

Ordinance of the Dean of the Faculty of Psychology

No. 4/2017 dated 29 September 2017

On the grounds of §4 item 6, §9, item 6 and 12, §12, §25 item 6, §28 item 2, §30 item 6, §33 of the Rules of Study at the University of Warsaw, which constitutes an annex to Resolution No 351 of the UW Senate of 22 April 2015 on enacting The Rules of Study at the University of Warsaw (Monitor UW 2015, item 71), the Dean of the Faculty of Psychology resolves as follows:

§ 1

General provisions

1. The present Ordinance defines:
 - a) rules of enrolment for courses;
 - b) rules for obtaining course credit, including annual empirical papers;
 - c) rules for excusing absences from classes;
 - d) rules for conducting exams and excusing absences at exams, except for the diploma exam;
 - e) detailed rules for clearing a semester of studies;
 - f) rules for determining equivalence of courses and study terms;
 - g) rules for determining program differences related to resumption of studies, transfer to the University of Warsaw from another institution, completing a part of the study program at another university, or changing the form of studies;
 - h) rules for exempting a student from attending particular classes if participation in scientific activities ensures fulfilling the same learning outcomes.
2. The Ordinance concerns studies pursued within Warsaw International Studies in Psychology.

§ 2

On-line registration

Registration for courses offered by the Faculty of Psychology shall be conducted in the following manner:

- a) For chosen obligatory courses divided into groups – through the UW central USOSweb registration system; for other obligatory courses – by the WISP office;
- b) For elective and specialization courses – through the token registration system.

§ 3

Class registration and allotment of tokens

1. In order to register for a course, a student must have an appropriate number of tokens in the token registration system. If the allotted pool of tokens has been used and the student wishes to enrol for a course, he/she may request for extra tokens.
2. Students are allotted each type of tokens only once:
 - 77 tokens to be used for elective courses are allotted before registration for the spring semester of the first year of studies
 - 78 tokens for specialization courses are allocated before registration for the winter semester of the fourth year of studies.
3. A student who is transferring to the UW from another institution is allotted a number of tokens which is proportional to the number of years needed for the planned completion of studies and to the number of transferred elective and specialization courses.
4. Students have the right to trade 15 specialization tokens for 15 elective tokens and vice versa. Persons who wish to trade tokens should apply to the Dean of the Faculty.
5. The number of registration tokens needed to register for a course is equal to the number of ECTS points assigned to the course. An exception to this rule is obligatory courses, for which students register without spending their tokens.
6. If a student has spent his/her tokens on a class that has not been open for enrolment, the tokens are reimbursed.

§ 4

Registration for WISP courses

1. Registration for courses of a given study cycle is divided into two rounds, in accordance with § 19 item 5 of the Rules of Study at the UW. Each round is divided into two series. In both series of the first round and the first series of the second round, students can both register for classes and deregister, whereas in the second series of the second round it is possible to register for courses but not to deregister. The maximum number of tokens that can be spent on elective courses in the first series of the first round is 8.
2. Registration dates are defined in § 19 item 6 of the Rules of Study at the UW.
3. The fact that a course is open for registration does not mean that it will be offered in a given semester. If during the first round of registration and the first series of the second round of registration the number of enrolments for a course falls below a set minimum, the course shall be cancelled. In such a case, the enrolled students shall be deregistered and tokens shall be reimbursed.
4. Courses with enrolment below the following minimum numbers may be considered to be removed from the course offer for the given semester:
 - a. 8 persons for classes;
 - b. 14 persons for seminars;
 - c. 20 persons for lectures.

§ 5

Registration for courses not offered by the Faculty of Psychology

1. There is a group of courses for which students register without spending their elective or specialization tokens. These include:
 - a) general academic courses (“OGUNs”),
 - b) foreign language courses and exams,
 - c) Physical Education classes,
 - d) courses for foreign students offered by the Centre of Polish Language and Culture for Foreigners “Polonicum”.
2. Registration for general academic courses, foreign language courses and exams, physical education and courses by Polonicum requires special tokens, issued for this purpose.
3. All students receive 300 tokens for general academic courses, 240 tokens for foreign language courses, and 2 foreign language exam tokens. In addition, full time students receive 90 tokens to register for physical education classes. Registration for the above

mentioned classes is conducted through the token registration system during specified periods set by the university units running these classes. The limit of registration tokens for courses offered by Polonicum is determined by Polonicum.

§ 6

Class limit

There is no maximum number of tokens that may be used for registration in a given semester; however a student must earn 60 ECTS points a year, counting together with obligatory courses. A surplus number of points earned (in excess of 60 ECTS points) may be used in the subsequent semesters if the student declares the surplus courses a part of the study curriculum.

§ 7

Registration for specializations

1. Third-year students are obliged to choose specialization to be pursued during their fourth and fifth year of studies within the given deadline.
2. Students will be registered for courses of the chosen specialization by the WISP office before the start of the online registration for courses of a given semester.

§ 8

Registration for annual empirical papers and master seminars

1. Students register for annual empirical papers and master seminars directly with the tutors who offer them. Admission of a student to an annual or master seminar implies the consent of the tutor to act as the student's thesis supervisor. Empirical annual papers and master seminars can only be taught by teachers who are authorized to do so by virtue of separate provisions.
2. Admission to an annual empirical paper or master seminar is confirmed by the submission of a declaration ("agreement"), signed both by the tutor and the student, to the WISP office.
3. Students are obliged to submit the above mentioned agreement no later than till the end of the academic year before the academic year when the empirical or master seminar becomes obligatory. In exceptional situations the agreement could be delivered to the

office till the 7th of October. If the student does not deliver the declaration within the required time, he/she cannot complete the annual empirical paper within the current academic year or the master seminar in the current semester.

§ 9

Course enrolment after commencement of classes

In exceptional circumstances, the Dean may add a student's name to the list of participants of a given course, provided the student has obtained a written consent of the course teacher.

§ 10

Registration for courses conducted in the Polish language

1. In exceptional cases a WISP student may enrol in a course offered in Polish, however this requires the consent of the WISP Director and the Dean of the Faculty.
2. Enrolment in a course taught in Polish implies that a suitable number of tokens shall be taken from the pool of tokens for elective or specialization courses that has been allotted to the student.

§ 11

Dates and rules for receiving course credit

1. Dates and conditions for receiving course credits are set by course teachers and included in the course syllabus, which should be presented to the students no later than at the first class session. The teacher may set attendance as a requirement to complete a course. The course teacher cannot change the rules during the semester.
2. Course credits have to be earned no later than during the main exam session of a given semester. The course teacher cannot set any later date as binding for the students.
3. If a student has failed to earn course credit by the end of the main exam session or to pass an exam by the end of the re-sit exam session, the teacher may allow the student to complete the course during the so-called extended exam session but no later than within 4 weeks from the last day of the re-sit exam session. Such an attempt to earn a course credit shall be possible only in exceptional circumstances and requires consent from the Dean.

§ 12

Rules for earning credit for the annual empirical paper

1. Credits for empirical papers are earned on a yearly basis.
2. The final version of the empirical paper is assessed by the tutor as well as an independent reviewer. Projects supervised by doctoral students should be reviewed by persons employed at the Faculty of Psychology holding at least a doctoral degree. Projects supervised by tutors with at least a doctoral degree may be reviewed by persons from outside the Faculty, if these persons are authorized to supervise empirical papers or Master's theses or conduct courses.
3. The final grade in an empirical paper is the mean of the grades awarded by the tutor and the reviewer.
4. Credit for the empirical paper should be earned by the end of the main exam session of the summer semester. In exceptional circumstances this deadline may be extended to the end of the re-sit exam session upon the Dean's consent. An application to the Dean needs to include the tutor's opinion and has to be made no later than a month before the end of the main exam session. A grade earned after the official deadline shall not be recognized by the Dean.
5. By the end of the exam session the tutor of the empirical paper delivers to the WISP administration:
 - An electronic version of the empirical paper that was assessed. The format in which the paper is sent must be text editable (.doc, .docx, .rtf, etc.), so as to be compatible with the anti-plagiarism software
 - The review by him- and herself and the independent reviewer
 - The grade the student will receive for the empirical paper

§ 13

Exam dates for obligatory lectures

1. Under §30 item 1 of the Rules of Study at the UW, students are entitled to two exam dates in obligatory lectures. The first exam date in a course is scheduled during the main exam session, and the second date is scheduled during the re-sit session of a given semester. The examiner may set an additional date before the re-sit session but

this does not lift the obligation to conduct an exam during the re-sit session. The student can then choose between two dates for the re-sit exam.

2. Under §18 item 3 of the Rules of Study at the UW, in case of irregular courses, particularly those taught by guest professors, the arrangements regarding the organization of the academic year may be different from those applicable to regular classes.

§ 14

Excusing class absence

1. Rules for excusing class absences (all types of courses) are determined by the course teacher.
2. These rules shall be presented to the students in the course syllabus and discussed during the first class session.

§ 15

Excusing absence at an exam from an obligatory lecture

1. In case of an illness falling at an exam date, the student should file a sick leave no later than on the day of the exam. If filing the sick leave by this deadline is not possible, the student shall inform the WISP office about his/her illness by telephone or e-mail and file the original sick leave document no later than within seven work days of the termination of the period for which it was issued.
2. The sick leave confirming the student's illness on the day of the exam must be written on a form entitled "zaświadczenie lekarskie," or on a ZLA form (for working students).
3. Failure to comply with the above obligations shall result in a loss of the exam date at which the student was absent.

§ 16

Filling in protocols and entering students' grades

1. Course teachers who have access to the USOSweb system shall promptly fill in an Internet protocol available in the system and set at least two dates when they will enter the grades into the students' academic index books. These dates cannot be any later than

7 days after the termination of the main exam session for class credits and 7 days after the termination of re-sit exam session for exam credits.

2. Course teachers who do not have access to the USOSweb system and cannot enter the students' grades themselves should immediately (according to point 1) submit student grades to the WISP administration. The administration shall enter the grades into an exam protocol, that will be printed and archived.
3. Internet protocols containing students' course grades shall be closed within a week of the deadlines set for obtaining course credits, and then no changes in these protocols shall be possible, except entering the grades of students who were granted extension of the exam session. Their grades shall be entered into the protocols by the personnel of the WISP office.
4. For courses that finish before the end of the regular didactic cycle of a semester, teachers are to announce student grades within three weeks after the last assessment for the course (eg. the last test or the deadline for submitting the last paper).

§ 17

Clearing a semester

1. Students are obliged to declare whether a course for which they have enrolled is a part of their curriculum by a deadline specified in the ordinance of the Rector concerning the organization of the academic year
2. Students are under the obligation to submit their study program for clearing in their USOSweb console by the end of the first week following the termination of the exam session during which he/she obtained the last grade needed to clear the current academic year. Students who hold an academic index book ('indeks') have a duty to deposit it no later than within a week of the termination of the re-sit exam session of the spring semester.
3. The academic index book deposited with the Dean's Office should contain a complete record of all courses taken by the student. The index book should include the names of course teachers as well as the titles and code names of courses written in their proper places, whether or not the grade earned has been entered by the course teacher.

§ 18

Rules for determining the equivalence of courses

1. A course deemed equivalent shall be treated like any other course forming the student's curriculum at the Faculty of Psychology.
2. The student has a right to apply for the recognition as equivalent of courses completed at all faculties of the University of Warsaw, as well as other institutions of higher education.
3. Decisions regarding the equivalence of courses shall be made by the Dean.
4. Only courses in which the student has received a grade may be recognized as equivalent.
5. In case of core lectures and obligatory classes, only the grades received in courses completed as part of a curriculum in psychology pursued at another Polish institution may be accepted. In case of grades earned at a foreign institution, each such situation is considered by the Dean on an individual basis.
6. The student has the right to apply for transferring obligatory courses completed at another university on the IV year at the latest.
7. Prior to recognizing a given obligatory course as equivalent, the Dean may refer the student to the teacher conducting a corresponding course at the Faculty of Psychology in order to determine whether the course completed by the student had the same study content.
8. If the unit running the course whose equivalence is sought by the student uses the ECTS system, the student shall receive the number of credit points assigned to the course. If the unit running the course does not use the ECTS system, the number of credit points awarded shall depend on the duration of the course and its completion requirements.
9. The student has a right to apply for transferring general academic courses and electives completed in all years of studies pursued at other institutions. An application for course transfer should be filed no later than within 5 years counted from the year when the grade was earned.
10. Decisions about transferring elective courses and their assignment to a course category (thematic basket) shall be made by the Dean.
11. A student's application for course transfer should include the following information about the course completed:

- a) name of the institution and curriculum in which the course was completed;
- b) name of the course teacher;
- c) course title;
- d) type of class (e.g. lecture, seminar);
- e) number of hours per semester and number of ECTS points (if possible);
- f) academic year and semester when the course was completed;
- g) grade received.

12. The student should enclose a copy of the grade transcript or academic record book with the application for course equivalence/transfer, and, in case of obligatory courses, also a course syllabus.

§ 19

Rules for determining the equivalence of study term

1. Students have a right to seek equivalence of a study term completed at the Faculty of Psychology within studies of a different type than those currently pursued, as well as at another Polish institution of higher education in the field of psychology or in a foreign institution in an equivalent field of study.
2. Decisions regarding the equivalence of study terms shall be made by the Dean.
3. Equivalence of a study term shall be determined in a procedure involving a comparison of the obligatory courses completed during that study term with the curricula requirements set by the proper resolution of the Faculty Council, and transfer of the ECTS points earned.
4. Recognition of a study term as equivalent shall result in transferring the student to a higher study term.

§ 20

Rules for making up program (curricular) differences

1. Students resuming studies, transferring to the University of Warsaw from another institution, changing the type of studies, or students who have completed a part of their curriculum at another institution are obliged to make up the courses indicated by the Dean as constituting program differences.

2. Identification of program differences shall be handled by comparing the program completed by the student with the current curriculum binding the students of the Faculty of Psychology.
3. The programs shall be compared with respect to:
 - a) obligatory courses completed at the former university/program which are mentioned in the resolution of the Faculty Council defining the curriculum;
 - b) the subject content of obligatory courses;
 - c) professional internships completed and their duration (in cases where internships are obligatory);
 - d) the number of ECTS points earned for elective courses in the areas mentioned in the resolution of the Faculty Council defining the curriculum (thematic baskets);
 - e) the number of ECTS points and the subject content of courses forming a given specialization.
4. Making up program differences may involve the following obligations:
 - a) to obtain credits for obligatory courses that have not been completed;
 - b) to supplement the learning content of the completed obligatory courses;
 - c) to serve a professional internship or its missing part, stated in terms of hours;
 - d) to supplement the learning content defined in the study curriculum with respect to elective courses (i.e. thematic baskets);
 - e) to obtain credit for specialization courses that have not been completed or to supplement the learning content of the specialization course completed.
5. Supplementing the learning content of a course may consist in re-taking the course or its part. The decision on this matter shall be made by the course teacher.
6. In case of students who are resuming studies more than 5 years after being struck off, the making up of program differences includes re-completion of the obligatory courses indicated by the Dean.
7. Persons who have resumed studies in order to complete the last semester of the master's seminar (on terms specified in the resolution of the Faculty Council on the rules of study) are exempt from the need to make up program differences.

§ 21

Rules for exempting a student from attending some classes if participation in scientific activities ensures fulfilling the same learning outcomes.

1. Student has the right to apply for exempting him/her from attending particular classes of obligatory, elective or specialization courses in case of their participation in scientific activities ensuring fulfilling the same learning outcomes as specified for that course.
2. The Dean takes a decision regarding exemption from attending given classes of a particular course on the basis of a note from the head of the scientific project the student took part in. The note shall describe the student's range of duties, acquired knowledge and learnt skills as well as it shall include the opinion of the course instructor.

§ 22

The Ordinance becomes effective on 1 October 2017.

Dean of the Faculty of Psychology: *D. Maison*