

**RESOLUTION NO. 430**  
**OF THE COUNCIL OF THE FACULTY OF JOURNALISM**  
**AND POLITICAL SCIENCE**  
**of 20 June 2012**  
**on Detailed Rules of Studying**  
**at the Faculty of Journalism and Political Science, University of Warsaw**

Pursuant to Paragraph 4 Point 1 and Point 2 Sections 1 – 7, Paragraph 8 Points 6 and 11, Paragraph 22 Point 4, Paragraph 23b Point 1, Paragraph 30 Points 4 and 5, Paragraph 34 Point 2 and Paragraph 35 Point 1 of the Rules of Study at the University of Warsaw, which is annexed to Decree No. 2 of the Rector of the University of Warsaw of 2 March 2010 on the publication of the consolidated text of Resolution No. 142 of the Senate of the University of Warsaw of 18 October 2006 concerning the adoption of the Rules of Study at the University of Warsaw (UW Official Journal of 2010, No. 3B, pos. 70) and Resolution No. 505 of the Senate of the University of Warsaw of 25 April 2012 on the Amendment of the Rules of Study at the University of Warsaw, the Council of the Faculty of Journalism and Political Science, University of Warsaw resolves as follows:

§ 1.

1. The resolution determines the detailed rules of studying at the Faculty of Journalism and Political Science, University of Warsaw, hereinafter referred to as the 'Faculty'.
2. The provisions of Resolution No. 142 of the Senate of the University of Warsaw of 18 October 2006 on the adoption of the Rules of Study at the University of Warsaw, as amended, hereinafter referred to as the 'Rules of Study at the University of Warsaw' and the provisions of the Resolution of the Faculty Council concerning student affairs and didactic issues shall be applied to matters not regulated by this Resolution.

§ 2.

1. One academic year is a stage of study and a completion period for all fields of study.
2. Exams are held during the examination session. The number of exams cannot be higher than 8 per academic year and not higher than 5 per semester.
3. Grades for completing courses should be obtained at the end of the semester before the beginning of the examination session. The date of the re-sit test should be designated for the

examination session. In case the re-sit test is taken, the final grade for completing the course is determined in accordance with the Rules of Study at the University of Warsaw.

4. Exclusively students who have previously received a failing grade (unsatisfactory grade) for their coursework or have not seated the exam (have not earned credits for the course) are entitled to retake the exam or earn credits for the course completion during the retake examination session.

5. The prerequisite for completing a particular stage of study is to meet all the requirements indicated in the curriculum of the given phase of study.

6. Students have the right to take the exam prior to the end-of-semester examinations on the day and in the form set by the examiner provided that they have been granted the permission of the examiner and have met all the conditions necessary to take the exam included in their plan of studies (paying all charges for a given stage of study is an additional requirement). Exams taken before the examination session are treated as the first approach to the exam subject to Paragraph 25 Point 1 of the Rules of Study at the University of Warsaw.

### § 3

1. The student who has not fulfilled all the requirements indicated in the study plan of a particular phase of studies may apply for a conditional pass and registration for the next stage of studies if they submit a proper written request and – after having obtained the consent for the conditional registration – pay the fee for repeating the course set by the Dean in the amount and within the period of time specified in separate regulations.

2. The written request for a conditional pass and registration for the next stage of studies, accompanied by the reasons for such a request, shall be submitted within one week after the end of the resit examination session of the summer semester or at a later date if such has been specified by the Dean. In the absence of the request, the student may be expelled from the University according to the provisions of Paragraph 30 Point 9 of the Rules of Study at the University of Warsaw.

3. The decision to grant a conditional pass and register the student for the next stage of studies is made by the Dean who takes into account in particular:

a) the number of repeated courses; however, their number cannot be higher than two courses per academic year in the first year of study; in subsequent years of study – not more than half the number of courses taken in a certain year; yet, this number may not exceed four courses per academic year;

b) unusual life circumstances; in exceptional cases, it may be three courses per year in the first year of study and not more than five courses per academic year in subsequent years of study provided that the non-completed courses include foreign language or PE classes or a general university course. In the case of exceeding the aforementioned limits, the Dean decides that the student retakes the year (at the student's request) or is expelled from the University. In exceptional circumstances (particularly those related to a difficult life situation), the Dean may grant the permission for the conditional registration for the next stage of studies even if the number of non-completed courses exceeds the specified limit.

4. The student obliged to repeat a given stage of studies is required to complete all courses compulsory to this phase of studies in a particular academic year, with the exception of courses (approved by the Dean) completed in the course of previous studies at this stage.

5. Students who have not received credits for their coursework in a certain didactic cycle can repeat the course: twice at the first-cycle studies and only once at the second-cycle studies. In justified cases, the Dean may agree to waive this rule.

#### § 4

1. Students expelled from the University may apply for the resumption of studies.

2. Resumptions of studies are allowed from the second year of study onwards. In particularly justified cases, the Dean may permit the resumption of the second semester of the first year of studies if the courses provided by the study plan of the first semester have been completed before the expulsion from the University.

3. Resumption of studies takes place only within the same field of study from which the student was previously expelled unless these studies have expired, are no longer conducted. The prerequisite for the resumption of studies at the second-cycle studies is holding a bachelor's or master's degree, a diploma in engineering or an equivalent degree. Solely former full-time students may apply for resuming full-time studies.

4. If it is possible for organisational reasons, students resuming studies are admitted to the same specialisation from which they were expelled. Changing the specialisation may require completing courses stemming from curriculum differences, which are included in the limit referred to in Paragraph 4 Point 6 of the Resolution. The decision concerning the specialisation which is pursued by the student after the resumption is made by the Dean.

5. A written request for the renewal of studies, accompanied by the reasons for such a request, shall be submitted before the beginning of the stage of studies to which it relates. In

particularly justified cases, the Dean may permit to commence studies with a delay. Tuition fees are incurred on general principles.

6. The decision on the resumption of studies is made by the Dean who takes into consideration the number of programme differences arising from discrepancies in study plans. The total number of these differences cannot exceed 6 courses ending with an exam, completed with a mark or without it per academic year. In particularly justified cases, the Dean may agree to a greater number of programme differences.

7. The obligation to earn credits for programme differences does not apply to renewals made within two years after obtaining *absolutorium* (after completing the studies but before receiving the diploma) under Paragraph 36 Point 2 and Paragraph 8 Point 9 of the Rules of Study at the University of Warsaw.

8. In the case of renewals made after obtaining *absolutorium* subject to Paragraph 8 Point 10 of the Rules of Study at the University of Warsaw, the student is obliged to earn credits for curriculum differences.

9. At the student's request, the Dean may limit programme differences to the subjects contained in the core curriculum adopted by the Scientific Board of the respective Institute. Limiting the number of curriculum differences may not result in obtaining a smaller number of ECTS points than required for graduation and receiving the diploma.

10. The Dean sets deadlines and methods of gaining credits for programme differences after the resumption of studies. The deadline for earning credits for curriculum differences cannot be longer than one year. In special cases, at the written request of the student, the Dean may extend this period. The fees for programme differences and the time limits for payments are defined in separate regulations.

11. Not obtaining credits for programme differences within the period specified causes the necessity to retake the courses on general principles.

## § 5

1. After completing the first year of study, students may apply for permission to undertake the individual course of studies (ICS) provided that they have obtained the cumulative grade point average of at least 4.5 from the previous course of study.

2. The ICS can be realised at part-time and extramural studies provided that the student makes the payment of the tuition fee not lower than the fee for studies carried out in accordance with the existing study plan.

3. The Dean appoints a tutor for the student pursuing the individual course of studies. Tutors of students studying according to the ICS should be researchers holding a doctoral or post-doctoral degree or the title of professor employed at the Institute responsible for the field of study pursued by the student.
4. A written request for undertaking the ICS, together with the reasons and indication of the proposed tutor should be submitted by 30 September. The request shall also be accompanied by a draft curriculum that would be realised as part of the ICS.
5. Students define their plan of study with the help of the tutor in compliance with the following rules:
  - a. the study plan consists of all courses included in the minimum curriculum of a given field of study/specialisation adopted by the Scientific Board of the respective Institute;
  - b. the number of courses, their length, the number of ECTS points as well as the number of exams and courses completed with a mark cannot be lower than those included in the study plan of a given stage of studies;
  - c. students simultaneously pursuing parallel studies in a different field of study are not allowed to include compulsory courses realised at the parallel studies into their individual educational programme.
6. Students pursuing their studies according to the ICS are obliged to participate in all tutorials included in the individual educational programme and complete them within the time limits provided by the plan of studies for the given stage in compliance with the examination session schedule.
7. The individual course of studies is awarded for one academic year. The tutor, together with the student, predetermines the ICS programme prior to the beginning of the academic year. The plan (along with the form of the course completion) that has been accepted by the Dean may be amended after the the term has already commenced only in exceptional circumstances (e.g. withdrawal of the class from the university offer or overcrowding of the class).
8. The cumulative grade point average for the stage of studies pursued according to the ICS plan is calculated on the basis of Paragraph 31 Points 2 and 3 of the Rules of Study at the University of Warsaw, treating the ICS plan as the study plan. The right to choose subjects for the grade point average does not apply to the minimum curriculum referred to in Paragraph 5 Point 5 Letter a) of the Resolution.

## § 6

1. The change in the form of studies may occur only according to the following principles:

a) from part-time or extramural studies to full-time studies – after the successful open recruitment process, with the possibility of recognising courses completed at part-time or extramural studies;

b) from full-time studies to part-time or extramural studies – at the written request of the student, with the possibility of recognising courses completed at full-time studies.

2. A written request for changing the form of studies and the reasons for it should be submitted not later than one month before the start of the academic year. In special situations, at the written request of the student, the Dean may extend this period.

3. If the student changes the form of studies, they are required to earn credits for programme differences if any appear. In the decision concerning the change in the form of studies, the Dean sets deadlines and methods of gaining credits for programme differences. The deadline for earning credits for curriculum differences cannot be longer than one year. In special cases, at the written request of the student, the Dean may extend this period. The fees for programme differences and the time limits for payments are defined in separate regulations.

## § 7

On the basis of Paragraph 19 Point 3 of the Rules of Study at the University of Warsaw, the Faculty Council transfers its powers concerning authorisations for conducting classes referred to in Paragraph 19 Points 1 and 2 of the Rules of Study at the University of Warsaw to Institute Boards.

## § 8

1. The following rules shall be applicable to diploma seminars:

a) MA and BA seminars are conducted by entitled academic teachers meeting the requirements specified in Paragraph 19 and Paragraph 34 Point 1a of the Rules of Study at the University of Warsaw.

b) Diploma seminars are mandatory tutorials. The study plan specifies the number of seminar hours.

c) The number of students in the seminar group is determined by the Resolution of the Faculty Council on the principles of calculating the amount of didactic work.

d) With the consent of the Director of the Institute, students may prepare their diploma thesis in the form of individual consultations under the supervision of the researcher not conducting the diploma seminar.

e) Students may prepare their diploma dissertations under the supervision of the researcher employed at a different institute of the FJPS after obtaining the consent of the directors of both organisational entities.

f) The supervisor of the diploma thesis specifies the rules of earning credits for diploma seminars at various stages of studies at the beginning of the first semester of the seminar.

g) The supervisor may decide that granting credits for the last semester of the diploma seminar will depend on whether the student has submitted the whole thesis (in the draft form) within the period fixed by the supervisor.

2. The following principles shall be applicable to conducting diploma exams:

a) The Commission at the diploma exam is comprised of at least three people: chairperson, supervisor and reviewer of the thesis. The Commission must include at least one person with a post-doctoral degree.

b) The Dean, Vice-Dean or a university teacher employed at the FJPS holding at least a post-doctoral degree and designated by the Dean may be the chairperson of the Commission at the MA exam.

c) The Dean, Vice-Dean or a university teacher employed at the FJPS holding at least a doctoral degree and designated by the Dean may be the chairperson of the Commission at the BA exam.

d) The decision about the open diploma examination under Paragraph 37 Point 6 of the Rules of Study at the University of Warsaw is made by the chairperson of the Commission at the diploma exam.

e) The diploma examination has an oral form. During the exam, the Commission asks the student at least two questions; however, at least one of them applies to the content of the diploma thesis and at least one – the subject matter of the diploma seminar led by the given supervisor.

f) If the thesis was written in a foreign language, the diploma examination may be held in that language or in Polish. The decision in this case belongs to the chairperson of the Commission at the diploma exam.

g) The diploma exam grade is determined unanimously or by majority vote. The final grade is determined in accordance with the Rules of Study at the University of Warsaw.

h) The diploma exam protocol shall be prepared after the exam and signed by the members of the examination Commission. The Commission may include the recommendation to grant the student a diploma with honours in the protocol.

## § 9

1. The limit of extra classes that are free of charge at the Faculty constitutes 10% of the number of ECTS points required for graduation.
2. The limit of extra classes does not include repeated courses, programme differences and consultations of diploma theses after obtaining *absolutorium*.

## § 10

1. Exceptionally talented students of secondary schools may – after having been granted the consent of the Dean – participate in tutorials provided for by the curricula in the fields of study remaining in compliance with their skills.
2. These students are not allowed to either take exams or earn credits for completing courses.

## § 11

Coordinators of exchanges with national and foreign universities are appointed by the Dean (in the case of faculty coordinators) or the Director of the Institute (in the case of coordinators established for particular fields and types of studies).

## § 12

1. The prerequisite for a course completion is the prior registration for the classes according to the study plan and the rules of the registration.
2. The detailed rules on the registration for classes are specified by the Dean in consultation with the competent body of the Student Government.

## § 13

1. While determining curriculum differences, the Dean may classify part of the courses completed by the student at other universities, in other organisational units of the University of Warsaw or another field of study at the FJPS as equivalent courses.
2. The Dean sets out the rules for determining the equivalence of courses and stages of study.
3. The maximum number of ECTS points which can be obtained for the completion of equivalent courses throughout the period of parallel studies at the FJPS should not exceed: 18 at the first-cycle studies and 12 at the second-cycle studies.

## § 14

1. Students may be asked to repeat a particular stage of studies only at their written request pursuant to Paragraph 30 Point 5 of the Rules of Study at the University of Warsaw.
2. The written request for retaking a certain stage of studies, accompanied by the reasons for it, shall be submitted within one week after the end of the resit examination session of the summer semester or at a later date if such has been specified by the Dean. In the absence of the request, the student may be expelled from the University according to the provisions of Paragraph 30 Point 9 of the Rules of Study at the University of Warsaw.
3. The decision on repeating a certain stage of studies is made by the Dean who takes into account in particular:
  - a) the number of retaken courses (in conjunction with Paragraph 3 Point 3 of the Resolution),
  - b) unusual life circumstances having an impact on the student's situation.
4. The fee for repeating a stage of studies and the time limit for payment are defined in separate regulations.

#### § 15

1. The diploma thesis (BA or MA thesis) must meet the following content-related and procedural criteria:
  - a) its subject matter must be related to the pursued field of study;
  - b) topics of diploma theses must be approved by the Scientific Board of the respective Institute not later than at the beginning of the last semester of studies;
  - c) the content of the dissertation must be consistent with its title;
  - d) the thesis should reflect the student's knowledge of the researched issues and the knowledge of the scientific workshop specific to the given discipline;
  - e) the dissertation should be based on a variety of sources, including – if possible – those published in foreign languages;
  - f) the diploma thesis must be written personally and may not contain contents obtained in a manner inconsistent with the binding legal provisions;
  - g) the thesis may not have been the subject of earlier procedures of obtaining professional titles at any higher education institution;
  - h) the dissertation must meet all the formal requirements set out in Decree No. 16 of the Senate of the University of Warsaw of 18 May 2006 amending Decree No. 8 of the Rector of the University of Warsaw of 31 August 2004 on keeping the Register of Diplomas and archiving diploma theses.

2. In the case of the diploma thesis devoted to particularly extensive issues requiring the pursuit of labour-intensive research, it is allowed that two students write a joint dissertation. Such thesis ought to have a separable structure (the authorship of individual parts of the work should be clearly defined) and each author's contribution to the work should be proportionate. The Scientific Board of the Institute decides about permitting the creation of the joint diploma thesis.
3. With the consent of the supervisor, the diploma thesis may be written in a foreign language. However, its title, abstract and keywords must be written in Polish.
4. The diploma thesis grade is determined by the supervisor and reviewer in the form applicable at the University of Warsaw in accordance with the criteria contained therein. In the case of theses prepared in a foreign language, reviews of the dissertation must be written in Polish.
5. An academic teacher holding at least a post-doctoral degree or a university teacher holding at least a doctoral degree, as far as they have been authorised by the Institute Board to conduct MA seminars or review MA dissertations, may become the reviewer of the diploma thesis.
6. If an academic teacher with a doctoral degree is the supervisor of the MA thesis, the reviewer of the thesis has to be an academic teacher holding at least a post-doctoral degree.
7. An academic teacher holding at least a doctoral degree or a university teacher holding at least an MA degree, as far as they have been authorised by the Institute Board to conduct BA seminars or review BA dissertations according to the principles specified in Paragraph 19 Point 2 of the Rules of Study at the University of Warsaw, may become the reviewer of the BA thesis.
8. If an academic teacher with an MA degree is the supervisor of the BA thesis, the reviewer of the thesis has to be an academic teacher holding at least a doctoral degree.

## § 16

1. The diploma thesis should be submitted to and signed by the supervisor not later than one month before the scheduled date of graduation. The already signed thesis must be submitted to the Secretariat to be archived not later than 2 weeks before the planned date of the diploma examination. On the day of submitting the thesis for archiving, other formal conditions specified by separate regulations must be fulfilled as well.
2. The diploma thesis should be submitted in three hard copies as well as in the electronic form on a computer data carrier. The Dean specifies the detailed rules in this respect.

3. If the diploma thesis has been submitted for archiving within the period specified in Paragraph 16 Point 1 of the Resolution, the diploma exam is carried out not later than on the last day before the scheduled date of graduation.

4. The date amended by the decision of the Dean is also regarded as the scheduled graduation date subject to Paragraph 35 Point 2 of the Rules of Study at the University of Warsaw.

#### § 17

The Faculty Council grants diplomas with honours after the Dean has determined that the conditions pursuant to Paragraph 39 Point 4 of the Rules of Study at the University of Warsaw and the regulations implementing the Rules of Study have been fulfilled.

#### § 18

Students who resumed studies after the leave are enrolled for the stage of studies not completed due to the leave. They are required to complete all the courses included in the study plan which they pursue after the leave. In the case when changes have been made to the curriculum, the Dean identifies curriculum differences to be completed.

#### § 19

1. Resolution No. 578 of the Council of the Faculty of Journalism and Political Science of 23 June 2010 on the Detailed Rules of Studying at the Faculty of Journalism and Political Science, University of Warsaw (as amended on 29 September 2010 and 22 June 2011) ceases to bind on 30 September 2012.

2. The resolution comes into force on 1 October 2012.

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