Procedure for the organisation of remote diploma examinations

1. Conditions for organising diploma examinations in a remote mode
2. In exceptionally justified cases, with the consent of the Dean of the faculty, diploma examinations may be held in a remote mode, i.e. using information technology only as part of synchronous interaction between the student and the 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. Diploma examinations in the videoconferencing mode are held using video-conferencing systems available at the University (ZOOM, MS TEAMS, ClickMeeting, BigBlueButton). The decision on the use of the chosen system in a particular department is made by the Dean. In the case of theses subject to legal confidentiality, the use of the BigBlueButton (BBB) system is recommended.
4. Committee members are required to be on the premises of the University during the diploma examination.
5. The University does not provide equipment (a computer or other device equipped with a microphone, speakers and a camera) for audio and video transmission or access to the Internet outside the premises of the University.
6. Prior to being admitted to the diploma examination, a student may, within the deadline set by the Dean, submit an application for the examination to be conducted remotely (Appendix No. 3). When submitting an application for the diploma examination to be conducted remotely, the student simultaneously submits a declaration of

willingness to take the diploma examination, bearing in mind that the choice of the remote mode implies access to an Internet connection with sufficient bandwidth for audio and video transmission, possession of appropriate equipment and consent to the recording of the examination, as well as acceptance of the present procedure.

1. Failure to submit a student’s application makes it impossible to conduct a diploma examination in a remote mode.
2. At the request of the student and in agreement with the supervisor of the diploma thesis, the Dean may give permission for the diploma examination to be conducted remotely, taking into account the specific nature of the thesis and the diploma examination, as well as the technical possibility for the student and the members of the board to participate in it.
3. Supervision over the correct and safe conduct of the diploma examination by remote means is exercised by the Dean.
4. Admission and setting the date for the remote diploma examination
5. A student may be admitted to the diploma examination in a remote mode if he/she has fulfilled all requirements laid down in § 37 section 1 of the Rules and Regulations for Studies at the Wrocław University of Science and Technology, i.e:
6. has completed the study programme (§ 36 section 2 of the Wrocław University of Science and Technology Study Regulations),
7. 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),
8. has submitted all documents required by the Dean, including an application for the examination to be conducted remotely (appendix no. 3).
9. The date of the diploma examination in the remote mode may be set after all required documents have been submitted to the Dean's office.
10. The Dean designates one person who is not a board member to participate in the conduct of the diploma examination as technical support.
11. The date set for the diploma examination should be consulted with the operator of the chosen video-conferencing system (ZOOM - WCSS, MS TEAMS - Informatisation Department, ClickMeeting, BigBlueButton - WUST Department of Lifelong Learning and E-learning).
12. When setting a date for a diploma exam in a remote mode, the student and the members of the board should be notified at least seven calendar days before the date of the exam at the e-mail address registered in the University's domain of the details concerning the date and time of such an exam.
13. The student should be informed about the technical aspects related to the participation and conduct of the diploma examination conducted remotely (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 remotely. Such information should be sent to his/her e-mail address or announced on the faculty website.
14. Submitting the diploma thesis and the required documents
15. Prior to taking the diploma examination, the diploma thesis should be subjected to the procedure of verification by the Uniform AntiPlagiarism System (JSA), in accordance with separate regulations.
16. If a signature is required on a document, it may be submitted in electronic form. In such a case, such a document should be signed with a qualified electronic signature or a trusted signature.
17. If it is not possible to affix an electronic signature to a document in the above manner, the document should be printed and signed with a handwritten signature, 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, if possible, submitted in a designated place in the seat of the University.
18. Both the documents signed in the manner referred to in para. 2 and the scans of documents referred to in para. 3 should be printed out and attached to the student's personal file folder.
19. If a student has submitted all required documents in electronic form, it is permissible for the student to supplement the documents in paper form, however, not later than before the collection of the diploma of graduation. Failure to submit the documents in paper form makes it impossible to issue the diploma of completion of the degree programme.
20. The Dean may decide that, in order to set a date for the diploma examination to be taken remotely, all of the aforementioned documents required of the student and necessary for the preparation and awarding of the diploma should also be sent by traditional post or courier service to the postal address of the Dean's Office as indicated 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 shall send to the e-mail address of the Dean's Office designated by the Dean. is required to send a confirmation of the sending of the required documents,

- the thesis supervisor and reviewer deliver to the Dean's Office in hard copy together with a report from the Uniform Anti-Plagiarism System and a review of the diploma thesis, together with their signatures.

1. Conducting the diploma examination in a remote mode
2. Before conducting the diploma examination in a remote mode, a test connection should be made with the student in order to verify the quality of the connection and to avoid possible technical problems. Before the start of the examination, the student should provide their contact telephone number in case the connection is disrupted during the diploma examination or in case of audio or video transmission malfunctions.
3. Immediately after the beginning of the diploma examination in the remote mode and the establishment of the connection, the student and all board members are obliged to make the sound and image available (switch on the camera and microphone).
4. Before starting the substantive part of the diploma examination, the student's identity must be verified on the basis of an identity document or an electronic student card (ELS) presented in front of the camera. In the event of doubts concerning the identity of a student, the examination shall not be conducted and the chairperson of the board shall immediately inform the student and the Dean.
5. During the course of a remote diploma examination, the student:

 a. may not switch off the microphone or camera,

 b. must be visible and in the frame of the camera at all times,

 c. may provide their screen with a presentation or other additional materials.

5. During the diploma examination in remote mode the members of the board shall be able to access, view and edit the minutes of the diploma examination.

6. The diploma examination protocol in electronic or paper form is supplemented on an ongoing basis during the examination.

7. The chairperson of the board supervises the conduct of the diploma examination by remote mode and is obliged to react immediately in the event of any interference in the transmission of sound or images or in the event of a justified doubt as to the independence of the student's answer.

8. If the connection is disrupted during an examination for reasons beyond the control of the student or a member of the board, the chairperson of the board shall:

 a. take immediate action to restore the connection,

 b. if the connection is restored, decide in consultation with the board members whether the examination can continue,

 c. if the connection cannot be restored and the examination can continue, decide in consultation with the members of the board whether, until the connection is interrupted, the board can assess the diploma examination and conclude the examination, or whether it is necessary to repeat it.

1. If it is necessary to repeat the diploma examination for reasons which are not the fault of the student or a board member, the chairperson of the board shall immediately inform the Dean, who shall set a further date for the examination. This date is not considered a repeat date. A student may apply for a change to the mode of the examination.
2. The chairperson of the board shall record and briefly discuss in the minutes of the diploma examination any serious interference with the transmission of sound or images, as well as the interruption or loss of the connection and the decision to repeat it.
3. If, during the diploma examination conducted remotely, the board finds that the student has violated the conditions of the examination, the examination shall be immediately discontinued and shall result in a grade of "fail". The student may, within 24 hours of the end of the examination, send an explanation to the e-mail address of the chairperson of the board, who shall immediately inform the Dean.
4. For the duration of the closed part of the remote diploma examination, the chairperson of the examination board shall inform the student of the temporary suspension of their participation in the examination and exclude, suspend or remove them from participation in the videoconference.
5. At the end of the closed part of the diploma examination in a remote mode, the student should be re-attached to the examination and informed of the result of the diploma examination.
6. At the end of the diploma examination, the connection should be terminated and minutes should be drawn up.
7. In the event of an excused absence of a student from the diploma examination by remote mode or the necessity to repeat the diploma examination, the Dean shall decide whether the diploma examination, including the repeated one, should be conducted by remote mode or by on-site mode..
8. Diploma examination protocol
9. Immediately after the completion of the diploma examination in the remote mode, the content of the diploma examination protocol should be verified, any errors corrected and signatures provided.
10. In order to prepare the diploma of graduation, the completed diploma examination protocol shall be immediately submitted by the chairperson of the board to the indicated place at the seat of the University.