

## General Rules for Completing Language Courses

1. The following General Rules for Completing Language Courses at Foreign Language Centre are discussed by the teacher during the first week of classes each semester for full-time and part-time evening studies, as well as during the first meeting of the semester for part-time weekend studies. These rules are also provided to students in written form via the Microsoft Teams platform.
2. Course completion is based on attendance and points, as described in the Rules for Completing Language Courses for each level and mode of study, which are attached to the General Rules for Completing Language Courses.
3. According to the record in the Online Recruitment System (ISR), the selected language is final. Any changes in this regard are not possible.
4. Changing a language group is only possible in specific cases and always requires the approval of the teacher leading the group. Detailed information on group assignment rules and a sample request form can be found at <https://www.sgh.waw.pl/lektoraty>.
5. Students must respect Foreign Language Centre staff and each other, adhere to rules of collegial cooperation, and take care of the space where classes are held, in accordance with the SGH Code of Ethics.
6. Students should remove outerwear before entering the classroom and place it in a way that does not obstruct the teacher or other students.
7. After receiving a passing grade for a given semester, students are automatically registered for subsequent semesters without the need to report to Foreign Language Centre.
8. Students participating in exchange programs must submit a language declaration to the Dean's Office before departure.
9. Students who failed the last semester of the language course and received the dean's approval to retake the course, were on a dean's leave, or obtained approval to defer the course must contact the appropriate Language Team Coordinator to be assigned to a group.
10. Student absences may be excused only with a medical certificate stating inability to attend classes or a certificate issued by the Rector or an authorized representative (§ 22, point 4 of the Study Regulations). Extracurricular commitments, including work and family obligations, as well as attending classes at another university, generally cannot be used as an excuse for absence.
11. Students are required to attend classes punctually. Arriving more than 20 minutes late is counted as an absence. If a student arrives late, they must report to the teacher after class to confirm their attendance.
12. Consultation hours for students may be conducted remotely. In such cases, the teacher designates at least one hourly session per week for real-time consultations via Microsoft Teams (per Rector's Order No. 42 of September 30, 2024). The teacher may also hold in-person consultation hours, particularly if a written assignment needs to be conducted. Information about consultation hours is provided at the beginning of the semester on <https://www.sgh.waw.pl/lektoraty>.
13. The rules for completing language courses may be adjusted for students supported by the Office for Accessibility and Support for Persons with Disabilities (BON). To receive support, students must contact BON (Annex to Rector's Order No. 45 of August 30, 2023, Regulations on Support for Students with Special Needs at SGH), within the deadline specified in the document. The certificate of support must be submitted to the Foreign Language Centre Secretariat within two weeks of issuance.

14. During written assessments, students may not use any electronic devices (including smartwatches) or leave the room. If a student engages in unauthorized collaboration or uses prohibited materials during the test, the teacher may end their test with a score of 0 points.
15. If a teacher suspects that a student's work was not completed independently, the case is referred to the Foreign Language Centre Director, who may escalate it to the Dean of the relevant Faculty. The Dean, after consulting the Foreign Language Centre Director, may require the student to retake the assessment in written or oral form.
16. The teacher informs students about their accumulated points during the semester. The method and channel of communication are agreed upon with the group at the start of the semester.
17. Students have the right to review their written work in the presence of the teacher. However, they are not allowed to take photos, make copies, scan, or keep any written work. Papers are archived by the teacher at the SGH Archive or personally.
18. For hybrid courses, the teacher has the right to require students to turn on their cameras during class.
19. Language learning concludes with a mandatory standardized final **exam** (see the appendix "Rules for Verifying Learning Outcomes in Foreign Language Courses").
20. The final exam consists of a written and an oral part. With the exception of hybrid programmes, the first task of the written part, **Listening Comprehension**, is administered during the last or second-to-last language class. The teacher does not disclose the score for this section before the final exam, and students receive their total exam results only after completing the oral exam.
21. Oral exam dates are set by the teacher in agreement with the group to avoid scheduling conflicts with other exams. Students sign up for specific time slots on designated lists. These lists are not posted on the Foreign Language Centre Website but are shared through the communication channels used by each teacher.
22. Attending all parts of the exam is mandatory. If a student misses the **Listening Comprehension** part, they must retake all three parts of the exam during the second exam session.
23. Under certain conditions, students may take the exam earlier. Detailed information and a sample request form can be found at <https://www.sgh.waw.pl/lektoraty>.
24. A bachelor's degree does not exempt students from completing part or all of the language course in a master's program.
25. Language certificates do not exempt students from language courses. Graduates of philology, applied linguistics, and foreign universities may be exempt from part or all of the language course based on their diplomas and a decision issued by the appropriate Dean. Detailed information is available at <https://www.sgh.waw.pl/lektoraty>.
26. Students starting full-time master's studies at SGH Warsaw School of Economics who did not complete their undergraduate studies at SGH may defer the language course by one year. To do so, they must submit the appropriate form to the Foreign Language Centre Secretariat, available at <https://www.sgh.waw.pl/lektoraty>.
27. Matters not regulated by these provisions will be resolved individually by the Dean of the relevant Faculty, in consultation with Foreign Language Centre Director, based on SGH Study Regulations.