**DEAR STUDENT**

**BEFORE THE COMPETENCY EXAM YOU NEED TO KNOW THAT:**

- an unexcused absence on the date you have registered for will result in the loss of that date;

- being late for a competency exam (failure to turn up at the specified time) will result in the deduction of the lateness from the duration of the written part;

- the competency exam is conducted on the premises of the university;

- in addition to protective measures, take your ID card, pen and calculator to the exam. Examination sheets will be provided by the examiner;

- the written part of the competency exam is in the 'open book' form, i.e. with free access to your own book materials and notes which you can bring into the examination room. Remember, however, that the duration of the written part is limited to 120 minutes. Use moderation and common sense when choosing your materials - you won't have enough time to go through a suitcase of books   
in 2 hours :)

- during the exam, it is not allowed to use electronic sources or other devices recording sound and image. Mobile phones absolutely must be turned off. The use of forbidden materials and auxiliary devices will result in the termination of the exam and its cancellation.

**ON THE DAY OF THE COMPETENCY EXAM:**

- please arrive 5 minutes early before the set time at the designated room with your ID card ready;

- your identity will be verified and you will be asked to show your materials and turn off your mobile phone. Once these formalities have been completed, you will be able to enter the exam room;

- an examination sheet will be waiting for you in the designated place. You will have 120 minutes to read the case study and answer the questions on the form;

- if you finish the written part of the exam before the 120 minutes have elapsed, you may not leave the room. Remain seated and wait your turn for an interview (10-15 minutes) with the relevant examination board;

- after 120 minutes, your examination sheet will be collected from you and handed to the examination board members with whom you will meet for the oral part. Accompanied by a member of this board, you will go to the designated room for the oral part of the exam;

- during the oral part, a two-person examination board will select questions to be discussed on the basis of the form you have filled in;

- questions will be assessed in four groups with assigned weights: basic (0.15), verifying (0.2), analytical (0.3) and evaluating (0.35). The necessary condition for a positive grade in the competency exam is the achievement of positive grades in the basic and verifying questions and obtaining the final result (sum) of at least 2.65.

- on the basis of your written and oral answers, the examination board will give you an overall grade for the examination and draw up a written report;

- after the oral part, you will be sent a questionnaire to complete. We kindly ask you to take part in the survey. We are organising the competency examination for the first time and it is important for us to know your opinion about this. Obviously, your participation in the survey is anonymous and voluntary. If you would like to help us, please put the completed questionnaire into the ballot box located at the exit of the building. Thank you in advance :)

**HOW WILL YOU BE INFORMED OF THE RESULT OF YOUR COMPETENCY EXAM:**

- the positive results of the exam will be entered into the university IT system no later than 10 days after the date of the exam;

- if you get a positive grade in the first attempt, it is your final result (no possibility of re-take) and you will see it in your periodic achievement sheet;

- if you receive a failing grade, you will be notified by email by the Dean’s Office. Remember that you have the right to take the competency exam twice during this semester, as long as the schedule still allows it (the number of available dates is limited to three and published on the website);

- if you do not see a positive grade in the system within 10 days of taking the exam, or if you have not received an email notifying you of a failing grade, please contact the Dean’s Office;

- you can review the exam report during the working hours of the Dean’s Office after the results have been published.