

**Regulations for zero term exams held as part of the University of Warsaw
Institute of English Studies' study programmes**

1. Pursuant to Article 35 point 3 of the Rules and Regulations of Study at the University of Warsaw, students have the right to take an exam before the examination session starts (hereinafter referred to as a “zero term exam”).
2. The mode and scope of the zero term exam should be the same as the mode and scope of the exam taking place in the main examination session. In special circumstances, the subject’s co-ordinator may consent to changing this mode.
3. The subject’s co-ordinator decides the criteria the student has to meet in order to take part in the zero term exam. Information about that criteria should be presented to the students at the beginning of the term.
4. The zero term exam does not count as an additional exam date: a student may still take any given exam twice, either before the main examination session and in it or before the main examination session and in the resit examination session.
5. The zero term exam cannot take place earlier than 2 (two) weeks before the start of the main examination session.
6. Taking part in the zero term exam is predicated on receiving a passing credit (passing a final) for the subject, provided the subject in question requires a passing credit.
7. The student shall send an e-mail to the subject’s co-ordinator with a zero term exam application, listing the grounds for it, no later than 2 (two) weeks before the exam is to take place.
8. The subject’s co-ordinator accepts the application provided that the student received a passing credit for the given subject (if it is required) and:
 - the student is due to leave in order to take part in the Erasmus programme or a different foreign exchange programme agreed-beforehand where the receiving didactic unit starts its term before University of Warsaw’s main examination session;
 - the student has a planned medical procedure that is in conflict with the main examination session;
 - the examination date is in conflict with the date of another examination or final (this might apply to MISH students, students that take part in more than one study programme at a time, and so forth);
 - the student has individual changes in the organisation of their studies (including those recommended by the Office for Persons with Disabilities);
 - this is needed due to other, justified circumstances.