

RESOLUTION NO. 21
OF THE TEACHING COUNCIL OF THE FACULTY OF ECONOMIC SCIENCES
OF THE UNIVERSITY OF WARSAW
of 30 September 2020

on conducting of examinations and assessments

Pursuant to § 5 s. 1 point 7 of the Rules of Study at the University of Warsaw (UW Monitor of 2019, item 186) and Resolution No. 10 of University Education Council on guidelines for the administration of examinations and assessments at the University of Warsaw (UW Journal URK of 2020, item 10), the Teaching Council of the Faculty of Economic Sciences resolves as follows:

§ 1

1. Specific rules of conducting examinations and assessments at the Faculty of Economic Sciences of the University of Warsaw have been formulated.
2. The rules referred to in point 1 therein shall constitute an annex to the resolution.
3. The rules shall apply to all fields of study at the Faculty of Economic Sciences of the University of Warsaw.

§ 2

The resolution shall enter into force on the day of its adoption.

dr hab. Katarzyna Kopczewska, professor
Chair of the Teaching Council
of the Faculty of Economic Sciences

SPECIFIC RULES ON CONDUCTING EXAMINATIONS AND ASSESSMENTS AT THE FACULTY OF ECONOMIC SCIENCES OF THE UNIVERSITY OF WARSAW

§ 1 General rules

1. Exams and other forms of verification of learning outcomes leading to the grade issuance to the student should be conducted in an atmosphere of respect for dignity and kindness towards all involved members of the University community.
2. The Faculty of Economic Sciences continues to implement the principle of "Zero tolerance for cheating", which is manifested in the policy against unethical and nonindependent attempts to obtain credit.
3. The Faculty of Economic Sciences ensures the highest quality of education. The purpose of the grading process is to verify the knowledge, skills, and competences acquired by the student in a reliable and multidimensional manner. The process of grading determines but does not limit, the system of credit points, grading scale, and deadlines. In some special events, subject to the EUP's consent, exceptions to the established rules may be applied.
4. In all study years, the method of assessment specified by the examiner is expected to encourage the student to study independently, seek and explore knowledge in different sources, think critically, solve problems and form recommendations, approach the analyzed issues scientifically, understand the progress taking place in science, and understand the various possibilities of solving the problem. The student who does not meet these conditions cannot earn a positive assessment.
5. The student shall not improve the positive grade they have received. Similarly, the student shall not receive a second positive grade in a given study cycle. In the next study cycle, the student shall not re-register for the course they have completed and reverse their commitments. This restriction shall not apply to the supplementing curricular differences concerning the courses under the current name but with new syllabus content.
6. The examiner is entitled to conduct the examination in various forms, as well as to differentiate these forms in the regular examination and the resit examination session. The forms of examination shall be adequate to the type of classes.
7. The final course grade includes the verification of all learning outcomes, and in particular knowledge, skills, and social competences.
8. The examiner shall consider the protection of the student's personal data at every stage of the examination process.

§ 2 Examiner

1. An academic teacher with at least the academic degree of a doctor to whom a specific course is entrusted in a given study cycle shall automatically act as an examiner of this course in a given cycle.
2. In the case of "the lecture and classes", the lecturer is entitled to conduct the final examination, and the persons teaching the classes are entitled to issue a pass or

fail credit for the class. The course coordinator is entitled to establish uniform credits rules for all student groups.

3. All verification methods of knowledge, skills, and competences leading to assessment in a given course are considered to be an exam, regardless of how they are named.
4. Provided the course is taught by several persons, the course coordinator may exempt the person who teaches the class from the role of an examiner. All course examiners are jointly and severally responsible for the examination. All who teach the classes shall be obliged to participate in exams.
5. In some special events, constituting an exception to the provisions of § 2 s. 1, the EUH, with the consent of the Teaching Council, may entrust teaching classes in a given study cycle and exams to a person with a master's degree.
6. In some special events, constituting an exception to the provisions of § 2 s. 1, the EUH may authorize an academic teacher other than the lecturer of a given course, to act as an examiner.

§ 3 Transparency of the examination process

1. The information on the rules for issuing the grade, including the grading scale, grading thresholds, grade components and their weights, as well as the rules of completing and correcting each component of the grade, the examiner provides to be entered into USOS before the commencement of the semester.
2. In the case of a course that requires the participants to complete written assignments, the lecturer shall inform students about the success criteria for the assignment and the applicable anti-plagiarism rules and procedures.
3. At least 3 weeks before the commencement of the regular examination session, the examiner provides students with detailed information on the organization of the examination in the regular and resit session. This information may be provided in writing or orally during classes. This information includes in particular: the approximate number of questions, the number of correct answers required to pass, approximate response time, rules for assessing the responses and incorrect answers, the method of points calculation, as well as allowed and forbidden activities and aids during the exam.
4. While learning about the content of the exam, the student shall receive detailed information about the points assigned to each part of the exam.
5. In some special events, in connection with § 2 s. 6, the period specified in § 3 s. 3 may change.
6. The student is entitled to learn about the form and sample questions of the course exam conducted in previous years.

§ 4 Organization of the written exam

1. The written exam may be held on-site or remotely using the software approved for use at the University of Warsaw. When taking the exam, the student, when requested by the examiner, is obliged to present their identity or student card. In the case of a remote exam, the student is obliged to use a camera and microphone that enable voice and visual communication. Should technical problems occur, the examiner shall decide whether the exam should be continued.

2. Prior to the exam, the examiner determines the activities and aids that are not allowed during the exam.
3. Persons whose task is to support the examiner in ensuring the examination conditions, as indicated by the examiner or the EUH, may be present during the exam.
4. Persons competent in the course matter may support the examiner in the process of assessment of examination papers. The examiner shall be responsible for the fair and appropriate assessment of examination papers.
5. The examiner shall inform the student about the results of the examination presenting the components of the assessment, provided there are such, and enter the exam grade into USOS no later than the date of closing the protocol in USOS. In some special events, the EUH may determine a different date of grading, but not shorter than 3 days from the date of the examination.
6. The examiner ensures that the student has access to their work not later than within seven days from the date the grade was issued. The student is entitled to receive a justification of the grade.
7. Written assignments are stored for one year. In some special events, the EUH may extend this period. Employees and other persons that teach classes are obligated to submit all written work for disposal immediately after completion of the required storage period.

§ 5 Organization of the oral exam

1. The oral exam may be held on-site or remotely using the software approved for use at the University of Warsaw. When requested by the examiner, the student is obliged to present their identity or student card. In the case of a remote exam, the student is obliged to use a camera and microphone that enable voice and visual communication.
2. The oral exam is conducted by the examiner. The exam is attended by the examiner and the examinee student. An observer may attend the exam upon the examiner's invitation. The observer does not participate in the examination, in particular, they do not pose any questions during the exam.
3. The oral exam is recorded and minuted by the examiner. The Teaching Council shall determine the method of preparing the examination minutes.
4. At the end of the exam, the examiner shall inform the student about the grade they have received from the oral exam.
5. The examiner enters the exam grade in USOS no later than the day following the date of the oral exam.

§ 6 Admission to the early exam session

1. The examiner has the right to organize an early exam session before the main examination session.
2. The examiner has the right to limit the number of students admitted to the early exam session by setting their own criteria. As a rule, the early exam session is for outstanding students or students who, for justified reasons, are unable to take the exam in the main session.
3. In justified cases, the EUH may recommend to the examiner the organization of an early exam session for the indicated student.

4. The early exam session does not increase the number of exam dates – the student may take the exam on two scheduled dates, that is, the early exam date and the regular exam date, or the early exam date and the resit exam date.

§ 7 Principles of class completion

1. With regard to the course of the "lecture and classes", the student has the right to take the exam, provided they have received a passing grade in the classes.
2. The person teaching the classes is obliged to enter class grades into USOS no later than three days before the exam. Provided the class grade has not been entered into USOS by the indicated deadline, the student shall be allowed to take the exam. Being allowed to take the exam does not consequently mean that the classes have been completed. The final grade is issued in accordance with the rules and grading scale as indicated in the syllabus provided in USOS, once the classes have been completed.
3. The student has the right to improve the components of class completion in the second term, provided the method of class completion allows for it. The student has the right to resit quizzes, tests, homework, and other written assignments. The student is not entitled to improve the class completion in terms of group work, active participation in classes, discussions, and debates.
4. The person teaching the class has the right to establish other conditions for the class completion in the regular and resit session, which are indicated in the syllabus in USOS.
5. The final course grade in a given cycle is awarded based on the grade for class completion in the regular or resit session of this cycle (not less than 20% of the final grade) and the exam grade awarded in the regular or resit session of this cycle. As a rule, class grades awarded in a different cycle shall not constitute a component of the course completion in a given study cycle. In some special events, the coordinator may accept a passing class grade awarded in another cycle.

§ 8 Assessment rules

1. The incorrect answer given by the student should not be graded lower than no answer.
2. Fractional points for single correct answers and a full point for a complete set of correct answers to the specific question may be applied in the case of multiple-choice exams.
3. The exam may contain optional questions and tasks.
4. The assessment method shall relate to the accomplished learning outcomes, and it should be assumed that a student who has received a satisfactory grade has accomplished at least half of the learning outcomes.
5. The examiner shall enter the grade into USOS. Provided the student cannot be assessed, the examiner shall enter an NK. An unsatisfactory grade may be awarded when a student took the exam and failed it, or in the event specified in § 9 s. 3.

§ 9 The principles of implementing the "Zero tolerance for cheating" policy

1. Any manifestation of unfair and unethical obtaining of course credit is subject to punishment.

2. In the case of the on-site written exam, if the student undertakes unauthorized contact with other people, the examiner may request from them to stop such contacts, to move to another place in the room or, in a special situation, ask to leave the room during the exam and award a failing course grade. The examiner shall prepare a report of such an event and submit it to the EUH.
3. In the case of the on-site written exam, if the student uses unauthorized aid, the examiner confiscates such aid, asks them to leave the room during the exam and awards a fail course grade. The examiner shall prepare a report of such an event and submit it to the EUH.
4. In the case of the remote written exam, if the examiner notices that the student behaves unusually or has obtained unusual exam results, they shall report the matter to the EUH and may verify the student's knowledge by organizing an oral explanatory exam. The result of the oral explanatory exam is the final result. The examiner prepares a report of such an event and submits it to the EUH. In some special events, the examiner has the right to interrupt or finish the exam.
5. In the case of written work submitted for assessment, if the examiner finds the content of the work in other sources that have been improperly cited, the examiner shall prepare a detailed plagiarism report and submit it to the EUH. The EUH shall have an explanatory conversation with the student. On its basis as well as based on the allegations or doubts presented by the lecturer and the report on the work verification in the anti-plagiarism system, the EUH shall sustain or dismiss the suspicion of plagiarism. Sustaining the suspicion of plagiarism may result in awarding the student an unsatisfactory grade for the submitted work within the given course by the lecturer. In the event of sustaining the suspicion of plagiarism of the submitted course work by the student, the EUH shall refer the case to the Rector.
6. In the case of diploma theses submitted for evaluation and defense, if the reviewer or supervisor finds the content of the work in other sources that have been improperly cited, they have an explanatory conversation with the student. Provided the suspicion is sustained, they shall prepare a detailed plagiarism report and submit the case to the EUH. The EUH shall have an explanatory conversation with the student. On its basis as well as based on the allegations or doubts presented by the supervisor or reviewer and the report on the work verification in the anti-plagiarism system, the EUH shall sustain or dismiss the suspicion of plagiarism. In the event of sustaining the suspicion of plagiarism of the submitted work by the student, the EUH shall refer the case to the Rector.
7. In each event when the plagiarism report is submitted to the EUH and the allegation of plagiarism is sustained, the Dean's Office shall inform the student that the plagiarism report has been approved. The student is obliged to pass the course on the Principles of Intellectual Property Protection in the resit group in the first available period. They shall pay the course fee according to the price list of teaching services at the University of Warsaw.
8. In other events than those provided in s. 2-6, the EUH shall decide on the method of settling the case.
9. In the event where the student's file contains two or more plagiarism reports, they shall submit a request to resume the studies. The EUH has the right to reject the request for resuming the studies.

§ 10 Procedures related to improprieties

1. The student has the right to submit a justified request to the EUH to be provided with an explanation in the event when they have doubts as to the professionalism, impartiality or objectivity of the examiner in the assessment process.
2. The EUH shall consider the request by examining the examination or credit documentation and listening to the argumentation provided by the examiner and student. The EUH may involve other persons in the process.
3. The EUH may, in particular:
 - a. approve the awarded grade provided there are no grounds for contesting it,
 - b. organize a re-examination with the current examiner,
 - c. organize a re-examination with a new examiner,
 - d. organize an exam before a commission.
4. The student has the right to submit to the EUH a justified request for the appointment of an observer present during an oral exam. The EUH shall consider the request by examining the assessment process and listening to the argumentation provided by the examiner and student. The EUH may involve other persons in the process.