

BA English Studies. Practical English (PNJA BA Integrated Skills subject) rules of procedure – with regard to participation and obtaining a graded credit as well as conducting the exam

1. Subject information

1.1. BA Practical English (PNJA BA Integrated Skills subject) consists of 6 semester modules (PNJA 1-6). Each of the modules ends with an exam, module 6 ends with a C1 level exam. The subject comprises 60 hours per semester (30 classes, each lasting 90 minutes). The student is obliged to participate in the classes, two absences are acceptable per 30 hours of classes. Any absences in excess of the limit must be passed in the form defined by the teacher.

1.2. First-year students qualify for the appropriate semester module (1-6) before the beginning of the academic year (in the second half of September) by means of writing a competence test. Full-time students solve the test in computer labs at the Faculty. The information about the time and the place of the exam is distributed via PNJA Moodle platform (pnja.uni.lodz.pl/PNJA) and also on the Institute of English Studies website. The results are published on PNJA Moodle platform. PNJA teachers participate in the competence test. The results indicate which particular group the students are assigned to. Any changes are only possible with the consent of the subject coordinator and the PNJA teachers involved.

Erasmus+ students taking up studies at the University of Lodz in the winter semester solve an online competence test at the same time as other students. Erasmus+ students taking up studies at the University of Lodz in the summer semester solve an online competence test in the assigned time. The results indicate which particular group the students are assigned to. Any changes are only possible with the consent of the subject coordinator and the PNJA teachers involved.

1.3. The required number of ECTS points for PNJA for students who qualified thanks to the competence test for a semester higher than their studies semester will be complemented by the elective Practical English courses during BA studies. Modules 7 and 8 (above 6) end with a graded credit without an exam. In USOS the 6-module exam grade is transferred. A student may choose the option of transferring the 6-module exam grade or the option of the 6-module exam retake after finishing the 7th or 8th semester. A student may retake the C1 exam only twice. The grade is registered into USOS also when it is lower than the previous one. In the case of a failed exam, the student is required to resit it in the make-up examination period.

1.4. The full-time BA PNJA Integrated Skills course may be run by one or two teachers during each semester. When the course is run by two teachers in one group, they both decide on the course content and each is responsible for their own 30-hour course in the semester (15 classes, 90 minutes each).

During the first class the teacher informs students about the PNJA BA Integrated Skills rules of procedure (available also on the Institute of English Studies website), about the course syllabus, specific course requirements, assessment criteria, reference books both compulsory and complementary, as well as their office hours.

All teachers implement a cohesive curriculum related to particular levels (modules 1-6) based on a selected handbook and additional theme packs. It is due to the fact all students participating in a particular module (e.g. module 3) take the same exam. This rule does not refer to modules 7 and 8, where the lecturers are autonomous in selecting the content and task types for the classes as long as the level of advancement is adequate for the students' proficiency level.

2. Course credit

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- 2.1. When the course is run by two teachers, the student obtains a graded credit from both the teachers¹, and the final grade is an arithmetical average² between the two grades. Teachers organise the course examination, count the arithmetical average and decide on the grade that the student obtains. Each teacher defines the conditions of their course examination and informs students about them during the first class in the semester. Obtaining the graded credit depends on regular and active participation in the course (during the whole semester), a passing grade in at least two tests (or more, if the teacher decides so) as well as fulfilling the tasks assigned by the teacher. The teacher also determines the procedure and date of the course exam retake or compensating for the absences or the absence during a test. The student is entitled to retake a test, but only once.
- 2.2. The graded course credit is given before the beginning of the examination period, during the last classes or during the examination period, but not later than two days before the established date of the PNJA exam. Not passing a course (lack of course credit) means not passing the PNJA subject and, as a consequence, the student is not allowed to take the PNJA exam.
- 2.3. The teachers place the lists of students promoted for the exam on PE Moodle platform a week before the exam at the latest, and register the graded credits into USOS two days before the exam at the latest.
The teachers introduce the final exam grade into USOS as soon as they receive it from CATS. The final exam grade is counted by CATS as a weighted average between the following exam parts: written part (Use of English, Reading, Listening, Writing) 55% and oral part 45%.
After the course graded credit and the final exam grade have been registered into USOS, the subject coordinator counts and registers the general subject grade, which is an arithmetical average between the course credit (50%) and the final exam grade (50%).
- 2.4. A student is not entitled to a conditional promotion in the PNJA subject if s/he has not obtained a course credit or has not passed the final exam.

3. Examination

- 3.1. Only the students who obtained the PNJA course credit may sit the exam.
- 3.2. Each of the modules (1-6) is completed with an exam (after each semester). Modules 7 and 8 end with a graded course credit, without the necessity to resit the C1 exam (see 1.3).
- 3.3. For the exam in each session, two sittings are arranged, namely the general session sitting and the re-assessment opportunity in the make-up exam session. The information concerning the date and the place of the exam is published on the Institute of the English Studies website and on the PNJA Moodle platform.

¹ For course credits and exams the passing grades are: very good (5), good plus (4.5), good (4), satisfactory plus (3.5), satisfactory (3) and a failing grade - unsatisfactory (2).

² For the course credit (in the case of two teachers – the arithmetical average) and for the exams (weighted average between particular tasks), the teacher and the examiner follow the rule (in accordance with the Rules of Study at the University of Łódź):

3.00-3.25 – (3)

3.26-3.60 – (3+)

3.61-4.10 – (4)

4.11-4.60 – (4+)

4.61 and above – (5).

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The published dates are binding and obligatory for all students, including foreigners studying at the UŁ, Erasmus+ students as well as UŁ Erasmus + students studying at a partner university.

3.4. The PNJA BA Integrated Skills exam consists of two parts: written and oral. The written part is completed and registered on the computers in the Faculty computer labs. All components of the written exam are registered by students directly into CATS (Computer Assisted Testing Systems)³.

The written and oral parts of the exam may take place on two different days.

The written part results do not have to be announced before the oral part. Students take the oral exam irrespective of the written part results.

3.5. The written part may comprise the following types of tasks, each including one or more exercises:

- Use of English
- Reading
- Listening
- Writing

Use of English, Reading and Listening results are computer-generated by CATS. Students' Writing papers registered into the system during the exam are available for markers immediately after the exam. Markers gain access to a specified number of papers written by students, which are marked online in CATS within 5 days. Then the system counts the final grade (weighted average between the written and oral part) and informs the teachers who immediately register the grade into USOS. The subject coordinator then counts the average subject grade between the course credit grade and the exam grade, and consequently registers it into USOS (see 2.3).

In the oral part of the exam, the student draws a set of topics prepared by the exam committee and discusses them in front of the examiners. Each member of the exam committee fills in the Rater Sheet for each student with comments regarding the student's performance in a clear manner so that they can be communicated to the student (the sheet must include the questions drawn by the student, errors made by the student and assessment mark supported by arguments). The committee assesses the student's performance and informs them about the grade on the day of the exam. The committee chairperson immediately after the oral exam collects the documents and leaves the Rater Sheets and Exam Mark Sheet at the Institute office (secretariat) and registers the grades into CATS.

Students are granted access to the exam grade and its components – the written exam grade and the oral exam grade – on PNJA Moodle platform.

3.6. In order to pass the PNJA exam, the student is required to obtain at least 60% in the written part (consisting of Use of English, Reading, Listening and Writing, each of which

³ In the case of written exams the assessed written paper may be shown to the student (on request) in the presence of the examiner during the exam session. Written papers are stored by examiners and teachers within 6 months from the date of exam results notification. Then they are destroyed. When students write exams on the CATS platform, the system records students' written papers.

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needs at least 50 %) and at least 60% in the oral part⁴. Failing the written and/or the oral part means a failed exam and consequently a failing exam grade, which implies the obligation to retake the exam in the make-up exam session.

During the make-up exam session, the student retakes only the part that they failed in the exam (written, oral or both). It means that the student who passed the written part of the exam but failed the oral one, retakes only the oral part in the make-up exam session. The student who passed the oral part but failed the written one resits the written part only. The one who failed both has to retake both of them.

The student who was entitled to take the exam in the exam session but failed to appear in the exam (one or more components) receives a failing grade, which means a failed exam. They can, however, sit the exam in the exam make-up session. If they fail to appear again, they receive a failing grade.

The student who was entitled to take the exam in the exam session but failed to appear because of serious health-related reasons (e.g. hospital treatment), justified by an appropriate sick leave is entitled to sit the exam on a different day fixed by the examiner on condition that they report their readiness to take the exam within the exam session. In such case the retake date becomes the first date for the student. Then a failing grade means the student has the right to retake the exam. For all students in such situations one exam date is fixed.

3.7. A student is not entitled to a conditional promotion in the PNJA subject, if s/he has not obtained a course credit or has not passed the final exam.

4. The rules for PNJA graded credit for UŁ Erasmus+ students who leave for a partner university

4.1. If the partner university offers PNJA courses and PNJA exam, students obtain the course credits and take the PNJA exam there.

4.2. If the partner university offers PNJA courses, but it does not organise the exam, students obtain the course credits there and take the PNJA exam at UŁ on the assigned day.

4.3. If the partner university does not offer PNJA courses or PNJA exam, students take the exam at UŁ. They are not obliged to obtain PNJA graded credits, but they commit themselves to catching up with the material covered in the particular semester during the PNJA course. The grade they obtain in the exam becomes at the same time the general PNJA subject grade in the semester.

4.4. The PNJA exam dates are the same for UŁ Erasmus+ students leaving for or coming back after the exchange as for all other students at UŁ (according to the learning agreement specifying course credits and exams).

Only if the exam dates at the partner university coincide with the PNJA dates at UŁ can the student take the exam later (in the make-up exam session) and it will be their first time. In the case of failure the student is entitled to retake the exam. The Institute assigns the exam date for all students who are in such a situation.

⁴ Grades:

90-100% - very good

85-89% - good plus

78-84% - good

73-77% - satisfactory plus

60-72% - satisfactory

0-59% - unsatisfactory

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Students are required to present documents confirming the fact they were not able to take the exam during the exam session (1st date) because of the exams they had to take at the partner university. UŁ students – Erasmus+ beneficiaries – are obliged to settle the issues with the Erasmus+ coordinator while signing the learning agreement.

The rules of procedure shall enter into force in the winter semester 2018/2019.