

# **Regulations of the course English for Future Engineers**

## **§1 Introduction**

1. These Regulations shall govern the organisation, education process and requirements of completion of a further education course English for Future Engineers.
2. The terms used in the Regulations shall have the following meaning:
  - a. EFE Course – further education course English for Engineers
  - b. Course Head – person appointed by the Director of the Foreign Language Centre of the Warsaw University of Technology,
  - c. Course office - staff of the Foreign Language Centre responsible for the organisation and operation of the EFE Course,
  - d. course – set of classes of a given subject completed in a given semester of the EFE Course,
  - e. course teacher – person conducting the course, authorised to assess the knowledge of the Course Participant,
  - f. Course Participant – person admitted to the course English for Future Engineers.

## **§2 General Provisions**

1. The course English for Future Engineers is a further education course established pursuant to Rector's Regulation No. 115/2020 concerning the principles and procedures for the creation, discontinuation, delivery, financing, and documentation of further education courses at the Warsaw University of Technology.
2. The EFE Course is administered by the Foreign Language Centre of the Warsaw University of Technology, and its delivery is the responsibility of the English Language Centre of the Warsaw University of Technology.
3. The aim of the EFE Course is to supplement participants' knowledge and provide them with solid theoretical and practical foundations necessary for further academic and professional development in technical fields.
4. The EFE Course is conducted in English. The minimum required level of English proficiency is B1.
5. The EFE Course is open to applicants who:
  - 1) have completed secondary education and submitted the relevant certificate;
  - 2) demonstrate English language proficiency at a minimum B1 level;
  - 3) have submitted a certificate confirming English language proficiency at B1 level or higher, or have successfully passed an interview;
  - 4) have signed the Course Participation Agreement;
  - 5) have paid the course fee.
6. The EFE Course meets the requirements specified in point 2 of Appendix No. 2 to the Regulation of the Minister of Science and Higher Education of 30 July 2025 on the types of documents certifying proficiency in the language in which higher education studies are conducted (Journal of Laws 2025, item 1045).

### §3 Course Organisation

1. English for Future Engineers is an on-site course covering 510 lesson hours, conducted in two semesters. There are 16-18 hours of classes a week, depending on the semester.
2. The EFE Course includes courses in the following subjects, divided into two semesters with class hours as follows:

<b>English for Future Engineers</b>			
<b>No.</b>	<b>Course</b>	<b>semester 1</b>	<b>semester 2</b>
		<b>Number of hours</b>	<b>Number of hours</b>
1.	English	<b>90</b>	<b>90</b>
2.	Technical and Academic English	<b>30</b>	<b>30</b>
3.	Project and Communication Skills	<b>0</b>	<b>30</b>
4.	Mathematics	<b>60</b>	<b>60</b>
5.	Introduction to Engineering	<b>0</b>	<b>30</b>
6.	Polish Language and Culture	<b>60</b>	<b>30</b>
<b>Number of hours in a semester</b>		<b>240</b>	<b>270</b>

3. The EFE Course calendar is the same as the calendar of the academic year, laid down in the WUT Rector's regulation on the adoption of a detailed schedule of the academic year.
4. Classes within the EFE Course are conducted in groups the membership of which is determined by the Course Head. The classes are conducted according to the timetable determined by the Course Head.
5. Class attendance is obligatory.
6. A participant's non-attendance may be justified on the basis of a medical certificate, presented to the Course office staff within 14 days after the end of the medical leave.
7. To complete the EFE Course, the participant is required to pass all courses included in the study programme.

### §4 Rights and Obligations of Course Participants

1. The Course Participants shall have the right to:
  - 1) participate in all courses foreseen in the EFE Course programme;
  - 2) receive materials necessary to participate in classes;
  - 3) have consultations with course teachers, within the hours specified by them;
  - 4) make complaints and suggestions on the EFE Course to the Course Head and receive a response;
  - 5) give opinions on the education process and the performance of academic teachers related to teaching, by completing a semester evaluation questionnaire;
  - 6) receive a certificate of Course completion upon meeting all course requirements;
  - 7) retain privacy – it is forbidden to record classes or their parts or to photograph or record staff members or other course participants without their consent.

2. The Course Participants are obliged to:

- 1) attend regularly and punctually classes scheduled for them by the Course office;
- 2) prepare for classes, actively participate in them and regularly work on their own;
- 3) follow the class rules laid down by course teachers;
- 4) address course teachers, Course Participants and university staff with due respect and in line with moral and ethical norms;
- 5) have a device with access to the Internet the quality of which will enable a participant to participate in the online classes;
- 6) work on their own to catch up on the course contents from classes missed or make up for them in another form determined by the course teacher;
- 7) independently do any additional work in order to prepare properly for the completion of all courses;
- 8) comply with health and safety rules and other rules applicable to the premises in which classes are held;
- 9) take proper care of the university property and the property of the owner of the building where the classes are held;
- 10) cover on their own the costs resulting from the necessity to repair or replace equipment damaged by the Course Participant.

### **§ 5 Passing Courses**

1. All courses covered by the EFE Course shall be passed.
2. Decision on passing a course shall be made by the course teacher on the basis of the results achieved by the Course Participant.
3. The course teacher shall determine and inform Course Participants about the criteria of passing the course.
4. The Course Participant has the right to view their papers.
5. The Course Participant may appeal against their final grade to the Course Head, within 14 days as of information of the grade.
6. The following grading scale shall be used in the EFE Course:
  - 1) 0-54% – fail;
  - 2) 55%-63% – satisfactory;
  - 3) 64%-72% - fairly good;
  - 4) 73%-82% – good;
  - 5) 83%-91% - above good;
  - 6) 92%-100% – very good.
7. The award of the fail grade is equivalent to failing a course.
8. If during the verification of learning outcomes achievement, it is established that the Course Participant works with external assistance or uses materials or devices unauthorised by the course regulations, the Course Participant shall be awarded a fail grade and shall lose the right to pass the course being currently pursued.

### **§6 EFE Course Completion**

1. The EFE Course is passed by the Course Head on the basis of grades for courses awarded to the Course Participant.
2. The Course Participant shall receive a Certificate of Course Completion, following the template included in an annex to the WUT Rector's Regulation on the adoption of a template of a certificate of completion of a further education course at the Warsaw University of Technology.
3. The Certificate of Course Completion is awarded to the Participant who:
  - 1) has received passing grades in all courses;
  - 2) has participated in at least 80% of classes.
4. If one or more courses is failed by the Course Participant, the Course Participant has the right to receive a certificate of participation in the EFE Course. A certificate of participation may be given to a participant who has attended at least 50% of classes.
5. Course Completion shall not constitute the basis of exemption from the admission proceedings to study programmes.

### **§ 7 Examination in English**

1. Before the completion of the EFE Course, Participants take an examination assessing their language proficiency at the B2 level in four language skills: listening, reading, speaking, and writing.
2. All Course Participants who meet the requirements for receiving the Certificate of Course Completion, as described in §6 section 3, are eligible to take the examination.
3. To pass the examination, a minimum score of 55% must be obtained in each of the four parts of the examination.
4. Upon successfully passing the B2-level examination, the Course Participant is issued a certificate confirming completion of the preparatory course for undertaking studies in English, referred to in §2 section 6.

### **§8 Final Provisions**

1. To all matters unregulated herein the relevant legal regulations shall apply.
2. Any disputes shall be settled by the Course Head.
3. Decisions of the Course Head may be appealed against to the Director of the Foreign Language Centre and then to the Warsaw University of Technology Rector. The Rector's decision is final.

Warsaw, 24.04.2026