

**Annex no. 4 to the Study Regulations**

Identifier	Scope	Faculty regulations
<b>Faculty of Philology (FPh)</b>		
§ 5(1)(b)	Rules of the implementation of the student's obligation to participate in particular types 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)	Scope and conditions of conducting educational classes, knowledge or skills tests and diploma examinations in a foreign language and preparing diploma theses in a foreign language	Pursuant to the Specific Principles of Diploma Award of the UL Faculty of Philology.
§ 5(1)(d)	The credit period for degree programmes conducted as a uniform master's degree programme or as a part-time programme as either a semester or a year of study	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)	Admissibility and conditions for repeating the first semester or 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 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)	Minimum average score in the course of study to date allowing to apply for an individual study plan and curriculum (IPS)	The minimum grade average shall be 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	<p>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:</p> <ul style="list-style-type: none"> <li>(a) The board chairperson, being the Dean, or an individual authorised by this function;</li> <li>(b) Institute/Department Director or Head, or an academic teacher authorised by this function;</li> <li>(c) A specialist of the course submitted to crediting.</li> </ul> <p>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.</p> <p>2. The student’s knowledge assessment before examination board shall be proceeded within 7 days from the Dean’s decision to proceed.</p>

		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.
<b>§ 5(1)(i)</b>	Mandatory form of the thesis, subject to § 52(2)	Pursuant to the Specific Principles of Diploma Award of the UL Faculty of Philology.
<b>§ 5(1)(j)</b>	Scope of requirements of the diploma examination	Pursuant the Specific Principles of Diploma Award of the UL Faculty of Philology.
<b>§ 5(1)(k)</b>	Procedure for conducting open diploma examinations	none
<b>§ 5(2)(a)</b>	Maximum number of cases of repeating a semester/year in the majors taught 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. If a student fails to pass a semester after this limit has been reached, they are removed from the list of students and may continue their studies upon resumption. In such a situation, the student may resume studies only once. As a result of this resumption, the student is allowed to repeat a semester once.
<b>§ 5(2)(b)</b>	Minimum number of ECTS credits or minimum number of majors allowing a student to pass a semester/year conditionally and to be enrolled in the next semester/year of study,	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. In exceptional cases, the Dean may grant permission for another conditional credit for the same subject. Practical Language Learning (PNJ) under any study programme and subjects referred to in 5(2)(d) cannot be conditionally completed with credit.
<b>§ 5(2)(c)</b>	Applicable sequence of subjects	As specified in the study schedule.
<b>§ 5(2)(d)</b>	Mandatory subjects without passing of which a student may not be enrolled in the next semester/year of study, regardless of the score obtained	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
<b>§ 5(2)(e)</b>	Rules other than those provided for in § 23 of these Regulations for the transfer of students from full-time to part-time study or vice versa, rules applicable to the whole faculty or to individual majors	none
<b>§ 5(2)(f)</b>	ECTS credit conversion rates for individual majors and specialities where the exchange of students with foreign or national institutions does not guarantee the equivalence of student achievements	none
<b>§ 5(2)(g)</b>	Possibility to apply from the first semester in the second degree study programme for an individual study plan and curriculum (IPS),	none
<b>§ 5(2)(h)</b>	Rules other than provided for in § 38(7) and (8) for the completion of a course of study	none

<b>§ 5(2)(i)</b>	Rules for obtaining credit and taking examinations other than those provided for in § 38(9) of these regulations	none
<b>§ 5(2)(j)</b>	Additional designations or examples of written work fulfilling the requirements of the thesis, in addition to those indicated in § 52	Pursuant to the Specific Principles of Diploma Award of the UL FPh.
<b>§ 5(2)(k)</b>	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 curriculum	none
<b>§ 5(2)(l)</b>	A form of Bachelor's/engineer examination other than specified in § 56(6) of these regulations	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 their 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 their 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 their 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**

#### **I. First-cycle (Bachelor's) diploma thesis**

##### **1. Written (Bachelor's) diploma thesis**

- 1) A student who is delivering a written Bachelor's thesis shall demonstrate the rudimentary knowledge and skills which reflect their learning outcomes specified for the student's study programme.

- 2) The contents of a Bachelor's thesis shall not coincide with any assignment assessed under other courses of the study programme.
- 3) 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.
- 4) 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).
- 5) 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.
- 6) 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).
- 7) A written Bachelor's thesis shall be delivered in compliance with the editor's standards specified for the relevant study programme.
- 8) 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+.
- 9) 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.

## **2. Bachelor's project thesis**

- 1) 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 are required to demonstrate proficiency in a foreign language at the level specified in the curriculum for a given study programme.
- 2) 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.

- 3) 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.
- 4) 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.
- 5) 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.
- 6) 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.
- 7) A Bachelor's project shall comprise two parts:
  - a. 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;
  - b. 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.
- 8) 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.

- 9) 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.
- 10) 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. The Teaching Council of the unit in which the bachelor's project is carried out may specify additional assessment criteria consistent with the nature of the project.
- 11) A student or a team undertaking a bachelor's project may apply for funding for tasks included in the bachelor's project.

## **II. Second-cycle (Master's) diploma thesis**

### **1. Written (Master's) diploma thesis**

- 1) A student who is delivering a Master's thesis shall demonstrate the advanced knowledge and skills which reflect their learning outcomes specified for the student's study programme.
- 2) 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.
- 3) 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.
- 4) 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).
- 5) A Master's thesis shall include these parts:
  - A cover/title sheet (with the author'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.
- 6) 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).
- 7) 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 at the level specified in the curriculum for a given study programme. 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.

- 8) A Master's thesis shall be delivered in compliance with the editor's standards specified for the relevant study programme.
- 9) 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**

#### **I. Bachelor's diploma examination**

1. The list of Bachelor's examination questions is established by the Director/Head of each study programme.
2. 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.
3. 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.
4. 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.
5. If a thesis is delivered as a project, the third examination question concerns the project execution.
6. A Bachelor's examination session should take a minimum of 20 minutes.
7. A Bachelor's examination can proceed over a remote connection pursuant to the relevant Regulation by the UL Rector.

#### **II. Master's diploma examination**

1. 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.
2. 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.
3. A Master's examination can proceed over a remote connection pursuant to the relevant Regulation by the UL Rector.