

## Rules and Regulations for Studying in the Faculty of Humanities in Warsaw of SWPS University<sup>1</sup>

### General Provisions

#### § 1

1. The Rules and Regulations for Studying in the Faculty of Humanities in Warsaw of SWPS University specify in particular:
  - 1) the rules governing enrolment in classes done by the University and the rules governing self-enrolment in classes done by students, including the extent to which students are free to change classes once the course has started, subject to the provisions of section 2,
  - 2) the requirements for qualifying students for the subsequent year or semester of study,
  - 3) the principles for determining classes equivalent to the classes which are not taught in the given academic year and classes which are not taught until the end of the student's course of study, as well as for informing students who repeat classes accordingly,
  - 4) the principles for determining dates of re-take tests for individual classes, with the reservation that such dates must permit the release of final grades in the same academic year in which the relevant classes were taught.
2. The rules concerning qualification, enrolment for, and completion of physical education classes and foreign language courses are subject to separate internal regulations.
3. Whenever masculine forms of names or terms are used in these Rules, they shall be understood to include both masculine and feminine forms.

### Definitions

#### § 2

The terms used in these Rules shall be construed as follows:

- 1) "**Centre for Student Affairs**" or "**CSS**" - the office competent to handle student affairs;
- 2) "**subject**" - a set of learning outcomes achieved by the student and confirmed by an overall grade based on the assessment of the achieved learning outcomes, which is pursued within the framework of a particular subject area and may be completed as a **teaching module** constituting a group of classes of various form;

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<sup>1</sup> Effective of 1 October 2023 pursuant to Order No 16/2023 of the Rector of SWPS University of Social Sciences and Humanities of 1 March 2023 on amending the name of SWPS University of Social Sciences and Humanities with its registered office in Warsaw, the current name "SWPS Uniwersytet Humanistycznospołeczny z siedzibą w Warszawie" (SWPS University of Social Sciences and Humanities with its registered office in Warsaw) shall be replaced with "Uniwersytet SWPS" (SWPS University).

- 3) **"Study Regulations"** - the Study Regulations of SWPS University adopted by way of Resolution No 25/2022 of the Senate of SWPS University of Social Sciences and Humanities of 22 April 2022 regarding the adoption of the Study Regulations of SWPS University with subsequent amendments;
- 4) **"Course component"** - classes constituting a component of a Subject;
- 5) **"Course syllabus," "Syllabus"** - a document prepared by the course instructor and informing students about the rules of completion of the given Subject in the relevant academic year;
- 6) **"VIS title"** - the Very Important Student title granted to students of SWPS University based on separate internal regulations;
- 7) **"Partner university"** - a university with which SWPS University has concluded a cooperation agreement;
- 8) **"SWPS University" or "University"** - SWPS University;
- 9) The **"Act"** - the Act of 20 July 2018 - Law on Higher Education and Science;
- 10) **"PE"** - physical education classes;
- 11) **"Virtual University"** - online communication platform for students and other authorised persons available at portal.swps.edu.pl;
- 12) **"Faculty"** - the Faculty of Humanities in Warsaw
- 13) **"Rules"** - these Rules and Regulations for Studying in the Faculty.

### **Choosing a Specialisation and Area of Specialisation in the Course of Study**

#### **§ 3**

1. Students in the field of Dziennikarstwo i komunikacja społeczna declare their specialisation, whereas students in the field of Filologia declare the area of specialisation they will pursue from the following semester of studies.
2. The list of specialisations and areas of specialisation offered in the given academic year is compiled based on the current curriculum. The scope of specialisations and areas of specialisation offered may differ for students pursuing full-time and part-time studies.
3. The list of specialisations and areas of specialisation offered is made available to students within 21 days prior to the deadline for submitting declarations specifying the choice of specialisation or area of specialisation along with information about the method of submitting such declarations.
4. If a student misses the deadline for submitting the declaration specifying their choice of specialisation or area of specialisation, the Dean shall assign that student a specialisation or area of specialisation based on the number of available places.
5. If a student submits the declaration specifying their choice of specialisation or area of specialisation after all of the available places have been filled, the Dean shall assign that student a specialisation or area of specialisation based on the number of available places.
6. Within one month from the deadline for submitting declarations, the Dean shall decide whether to initiate specialisations and areas of specialisation based on the number of students who declared them. If the number of students who declared a particular specialisation or area of specialisation is insufficient, the Dean will decide not to initiate it and will assign those students to an alternative specialisation or area of specialisation.

### **Enrolment for Classes**

#### **§ 4**

1. A student may attend classes in a specific subject if they were enrolled by the Centre for Student Affairs or self-enrolled using the IT system made available for that purpose.



2. Information about the enrolment process, including the scope of enrolment, the dates when the system will be accessible, the schedules and descriptions of classes included in individual specialisations, paths and areas of specialisation, will be announced via the Virtual University one month before the start of self-enrolment.
3. Enrolment in classes that are prescribed in the curriculum for a specific year of study but do not require the student to make a choice will be done by the Centre for Student Affairs according to the student group allotted to the student. These classes may not be changed or dropped by students on their own volition.
4. At the student's request, the Centre for Student Affairs may change the allotted student group and, accordingly, all classes, provided that the student group selected by the student has available places and the class schedule for that group does not interfere with the student's assigned obligatory classes. The relevant application must be submitted no later than until the start of the first week of classes.
5. Students commencing study after a leave of absence are enrolled by the Centre for Student Affairs in all classes that do not require the student's choice, with the exception of repeated classes and curricular differences.
6. If a student is pursuing additional classes outside the programme of studies, upon the student's request and the Dean's approval, enrolment in these classes will be done by the Centre for Student Affairs. In justified cases, a student may drop these classes beyond the drop deadline no later than by 30 December or in the case of summer semester classes - by 30 April.
7. If a student was approved for individual study arrangements, in particular, acceleration of studies or taking courses in a modified order, they must self-enrol for classes following guidelines from the Centre for Student Affairs.
8. If a student fails classes which they did not drop or acquire permission to deregister from, they will be required to repeat those classes and make the necessary payment in accordance with the agreement on the payment terms for studies.

## § 5

1. Self-enrolment is divided into stages. Main Enrolment (summer) and Supplementary Enrolment (autumn) are held before the winter semester starts, whereas Inter-Semestral Enrolment and Supplementary Enrolment (winter) are held before the summer semester starts.
2. Students have the opportunity to self-enrol in the following order:
  - a. first, students who hold the VIS (Very Important Student) title in the given academic year;
  - b. following that, all students who were qualified for the following academic year, based on the grade average calculated for each student using all grades issued in the last academic year in which the student had obtained a total of at least 45 ECTS credits ("average grade for the purpose of enrolment");
  - c. next, all the remaining students.
3. A student who is qualified for the next academic year after enrolment begins will be allowed to enrol at a date that is determined based on the student's grade average, and if that date has already passed, at the earliest practicable date.
4. After the Main Enrolment, students may receive access to enrolment simultaneously, if the scope of enrolment and technical capabilities allow it.
5. Students self-enrol in real time and may only enrol for classes that have available places.
6. Students are required to self-enrol within a time-frame that makes it possible to attend classes from the onset and in accordance with the rules set out for class selection.



7. Students shall be entitled voluntarily deregister from elective courses which they had previously self-enrolled for or which they had been enrolled for upon their own request provided that they request such a change prior to the date of the first class in the given course. Self-deregistration via the University's IT system is possible until the date provided for therein.
8. Students may drop selectable classes that they self-enrolled in or were enrolled in at their request until the first class is held. The deadline for self-deregistration via the IT system is specified in the system.
9. Dropping classes does not entitle a student to request enrolment in other classes, especially after the deadline for enrolment has passed and there are no available places.
10. Students who are experiencing difficulty self-enrolling in classes must contact the Centre for Student Affairs following the guidelines provided in the Virtual University and carry out the enrolment procedure as instructed by the CSS.

### **Scope of Self-Enrolment**

#### **§ 6**

1. Students are required to self-enrol for selectable classes following the information provided via the Virtual University and the IT system for enrolment.
2. Students self-enrol for the following classes:
  - a. diploma seminars,
  - b. elective classes,
  - c. PE classes, subject to § 7,
  - d. foreign language courses, subject to § 8,
  - e. and other courses marked as selectable in the curriculum.
3. The dean will decide whether to initiate student-selected classes based on the number of students who enrol within two weeks prior to the start of the semester. If the number of students enrolled is insufficient to initiate classes, the dean will decide not to initiate those classes.
4. Students who enrolled in classes that are not initiated will receive the relevant notification via the Virtual University and will be required to self-enrol in a different group that is initiated.
5. Repeated courses and curricular differences require self-enrolment. Attending these classes may require additional payment as per the agreement on payments for studies. Students can see information about payments for classes in the IT system when they enrol.
6. During self-enrolment, students may find that they can choose classes whose dates overlap other classes. This will be visible in the IT system for enrolment. In such instances, students are obligated to read the terms of completion of overlapping classes and the requirements for obtaining credit. Enrolment for overlapping classes does not exempt the student from attendance if it is a requirement.

### **Enrolment for and Completion of Physical Education Classes**

#### **§ 7**

1. Detailed rules governing enrolment for PE classes are laid down in the Rules and Regulations for the Organisation and Completion of PE Classes in SWPS University. The enrolment schedule for physical education (PE) classes will be made available via the Virtual University.
2. Unless the regulations referred to in section 1 state otherwise, students who have not passed the physical education (PE) course are required to self-enrol in the subsequent semester.

## **Enrolment for and Completion of Foreign Language Courses**

### **§ 8**

1. The Language Centre shall be responsible for assigning students to groups in foreign language courses organised for first-year students in accordance with the Detailed Rules for the Completion of Learning Outcomes in Foreign Language Courses at SWPS University. The rules referred to in the preceding sentence shall be laid down in separate internal regulations.
2. Unless the detailed rules referred to in section 1 state otherwise:
  - 1) in subsequent semesters of the course of study, students are required to self-enrol in foreign language courses at a level higher than previously completed;
  - 2) students who have not passed the foreign language courses are required to self-enrol in the following semester.

## **Rules of Participation in Classes**

### **§ 9**

1. Students are obligated to attend all of the classes they are enrolled in and to obtain the necessary credits.
2. Class organisation is defined in the Course Syllabus which is available in the Virtual University. Students are obligated to read the Syllabus, follow the rules and apply the criteria contained therein.
3. Students are obligated to treat all class participants respectfully and to behave with dignity.
4. Students are obligated to attend classes. Arriving late or leaving classes early may be considered by the instructor as an absence.
5. The course instructor may excuse a student's short absence pursuant to § 30 section 5 of the Study Regulations, taking into account the rules for obtaining credit specified in the Syllabus and upon receipt of one of the following documents:
  - 1) a doctor's certificate stating an illness that prevents participation in classes or hospitalisation, issued in accordance with the provisions of generally applicable law,
  - 2) a personal summons issued by a court, a competent public administration body or another body conducting proceedings under generally applicable law;
  - 3) another document confirming a justified inability to participate in the classes due to unforeseen circumstances that are beyond the student's control.
6. During classes, a student should not use electronic devices for other purposes than those specified by the course instructor, unless the student obtains the instructor's permission.
7. During classes conducted using means of electronic communication, students are obligated to:
  - 1) follow the instructor's directions which may include switching on cameras during classes whenever necessary to achieve learning outcomes;
  - 2) follow netiquette with regard to all participants of classes.
8. Any student who violates the rules specified in sections 2-7 may be dismissed from class, with that student being counted as being absent from class.

## **Course Credit**

### **§ 10**

1. Obtaining credit for classes is subject to the criteria specified in the Course syllabus that is available in the Virtual University. Students are obligated to read the Syllabus, follow the rules and apply the criteria contained therein.



2. In order to obtain credit for a course, a student must pass all the assessment tasks for the verification of learning outcomes as indicated in the Course Syllabus. This means that each task must be prepared to a level that is sufficient to obtain more credits than the minimum required to pass that task or receive an appropriate grade.
3. Failing any task or course component results in failing the entire course and calls for repeating the course.
4. When repeating a course whose conditions for obtaining credit include an assignment, the student is required to complete a new assignment and to repeat all the activities that form the basis for its completion.
5. In the case of courses with a specified sequence, a student who fails the basic level cannot take the course at the advanced level.
6. A student who fails any of the courses in a semester is obligated to repeat self-enrolment and pass these courses in the next available time-frame they are conducted in.

#### **§ 11**

1. If the conditions for passing a course include an examination, two exam dates are provided - the first attempt and the re-take attempt. The date of the re-take attempt must be at least 7 days after the first attempt and at least 7 days before the end of the academic year.
2. Exam dates that are set for the exam session, i.e., following the conclusion of classes, will be announced in the exam schedule at least 14 days before the session starts.
3. Students enrolled in classes that end with an exam are required to take that exam on the first attempt date. Absence on the first attempt date will result in zero points or a failing grade as per the rules of grading said examination.
4. An exam date may only be restored in cases specified in § 32 section 7 of the Study Regulations. The student shall append their application with a doctor's certificate or a document confirming an unforeseen event, as specified in § 32 section 7 of the Study Regulations. The dean may decline to restore an exam date if repeating the exam is not possible due to organisational issues or if the application was submitted more than 7 days after the reason for absence had ceased or the academic year had ended.
5. The provisions of this paragraph and § 30 and 32 of the Study Regulations shall apply accordingly to other forms of validating learning outcomes applied in accordance with the Syllabus as part of course completion.

#### **Equivalent Classes**

#### **§ 12**

1. Decisions regarding the designation of equivalent classes for classes that are not conducted in a given academic year and classes that are not conducted until the end of the course of study shall be made by the Dean upon request of a student who is required to complete a failed course or in accordance with section 2.
2. The Dean may, by order, establish a list of classes that will be held in place of classes that are not offered during the current academic year or until the end of the course of study. The list shall be made available via the Virtual University.
3. If equivalent classes are established pursuant to section 2, the student's request for assigning equivalent classes shall not be recognised.
4. Equivalent courses are designated in such a way that their completion allows for obtaining the relevant learning outcomes and ECTS credits required by the curriculum.



5. If the number of ECTS credits for the equivalent course is lower than the value assigned to the course which is replaced, the student is obligated to obtain additional ECTS credits for other classes in order to acquire the total amount of credits which is required for the completion of studies.
6. When considering the student's request, the Dean shall take into account the number of ECTS credits, the learning outcomes, curricular content, and the order of completion of classes, and having applied those criteria, also the student's preferences.

#### **Rules for Recognising Outcomes Based on the Previous Course of Study and Classes Completed at Partner Universities**

##### **§ 13**

1. Recognising credit obtained at a different university and releasing students from the obligation to pass courses that are included in the curriculum is done in accordance with the rules outlined in § 14 of the Study Regulations, taking into account the compatibility of learning outcomes, number of hours, form, and substantive content of classes.
2. The maximum total number of ECTS credits that can be acquired by a student through recognition of credits obtained at different universities may not exceed:
  - 1) 120 ECTS credits for undergraduate programmes;
  - 2) 80 ECTS credits for graduate programmes.
3. Students must provide the syllabus and other documents confirming the content and course of classes, as well as completed tasks. This is necessary for assessing the substantive content of classes and student's workload.
4. Before issuing a decision concerning recognition of credit obtained at a different university, the dean may consult the coordinator of the field of study, specialisation or course. The opinion of the coordinator shall not be binding for the dean.

##### **§ 14**

1. Students of SWPS University may complete part of their curriculum at a different Polish or foreign university with which SWPS University has a cooperation agreement (partner university).
2. Classes completed at a partner university are recognised according to the Regulations for qualifying students and doctoral students of the University for ERASMUS+ placements, or the relevant provisions of the cooperation agreement.
3. Whenever the provisions of section 2 are insufficient to make a decision concerning recognition of credit obtained at a partner university, the decision will be made following general principles.
4. Obtaining credit for a semester of study in which the student took classes at a partner university requires that the student be released from courses with a total number of ECTS credits corresponding to the number that would be required of the student while completing that semester at SWPS University.
5. The number of ECTS credits assigned by the partner university are indicated in full scope and count towards the total amount of ECTS credits entered into the supplement.



## Rules for Qualifying for the Subsequent Year of Study

### § 15

1. Students are automatically qualified for the next year of study if they have obtained credit for all of the courses required in the given academic year and have met the specific conditions for the given field of study.
2. In the case of students admitted in inter-semester enrolment, qualifying for the second year of study is based solely on the number of ECTS credits and courses completed in the summer semester of year one.
3. In the field of **“Dziennikarstwo i komunikacja społeczna” (undergraduate and graduate studies)**, the only condition for qualification for the following year of study shall be to successfully obtain credit for subjects corresponding to at least 80% of ECTS credits indicated in the curriculum for the current year of study, excluding work internships.
4. In the field of **Filologia (undergraduate and graduate studies)**, specialisation: **English Studies**, the only condition for qualification for the following year of study shall be to successfully obtain credit for subjects corresponding to at least 80% of ECTS credits indicated in the curriculum for the current year of study, excluding work internships.
5. In the field of **Filologia (undergraduate studies)**, specialisation: **iberystyka** the condition for qualification for the following year of study shall be:
  - 1) successfully obtaining credit for subjects corresponding to at least 80% of ECTS credits indicated in the curriculum for the current year of study, excluding work internships, and
  - 2) passing all practical language classes prescribed for the given year of study; and
  - 3) obtaining a positive result in the Practical Spanish Examination (Pol. Praktyczna nauka języka hiszpańskiego, PNJH),- whereas students who fail to meet the condition specified in pt 2) may not attempt the PNJH exam.
6. In the field of **Filologia (undergraduate studies)**, specialisation: **italianistyka** the condition for qualification for the following year of study shall be:
  - 1) successfully obtaining credit for subjects corresponding to at least 80% of ECTS credits indicated in the curriculum for the current year of study, excluding work internships, and
  - 2) passing all practical language classes prescribed for the given year of study; and
  - 3) obtaining a positive result in the Practical Italian Examination (Pol. Praktyczna nauka języka włoskiego, PNJW),- whereas students who fail to meet the condition specified in pt 2) may not attempt the PNJW exam.
7. In the field of **Filologia (undergraduate and graduate studies)**, specialisation: **filologia szwedzka, filologia norweska, skandynawistyka** the condition for qualification for the following year of study shall be:
  - 1) successfully obtaining credit for subjects corresponding to at least 80% of ECTS credits indicated in the curriculum for the current year of study, excluding work internships, and
  - 2) passing all practical language classes prescribed for the given year of study; and
  - 3) obtaining a positive result in the Practical Language Examination (Pol. Praktyczna nauka języka, PNJ),- whereas students who fail to meet the condition specified in pt 2) may not attempt the PNJ exam.
8. In the field of **Kulturoznawstwo (undergraduate and graduate studies)**, the only condition for qualification for the following year of study shall be to successfully obtain credit for subjects corresponding to at least 80% of ECTS credits indicated in the curriculum for the current year of study,



- excluding work internships.
9. In the field of **Studia azjatyckie: Chiny i Azja Wschodnia (undergraduate studies)**, the condition for qualification for the following year of study shall be:
    - 1) successfully obtaining credit for subjects corresponding to at least 80% of ECTS credits indicated in the curriculum for the current year of study, excluding work internships, and
    - 2) successful completion of language classes indicated in the curriculum for the given year of study and for the given language path (with the exclusion of the second Asian language course on levels 1 and 2).
  10. Students who fail to complete internships prescribed in the curriculum during the first or penultimate year of study shall not be denied qualification for the next year of study. In this situation, the student will receive a "No Grade" (Pol. Brak Oceny, BO) note in their grade protocol.
  11. A student who was conditionally qualified for the subsequent year of study pursuant to sections 3-9 due to failure to obtain credits for all courses required in the given year of study shall be obligated to repeat the failed courses in the earliest available time-frame these courses are conducted in. Repeating classes is subject to additional fees according to the agreement on the payment terms for studies.
  12. A student who fails to fulfil the conditions to qualify specified in sections 1-9 has until 20 September to submit an application to repeat the year of study.

#### **Deregistration or Repeating a Year of Study**

##### **§ 16**

1. The rector may initiate proceedings to deregister a student for failing to complete the year within the required time-frame, in particular for not meeting the conditions to qualify for the higher year stipulated herein, in accordance with § 22 section 7 pt 3 of the Study Regulations.
2. A student permitted to repeat a year in the subsequent academic year shall repeat the year of study and switch to the curriculum that is appropriate for the subsequent year. The student is required to self-enrol in the repeated courses.
3. Students repeating a year of study have all their results that correspond with the current curriculum recognised and are required to complete the courses of the repeated year, including curricular differences resulting from changing the curriculum.

#### **Final Provisions**

##### **§ 17**

Whenever the provisions contained herein are inconsistent with the Study Regulations, internal regulations of the university, the Act or other generally applicable legislation, the provisions of the higher-tier act shall apply.