



**Cognitive  
Science**

FACULTY OF PSYCHOLOGY UW  
INSTITUTE OF PHILOSOPHY UW

# Passing a year of studies or a course, exams

## What is an academic year settlement and what is a semestral one?

**Academic year settlement** means that students are settled for their achievements in the end of an academic year. It is verified whether they have passed all the courses and met the ECTS credits requirements.

**Semestral settlement** means that students are settled for the realisation of the study plan each semester.

Note: at Cognitive Science there is the academic year settlement, so ECTS credits or course passing are checked at the end of the academic year.

## If my settlement is annual, does it mean that after the first semester I will not be removed from the student list, even if I haven't passed my classes?

Even if your settlement is based on the academic year, you can still get removed from the list (e.g. as a result of lack of attendance during classes).

## Which courses will be taken into consideration in the academic year settlement?

It will be those courses, that are **linked** to the given year. They will also be the basis for calculating your grade average.



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**Will ECTS credits be taken into consideration when calculating the grade average?**

No, ECTS credits are not taken into consideration here.

**If I received the failing grade (2) on the first exam, and I got a 5 during the retake, will only the second grade be taken into consideration when calculating my average?**

No, both grades are taken into consideration when calculating the grade average for the study term.

**To how many attempts of an exam am I entitled?**

We are always entitled to two attempts (one in the main exam session, the other one in the retake exam session). Attention! Do not confuse completion of a course with taking an exam.

**What are the consequences of an absence from an exam?**

Unexcused absence at an exam results in the loss of one exam date and no credit. This means that you do not receive the failing grade (2), as it can only be received as a consequence of a poorly written exam. It does not mean, however, that lack of a grade will protect you against negative consequences of failing a course. Absence from the first exam does not disqualify you from attending the retake.



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## Can an absence from an exam be excused?

Yes, if the absence from an exam (in the first exam or a retake) is due to health reasons. In such case, you must submit to the HTU a medical certificate excusing this absence within seven work days of the last day of the leave specified in the certificate.

## Do I have the right to see my exam paper after it is graded?

Yes, you have the right to see your graded exam or term paper and receive a justification of the grade awarded. Students must be granted access within no more than 7 days of the day of awarding the grade. In the case of an oral exam, the grade justification must be presented just after awarding the grade.





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## Do I have the right to appeal against the exam results?

Yes, in case that you have any objections as to the form and conduct of the exam or impartiality of exam grading, you can file a request to the HTU for an exam in a presence of a Committee. Such request must be filed within 7 days of the date of announcing the exam results (if your objections concern the grade) or within 7 days of the date of the exam, if your objections concern the form of exam. You must not treat the exam conducted by the Committee as the third date of the exam, but as a form of appeal in the aforementioned cases.

In justified cases, the HTU may order an exam conducted by the Committee on their own initiative, at the request of the examiner or a student union.

It is also possible to submit a request for a Committee review of your grade when you have reservations about the form in which the class was passed or the impartiality of the grading - such a request should be addressed, within 7 days of the end of the class or the announcement of the results, to the HTU.



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## How does the verification/exam conducted by the Committee look like?

If the HTU considers your request favourably, a Committee is formed. It is formed by: the HTU or an academic teacher authorised by the HTU as the Chairperson, and two specialists in the field covered by the course. The academic teacher who awarded the first grade shall not participate in the exam by Committee. Upon the student's request, one person chosen by the student may participate in the exam as an observer. It can be either a member of the student union or an academic teacher. The grade obtained as a result of an exam or assessment verification by a Committee replaces the first grade.

## Certification exams in foreign languages

You can find the detailed information here:

<https://jezyki.obce.uw.edu.pl/en/>

