



Wrocław University of Science and Technology

Faculty of Electronics

INTERNAL RULES OF CONDUCT

Wrocław University of Science and Technology

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No 7/2020 of 15 June 2020

regarding organization and conduct of the diploma examination in full-time mode

Due to the persistent state of the SARS-CoV-2 epidemic, I am introducing the following rules for the organization and conduct of the diploma examination in stationary mode:

1. A graduate student may take a diploma examination when:
 - a) obtained confirmation of settlement by the dean's office after submitting the **Statement on the completion of the curriculum**,
 - b) submitted a set of documents to the secretary of the diploma examination board in the manner specified by the Dean.
2. A supervisor is obliged to provide the secretary of the diploma examination board with the originals agreed with him: opinions (supervisor and reviewer/reviewers) and protocols from the ASAP system (signed general report - conclusions and a general report of the JSA) no later than before the diploma examination.
3. No commitment card is allowed in the documents. The graduate should provide the missing document before receiving the diploma.
4. The chairman of the diploma examination board, in consultation with the supervisor and in consultation with the graduate student, **decides on the possibility of conducting the diploma examination in stationary mode**, taking into account the specifics of the diploma thesis and the diploma examination, as well as the possibility of participating in it by the graduate and committee members. During the diploma examination, the commission members must be in one room with a sanitary regime.
5. The Secretary should obtain the Dean's approval on the appointed date.
6. In order to provide appropriate protection measures, the Secretary should report the need for cleaning and disinfection service and personal protection measures by sending a schedule containing information about the place (building, room), date (time, date) and a number of participants (commission, diplomats) to covid @ pwr.edu.pl minimum 5 business days before the planned date (in accordance with the Chancellor's Announcement No. 1/2020).
7. Exam schedules should be prepared so as not to lead to the accumulation of students in the corridor.
8. The secretary notifies the student by e-mail about the scheduled date of the exam informing him about technical aspects related to the participation and course of the diploma exam.
9. Take precautionary measures described in the Annex to ZW 47/2020 in Part IV. The student should be informed about these rules.
10. Before taking the substantive part of the diploma examination, the student's identity should be verified on the basis of an identity document or electronic student ID.
11. In the case of a justified absence of a diploma student at the diploma examination in stationary mode or the need to repeat the diploma examination, the chairman of the committee decides whether the diploma examination, including the repeated one, should be carried out in remote or stationary mode.



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12. The secretary shall draw up a diploma exam report, which, together with the diploma's documentation, shall be forwarded to the Dean's Office no later than on the next business day after the diploma examination by 12.00.
13. Disputes shall be settled by the Dean.

Dziekan
Wydziału Elektroniki

Prof. dr hab. inż. Czesław Smutnicki