

WARSAW UNIVERSITY OF TECHNOLOGY

The WUT Rector's Regulation No. 99 /2020

of 29 September 2020

on the rules on the conduct of remote diploma examinations for first-cycle and second-cycle study, and long-cycle master's study

Under article 23 section 1, pursuant to article 76a section 2 of the Law on Higher Education and Science of 20 July 2018 (Journal of Laws of 2020, item 85, including amendments) and § 15 section 3b and § 18 section 3 of the Regulation on Studies of the Minister of Science and Higher Education of 27 September 2018 (Journal of Laws of 2018, item 1861, including amendments), it is resolved as follows:

§ 1

1. Diploma examinations shall be conducted remotely at the Warsaw University of Technology by means of electronic communication, ensuring in particular:
 - 1) Live streaming of the diploma examination to its participants in real-time.
 - 2) Multi-sided real-time communication allowing participants of the diploma examination to communicate during the exam in compliance with essential safety principles.
2. Section 1 shall apply to all forms of study and majors in first-cycle and second-cycle study, and long-cycle master's study.
3. Decision on the organisation of diploma examinations conducted remotely or directly shall be taken by the Head of the basic organisational unit.

§ 2

1. The diploma examination may be held as part of remote simultaneous contact via IT tools, during which the examinee and the examination board participate in the examination simultaneously, but in different locations.
2. The diploma examination may be conducted via videoconferencing, internet conferencing, a remote learning platform and other tools for simultaneous teamwork, which ensure the control of the exam's course.
3. The examination board is obliged to verify the identity of the student participating in the diploma examination.
4. Upon the completion of the diploma examination conducted via IT tools, minutes shall be drawn up by the examination board in an electronic format in USOS-APD ICT, in which the signatures of the examination board members have been replaced by the authentication of these persons in the aforementioned ICT system.

§ 3

„**Rules on the conduct of remote diploma examinations**”, constituting Appendix 1 to this Regulation, shall be introduced.

§ 4

1. The student shall be allowed to participate in the remote diploma examination provided they have completed and submitted a Declaration whose specimen constitutes Appendix 2 to this Regulation.
2. The Declaration mentioned in section 1 is among the documents required for diploma award processing, to which provisions of § 5 apply.

§ 5

1. Electronic versions or copies of the required documents may be used in processing the documents required for awarding a diploma and its preparation, including the supplement and certified copies.
2. Before being admitted to the remote diploma examination, the student shall send the documents required to receive a diploma from his/her individual email account at @pw.edu.pl to an email address specified by the Head of the organisational unit. Originals of the required documents shall be submitted no later than by the day of the diploma examination.

§ 6

The WUT Rector's Regulation No. 26 /2020 of 4 May 2020 on the rules on organisation of remote diploma examinations for students of first-cycle and second-cycle studies and prolonging the deadlines for submitting the theses during the restrictions on the operation of the university, in connection with preventing, counteracting and combatting COVID-19 shall expire.

§ 7

The Regulation enters into force on 1 October 2020.

R E C T O R

Professor Krzysztof Zaremba

Rules on the conduct of remote diploma examinations

§ 1

Preparation for the diploma examination and documents required

1. The Head of basic organizational unit may delegate the organisation of the remote diploma examination to a team appointed for this task, in accordance with the regulations on the organization of the teaching process in the relevant unit. The diploma examination shall be conducted by the diploma examination board appointed by the Head of basic organizational unit.
2. During the organisation and conduct of the remote diploma examination, the rules, deadlines, and documents shall be the same as during a diploma examination conducted directly and complemented with documents listed herein and their electronic copies.
3. The student shall submit documents required for admission to the diploma examination (PDF or JPG format) from his or her individual email account at @pw.edu.pl to the email address specified by the Head of basic organizational unit by the deadline specified by the Head of basic organizational unit. The paper-based original documents shall be submitted no later than by the day of the diploma examination.
4. The Head of basic organizational unit shall admit the student to the diploma examination and set the date of the remote diploma examination in accordance with the Academic Regulations at the Warsaw University of Technology on the basis of the documents submitted and in accordance with the rules applicable at the basic organizational unit, subject to section 6.
5. At the end of the diploma examination conducted remotely, the minutes of the diploma examination shall be drawn up by the diploma examination board members in the electronic format in USOS-APD ICT system, in which signatures of the diploma examination board members have been replaced with the authentication of these persons in the aforementioned system.
6. Details of the mode of the diploma examination conducted remotely including the aforementioned rules and maintaining any other indispensable safety rules are specified by the Head of the basic organisational unit.

§ 2

Preparation and conduct of the remote diploma examination

1. It is advisable for the diploma examination to be held with the distant learning tool MS Teams. To participate in the examination the student is required to authorize himself/herself with his/her email account in the domain @pw.edu.pl.
2. The student is required to have access to a computer which works with MS Teams, including a camera and a microphone which ensure sufficient audio and video quality.
3. Prior to the examination, the student shall prepare a room which meets the following requirements:
 - 1) The room shall remain closed during the examination.
 - 2) No other persons shall be present in the room in which the student is taking the examination.
 - 3) No other electronic devices (computers, tablets, telephones, recorders, radios, etc.) may be present in the room in which the student is taking the examination, except for the computer that the student is using during the examination.

4. Should the Board state the breach of the requirements listed in section 3, the examination shall be immediately stopped, which is equivalent to an unsatisfactory grade for the examination.
5. Prior to the commencement of the examination, the student shall be required to:
 - 1) present to the camera his/her ID card for verification of the student's identity; should it be impossible to clearly verify the identity of the student taking the examination, the Board shall not proceed with the examination.
 - 2) make a statement to the camera that he/she knows, understands, and accepts the conditions of the conduct of the examination and that he/she has met the requirements listed in section 3.
 - 3) declare that he/she is fully aware of the procedure of the conduct of the examination and feels fully capable of participating in the examination.
6. Prior to the commencement of the examination, the Chairperson of the Board shall confirm that the student has made the declarations in compliance with section 5 items 2 and 3, and confirm the correct composition of the diploma examination board, which shall be stated in the minutes.
7. The student shall make the audio and video from his/her camera available and be on sight during the whole examination.
8. For explanations and notes made by the student, tools available in MS Teams (board, PowerPoint presentation) shall be used in such a way that when the student makes notes, it shall be possible to follow online the notes made by the student and the video from the camera.
9. Upon the completion of the examination, the Board shall announce the result of the examination.

English version

name and surname of the student:

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student record book number:

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first-cycle* study leading to the award of the degree of: *inżynier/inżynier architekt/licencjat**
second-cycle study/long-cycle master's study* leading to the award of the degree of *magister*
*inżynier/magister inżynier architekt/magister **

mode of study: full-time, part-time (extra-mural, evening, distance-learning)*

Faculty/College*:

field of study:

**Declaration of the student
taking a remote diploma examination**

I hereby declare that

1. I understand and accept the conditions of the procedure of the diploma examination.
2. I agree to have the diploma examination conducted remotely using teamwork systems made available by the University.
3. I am familiar with the "Procedures of conducting remote diploma examinations" and I know, understand, and accept these procedures.

.....,

place

..... ,

date, student's signature

* choose as appropriate