

Rules for conducting the Polish language or English language proficiency verification interviews for admission to studies at Warsaw University of Life Sciences (WULS-SGGW)

1. The interview for verifying the Polish language proficiency may be entered by:
 - 1.1. Non-Polish citizens applying for admission to studies in the Polish language, who are not in the possession of a B2 level Polish language proficiency certificate, approved by WULS.
2. The interview for verifying the English language proficiency may be entered by:
 - 2.1. Candidates applying for admission to studies in the English language, who are not in the possession of a B2 level English language proficiency certificate, approved by WULS.
3. The interviews are conducted by the Committee confirming knowledge of Polish and English language, hereinafter referred to as the Committee.
4. Each candidate may join the interview process for a particular field of study only once in each recruitment round.
5. The interview is conducted remotely by means of the MS Teams platform.
6. The remote interview is meant to be the participation of the candidate and the representatives of the Committee at the same time, but in different places at a videoconference, by means of the MS Teams platform.
7. Before being allowed to proceed to the interview, each candidate is required:
 - 7.1. to make a written statement of readiness to join the remote recruitment interview, the access to the Internet connection and the proper equipment (statements available in the IRK system)
 - 7.2. to upload the most recent photo of the candidate's face to the IRK system and state that the photo will not be removed on the day of the interview (statements available in the IRK system).
8. Technical requirements:
 - 8.1. The device with Internet access (for example: a computer, tablet or smartphone) equipped with a microphone, speakers, and a camera,
 - 8.2. The Internet connection with sufficient bandwidth for

transmitting the image and sound.

9. The day of the interview is specified in the recruitment calendar.
10. The Committee will send the interview invitation to the candidate's e-mail address given in the IRK system. The invitation will contain the following information:
 - 10.1. the date and hour of the recruitment interview, according to the Polish time zone,
11. The course of the interview:
 - 11.1. On the day of the interview on the MS Teams platform, 10 minutes before the meeting time scheduled, the candidate is required to activate the link sent by the Committee.
 - 11.2. The link will redirect the candidate to the MS Teams platform, where the video interview will take place. Candidates join the meeting, following the instructions on the screen, without the necessity to log in.
 - 11.3. During the interview all participants must keep their microphones and speakers switched on. Candidates, who fail to do so, will be disqualified from the recruitment interview.
 - 11.4. During the interview candidates are required to be alone in the room.
 - 11.5. After establishing the connection, before the interview, representatives of the Committee:
 - 11.5.1. will present the interview agenda; if necessary, they will explain technical matters (how to share the screen, camera and microphone settings);
 - 11.5.2. will check the candidate's identity by verifying candidate's ID document presented to the camera, in order to check candidate's first and last names, and the image with the digital photo uploaded to the IRK system.
 - 11.6. After establishing the connection, the candidate is required to present the ID document to the camera for verification of the candidate's first and last names as well as the image.
12. Criteria for evaluating the interview:
 - a) grammatical range and accuracy,
 - b) vocabulary range,
 - c) fluency,
 - d) pronunciation,

e) compliance with the topic.

13. Rules for interview evaluation:

13.1. Each criterion mentioned in point 12 will be rated: passed or failed.

13.2. The interview will be considered passed if all the criteria are rated passed.

13.3. W przypadku nieobecności kandydata na rozmowie wystawia się ocenę negatywną.

14. Information about the interview results will be made available to the candidates on the day the recruitment results are scheduled to be announced on the candidate's account in the IRK system.

15. Candidates who will successfully pass the recruitment process will be given the "accepted" status in the section, where certificates are uploaded in the IRK system.

16. Certificates of proficiency in the Polish or English language will be issued for candidates who will successfully pass the recruitment process. The certificates are a documents issued for recruitment purposes at SGGW.

Candidate's name and surname
Candidate's ID in the IRK system:

Interview evaluation criteria	Rating*	Remarks
grammatical range and accuracy		
lexical range		
fluency		
pronunciation		
compliance with the topic		
Average criteria rating		

<p>Final result** (Write in full: passed/failed)</p>

.....
 date, signature
 of the Head of the Committee
 or authorized person

*Rating scale:
 passed
 failed

**The interview will be considered passed if all the criteria are rated passed.

