

**Resolution of the Council of the Faculty of Psychology of the University of
Warsaw dated 28.06.2016, 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, 8, 9, 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 Resolution No. 351 of the Senate of the University of Warsaw dated 22nd of April 2015 on passing of the Rules of Study at the University of Warsaw (Monitor UW of 2015, item 71), 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. Appealing against the Rector's decision is possible in certain cases, described in detail in external regulations.
4. The provisions of the Resolution No. 351 of the Senate of the University of Warsaw dated 22 April 2015 regarding the passing of the regulations of the studies at the University of Warsaw, as amended, hereinafter referred to as "Rules of Study 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 in the field of psychology are chargeable.
2. The amounts of tuition fees for non-regular studies and regular 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 4 weeks before the commencement of the semester when needed course(s) are to take place.
5. In extraordinary cases, the Dean has the right to take a decision on lowering payments.

§ 4

Limit of courses in excess of the planned program of studies

The limit of number of courses additional to the planned study program that are free of charge, equals 10% 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 (*magister*) studies and also in the field of cognitive science in the form of 2-year second-cycle Master (*magister*) 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. If a zero-term exam is to take place, 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 for psychology and 12 ECTS for cognitive science.

§ 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 request 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 completion of more than two obligatory courses (for the field of studies cognitive science there are courses from the W block and courses from the T block concerning the thematic path chosen by student) or more than 11 ECTS points from other courses, (s)he may apply for directing him/her to repeat a given stage of studies. It is possible also in case of first-year students of a given field of studies.
7. If, at the end of a stage of studies, student lacks less obligatory courses or less ECTS points from other courses than specified in para. 6, he/she may apply for a conditional pass and registration for a subsequent stage of study, provided that for the specific stage of studies he/she obtained at least 45 ECTS. In other cases the student may apply to repeat the stage of studies.
8. An application for conditional pass 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 pass 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 Rules of Study 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 on condition that he/she has fulfilled actions described in § 28, para. 3 and 4 of Rules of Study at the University of Warsaw.

§ 10

Resumption of studies

1. A person struck off the list of students may apply for the resumption of studies. Studies could be resumed on the same field of study the student was struck off.
2. The decision on the resumption of studies shall be taken by the Dean, on request of the interested person.
3. In the case of students who were struck off the list of students due to a failure to complete a stage of studies or a didactic cycle, the resumption may take place not earlier than beginning

of the next academic year following the date of striking the person off the list. 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.

4. 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.
5. 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.
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, 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.
7. In case described in item 5, the resumption takes place without an obligation to fulfill program differences. The student is obliged to repeat a part of the master's seminar that is set in consultation with the thesis supervisor.
8. In cases described in items 3 and 6, 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

1. Changing the form of studies by a student is possible:
 - a. through a new recruitment process,
 - b. on student's request.
2. The decision on changing the form of studies in case described in item 1b is taken by the Dean according to the following rules:
 - a. during the given academic year the change shall concern a maximum of one student from each form of studies,
 - b. only applications of students with the grade point average higher than 4,75 shall be taken into consideration,
 - c. hitherto student's scientific achievements or initiatives for other students will be additional criteria taken into consideration during processing the requests.

§ 12

Individual course of studies

1. The individual course of studies (*indywidualny tok studiowania* - ITS) applies to a student who completed the first year of studies.
2. The decision on granting ITS is taken by the Dean, who takes into consideration the following:
 - a. hitherto student's study results (the grade point average of a student requesting for ITS needs to be at least 4,5),
 - b. student's engagement in scientific activities at the Faculty,
 - c. student's engagement in activities organized for other students or for the Faculty.

3. An employee of the Faculty with a scientific degree could become an ITS supervisor provided that he/she has agreed to do so. A supervisor of individual course of studies is approved by the Dean.
4. The Dean approves the program of the individual course of studies which has been determined by the student and their supervisor.
5. The ITS program shall enable the student to fulfill learning outcomes prescribed in the appropriate study program and to include student's individual interests.
6. The ITS shall allow for:
 - a. completing chosen courses in another University unit
 - b. fulfilling given learning outcomes during scientific activities at the Faculty.

§ 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 in 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 15th of March 2016.

§ 15

Rules regarding appointing exchange supervisor

The exchange supervisor is appointed by the Dean.

§ 16

Master's thesis and the rules of completing Master's seminar

1. Writing one Master's thesis by several students is permitted provided the supervisor's and the Dean's approval.
2. Master's seminars are assessed on a semester-basis, where for the first three semesters students receive a pass ('zal') and for the last, fourth semester they are given a grade.
3. Minimum requirements for the student to receive course credit for each semester of the Master's seminar include:
 - a. formulating a research problem or defining the area of inquiry and preparing a list of publications connected with the topic of the thesis (first semester);
 - b. preparing a detailed plan of the empirical study (second semester);
 - c. conducting an empirical study connected with the topic of the thesis (third semester);
 - d. preparing and submitting the final version of the MA thesis (fourth semester).

4. The period set for obtaining credit for the final semester of the Master's seminar may be extended by three months upon the consent of the Dean and the thesis supervisor, in accordance with the Rules of Study at the UW.
5. The Master's thesis shall be prepared in accordance with guidelines for preparing the Master's thesis described in the Appendix 1 of this Resolution.
6. A published scientific article could be treated as an MA thesis. Submitting the thesis in this form requires the Dean's consent after fulfilling the detailed requirements described in the Appendix 2 of this Resolution.
7. The Master's thesis shall be submitted in paper form in three copies and in electronic form on an electronic data carrier.
8. The master's thesis cannot be submitted later than a month before the planned date of finishing the studies, unless the Dean decides differently on student's request.
9. Rules for the assessment of Master's theses are defined in § 39 of the Rules of Study at the UW.

§ 17

Rules on the diploma exam

1. 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".
2. 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.
3. The diploma exam may be open to public. The Dean takes a decision in this case on request of both student and supervisor.
4. 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.
5. During the examination, the student has to answer questions posed by all members of the commission.
6. The question presented by the chairperson of the examination commission is randomly selected by the student from a pool of questions prepared for a given field of studies (the student randomly selects two questions and chooses the one that will be answered).
 - a. For the field of study *psychology*, questions cover topics from the program of studies from obligatory courses concluded with an exam.
 - b. For the field of study *cognitive science*, questions cover topics from the program of studies from courses belonging to the W block.
7. The pool of examination questions for a given field of studies 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, up to fifty in number, will be available to students of a given field of study before the beginning of the academic year.
8. 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).
9. 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.
10. A written protocol from the diploma examination, signed by all members of the examination commission is prepared.

§ 18

1. The Resolution comes into effect as of 1 October 2016, with exception of § 16 and § 17, which will come into effect as of 1 October 2017.
2. Before the time when regulations indicated in para. 1 come into effect, the issues concerning them are regulated by the Resolution of the Council of the Faculty of Psychology dated 30 June 2016 in relation to rules of changing form of studies, rules concerning the master's thesis and the diploma exam.

Appendix 1

Guidelines for preparing the Master's thesis at the Faculty of Psychology UW

General guidelines

1. The length of the thesis should be between thirty and sixty pages (including title page and references), standard typesetting (approximately 1800-2000 signs per page), double line spacing, font type Times New Roman, Arial or Courier, font size 12).
2. The thesis is supposed to have an empirical character.
3. The thesis can be written in Polish or in English.
4. Theses written in Polish should be prepared in accordance with the editing style specified in Harisimczuk, J., Ciecuch, J. (2012). *Podstawowy standardy edytorskie naukowych tekstów psychologicznych w języku polskim na podstawie reguł APA*. Warszawa: Liberi Libri. Theses written in English should be prepared in accordance with the APA editing style.
5. The Master thesis should include the following elements: title page, abstract, table of contents, theoretical introduction, description of research methods, results, discussion of results and conclusions, reference list of cited literature and appendices.

Detailed guidelines

1. The title of the Master's thesis should accurately reflect the research problem, variables and/or theoretical problems, and relations between them.
2. The three first pages of the Master's thesis (including the title page) should be prepared in accordance with the guidelines described in the Ordinance of the Rector of the University of Warsaw No. 16 dated May 18th 2006, and with the template available on the website of the Faculty of Psychology UW.
3. The abstract should comprise a concise summary of the content of the text: theoretical problem, method, results, conclusions and theoretical implications. The abstract length should be between 100 and 200 words.

4. The theoretical introduction should be directly related to the research problem and clearly lead towards the own research questions and hypotheses. It should be avoided that the introduction contains detailed descriptions of all issues that are related to the topic of the work but that do not have direct relevance to it. However, it should contain descriptions of all variables that are part of the topic of the work. The introduction should make up thirty to forty percent of the entire work.
5. The empirical part should include a clear and complete description of the research procedures, enabling replication of the study.
6. Results should be presented clearly, making direct reference to the research hypotheses. The discussion of the results should refer to works of other authors (including those cited in the introduction), as well as to a broader context beyond the research setting.
7. Appendices to the work should include:
 - Unpublished techniques used in the study (for example: questionnaires, sheets for coding results, etc.)
 - If needed, descriptive statistics of variables, correlation matrices – in case not presented in the text, etc.

Appendix nr 2

The conditions to be fulfilled for an article to be accepted as a Master's thesis at the Faculty of Psychology of UW

1. A scientific article that is to be accepted as a Master's thesis at the Faculty of Psychology should:
 - have an empirical character;
 - be independently prepared by the student or as first author in case of co-authorship, where the student's part of the work should include preparation of and carrying out the research presented in the article, independent carrying out of the statistical analysis and writing of the text (percentage-wise the student's share should exceed sixty percent);
 - be published in a peer-reviewed scientific journal included on the list "A" that contains journals that have been awarded points by the Minister of Science and Higher Education.
2. The request for an article to be accepted as a Master's thesis should be made by the student within the term foreseen by the rules of study at the Faculty of Psychology for handing in Master's theses. In case of co-authorship, declarations of co-authors should be added to the request, specifying their share of the work of preparing the text.