

Rules and procedures for conducting interviews to review and evaluate the level of proficiency in the Polish or English language, for the purpose of undertaking studies at the Warsaw University of Life Sciences (WULS)

1. The interview reviewing and evaluating the level of Polish language proficiency must be attended by candidates who are non-Polish citizens, applying for admission to studies conducted in the Polish language, and who are not in the possession of a B2 level Polish language proficiency certificate acknowledged by WULS.
2. The interview reviewing and evaluating the level of English language proficiency must be attended by:
 - 1) Candidates applying for admission to studies conducted in the English language, who are not in the possession of a B2 level English language proficiency certificate acknowledged by WULS.
 - 2) Candidates applying for admission to studies conducted in the Polish language, who are not in the possession of a B2 level English language proficiency certificate acknowledged by WULS, in cases where such a certificate is required.
3. The review and evaluation of the Polish or English language proficiency level for candidates applying for admission to first-cycle, long-cycle master's, and second-cycle studies are the responsibility of the verification Committee (hereinafter referred to as the Committee).
4. The interview, as referred to in sections 1 and 2, will be conducted by subcommittees composed of the Committee members. The composition of each subcommittee will be determined by the Committee Chair.
5. Each candidate may attend the interview for a particular field of study only once in each recruitment cycle.
6. The interview will be conducted remotely by means of remote communication tools, using the MS Teams platform.
7. The remote interview is understood as the participation of the candidate and the particular subcommittee, at the same time but in different places, at a videoconference, conducted by means of the MS Teams platform.
8. Prior to being admitted to the interview, the candidate is required:
 - 1) to submit a declaration of readiness to participate in the remote interview, including the possession of the access to the Internet connection and the proper equipment (the declaration form is available in the IRK system),
 - 2) to upload to the IRK system the most recent digital photo of the candidate's face, and declare that the photo will not be removed on the day of the interview (the declaration form is available in the IRK system).
9. Technical requirements necessary to conduct the remote interview:
 - 1) A device with the Internet access (for example: a computer, tablet or smartphone) equipped with a microphone, speakers, and a camera.
 - 2) An Internet connection with bandwidth sufficient for video and audio transmission.
10. The interview date will be specified in the recruitment calendar.
11. The Committee will send to the candidate's e-mail address provided in the IRK system an interview invitation containing the following information: the date, time, or a time slot of the interview, with the indication that the interview will be conducted in accordance with the Polish time zone (CET).

12. The interview procedure:

- 1) On the day scheduled for the interview, 10 minutes prior to the assigned meeting time, or a time slot, the candidate is required to activate the link, sent by the Committee via MS Teams.
- 2) The link will redirect the candidate to the MS Teams platform, where the video interview will take place. The candidate will not need to log in, and will join the meeting as a guest, following the on-screen instructions.
- 3) Cameras and microphones must be turned on for all participants at all times during the interview. Failure by the candidate to turn on the camera or microphone will result in disqualification from the interview.
- 4) The candidate is required to be alone in the room during the interview.
- 5) Upon connection, before the interview begins, the Committee:
 - a) will present the interview agenda, and, if necessary, explain technical issues (such as screen sharing, camera and microphone settings);
 - b) will verify the candidate's identity by checking the ID document presented to the camera, in order to verify the name, surname and the image, as well as by verifying the digital photo uploaded in the IRK system.
- 6) Upon connection, the candidate is required to present the ID document to the camera, for verification of the candidate's name, surname and the image.

13. Interview assessment criteria:

1. Grammar range and accuracy
2. Vocabulary range and accuracy
3. Fluency
4. Pronunciation
5. Topic relevance

14. Interview evaluation rules:

- 1) Each criterion listed in section 13 will be evaluated as either "positive" or "negative".
- 2) The interview will be considered "passed" if all criteria mentioned in section 13 are evaluated as "positive".
- 3) The candidate who fails to attend the interview will receive the "negative" evaluation, and the interview will be considered "failed".

15. During the interview, the Committee will prepare an interview report for each candidate. The report will be signed by members of a particular subcommittee, and approved by the Committee Chair or a person acting on the Chair's behalf. The Interview Report template is attached to these Rules.

16. Interview results will be available for candidates on the day the admission results are announced via the candidate's account in the IRK system.

17. The candidate who will pass the interview, will acquire the "accepted" status in the IRK system, in the place designated for uploading the language certificate.

18. The certificate confirming the level of proficiency in the Polish or English language will be issued for the candidate who will pass the interview at a B2 level. The certificate will form an internal document intended for admission purposes at WULS.

Candidate's ID in the IRK system:

INTERVIEW REPORT

| Interview evaluation criteria | Grade* | Remarks |
|-------------------------------|--------|---------|
| Grammar range and accuracy | | |
| Vocabulary range and accuracy | | |
| Fluency | | |
| Pronunciation | | |
| Topic relevance | | |

Final result**
(Write in full: positive/negative)

Date and signatures of members of the
subcommittee

APPROVED BY

Date and signature of the Committee Chair
or the person acting on the Chair's behalf

*Grade scale: positive/negative

**The interview will be considered "passed" if all criteria are evaluated as "positive".