

Regulations of the English for Law Course 2020/2021

In these Regulations the terms “You” and “Your” refer to the student who joins English for Law Course as an enrolled student, the term “Teacher” refers to Dr Aleksandra Łuczak who conducts the course in the academic year 2020/2021 and the term “Course” refers to English for Law Course at Kozminski University in the academic year 2020/2021.

When You enroll at the Course, You accept the following terms and conditions:

A. ATTENDANCE

1. You may miss three classes each semester without any justification or consequences.
2. You must have Your camera on during classes. You may occasionally turn Your camera off but when you speak the camera must be on.
3. If You miss more than three classes, You must work with a *memrise* course or courses available on <https://www.memrise.com/user/LegalEnglish/courses/teaching/>, the choice of which shall be agreed with the Teacher. You shall score 27,000 points on memrise to compensate for one absence.
4. You must present the points to the Teacher within fourteen days after Your absence in the form agreed with the Teacher.
5. You may justify Your absence within seven days, if You have a doctor’s certificate.
6. Missing more than a half of classes shall result in a fail grade (2) at the end of the semester.
7. If you are more than 15 minutes late for class the minutes will be noted down and will be totaled up at the end of the term and increase to the number of the classes missed.

B. THE COURSE

1. The whole course lasts for two years and shall prepare You for the TOLES exam. You may take the TOLES exam at two different levels: higher or advanced.
2. Your coursebook for the classes is “The Lawyer’s English Language Coursebook” by Catherine Mason & Rosemary Atkins. You shall bring the coursebook with You to classes.
3. Some of the exercises shall be available at the Virtual University platform or in Word online the address of which shall be given to by the Teacher. You shall always be up to date with these resources.

C. CREDIT

1. 60% of the final grade is the result of tests.
2. You shall take a test after every chapter of the coursebook.
3. Your test grade is final. If you fail Your test, you may retake it only once. At the retake the highest possible grade is grade 3.
4. You may only justify Your absence during the test with a medical certificate. If You do not present Your medical certificate, Your first attempt grade is a fail (2) and it shall remain part of the average grade.
5. 40% of the final grade comes from Your individual work*:

- work in the class (15%)
- homeworks (5%)
- quizzes (5%)
- final project (15%).

6. You may not hand in the homework after the deadline.
7. You need 60% to pass the course. The grade scale is shown below:

0 – 59	2
60 – 67	3
68 – 75	3.5
76 – 83	4
84 – 91	4.5
92 – 100	5

All issues arising during the Course and not included in these Regulations shall be resolved by the Regulations of the Studies at Kozminski University and the Regulations of the Foreign Languages Centre of Kozminski University.

*Second version is:

- tests and quizzes (60%)
- work in the class (20%)
- homeworks (5%)
- final project (15%).