

Annex No. 1

to the agreement on participation in an Intensive English Course

Regulations for the Intensive English Course

§1 Introduction

1. These Regulations shall determine the organisation of classes, course of teaching and rules for completion of the Intensive English Course for Foreigners.
2. The terms used in the Regulations shall mean:
 - 1) course – Intensive English Course for Foreigners organised by the English Language Centre of the Foreign Language Centre of the Warsaw University of Technology;
 - 2) course participant – person who met all requirements for course admission, registered at the English Language Centre and took up the course;
 - 3) course director – director of the English Language Centre;
 - 4) Centre – English Language Centre, a teaching unit at the Foreign Language Centre of the Warsaw University of Technology, which is the organiser and conducts the Intensive English Course;
 - 5) academic hour – a unit used to determine the duration of classes, lasting 45 minutes;
 - 6) module – part of the course, covering 150-170 academic hours, finishing with a module test;
 - 7) teacher – English teacher running the classes in the group of the course participant, holding appropriate qualifications to teach English.

§2 General provisions

1. The Intensive English Course is a further education course established on the basis of Regulation of the Rector no. 115/2020 (on the rules and procedures of establishing, terminating and conducting, financing and documenting further education courses at the Warsaw University of Technology).
2. The unit conducting the course is the Foreign Language Centre of the Warsaw University of Technology, and the unit responsible for its completion is the English Language Centre of the Warsaw University of Technology.
3. The aim of the course is to systematically increase the level of English competence of course participants and prepare them for an international, universally recognisable external examination in English.
4. The course is not suitable for beginner participants.
5. As long as participants attend the course regularly and work systematically on their own – at least 75 hours per module, the following learning outcomes are foreseen:

MODULE 1 A1	MODULE 2 A2	MODULE 3 B1			
	MODULE 1 A2	MODULE 2 B1	MODULE 3 B2		
		MODULE 1 B1	MODULE 2 B2	MODULE 3 B2+	
			MODULE 1 B2	MODULE 2 B2+	MODULE 3 C1

The Centre does not guarantee the achievement of the learning outcomes. They depend on a number of factors, including the workload of the Course Participant.

§3 Rules of organisation of the Intensive English Course for Foreigners

1. The course is conducted from October to June and covers 500 academic hours, divided into 3 modules.
2. The course schedule is laid down by the course director on the basis of the academic calendar of the Warsaw University of Technology, laid down by the Rector in a regulation.
3. The course is conducted in the in-person mode. In exceptional situations, the mode of classes may be determined by state and university authorities.
4. Before starting the course, the course participant shall take a written and oral placement test. Taking both parts of the placement test is obligatory.
5. After the placement test and evaluation of the entry level of course participants, the course director shall determine the group compositions and their weekly timetables.
6. The recommended number of participants of one group shall not exceed 16.
7. The classes are conducted in 90-minute blocks. Every day there are one or two blocks. In case of the necessity to make up for cancelled classes, the Centre shall have the right to extend the blocks.
8. Classes in each group are taught by more than one teacher.
9. Class attendance is obligatory.
10. Absences of a course participant may be justified on the basis of a relevant certificate to be submitted to the Centre staff within 14 days as of the end of the leave.
11. The course is divided into 3 modules. Each module ends with a module test checking the achievement of the assumed learning outcomes by the course participant.

§4 Course completion rules

1. A module is passed on the basis of a module test organised at the end of each of the three modules.
2. Module tests consist of the written part and the oral part. To pass the module, course participants have to take both parts of the test and obtain at least 55%.
3. Course participants have the right to retake a failed module test as long as they have at least 65% attendance within a given module.
4. At the end of each module, the course participant receives a report with the grade for the module test, a progress report and a recommendation on continuation of learning in the course.
5. A certificate of course completion is given to course participants who:
 - 1) have at least 65% attendance at the course;
 - 2) have received a positive grade for at least one module of the course.
6. The certificate of course completion is issued after the end of classes.
7. In the course of study the following grading scale shall be used:
 - 1) 0-54% – unsatisfactory;
 - 2) 55%-63 % – satisfactory;
 - 3) 64%-72% - satisfactory plus;
 - 4) 73%-82% – good;
 - 5) 83%-91% - good plus;
 - 6) 92%-100% – very good.
8. The unsatisfactory grade is a failing grade.
9. If during the verification of the achievement of learning outcomes it is stated that the course participant failed to work on their own or used forbidden aids or devices, the course participant receives an unsatisfactory grade and may not retake the test.

§5 Rights and obligations of course participants

1. The course participant shall have the right to:
 - 1) participate in all classes foreseen during the course, in the group they were qualified for;
 - 2) receive materials necessary to participate in classes, as well as additional materials and resources (also online) for independent work;
 - 3) receive regular feedback on their learning progress and a report at the end of each module;
 - 4) make complaints and suggestions on the course to the course director and receive a reply within no more than 14 days;
 - 5) receive a certificate of course completion, having met the requirements specified in §4 section 5;
 - 6) evaluate the course in the form of a questionnaire;
 - 7) participate in additional events organised by the Centre;
 - 8) keep their privacy – it is forbidden to record classes or parts of classes, and photograph or record Centre staff members and other course participants without their consent.
2. The course participant shall be obliged to:
 - 1) attend the classes regularly and punctually in the group they were allocated to by the course director, whereas being late by over 15 minutes constitutes an absence;
 - 2) work systematically on their own, prepare well for classes and participate in them actively, including passing the module test;
 - 3) change the group on the basis of the information from the course director;
 - 4) follow the rules laid down by the course teacher;
 - 5) observe the deadlines connected with course completion and laid down by the Centre;
 - 6) regularly check the communication channels with the Centre, laid down by the Centre before the beginning of the course;
 - 7) address the teachers, course participants and Centre staff with due respect and observe moral and ethical rules;
 - 8) have a device with a camera and internet access of the quality allowing to participate in classes employing distance-learning methods and techniques;
 - 9) observe health and safety rules and regulations applicable to buildings where the classes are held;
 - 10) care for the Centre's property and the property of the owner of the building where the classes are held;
 - 11) cover on their own the costs resulting from the need to repair or replace any equipment damaged by the course participant.

§6 Final provisions

1. To all matters not regulated herein, relevant regulations shall apply, resulting from the Rector's Regulation on the rules and proceedings of establishing, terminating, as well as conducting, financing and documenting further education courses at the Warsaw University of Technology, as well as regulations arising from relevant legal acts.
2. Any conflicts shall be settled by the course director.
3. The decision of the course director may be appealed against to the Director of the Foreign Language Centre of the Warsaw University of Technology.

Warsaw, 28.04.2025