



Wrocław University of Science and Technology

Faculty of Electronics

INTERNAL RULES OF CONDUCT

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No 8/2020 of 15 June 2020

regarding organization and conduct of the diploma examination in remote mode

Due to the persistent state of the SARS-CoV-2 epidemic, I am introducing the following rules for organization and conduct of the diploma examination in remote 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 remote 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 sanitary regime.
5. The university does not provide the diploma student with the equipment necessary to conduct the diploma exam in a remote mode.
6. The Secretary informs the student about the date of the diploma examination and technical issues related to the participation and the course of the diploma examination.
7. The diploma exam should be conducted using MS Teams using a camera and a microphone. The Secretary should set the exam date to the IT Department and obtain the Dean's approval.
8. Before conducting the diploma exam in remote mode, **a test connection with the graduate should be made** to avoid possible technical problems and to verify the quality of the connection. The graduate student shall provide his contact telephone number in the event that during the diploma examination the connection is interrupted or the sound or image transmission is disturbed.
9. The chairman registers the course of the diploma examination. This recording should be archived on the disk indicated by the Dean's Office and as the name, student's album number should be entered. After providing the defense documents, the recording will be attached to the student's file on a durable medium.
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 an electronic student's ID presented in front of the camera. In case of doubts as to the identity of the student, the



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exam is not carried out, and the Chairman immediately notifies the diploma student and the Dean of the Faculty.

11. The chairman informs the student of the ban on using external sources of knowledge during the exam (e.g. technical carriers, books, notes, teaching aids or third parties). The chairman may request to see the student's room with a camera installed on the diploma student's side.
12. **During the exam**, the camera should include entrance to the room where the diploma student will be staying.
During the diploma exam in remote mode, the diploma student:
 - a) cannot turn off the microphone or camera,
 - b) the student must be visible and permanently in the camera frame,
 - c) may share her/his screen with the presentation or other additional materials,
 - d) at the request of a committee member, the diploma student is required to share the screen of her/his computer.
13. **Supervision over the course of the diploma examination** in remote mode is exercised by the Chairman of the committee, who is obliged to respond immediately in the event of interference in the sound or image transmission, as well as in the event of justified doubt as to the independence of the student's answers.
14. **In the event of interruption of the connection during the examination** for reasons not attributable to the student or committee member, the chairman of the committee:
 - a) immediately takes measures to restore the connection,
 - b) if the connection is restored, in consultation with the committee members, decides whether the exam may be continued,
 - c) if it is impossible to restore the connection and continue the exam, in consultation with the members of the commission, decides:
 - whether until the interruption of the connection the commission can assess the diploma examination and finish its course, or
 - on the necessity to retake it.
15. If the commission during a remote diploma examination finds a violation by the student of the conditions for its conduct, the examination is immediately stopped and results in an unsatisfactory grade out of that examination's date.
16. In the case of a justified absence of a diploma student at the diploma examination in a remote 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.
17. The open part of the remote diploma examination consists of:
 - a) presentation of the diploma thesis by the graduate student (making the thesis available in real-time),
 - b) discussions and answers of the diploma student to the committee's questions covering issues related to the diploma thesis,
 - c) answers to the questions drawn by the chairman.
18. The chairman draws 2 questions and reads them out to the student. The student can prepare for an answer, but he/she must be in the range of the camera all the time.
19. A commission in the classified part (excluding the examined diploma student) determines grades for the diploma examination and the final result of studies.



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20. After completing the classified part, the chairman announces the results of the exam (it is necessary to reconnect with the diploma student).
21. The Secretary shall draw up a protocol:
 - a) from the diploma examination,
 - b) from the course of the remote diploma exam, which should contain information about technical problems during the exam or confirmation of their absence.

The Secretary shall attach both protocols to the diploma student's documentation, which shall be forwarded to the Dean's Office by the Secretary no later than on the next business day after the diploma examination by 12.00.

22. Disputes shall be settled by the Dean.

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