

RESOLUTION No. 9
Of THE TEACHING AND LEARNING COUNCIL
in Psychology and Applied Animal Psychology

dated 20 October 2020

**on the rules for examination and grading applicable for the fields of Psychology
and Applied Animal Psychology**

Pursuant to the provisions of § 68, section 2 of the Statute of the University of Warsaw (Monitor UW of 2019, item 190), the Teaching and Learning Council hereby resolves as follows:

§ 1

Rules and Regulations for the conduct of examinations

1. The examination rules shall apply to all classes which have selected the "Examination" option on the course syllabus in the "Assessment methods and criteria" field .
2. The examination may be undertaken either in written or oral form.
3. The examiners decide on the content and detailed rules for the organisation of the examination.
4. In the case of a written examination, giving an incorrect answer should not be graded lower than if an answer had not been attempted for the particular question at all.
5. In the case of an oral examination, the assessment should be based on an answer to at least two examination questions.
6. The duration of the examination of knowledge should be set so that time constraints are not the dominant factor determining the level of difficulty. This rule does not apply to examinations and credits which are designed to test skills.

§ 2

Method of appointing examiners

1. The examiner is the academic teacher who has taught the entire course being examined.
2. Where a course leading to an examination consists of several parts taught by different academic teachers, The examiner/s is/are appointed by the coordinator of that

course, providing that the appointed examiners should fulfil the criteria described in §24, section 2 of the Rules and Regulations for Studies applicable at the University of Warsaw.

3. Invigilation of the written examination shall be undertaken by the examiners and those chosen to invigilate or provide other organisational assistance.

4. In addition to the examiners and a student, an observer appointed by the Vice-Dean for Student Affairs, at the request of the examiner, may participate in the oral examination, although they will not have the right to ask questions. If the examination is conducted by a single examiner, the presence of an observer is obligatory.

§ 3

Date of publication of examination rules

1. The rules for passing the course, including the criteria for taking the examination and its form, should be included in the course syllabus before course enrolment commences.

2. The date of the examination taking place during an examination session shall be published at least 30 days before the start of the session.

3. Detailed rules for the organisation of the examination are given by the examiner no later than 7 days before the examination session commences. These rules include in particular: the venue of the examination, the procedure for conducting the examination, the names of the examiners, information about the presence of observers at the oral examination.

§ 4

Rules for improving grades in the retake examination session

1. A student may take an examination for a given course in a retake examination session if he/she has not previously participated in an examination for that course or has received a fail grade.

2. The retake examination is conducted according to the same format as the main examination. In particular, these examinations should have the same number of questions and the same time to answer.

§ 5

Rules for taking examinations before the date of the main examination session ("zero" examination date)

1. The examiner may set an additional examination date that falls before the start of the main examination session - the so-called "zero" examination date. The examiner shall inform students of the option of such an examination date at least 14 days in advance.
2. Participation in the "zero" examination date is not compulsory.
3. The examiner shall inform students of the eligibility rules for the "zero" examination date at least 14 days in advance.
4. Opting for the "zero" examination-date does not deprive a student of the right to take the examination in the main session and in the retake session.
5. The grade for the "zero" examination is entered on the record when a student does not attend the examination during the main session and does not provide justification for their absence.

§ 6

Credit rules

1. The credit formula is valid for all classes that have selected the option "Graded credit" on the course syllabus in the "Assessment methods and criteria" field.
2. The rules and deadlines for obtaining credits are set by academic teachers and presented to students no later than during the first class of the semester.
3. The academic teacher may, as a rule for obtaining a credit, set a minimum attendance requirement.
4. During the semester, an academic teacher shall not change the rules for obtaining a credit for a given course.
5. All credits should be obtained at the latest at the time of the main examination session for the semester in question. The academic teacher shall not impose a later date on students.
6. It is recommended that the final grade for a course that qualifies for credits should be composed of at least two individual grades for tests, quizzes, home assignments, group papers, etc.
7. If the final grade of a course is the result only of a final examination, the lecturer is obliged to offer students a retake examination, in which case the final grade is the average of both tests. The date of a retake examination should be set so that a final grade is possible before the end of the main examination session.
8. The rule described in section 6 does not apply to classes where credits are given on the basis of a final paper. In this case, however, the supervisor shall allow the paper to be consulted on at least twice before its final submission.

9. Successful completion of a combined course, consisting of a lectures and classes, or lectures and seminars, requires a pass grade for each part of the course. Failure to pass any part of the combined course shall result in a retake of the entire course.

10. If a student has not obtained credits for a course by the end of the main examination session, the academic teacher may agree to credit a course during the so-called 'extended session', however, this may not be more than 4 weeks following the last day of the retake session. Credits within this period are only awardable in extraordinary cases and requires the approval of the Vice-Dean for Student Affairs.

§ 7

Credit rules for yearly seminars

1. Yearly seminars are assessed at the end of the year by means of a graded credit.
2. Credit for the yearly seminar is based on the assessment of a year-end paper. The final version of the year-end paper shall be reviewed by the tutor and by an independent reviewer.
3. Papers supervised by doctoral students should be reviewed by staff members of the Faculty of Psychology with at least a doctoral degree.
4. The review of the year-end paper should address its substantive and formal aspects; in particular it should assess the theoretical part, the empirical part and the conclusion. The overall opinion included in the review should be reflected in the grade awarded.
5. Both reviews of the paper should be provided to a student before the grade is entered onto the record.
6. The final grade for the yearly seminar is the average of the grades submitted by the paper tutor and the reviewer.
7. The review of year-end paper should be undertaken by the end of the main examination session for the summer semester. In exceptional cases, this deadline may be extended to the end of the retake examination session with the approval of the Vice-Dean for Student Affairs. An application to this effect, with the opinion of the paper tutor, must be submitted to the Vice-Dean no later than one month before the end of the main examination session. Any grade given after the deadline shall not be valid.

§ 8

Rules for communicating grades

1. Course academic teachers and examiners are required to enter the grades given to students into the USOSWeb system on an ongoing basis. The deadline for

communicating grades to students shall be no later than 14 days after the examination or after the completion of the credit.

2. The grade for the oral examination is communicated to students immediately after the examination.
3. Partial grades on assignments completed during the course should be communicated to students no later than 14 days after completion of the assignment in a form that allows for anonymity within the group and in a way that allows for feedback.
4. The grades which students are given shall not be published publicly - e.g. on notice boards, websites, etc.
5. Students have the right to inspect their examination or graded papers and to obtain a justification for the grade received. The course academic teacher or examiner shall provide students with such insight within 7 days of the grade being given.
6. The grade for the oral examination should be presented and justified simultaneously.
7. The written examination is documented by an examination sheet with the student's answers or a paper with the examiner's comments. The oral examination is documented in the minutes, including the examination questions and the examiner's grade and comments.
8. Examination records are kept confidential by the examiner for three years following the date of the examination.
9. Documentation of credits in the form of assessed papers, together with grades and comments, shall be retained by the academic teacher for a period of three months after the end of the stage of study in which the course was completed.

§ 9

Specific rules for the completion of all stages of study

1. A stage of study refers to an academic year (winter semester and summer semester together).
2. A study cycle refers to one semester, from the first day of classes until the conclusion end of the retake examination session.
3. The credit period refers to the academic year.
4. A student is required to declare whether the course they have enrolled in is part of their programme of study by the dates specified in the Rector's Regulation on the organisation of the academic year.
5. Students are required to deliver their programme of study for check-up in their USOSWeb account at the latest by the end of the first week after the end of the

examination session in which they receive the final grade required to account for the current stage of study.

6. A student in possession of a student record book are required to submit it to the Dean's Office for Teaching and Learning no later than one week after the end of the summer retake session.
7. The student record book shall be submitted together with all entries that are required to be obtained by the student included. The student record book should accurately contain (in the relevant boxes) the names and surnames of all academic teachers together with the course titles and course number codes, irrespective of whether the course tutor has put a grade.
8. A student who has not obtained a grade for an obligatory course in a given study cycle may retake it once as part of conditional entry to the following year of study. Retaking of a course is subject to a fee being payable.
9. In order to complete a particular stage of study, students shall obtain credits from all obligatory, elective and/or specialisation courses assigned to the stage in order to complete 60 ECTS credits.
10. A student is required to link to the current stage of study for a number of courses that are worth not less than 60 ECTS credits. If **a student** has not completed a sufficient number of courses, he/she will be credited with registered to as many additional courses with a NDST (fail) grade so as to reach the required ECTS credit limit.
11. A student is required to unlink from a stage of study all courses that are not required for credits, including courses in excess of the necessary 60 ECTS credits. If such courses will not be unlinked by the end of the first week following the end of the examination session in which a student has obtained a final grade for the settlement of the current stage of study, then the course linking correction will be undertaken by the Vice-Dean for Student Affairs. Only courses linked to the programme included in the curriculum may be linked to made available during the subsequent stages of study.
12. If an unsuccessfully-completed course is not linked to a stage of study, it becomes subject to a fee payable within 14 days following the end of the examination session in which a student obtained the final grade to complete the current stage of study. The amount of fees payable for an optional and failed course is determined by separate regulations.
13. A student may apply for permission to conditionally obtain credits for a stage of study or to retake the stage under the rules outlined in the Study Rules and Regulations.
14. An application for conditional credits and entry to the next stage of study or an application to retake a stage of study, together with a justification, shall be submitted no later than one week following the end of the retake session for the summer semester.

15. The decision to grant conditional credit and to enrol in the next stage of study or to request from a student to retake a stage of study shall be taken by the Vice-Dean for Student Affairs, taking into account in particular:
- a) the student's academic performance to date;
 - b) timeliness of obtaining credits;
 - c) the conformity of the student's conduct with the oath taken and the Study Rules and Regulations in force at the University of Warsaw.

§ 10

Final provision

1. The resolution shall enter into force on the date of adoption and shall apply from the academic year 2020/21.
2. The existing examination and grading rules published in the Resolution adopted by the Council of the Faculty of Psychology, dated 25 June 2019, on the rules for studying at the UW Faculty of Psychology, and in the following Ordinances enacted by the Dean of the Faculty of Psychology, i.e. No 13 dated 5 June 2018 on detailed study rules and regulations, No 14 dated 27 June 2018 on the detailed study rules and regulations in Applied Animal Psychology, and No 15 dated 1 October 2018 on the study rules and regulations in force at WISP for the academic year 2018 / 2019, cease to apply.

Chairperson of the Teaching and Learning Council
A. Rynkiewicz