Procedure for the organisation of stationary diploma examinations

1. Conditions for organising stationary diploma examinations
2. As a rule, diploma examinations take place in a stationary mode before a diploma examination board, hereinafter referred to as "the board", appointed by the Dean in accordance with the Rules for Studies at Wrocław University of Science and Technology.
3. Members of the board should be present in the room where the examination is to be conducted during the examination.
4. Supervision of the correct and safe conduct of diploma examinations in a stationary mode is exercised by the Dean.
5. Admission and setting the date for stationary mode diploma examinations

1. A student may be admitted to the diploma examination in a stationary mode if he/she has fulfilled all requirements laid down in § 37 section 1 of the Wrocław University of Science and Technology Rules and Regulations, i.e:

a. has completed the study programme (§ 36 section 2 of the Rules and Regulations for Studies at Wrocław University of Science and Technology),

b. has obtained a positive assessment of the diploma thesis (§ 35 para. 15-17 of the Rules and Regulations for Studies at Wrocław University of Science and Technology),

 c. has submitted all documents required by the Dean.

2. The date of the diploma examination in the stationary mode may be set after all required documents have been submitted to the Dean's Office.

3. When setting the date for a stationary diploma examination, the student and the members of the examination board must be notified in good time (at least seven calendar days before the date of the examination) by e-mail, registered in the domain of the University, of details concerning the date and time of such an examination.

 4. The student should be informed about the technical aspects related to the participation and conduct of the diploma examination conducted on a stationary mode (in the form of a short instruction or information), and the student is obliged to familiarise himself/herself with them and comply with the indicated requirements before the scheduled date of the diploma examination on a stationary mode. Such information should be sent to his/her e-mail address or announced on the faculty website.

III Submitting the diploma thesis and the required documents

1. Prior to taking the diploma examination, the diploma thesis should be subjected to the procedure of verification by the Single Anti-Plagiarism System (JSA), in accordance with separate regulations.
2. If a signature is required on a document, it may be submitted in an electronic form. In such a case, such a document should be signed with a qualified electronic signature or a trusted signature.
3. If it is not possible to affix an electronic signature to a document in the above manner, the document should be printed and signed in person, and then its scan should be sent to the e-mail address of the Dean's Office indicated by the Dean, while a paper document should be sent by traditional post or courier service to the postal address of the Dean's Office indicated by the Dean, or submitted in a designated place in the seat of the University, if such a possibility exists.
4. Documents signed in the manner referred to in paragraph 2, as well as those sent in electronic form (paragraph 3), should be printed out and attached to the student's personal file folder.
5. The Dean may decide that, in order to set a date for the diploma examination in the stationary mode, all of the above-mentioned documents required of the student and necessary for the preparation and awarding of the diploma should also be sent by snail mail or courier service to the postal address of the Dean's Office as designated by the Dean, or submitted in a designated place in the seat of the University, if such a possibility exists. In such a case, in order to speed up the procedure connected with admission and setting the date for the diploma examination:
* the student is required to send confirmation of the posting of the required documents to the Dean's e-mail address indicated by the Dean,
* the thesis supervisor and reviewer deliver to the Dean's Office, in hard copy and with their signatures, an opinion together with the JSA report and a review of the thesis.
1. Course of the diploma examination in stationary mode
2. Before starting the substantive part of the diploma examination, a student's identity must be verified on the basis of an identity document or the student's electronic student card (ELS). In the event of doubts concerning the student's identity, the examination shall not be conducted and the chairperson of the commission shall immediately inform the student and the Dean.
3. The diploma examination is conducted in an individual mode.
4. A record of the diploma examination shall be drawn up by the board.
5. In the event that the diploma examination has to be repeated for reasons that are not the fault of the student or a committee member, the chairperson of the committee shall immediately inform the Dean, who shall set a new date for the examination. This date is not regarded as a brush-up date. In such a situation, the student may apply to have the examination rescheduled as a remote examination.
6. In the event of an excused absence of a student from a diploma examination in a stationary mode or a need to brush-up the diploma examination, the Dean decides whether the diploma examination, including the brushed-up examination, should be conducted in a remote mode or in a stationary mode.
7. Diploma examination protocol
8. Immediately after the end of the diploma examination in the stationary mode, the content of the diploma examination protocol should be verified, any errors corrected and signatures provided.
9. In order to prepare the diploma of graduation, the supplemented diploma examination protocol shall be immediately submitted by the chairperson of the committee to the indicated place at the seat of the University.