

# Resolution of the Council of the Faculty of Psychology of the University of Warsaw dated 18.02.2014, regarding rules of studying at the Faculty of Psychology of the University of Warsaw

Acting on the basis of § 4 paragraph 2 items 1-8, § 8 paragraph 6, 11 and 13, § 15 paragraphs 4 and 5, § 17 paragraph 5, § 22 paragraph 4, § 25 paragraphs 2 and 3, § 27, § 30 paragraphs 1, 4 and 5, § 34 paragraphs 3 and 4 and § 35 paragraph 1 of the Regulations of Studies at the University of Warsaw, which constitutes an attachment to the Notice No. 6 of the Rector of the University of Warsaw dated 16<sup>th</sup> of May 2012 on announcement of the uniform text of the resolution No. 142 of the Senate of the University of Warsaw dated 18 October 2006 on passing of the Regulations of Studies at the University of Warsaw (Monitor UW of 2012, No. 5B, subparagraph 134), The Council of the Faculty of Psychology of the University of Warsaw hereby resolves as follows:

## § 1

### General provisions

1. The Resolution specifies the detailed rules of studying at the Faculty of Psychology of the University of Warsaw, hereinafter referred to as 'the Faculty'.
2. Rules of studying concern both regular and non-regular studies organized by the Faculty.
3. One may appeal against the decisions of the Dean regarding individual student matters to the Vice-Rector for student affairs. The decision of the Vice-Rector is final.
4. The provisions of the resolution no. 142 of the Senate of the University of Warsaw dated 18 October 2006 regarding the passing of the regulations of the studies at the University of Warsaw, as amended, hereinafter referred to as "regulations of studies at the University of Warsaw" shall apply in cases not regulated by this resolution.

## § 2

### Recruitment

The detailed rules of the recruitment procedure and conditions of recruitment within the procedures of open recruitment and internal recruitment are resolved annually in the appropriate time with a separate resolution of the Faculty Council.

## § 3

### Payments

1. Non-regular studies and studies in English are chargeable.
2. The amounts of tuition fees for non-regular studies and studies in English as well as additional fees and fees for repetition of courses are determined in advance by the Faculty Council with a separate resolution.
3. Tuition fees for non-regular studies are collected each semester, in one, two, three, four or five installments. The total amount of the tuition fee is fixed, irrespective of the number of installments. Due dates of payments of the installments are determined by the Dean for each academic year in advance.
4. Additional fees and fees for repetition of courses are charged on all types of studies. The student shall pay the above-mentioned fees within a period of 14 days following the issuance of the decision concerning the fees by the Dean. Failure to keep the payment period shall result in the cancellation of the decision.

#### § 4

##### Limit of courses in excess of the planned program of studies

The limit of number of courses in addition to the planned study program that are free of charge, equals ten percent of the total number of ECTS required to complete the program of studies.

#### § 5

##### Form of studies

Studies at the Faculty of Psychology of the University of Warsaw are provided in the field of psychology, in the form of a 5-year uniform Master of Arts studies.

#### § 6

##### Rules regarding course registration

1. It is possible to make changes in course registration after the onset of classes
2. The details of rules regarding course registration are specified by the Dean's ordinance.

#### § 7

##### Rules regarding completing courses

1. A student may participate in an exam of an obligatory course before the onset of the examination session (so called zero-term exam).
2. In case of a zero-term exam, the respective lecturer decides about its organization.
3. Not passing an exam in the zero-term does not deprive the student of the twofold possibility to participate in the exam of the respective course.
4. If a student obtained a passing grade on the exam of an obligatory course, (s)he cannot participate again in the re-sit exam session. This does not apply to zero-term exams.
5. Other detailed rules regarding completing courses are specified in the Dean's ordinance.

#### § 8

##### Maximum number of credits obtained from equivalent courses

The maximum number of credits a student can obtain from completing equivalent courses that can be counted towards completion of the studies, is 40 ECTS.

#### § 9

##### Rules of crediting a stage of study

1. A stage of study is an academic year (winter and summer semester).
2. The didactic cycle covers one semester, from the first day of courses to the end of the re-sit examination session.
3. The crediting period is a semester
4. Student who did not obtain the credit for a subject in a given didactic cycle may retake it only once (within the conditional registration for the subsequent year of studies). Retaking subjects is chargeable, in the amount specified for a given academic year. The amount of the fee is determined by the Rector on application of the Faculty Council and after consulting the student self-government.
5. To obtain credit for a given stage of studies the student shall have all obligatory, elective and/or specialization courses in the given stage of studies settled in such a way, as to gain at least 60 ECTS points.

6. If, at the end of a stage of studies, student lacks more than two examinations from obligatory lectures or more than 11 ECTS points, (s)he may apply for directing him/her to repeat a given stage of studies. This rule does not pertain to first year students.
7. If, at the end of a stage of studies, student lacks less credits for examinations from obligatory lectures or less ECTS points than specified in para. 6, he/she may apply for a conditional credit and registration for a subsequent stage of study, provided that for the specific stage of studies obtained at least 45 ECTS. In other cases the student may apply to repeat the stage of studies.
8. An application for conditional credit and registration for a subsequent stage of study or an application for repetition of a given stage of studies together with justification shall be submitted not later than a week since the end of the re-sit examination session ascribed to the given didactic cycle.
9. The decision on granting conditional credit and registration for a subsequent stage of studies or directing a student for repetition of a given stage of studies is taken by the Dean, taking into consideration in particular:
  - a) hitherto student's study results;
  - b) punctuality of obtaining credits;
  - c) conformity of student's conduct with the oath taken and the Regulations of Studies at the University of Warsaw
10. If, within a given stage of studies, student has obtained more than 60 ECTS points, the surplus is transferred onto the next stage of study.

#### § 10

#### Resumption of studies

1. A person struck off the list of students may apply for the resumption of studies.
2. The decision on the resumption of studies shall be taken by the Dean, on application of the interested person.
3. In the case of students who were struck off the list of students due to a failure to settle a stage of studies or a didactic cycle, the resumption may take place not earlier than beginning from the next academic year following the date of striking the person off the list.
4. Resumption shall begin with the stage of study following the stage that the applicant had obtained credit for, prior to being struck off. Resumption is possible from the second year of studies.
5. In the case of students who were struck off the list of students due to failure to pay due fees, the Dean decides about the time of resumption and the stage of study that the student shall be registered for, in each case individually.
6. In the case of students who were struck off the list of students due to failure to finish the master's seminar and submit the master's thesis by the fixed date, the resumption may take place at any moment of the academic year, however not later than two years from the date of striking off the list of students. The Dean shall take the decision on resumption of the studies on the basis of the thesis supervisor's opinion in particular.
7. In the case of students who were struck off the list of students due to failure to finish the master's seminar and submit the master's thesis by the fixed date, when more than two years have passed since the date of striking off the list of students, the resumption shall take place in the last year of studies. The Dean shall take the decision on the resumption of studies on the basis of the thesis supervisor's opinion in particular.
8. After the resumption the student is obliged to make up for the differences in the studies curriculum indicated by the Dean. Rules regarding program differences are specified in the Dean's ordinance.

## § 11

### Rules regarding changing form of studies

Changing the form of studies by a student is possible only through a new recruitment process.

## § 12

### Individual course of studies

1. The individual course of studies applies to all students who successfully completed the second year of studies
2. As supervisor of individual course of studies in years 3 - 5, the Dean appoints a tutor for the student's year work and a supervisor for the Master's thesis.
3. The Dean approves the program of the individual course of studies, at the moment of each consecutive didactic cycle.

## § 13

### Rules regarding participation of exceptionally gifted secondary school pupils in courses and the rules of completing such courses

1. Exceptionally gifted pupils with the Dean's approval may participate in courses of the program of studies.
2. Pupils participate in and complete courses on the basis of the same rules as students.

## § 14

### Rules and procedures of didactic process quality control

Rules and procedures of didactic process quality control are specified in the Resolution of the Faculty Council dated 24<sup>th</sup> of June 2008.

## § 15

### Rules regarding appointing exchange supervisor

The exchange supervisor is appointed by the Dean.

## § 16

### Master's thesis and the rules of the diploma examination

1. Writing one Master's thesis by several students is permitted provided the supervisor's and the Dean's approval.
2. The master's thesis shall be submitted in paper form in three copies and in electronic form on an electronic data carrier.
3. The master's thesis cannot be submitted later than a month before the planned date of finishing the studies.
4. The diploma examination is conducted by the commission appointed by the Dean which comprises: The Dean or Vice-dean as the Chairperson, supervisor, reviewer; provided that at least one commission member possesses the academic degree of "doktor habilitowany".
5. Dean may entrust the duty of chairing the commission of the diploma examination to a representative, chosen from among the academic teachers who hold the academic degree of "doktor habilitowany" at the minimum.

6. The diploma examination has oral form. In specific cases, it is possible to conduct the diploma examination using electronic forms of communication. The decision regarding such issues is taken by the Dean.
7. During the examination, the student has to answer questions posed by all members of the commission.
8. The questions presented by the chairperson of the examination commission are randomly selected by the student from a pool of questions, covering topics from the program of studies from obligatory courses concluded with an exam. The student randomly selects two questions and chooses one that will be answered.
9. The pool of examination questions presented by the chairperson of the examination commission will be prepared by the lecturers of the obligatory courses in the given academic year in which the diploma examination is taking place. The pool of questions, fifty in number, will be available to students before the beginning of the academic year.
10. A short verbal presentation of the basic assumptions and outcomes of the thesis constitutes an integral part of the examination (the presentation will be conducted without electronic means).
11. The final mark given for the diploma examination is the arithmetic mean of marks given for the answers to all questions and for the presentation. The mean is calculated with rounding to hundredths.
12. A written report from the diploma examination, signed by all members of the examination commission is prepared.

#### § 17

The resolution comes into effect as of 1 October 2014.