

**1. COURSE PREREQUISITES AND OVERVIEW**

**1.1.** Before the beginning of the academic year, all first year students are obliged to take a diagnostic test aimed at assessing their language skills. The test will be administered at the end of September (the exact date will be announced on the Institute of English Studies website).

**1.2.** The Practical English course is taught for three semesters (60 hours a semester). Semester credit is granted on the basis of the student's performance throughout the semester. In order to receive credit for the course, the student is required to receive a passing grade at the end of each semester. Additionally, after the second and third semesters, students are obliged to take an exam.

The course comprises two obligatory classes - Module A and Module B, each taught for 30 hours a semester (fifteen 90-minute classes). Module A and Module B classes cover respectively:

In semesters 1 and 2:

- Module A – English in Use (grammar and vocabulary) and Reading Skills
- Module B – Speaking and Listening Skills

In semester 3:

- Module A – English in Use (grammar and vocabulary) and Reading Skills
- Module B – Speaking, Writing and Listening Skills

**1.3.** At the end of each semester, the student receives semester credit in the form of grades for Module A and Module B classes. Grades are awarded by instructors teaching the course.<sup>1</sup>

In order to secure credit, the student is obliged to regularly and actively participate in the classes, pass any tests required, as well as complete other assignments. Only two unexcused absences are allowed. If the student is absent more than twice, credit for the course will not be granted unless the absences were caused by illness which can be substantiated. Any coursework or tests missed due to absence must be made up in the form and at a time specified by the instructor.

The instructor presents the syllabus, course content and credit requirements, as well as basic and additional literature in the first class of each semester.

As well as attending classes, students are obliged to work independently, completing course assignments and having a sufficient amount of exam practice in areas in which they need more revision.

**1.4.** The specific credit requirements for Modules A and B are stipulated by the instructors and announced in the first class of each semester. If the student fails to receive credit for either

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<sup>1</sup>The following grades are awarded for the course and for the exam: positive grades: 5 (very good); 4.5 (good with credit); 4 (good); 3.5 (satisfactory with credit); 3 (satisfactory); a negative grade: 2 (unsatisfactory).

of the two modules, he/she fails the whole Practical English Course and is not entitled to continue attending classes or to take the exam.

In order to sit the exam, students have to receive both grades **by the day of the exam**.<sup>2</sup>

**1.5.** The **grade** for Practical English **classes** which students receive at the end of each semester is an arithmetic mean<sup>3</sup> of the grades they receive for Modules A and B (the sum of the two grades divided by two, e.g.  $[3,5 + 4,5] : 2 = 4$ ). This grade will be entered into the USOS system; the grades for the two modules will not.

**1.6.** After semesters two and three, the course ends in an examination, and the grade received is recorded in USOS. Then, the **final grade** for the **Practical English Course** is calculated. This grade is a weighted average of the grades received for the classes (50%) and for the exam (50%), e.g.  $(4 + 5) : 2 = 4,5$  – the weights of the two components are equal in this case. The subject coordinator enters the final grade into the USOS system.

Because there is no examination after the first semester, the final grade for the course at the end of that semester is the same as the arithmetic mean of the grades for Module A and B classes.

**1.7.** The **Additional Class** Course (which is a remedial course for students whose level is lower than C1-) is taught in semesters 1 and 2 (30 hours a semester). In order to receive credit for the course, students are obliged to receive a passing grade based on their performance throughout the semester. The course is attended only by students from groups qualified on the basis of the diagnostic test taken before the beginning of the academic year. There will be a further division of groups into skill levels. Therefore students will not be allowed to switch groups freely.

**1.8.** The **Academic Writing** Course is run in semesters 1 and 2 (30 hours a semester). The course ends in an exam which is a part of the Practical English Examination.

**1.9.** The **Academic Presentation** Course is taught in semester 3. To complete the course, students need to obtain a passing grade based on the work they have performed during the semester. The skills practiced in this course are tested in the Practical English oral exam.

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<sup>2</sup> Instructors teaching Modules A and B are asked to submit credits and final grades for the course by the deadline. The grades should immediately be entered into the USOS system, not later than two days prior to the exam. According to the academic regulations and procedures, it is acceptable to enter a grade into the USOS system within 14 days of granting credits, or even on the last day of the exam period, but this may only happen when the students' grades are documented in the record of grades and the student record books. As the above mentioned documents are no longer issued by the Faculty of Philology, the printed USOS protocol is the only source of information which confirms the student's successful completion of the course, which entitles him/her to take exam.

<sup>3</sup> The following system is used when awarding the semester grades for the Practical English Course and for the exam:

- 3.00 – 3.25 – satisfactory (3)
- 3.26 – 3.70 – satisfactory with credit (3.5)
- 3.71 – 4.20 – good (4)
- 4.21 – 4.70 – good with credit (4.5)
- 4.71 and above – very good (5)

## 2. EXAMINATION REGULATIONS

**2.1.** The student is eligible to sit the examination only if he/she has received semester credit for the Practical English classes. In order to pass the exam, students need to show language ability at **C1+** level after semester 2, and at **C2** level after semester 3.

**2.2.** The Practical English 2 examination is held in the summer (after semester 2), and the Practical English 3 examination is held in the winter (after semester 3) since the Practical English 2 Course is only taught in the summer semester, and the Practical English 3 Course only in the winter semester.

**2.3.** Two examinations are scheduled for the end of both winter and summer semesters: the first attempt and the retake exam.<sup>4</sup>

### 2.4. Examination procedures and format

**2.4.1.** The exams students take after semesters 2 and 3 consist of a written part<sup>5</sup> and an oral part.

The written part tests the following areas of language ability:

- **Use of English** (grammar and vocabulary)
- **Reading comprehension**
- **Listening comprehension**
- **Writing**

The **oral part** is taken on a separate day, with two students and three examiners, and contains two speaking tasks (collaborative and individual). The students pick two tasks from a set and talk about them for a specified amount of time.

**2.4.2.** After semester two, the written examination is held on two different days. Students take the Use of English, Reading and Listening exams in one day. These parts are administered by instructors who teach Modules A and B. The Writing exam is scheduled for a different date, and is invigilated by tutors teaching Academic Writing.

After semester three, all the written components are tested in one day.

**2.4.3.** The results of the written part of the exam do not have to be announced before the oral part. Students take the oral exam regardless of their written exam results.

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<sup>4</sup> Examinations are held in accordance with the timetable which is announced 3 to 4 weeks before the commencement of the examination period and is published on the Institute of English Studies website.

<sup>5</sup> Any marked written assignment (including the written parts of the exam) should be available for the student's inspection in the presence of the examiner during the same exam period. Written assignments and written exams are kept by the examiners and/or instructors for a period of 6 months and are then discarded.

## 2.5. Exam results

**2.5.1.** To pass the examination, the student must be awarded a passing grade for each component of the exam.<sup>6</sup> Failing one or more components will result in overall failure at the first attempt, which means that the student will have to re-sit the exam.

**2.5.2.** At the second attempt (during the retake exam period) the student repeats only those parts of the exam which he/she failed the first time. For example, a student who passed all the written parts but failed the oral part has to retake only the oral part of the exam.

**2.5.3** If the student fails one or more parts of the retake examination by receiving less than 60% of points or a failing grade (2), he/she fails the whole exam.

**2.5.4.** It is not possible to be granted a conditional exam in Practical English. A student who failed the retake exam may, however, apply to be allowed to retake the semester.

**2.5.5** The **final examination grade** is a weighted average of grades received in each part of the exam.<sup>7</sup>

**2.6.** A student who is absent from a part or parts of the final exam receives a failing grade, which means that he/she automatically fails the exam. The student retains the right to take the exam during the retake exam period.

If the student misses the retake exam, he/she receives a failing grade.<sup>8</sup>

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<sup>6</sup> 90 - 100% - very good  
85 - 89% - good with credit  
78 - 84% - good  
73 - 77% - satisfactory with credit  
60 - 72% - satisfactory  
0 - 59% - unsatisfactory

<sup>7</sup> The weights of the different parts of the exam are as follows:  
English in Use: 25%  
Reading Comprehension: 15%  
Listening Comprehension: 15%  
Writing: 20%  
Speaking: 25%

<sup>8</sup> If a student is not able to complete a course going into the final exam or is unable to take the exam at the officially scheduled time due to illness, he/she should contact the examiners immediately. If the examiners excuse the absence, they will allow a make-up exam to be given on a different day of the exam period. The student will be asked to provide documentation of their illness.

### **3. THE RULES OF RECEIVING COURSE CREDIT BY PARTICIPANTS OF THE ERASMUS+ EXCHANGE PROGRAMME**

**3.1.** Students who leave for the Erasmus+ Exchange Programme during the first semester of studies are obliged to take a Practical English course and complete it at their host university.

If the host university does not offer practical English courses, the student is required to make up all coursework missed by working independently in order to learn the material covered in the Practical English course at their home university.

**3.2.** Students who leave for the Erasmus+ Exchange Programme during the second semester of studies are obliged to complete a Practical English course at their host university, as well as to pass a Practical English exam at level C1+.

If the partner institution runs Practical English courses which do not end in an exam, the student must complete the course at their host university and take the exam at their home university during the exam period, on the day officially scheduled .

If the partner institution does not offer Practical English classes or provide an opportunity to take an exam in the subject, the student is required take the exam at the University of Łódź during the second semester exam period on the day officially scheduled. The student is not obliged to complete the Practical English course at the home university, but is expected to learn the material covered in the course by working independently. The grade the student is given for his/her performance in the exam will be his/her final grade for the subject.

**3.3.** Students who leave for the Erasmus+ Exchange Programme during the third semester of studies are obliged to complete a Practical English course at their host university. However, they are obliged to take the exam at level C2 at the University of Łódź on the day officially scheduled during the third-semester exam period, regardless of whether they took the exam in their partner institution or not.

If the partner institution does not teach Practical English, the student is not obliged to complete the Practical English course at the home university, but is expected to learn the material covered in the third semester in his/her Practical English course at their home university. The grade the student is given for his/her performance in the exam will be his/her final grade for the subject. Students are strongly advised to choose partner institutions that offer both Practical English courses and exams.

**3.4.** Students who leave for or come back from the Erasmus+ Exchange Programme are required to take the final examinations at the officially scheduled times.

Exchange students who are absent from a first attempt at a final examination due to a legitimate scheduling conflict (because exams at the host university and at home are held at the same time) will be required to sit the exam for the first time in the retake exam period. The Institute of

English Studies will arrange a resit examination for all the affected exchange students at a different time.

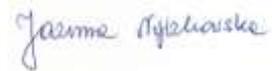
Students are required to document their inability to take the exam at the home university due to conflicting exam dates. The partner university should provide a written excuse on request. The beneficiaries of the Erasmus+ Exchange Programme are obliged to settle such issues with the Programme Coordinator before signing their learning agreement.

If semester and exam dates in the partner institution and at home do not coincide and yet the student does not sit the exam at the first date scheduled, he/she automatically misses their first opportunity and is awarded a failing grade. The student still retains the right to take the exam during the retake exam period.

**3.5.** The student will be granted permission to go on an Erasmus+ Exchange Programme only after he/she passes the Practical English course in the previous semester (for those leaving after the first semester) or after passing both the course and the exam (for those leaving after the second and third semesters).

Any student undertaking an Erasmus study programme in a partner institution is eligible for an Erasmus Scholarship.

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MA Practical English Co-ordinator



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