

Rules of conducting examinations and assessment in the field of study

Interdisciplinary Studies on Social Change: Mediterranean and Other European Borderlands

(2nd cycle studies)

1. An examination or awarding credit for a course shall be carried out by the teacher who conducts classes in this course. In case there were more teachers, the examiner shall be appointed by the head of the teaching unit (HTU).
2. In a situation where unforeseen events or illness prevent the teacher from conducting the examination, HTU shall appoint a replacement examiner to perform this task.
3. The procedure for conducting the examination, the person of an examiner and the possibility of attending the examination by other people (e.g. observers, see point 4) shall be announced by the teacher conducting the course to students attending classes no later than 14 days before the examination session begins.
 - a. If, after the examination, there are concerns regarding the impartiality or objectivity of the examiner during the student's assessment, HTU, at the request of the assessed student or on their own initiative, may appoint an examination board to verify the adequacy of the awarded grade. The examination board shall be composed of: HTU, an examiner, an academic teacher appointed by HTU and - as an observer - a student appointed by the Student Self-Government Council of the Faculty of "Artes Liberales". The application for the appointment of an examination board to verify the adequacy of the awarded grade shall be submitted by the student no later than 7 days from the date of obtaining the examination grade which is being challenged. Verification (in the same form as the conducted examination) shall be carried out no later than 14 days from the appointment of the examination board. Verification shall replace the challenged examination and shall maintain or replace the grade awarded during the challenged examination.
 - b. If, prior to the examination, students are concerned about the impartiality or objectivity of the teacher during the student assessment, HTU, upon the joint motion of students attending the course, may appoint an examination board to conduct the examination in this group of students. The examination board shall be composed of: HTU, an examiner, and - as an observer - a student appointed by the Student Self-Government Council of the Faculty of "Artes Liberales". The application for the appointment of an examination board for conducting the examination shall be submitted no later than 14 days before the end of the course.
4. At the request of the teacher, the examiner or the examinee, HTU may appoint an examination observer. The observer can be both a lecturer employed at the University of Warsaw and a student selected by the Student Self-Government Council of the Faculty of "Artes Liberales". The observer shall not ask questions during the oral examination. A request with justification for the appointment of an observer shall be submitted no later than 14 days before the date of the examination.

5. The syllabus of the course should contain detailed information on methods of student assessment during both written and oral examinations.
6. The content of the written examination shall be kept by the examiner for two years after the end of the examination. The student shall have the right to access the content of the written examination in the presence of the examiner.
7. The documentation of the oral examination shall be a consolidated examination report in electronic form.
8. The student shall receive information about the grade obtained during written examination no later than four weeks after the examination, but definitely before the end of the academic year in which the examination was conducted.
9. The student shall have the right to take the examination in a re-sit session (the so called second term). In this case both grades shall be entered into the examination report. Both grades shall be counted towards the grade point average from the studies.
10. Only students attending classes and enrolled to the course in the IT study support system (USOS) may take the examination in this course.
11. The regulations specified in points 1-10 shall apply to the rules concerning the conduct and assessment of course credits, however - in the case of point 6 - it shall be obligatory for the examiner to keep the content of the written course credit until the end of the academic year.
12. The student may take the exam no earlier than 14 days before the examination session (the so called zero date). The examiner shall be appointed in accordance with point 1 of the resolution. A student who takes the examination before the examination session shall retain the right to one of the two examination dates in the examination session.
13. After the end of an academic year, HTU shall appoint a committee which will evaluate the process of conducting examinations and awarding course credits in the *Interdisciplinary Studies on Social Change: Mediterranean and Other European Borderlands* field of study. The committee shall be composed of: HTU, the Director of the Centre of Migration Research or a person designated by them and a student representative. The tasks of the committee shall include getting acquainted with the examination reports from both examination sessions and paying special attention to those examinations and course completions in which:
 - a. only a few of the enrolled students take the examination or course completion,
 - b. many unsatisfactory grades are awarded,
 - c. many students take the examination or course completion only in the re-sit session.

The committee shall get acquainted with all the submitted appeals and cases of examinations in front of an examination board, also as defined in points 3a and 3b. By the end of December of the year following the year of the academic year end, the committee shall present a report on the evaluation of the process of conducting examinations and awarding course credits in the *Interdisciplinary Studies on Social Change: Mediterranean and Other European Borderlands* field of study to the teaching and learning council.