

Ordinance No. 97/2017

of the Rector of Jan Kochanowski University in

Kielce of 29 September 2017

on the organisation of foreign language teaching at Jan Kochanowski University in Kielce

Pursuant to Article 66(2)(3) of the Act of 27 July 2005 – Law on Higher Education (consolidated text: Journal of Laws of 2016, item 1842, as amended) and § 69(3)(5) of the Statutes of Jan Kochanowski University in Kielce, it is hereby ordered as follows:

I. General provisions

§ 1

For the purposes of this Ordinance, the following terms shall have the meanings set out below:

- 1) University – means Jan Kochanowski University in Kielce;
- 2) FLC – means the interfaculty unit, i.e. the Foreign Language Centre, which conducts teaching activities at the University consisting of foreign language instruction as part of language courses and implements the University's foreign language teaching strategy. The Foreign Language Centre also conducts the activities referred to in the preceding sentence at the Piotrków Trybunalski Branch and the Sandomierz Off-Campus Faculty, operating as organisationally and financially separate units.

§ 2

1. The FLC provides instruction in modern foreign languages at the levels specified in the standards set out in the Council of Europe document *Common European Framework of Reference for Languages*, hereinafter referred to as the *CEFR*.
2. At certain degree programmes, in accordance with the curriculum of the respective degree programme, the FLC also provides instruction in Latin.
3. The Head of the FLC is responsible, in particular, for:
 - 1) organising foreign language teaching at the University;
 - 2) ensuring the quality of language courses delivered;
 - 3) staffing language courses, determined in consultation with the Deans of the respective Faculties.
4. Language groups at Jan Kochanowski University in Kielce are organised on the basis of the order in which students register for language courses, taking into account separate regulations concerning the size of language groups and the staffing capacity of the FLC.
5. Priority in being assigned to a language group is given to students for whom a language course in a particular language is compulsory under the relevant curriculum.

II. Foreign Language Centre's responsibilities

§ 3

1. The FLC provides foreign language instruction in higher education programmes and assesses students' language proficiency in accordance with the *Common European Framework of Reference for Languages* (CEFR).

2. The FLC conducts examinations at the University confirming foreign language proficiency required for participation in international placements and internships under the Erasmus+ programme.
3. The FLC conducts examinations at the University for doctoral students and persons taking doctoral examinations to certify their foreign language proficiency.
4. The FLC has the status of a TELC Examination Centre and is authorised to conduct international examinations at the levels specified by the CEFR standards.
5. The FLC organises fee-based language courses open to full-time and part-time students, students enrolled in supplementary Master's degree programmes, postgraduate and doctoral students, University employees and other persons. Fee-based continuing education language courses are offered at all levels specified by the CEFR standards.

III. Foreign language teaching organisation

§ 4

Foreign language instruction at the University is provided as part of language classes (courses).

§ 5

1. Foreign language instruction as part of language courses is provided free of charge for full-time students.
2. The fee for language courses for part-time students is included in the tuition fee for this mode of study.

§ 6

1. Students have the right to choose a language from among the language courses offered by the FLC, unless the curricula applicable at UJK for a given degree programme provide otherwise.
2. The FLC's academic teachers provide language consultations for students by holding office hours of at least two hours per week during the period of teaching activities, as well as during the examination and resit examination sessions.

§7

1. Language courses are delivered on a semester basis, in accordance with original framework curricula developed by the academic teachers conducting the language course in a given language, based on standardised course descriptions and taking into account the learning outcomes specified in the CEFR.
2. The original curricula referred to in paragraph 1 include preparation of students to use specialist literature in a foreign language related to their degree programme. The original curricula are approved by the Head of the FLC or their Deputy.
3. The Head of the FLC is responsible for substantive supervision of the quality of teaching.

§ 8

1. The minimum number of hours allocated to language instruction as part of language courses is regulated by separate regulations.
2. Faculty Councils have the right to increase, in the study plans, the number of hours allocated to language instruction as part of language courses beyond the minimum referred to in paragraph 1.
3. Faculty Councils, in consultation with the Head of the FLC, have the right to introduce an additional language course into the study plans.
4. The number of students in a group attending a language course is specified by an Ordinance of the Rector.

§ 9

1. Language courses for full-time students are delivered within the Faculties for students from different degree programmes, in groups organised according to language proficiency levels specified by the *CEFR* standards. Students are assigned to groups at the relevant *CEFR* levels on the basis of the percentage scores obtained in the written part of the foreign language examination taken as part of the new secondary school-leaving examination (new baccalaureate examination)
2. The following persons:
 - 1) those who took a foreign language examination as part of the former secondary school-leaving examination (old baccalaureate examination);
 - 2) those who did not take the given language as part of the secondary school-leaving examination and have only a grade in that language recorded on their secondary school certificate;
 - 3) those who wish to attend a language course in a given language at a level higher than that indicated by the result of the written part of the baccalaureate examination or the grade obtained in that language on their secondary school certificate,
are assigned to language groups on the basis of placement tests. The requirement to assign students on the basis of placement tests may be waived if the number of students wishing to join a language group is equal to or lower than the number of places available in that group.
3. A condition for completion of a degree programme is achieving proficiency in the foreign language specified in the learning outcomes as representative of the given degree programme at B2 level, in accordance with the standard set out in the *Common European Framework of Reference for Languages* (CEFR).
4. Students may be assigned to language groups according to the following percentage thresholds:

Basic baccalaureate examination	Extended baccalaureate examination
30%-60%: B1 level	30%- 50%: B1 level
61%-100%: B2 level	51%-100%: B2 level

5. Language instruction in a group at a level below B2 includes elements of B2-level content in Semester III or IV and concludes with the achievement of learning outcomes at B2 level.
6. In special cases (disabilities, chronic illnesses, etc.), students may follow an individual learning programme and be subject to an appropriate examination procedure. Detailed rules for introducing and applying alternative arrangements for students with disabilities are set out in Appendix No. 1 to the Regulations of Study.
7. Language courses for full-time students are organised within a given Faculty on one day per week designated by the Dean of the Faculty for all language groups. Where organisational constraints arise, the Dean of the Faculty may authorise language courses to be held on more than one day per week.
8. At the request of the Head of the FLC, the Deans of the relevant Faculties may authorise the establishment of combined language groups comprising students from several Faculties, organised according to language proficiency level.

§ 10

1. Language courses for part-time students are organised within the Faculties for students from different degree programmes, according to language proficiency levels specified by the *CEFR* standards.
2. Students are assigned to language groups in part-time studies in accordance with the rules set out in § 9(1), (2) and (4).

3. The provisions of § 9(3) and (4) shall apply accordingly.
4. Language courses for part-time students are held during sessions organised on dates common to the degree programmes within a given Faculty. Where organisational constraints arise, the Dean may authorise language courses for part-time students to be conducted within a single degree programme.

§11

1. A first-cycle or long-cycle Master's degree student studying simultaneously on two degree programmes shall attend a language course on one of the degree programmes or, at their discretion, attend two different language courses.
2. A first-cycle or long-cycle Master's degree student commencing studies on an additional degree programme shall be entitled to have the achievements obtained in a completed semester or semesters transferred. The rule referred to in the preceding sentence does not apply to students who have been removed from the student register and subsequently admitted to a degree programme through the recruitment process. A decision on the recognition of achievements shall be made by the Head of the FLC at the student's request. The course teacher shall enter the relevant information in the student record book.
3. A student commencing studies on a second or subsequent degree programme at second-cycle level, or commencing studies simultaneously on two second-cycle degree programmes, may not be exempted from language classes and is required to undertake foreign language instruction as part of specialised language workshops at B2+ level, in accordance with the curriculum and study plan of the second degree programme.

§12

1. A student of a full-time or part-time first-cycle degree programme is required to achieve learning outcomes in the area of language skills at a minimum level of B2, in accordance with the requirements of the *CEFR*, unless the curricula applicable at UJK for the given degree programme provide otherwise.
2. A student of a full-time or part-time second-cycle degree programme is required to achieve learning outcomes in the area of language skills appropriate to the given degree programme at B2+ level, in accordance with the requirements of the *CEFR*.
3. A student of a long-cycle Master's degree programme is required to achieve learning outcomes in the area of language skills appropriate to the given degree programme at B2+ level, unless the curricula applicable at UJK for the given degree programme provide otherwise.
4. A third-cycle student should have sufficient command of a foreign language to participate in an academic and professional environment.

§13

1. A first-cycle student, upon completion of the language learning cycle, takes the final foreign language examination at the level specified in § 12.
2. The student is required to take the examination during the examination session immediately following the final semester in which the language course is completed.
3. The relevant provisions of the Regulations of Study shall apply to taking the foreign language examination and, where applicable, the resit examination.
4. A student who has passed a language examination at UJK in Kielce shall have an entry made in their record of academic achievements/student record book indicating their language proficiency level.

§14

1. A second-cycle student, upon completion of the language learning cycle, takes a foreign language examination if provided for in the study programme.

2. The student is required to take the examination during the examination session immediately following the final semester in which the language course is completed.
3. The relevant provisions of the Regulations of Study shall apply to the examination referred to in paragraph 1.

§ 15

1. A student of a long-cycle Master's degree programme, upon completion of the language learning cycle, takes a foreign language examination if provided for in the study programme. The student is required to take the examination during the examination session immediately following the final semester in which the language course is completed.
2. The relevant provisions of the Regulations of Study shall apply to the examination referred to in paragraph 1.

§ 16

1. A student who holds an external foreign language certificate or another document certifying language proficiency at the level specified in § 12 or a higher level may, upon their request, be exempted from the language course in a first-cycle degree programme or from the final foreign language examination. Permission to be exempted from the language course or the final foreign language examination is granted by the Head of the FLC on the basis of an application submitted by the student within the following deadlines:
 - 1) exemption from the language course – within 30 days of the beginning of the semester in which the student commences foreign language instruction;
 - 2) exemption from the foreign language examination – by the end of the semester preceding the semester in which the student is scheduled to take the foreign language examination at the FLC.
2. The list of certificates and other documents certifying language proficiency that entitle students to exemption from the language course and/or the final foreign language examination is set out in Appendix No. 1 to this Ordinance.

V. Final provisions

§ 17

1. Ordinance No. 75/2013 of the Rector of Jan Kochanowski University in Kielce of 10 October 2013 on the organisation of foreign language teaching at Jan Kochanowski University in Kielce is hereby repealed, subject to paragraph 2.
2. Students who commenced their studies in the 2015/2016 or 2016/2017 academic year are entitled to take certification examinations in accordance with the rules set out in the Ordinance referred to in paragraph 1 and in Ordinance No. 74/2013 of the Rector of Jan Kochanowski University in Kielce of 10 October 2013 on the responsibilities of the University Committee for Language Proficiency Certification and the organisation of certification examinations at the University.

§ 18

This Ordinance shall enter into force on the date of its signing, with effect from 1 October 2017.