d)	The assessment period for full-time and part-time BA and MA studies, as well as long-term	Full-time and part-time studies – on a semester basis. The Faculty Council may decide to allow students to complete elective subjects on an annual basis.

	MA studies, organised either by semester or by academic year	In the case of professional placements undertaken within practice-oriented degree programmes, the assessment period may be either a year or a semester, in accordance with the curriculum set out for the degree programme.
§ 5(1)(e)	Admissibility and conditions for repeating the first semester or year of study	Students may repeat the first year of study only once, provided that they have successfully completed the first semester, across all degree programmes.
§ 5(1)(f)	Maximum number of academic hours and maximum number of examinations per academic year	As specified in the study timetable: the maximum number of didactic hours is 1000 per academic year, and the maximum number of examinations is 8 per academic year.
§ 5(1)(g)	Minimum average grade in the course of study to date allowing for an individual study plan and programme (IPS)	The minimum grade average is 4.26.
§ 5(1)(h)	Conditions of admissibility and procedure for resolving a student's appeal against a decision to refuse credit for a course/component classes	1. A student who is refused credit for a subject or one of its constituent classes, either through the award of a failing grade (<i>fail</i>) or the entry of “nzal” (<i>not credited</i>), has the right to appeal to the Dean within seven days of the decision. In particularly justified cases, the Dean may decide to appoint a committee to reassess the student's knowledge. The committee consists of: (a) the Dean, or a person authorised by the Dean, acting as chairperson of the committee; (b) the director/head of the institute or department, or an academic staff member authorised by them; (c) a specialist in the subject concerned. The academic staff member who awarded the contested grade may attend the committee assessment as an observer. Representatives of the Faculty Student Council and the student's year tutor may also attend as observers. The committee assessment may proceed notwithstanding the absence of either the student representative or the year tutor.

		2. The committee assessment takes place within seven days of the date on which the Dean decides to appoint the committee. 3. The committee determines the outcome by a majority vote. In the event of an equal division of votes, the chairperson has the casting vote.
§ 5(1)(i)	Mandatory form of the thesis, subject to § 52(2)	In accordance with the detailed regulations governing degree award procedure at the Faculty of Philology.
§ 5(1)(j)	Scope of requirements of the diploma examination	In accordance with the detailed regulations governing degree award procedure at the Faculty of Philology.
§ 5(1)(k)	Procedure for conducting open diploma examinations	none
§ 5(2)(a)	The maximum number of repeated semesters/academic years, including repetitions resulting from resumption, on degree programmes offered by the Faculty; and the maximum period that may elapse following removal from the student register during which learning outcomes achieved in previous studies may still be recognised	A student in the second year or above of a BA programme, or in the second year of an MA programme, may obtain the Dean's permission to repeat the same semester of study up to a maximum of three times. If, after exhausting this limit, the student still fails to complete the semester successfully, they are removed from the register of students and may continue their studies only following reinstatement. In such a case, the student may be reinstated only once. Following reinstatement, the student may repeat a semester on one occasion only.
§ 5(2)(b)	Minimum number of ECTS credits or minimum number of courses allowing a student to pass a semester/year conditionally and to be enrolled in the next semester/year of study	A student may be granted conditional progression to the next semester or academic year if they have failed to obtain credit for no more than two subjects and the corresponding ECTS credits. The student is required to obtain the outstanding credit(s) by the end of the following semester or academic year, as applicable. In exceptional circumstances, the Dean may grant permission for conditional progression in respect of the same subject for a second time.
§ 5(2)(c)	Applicable sequence of subjects	As specified in the study timetable.
§ 5(2)(d)	Mandatory subjects without passing of which a student may not be enrolled in the next semester/year of study, regardless of the score	Practical Language Learning (PNJ) <u>Italian Studies</u> BA Second foreign language 1, 2, 3, 4

		<u>Theatre production and show organisation</u> - Elective practical workshops
§ 5(2)(d¹)	Rules for changing degree programme during the first semester/year of studies other than those set out in § 21(3) of these Rules	none
§ 5(2)(e)	Rules for the transfer of students from full-time to part-time studies or from part-time to full-time studies other than those set out in § 23 of these Rules; rules applicable to the whole faculty or to individual majors	none
§ 5(2)(e¹)	Rules for transferring students from other higher education institutions other than those set out in § 25 of the Rules of Study	A transfer is possible provided that the student meets the admission requirements relating to the number of credits obtained and, in the case of the Speech and Language Therapy with Audiology programme, achieves a positive result in an assessment designed to evaluate their suitability for the profession.
§ 5(2)(f)	ECTS credit conversion rates for individual programmes and specialities where the exchange of students with foreign or national institutions does not guarantee the equivalence of student achievements	none
§ 5(2)(g)	Possibility to apply from the first semester in the MA programme for an individual study plan and programme (IPS)	none
§ 5(2)(h)	Rules for the completion of a course of study other than those set out in § 38(7) and (8)	none
§ 5(2)(i)	Rules for obtaining credit and taking examinations other than those set out in §38(9) of these Rules	none

§ 5(2)(j)	Additional designations or examples of written work fulfilling the requirements of the thesis, in addition to those indicated in § 52	In accordance with the detailed regulations governing degree award procedure at the Faculty of Philology.
§ 5(2)(k)	Extension of the period of interruption in the study programme indicated in § 54(5) authorising the student to be exempted from compensating for differences in the study plan and programme	none
§ 5(2)(l)	A form of BA/BSc examination other than specified in § 56(6) of these Rules	In accordance with the detailed regulations governing degree award procedure at the Faculty of Philology.

SPECIFIC PRINCIPLES OF DIPLOMA AWARD AT THE FACULTY OF PHILOLOGY

§ 1

General Provisions

1. Students select a BA or MA thesis seminar from the offer presented in a given academic year by the academic unit responsible for the degree programme.
2. Upon Dean's permission and considering their research interests, a student may prepare a thesis under the supervision of an academic teacher who is not conducting a seminar in the relevant academic year.
3. The thesis supervisor is required to monitor the progress of the thesis on an ongoing basis.
4. The student is required to systematically deliver to their thesis supervisor the consecutive parts of the thesis. This precludes the submission of a complete thesis without prior review of the student's progress by the supervisor.
5. The topic of each MA/BA thesis must be approved by the Council of the unit responsible for the degree programme, no later than the end of the fifth semester of BA studies and no later than the end of the second semester of MA studies. Approval of the thesis topic is conditional upon its alignment with the academic disciplines to which the degree programme has been assigned and with the programme learning outcomes. Any subsequent changes to the thesis topic require approval by the council of the academic unit.
6. In the final semester of study, a student may receive credit for the BA or MA thesis seminar after completing all compulsory subjects and placements included in the curriculum, submitting the thesis, and obtaining the supervisor's approval.
7. If infringement of copyright, falsification of research, or falsification of research results is established, the student is subject to disciplinary proceedings at the Dean's request in accordance with separate regulations.
8. Together with the thesis, the student must submit a declaration confirming that the bachelor's thesis or master's thesis has been prepared independently.
9. The circulation and approval process for theses is conducted through the APD system.
10. The council of the academic unit may adopt additional detailed provisions reflecting the specific characteristics of a particular degree programme.

§ 2

Diploma thesis format

I. BA (first-cycle) thesis

1. Written BA (first-cycle) thesis

- 1) A student preparing a written BA thesis must demonstrate advanced knowledge and skills consistent with the learning outcomes specified for the relevant degree programme.
- 2) The content of the BA thesis must not duplicate assignments assessed as part of other subjects included in the curriculum.

- 3) The topic of the BA thesis is agreed with the thesis supervisor on the basis of a thesis proposal and approved by the council of the unit offering the degree programme.
- 4) A written BA thesis must comply with the basic standards of academic writing in terms of structure, be written in correct language, make appropriate use of key academic literature and specialist terminology, and include scholarly apparatus such as references and a bibliography.
- 5) A written BA thesis must include:
 - a title page (student's name, student number, thesis title in Polish and English or, in the case of modern-language programmes, in the language studied and in Polish, the name of the academic unit and the name of the thesis supervisor),
 - a table of contents,
 - an introduction explaining the topic and objectives of the thesis, discussing the state of research and indicating the methodology used,
 - the main body divided into chapters,
 - a conclusion presenting findings and final conclusions,
 - an appendix, if applicable,
 - a bibliography,
 - an abstract and keywords in Polish if the thesis is written in a foreign language, or in English if the thesis is written in Polish.
- 6) A BA thesis should be approximately 25–40 pages long (45,000–72,000 characters without spaces).
- 7) A written BA thesis must comply with formatting requirements specified for the relevant degree programme.
- 8) For modern-language degree programmes, BA theses should be written in the foreign language studied unless the nature of the programme permits a thesis in Polish. Students of modern-language programmes must demonstrate language proficiency at the level specified in the curriculum. For bilingual programmes, students may choose either language of study provided they have attained at least B2+ level proficiency.
- 9) The written assessment of the bachelor's thesis in the APD system is completed by the thesis supervisor and the reviewer using the approved assessment form.

2. Project-based BA thesis

- 1) A student preparing a project-based BA thesis must demonstrate the ability to solve practical problems and provide an advanced academic analysis of the solutions, making appropriate use of specialist literature and methodology. Students enrolled in modern language degree programmes must demonstrate proficiency in the relevant foreign language at the level specified in the curriculum for the relevant degree programme.
- 2) A project-based BA thesis may be prepared by a team of no more than four students. The responsibilities of each student must be clearly defined and are assessed separately.
- 3) The purpose of the project should be to develop (solve, describe or explain) a specific problem (topic or issue). Such a project may, for example, involve the preparation of encyclopaedia entries, the creation of a library catalogue or computer database, the organisation of an exhibition, the translation of a literary or academic text accompanied by a critical commentary, the preparation of a critical edition of a literary or academic text, the compilation of an anthology of literary or academic texts with

critical or historical commentary, conducting an interview, writing a feature report, producing a radio programme, preparing documentation of a theatrical repertoire, organising an artistic event, developing a promotional or curatorial strategy for an artistic event, preparing a production plan for an artistic event, designing a series of lessons on a specific topic, preparing a guide or audio guide (e.g. literary or cultural), developing a series of columns or commentaries, preparing a promotional campaign project for a company, developing and conducting a televised debate, planning and organising a media event, compiling documentation relating to a selected issue, preparing a speech and language therapy programme for a person with speech disorders based on a diagnosis, conducting and analysing speech and language screening assessments, developing a speech and language stimulation programme based on an analysis of a patient's utterances, compiling a terminological glossary, a thematic dictionary, a translation from a foreign language into Polish or vice versa accompanied by a discussion of the translation process, or preparing an information or knowledge compendium in the linguistic and cultural field of philological studies.

- 4) The topic of the BA project must be original and must not duplicate assignments assessed within other subjects included in the curriculum.
- 5) The topic of the BA project is agreed upon with the thesis supervisor on the basis of a project plan and approved by the council of the unit offering the degree programme.
- 6) The BA project plan must include:
 - the topic and objectives of the project,
 - a description of practical activities,
 - the research methodology,
 - a description of the method of implementation (problem solutions),
 - a description of individual tasks, project stages and expected deadlines,
 - a list of specialist literature and sources.
- 7) A BA project must consist of:
 - a. a presentation of the practical outcomes or their documentation, (e.g. an exhibition, a translation, a feature report, photographic documentation) which may also take the form of a public presentation;
 - b. a descriptive and critical report of 8–15 pages (14,400–27,000 characters without spaces), which:
 - describes the activities and the applied research methodology,
 - is written in clear and correct language and makes appropriate use of basic specialist terminology,
 - is based on key specialist literature,
 - includes scholarly apparatus (references and bibliography),
 - complies with the formatting requirements specified for the relevant degree programme,
 - includes an abstract and keywords in Polish if the thesis is written in a foreign language, or in English if the thesis is written in Polish.
- 8) If a project is prepared by a team, each student prepares an individual descriptive report relating to their own contribution.
- 9) A BA project assessment covers both the practical outcomes and the descriptive report. The assessment is completed by the thesis supervisor and the reviewer in the APD system.

- 10) The assessment of the project should take into account the following criteria: innovation, originality, the extent to which the intended objectives have been achieved, the appropriateness of the methodology adopted, the coherence between the practical component and the descriptive report, and, if applicable, the manner in which the project is presented. The council of the academic unit in which the BA project is carried out may establish additional assessment criteria reflecting the specific nature of the project.
- 11) Students undertaking a project-based BA thesis may apply for funding to support project activities.

3. Portfolio-based BA thesis

- 1) A student preparing a thesis using the portfolio method (hereinafter referred to as a BA portfolio, understood as a collection of documents prepared by the author and related to the agreed thesis topic) must demonstrate advanced knowledge and skills consistent with the learning outcomes specified for the relevant degree programme by completing academic tasks with the use of key specialist literature and appropriate research methodology. Students enrolled in modern language degree programmes must demonstrate proficiency in the relevant foreign language at the level specified in the curriculum for the relevant degree programme.
- 2) Elements of the BA portfolio must not duplicate assignments assessed within other subjects included in the curriculum.
- 3) The BA portfolio topic is agreed upon with the thesis supervisor and approved by the council of the academic unit offering the relevant degree programme.
- 4) The BA portfolio is developed progressively over both semesters of the BA thesis seminar.
- 5) The portfolio includes both work completed during classes and tasks undertaken independently without the direct supervision of the BA seminar coordinator.
- 6) The BA portfolio is processed within the APD system as a single file and includes the elements specified in the list prepared by the leader of the BA seminar and included in the course syllabus. These elements must include: a portfolio description containing a work plan, the research and methodological framework, the main content components and a bibliography.
- 7) The BA portfolio must demonstrate that the student has acquired advanced knowledge and skills consistent with the learning outcomes specified for the relevant degree programme by including the following mandatory elements:
 - a bibliography of academic literature relating to a specified research topic,
 - a review of specialist literature in the relevant field of research, including critical summaries of selected sources,
 - the research objective, hypotheses and/or research questions based on the identification of research gaps, together with a description of the research methodology,
 - an analysis of source material (linguistic, literary or cultural, depending on the nature of the degree programme and the research task),
 - the student's own argumentation, supported by paraphrases and quotations from sources and written in an appropriate academic register and style,
 - conclusions drawn from the conducted research.

- 8) The assessment of the BA portfolio covers all of its components referred to in point 7. The written assessment of the BA portfolio in the APD system is completed by the thesis supervisor and the reviewer in accordance with the prescribed assessment form. The assessment form for the BA portfolio is determined at the level of the relevant degree programme.
- 9) If a BA thesis is prepared using the portfolio method, the BA degree examination consists of a compulsory written component, which does not form part of the portfolio, and an oral component.
- 10) Portfolio-based BA theses may be undertaken within a given degree programme only if this form of thesis is mandatory for all students participating in the BA thesis seminar in a given academic year (with the exception of students repeating the final semester of the seminar).

II. MA (second-cycle) thesis

1. Written MA (second-cycle) thesis

- 1) A student preparing an MA thesis must demonstrate advanced knowledge and skills consistent with the learning outcomes specified for the relevant degree programme.
- 2) The content of the MA thesis must not duplicate assignments assessed as part of other subjects included in the curriculum, nor may it overlap with the topic of the BA thesis prepared during BA studies.
- 3) The topic of the MA thesis is agreed upon with the thesis supervisor on the basis of a thesis proposal and approved by the council of the unit offering the degree programme.
- 4) The MA thesis must comply with the standards of academic writing, be written in an academic style, make appropriate use of specialist literature and terminology, and include scholarly apparatus (references and bibliography).
- 5) The MA thesis must include the following elements:
 - a title page (the author's name, student number, thesis title in Polish and English or, in the case of theses written within modern language degree programmes, in the language studied and in Polish, the name of the academic unit in which the thesis was prepared and the name of the thesis supervisor),
 - a table of contents,
 - an introduction explaining the topic and objectives of the thesis, discussing the state of research and indicating the applied methodology,
 - the main body divided into chapters,
 - a conclusion presenting findings and final conclusions,
 - an appendix (if applicable),
 - a bibliography,
 - an abstract and keywords in English if the thesis is written in Polish, or in Polish if the thesis is written in a foreign language.
- 6) A written MA thesis should be 60–100 pages long (108,000–180,000 characters without spaces).
- 7) MA theses prepared within modern language degree programmes should be written in the language studied, unless the nature of the programme permits the preparation of a thesis in Polish. Students enrolled in modern language degree programmes must demonstrate proficiency in the relevant foreign language at the level specified in the

curriculum for the relevant degree programme. In the case of bilingual degree programmes, a student may choose either of the languages studied, provided that they have attained a minimum proficiency level of C1.

- 8) The MA thesis must be prepared in accordance with the formatting requirements specified for the relevant degree programme.
- 9) The written assessment of the MA thesis in the APD system is completed by the thesis supervisor and the reviewer using the approved assessment form.

§ 3

Diploma examination

I. BA diploma examination

1. The BA examination may take the form of an oral examination or consist of two parts: a written part and an oral part. If the examination consists of two parts, the written part is held first, and admission to the oral part depends on passing the written part.
2. The scope of the BA examination is defined by the heads of the units offering the relevant degree programmes.
3. The list of examination topics for the oral part of the BA examination must include at least 20 topics approved by the council of the unit and made available to students at the beginning of the academic year in which the final examination takes place for the given cycle of education.
4. The thesis supervisor informs the dean's office by email about the composition of the examination committee at least 10 days before the scheduled examination date.
5. During the (optional) written part of the BA examination, the student demonstrates advanced knowledge and skills consistent with the learning outcomes specified for the relevant degree programme. Tasks in this part of the examination are thematically related to the content of the seminar. The written part is assessed by a committee appointed to conduct the BA examination.
6. The written (optional) part of the BA examination is organised for all seminar participants at the same time.
7. During the oral part of the BA examination, the student receives three questions: one question from the list of topics prepared for the relevant degree programme, one question related to issues discussed during the seminar and one question related to the topic of the thesis.
8. For a project-based thesis, the third question is related to the implementation of the project.
9. For a portfolio-based thesis, the third question is related to the content included in the portfolio.
10. The written part of the BA examination should last no less than 2 hours and the oral part no less than 20 minutes.
11. The oral part of the BA examination may be conducted remotely in accordance with the relevant Rector's regulation.
12. If the BA examination consists of two parts, the final grade is the arithmetic mean of the grade from the written part and the combined grade from the oral part.

II. MA diploma examination

1. The thesis supervisor informs the dean's office by email about the composition of the examination committee at least 10 days before the scheduled examination date.
2. In addition to the submission of the written MA thesis, the student takes an examination consisting of one question directly related to the topic or methodology of the thesis and two questions concerning broader issues related to the MA thesis. The MA examination should last no less than 30 minutes.
3. The MA examination may be conducted remotely in accordance with the relevant Rector's regulation.