

Ordinance No. 68/2021

of the Rector of Jan Kochanowski University of Kielce

of 19 May 2021

on the rules and detailed procedure for conducting certification examinations in foreign languages at Jan Kochanowski University of Kielce

Pursuant to Article 23(1) and (2)(2) of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2021, item 487, as amended), and § 28(1) and (2) and § 29(2) of the Statutes of Jan Kochanowski University of Kielce, it is hereby ordered as follows:

§ 1

1. The date of the certification examination (hereinafter referred to as the “examination”) in a foreign language shall be set by the chairperson of the University Committee for Language Proficiency Certification (hereinafter referred to as the “University Committee”).
2. The examinations shall be organised at least four times during the academic year. The examination dates shall be published on the website of the Foreign Language Centre (hereinafter referred to as the “FLC”).
3. All persons interested in documenting their level of language proficiency may take the examination (e.g. students, doctoral students, employees of the University, and other persons from outside the University).
4. The conditions for taking the examination are as follows:
 - 1) completing the registration form for taking the examination and submitting it to the FLC Office no later than three weeks before the planned examination date;
 - 2) paying the examination fee in accordance with the regulations in force at the University, no later than two weeks before the planned examination date; the payment shall be made to the bank account indicated on the FLC website.
5. The members of the University Committee shall supervise the proper conduct of the examination.
6. The chairperson of the University Committee shall direct its work and represent it externally.
7. During the examination, the chairperson of the University Committee may issue orders of an organisational or procedural nature.

§ 2

The examination consists of a written and an oral part. The structure and description of the examination are set out in the Appendix to this Ordinance.

§ 3

1. Examination candidates are required to arrive no later than 15 minutes before the start of the examination. Before entering the examination room, examination candidates shall present their student identity cards or another photo identity document and take the seats indicated by a member of the examination committee.
2. The written part of the examination shall be conducted in a designated room under conditions ensuring that the examination candidates work independently.

§ 4

Before the commencement of the written part of the examination, the chairperson of the examination committee shall inform the examination candidates about:

the organisational arrangements and the procedure for conducting the examination;

- 1) the organisational arrangements and procedures for conducting the examination;
- 2) the procedural rules applicable during the examination;
- 3) the method of announcing the examination results;
- 4) the date and place of the oral part of the examination.

§ 5

1. During the examination, an examination candidate may leave the examination room only under the supervision of a member of the examination committee designated by its chairperson and upon obtaining the chairperson's permission.
2. Before leaving the examination room, the examination candidate shall hand over their written work to the chairperson of the examination committee.
3. The time of leaving and returning to the examination room shall be recorded on the examination candidate's written work by a member of the examination committee.

§ 6

1. The use of mobile phones, electronic devices, notes, dictionaries or any other forms of assistance is prohibited during the examination.
2. The chairperson of the examination committee shall exclude an examination candidate who, during the examination, has received assistance from another person, used unauthorised materials, assisted other examination candidates, or otherwise disrupted the course of the examination.
3. The exclusion shall be recorded in the examination report and on the examination candidate's written work. Exclusion from the examination shall result in an unsatisfactory grade and disqualification from taking the oral part of the examination.

§ 7

1. Examination candidates shall take the oral part of the examination individually.
2. During the oral part of the examination, examination candidates may prepare their answers for no longer than 10 minutes.
3. The examination candidate's answer during the oral part of the examination may not exceed 20 minutes.

§ 8

During the oral part of the examination of a particular examination candidate, the composition of the examination committee may not be changed.

§ 9

1. The written part of the examination assesses the examination candidate's knowledge of lexical and grammatical elements, their reading and listening comprehension skills, and their writing skills at the level at which the examination is conducted.
2. The oral part of the examination assesses the examination candidate's ability to communicate in a foreign language at the level at which the examination is conducted.
3. The examination shall be deemed to have been passed upon obtaining at least 51% in each part of the examination – written and oral.
4. The final examination grade is determined on the basis of the following marking scheme:

Points [%]	Grade
51-60	satisfactory
61-70	satisfactory plus
71-80	good
81-90	good plus
91-100	very good

5. Upon passing the certification examination, the examination candidate shall receive a Language Proficiency Certificate.
6. Detailed rules for introducing and applying alternative arrangements for students with disabilities who take the certification examination are set out in Appendix No. 1 to the UJK Study Regulations.

§ 10

The examination candidate has the right to inspect the answer sheets within 7 days from the date of the examination, upon prior submission of an application to the FLC Office addressed to the chairperson of the University Committee.

§ 11

This Ordinance shall enter into force on the date of its signing.