**Procedure for the organisation of remote diploma examinations**

1. **Requirements for the organisation of remote diploma examinations**
2. In particularly 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 Regulations for Degree Programmes 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 a system in a particular faculty is made by the Dean. In the case of theses subject to legal confidentiality, the use of the BigBlueButton (BBB) system is recommended.
4. Members of the board are required to stay on the premises of the University during the diploma examination.
5. The University does not provide equipment (computer or other device equipped with a microphone, speakers and camera) for audio and video transmission or internet access outside the premises of the University.
6. Before being admitted to the diploma examination, a student may, within the deadline set by the Dean, submit a request to take the examination in a remote mode (Annex 3). By submitting the application for the diploma examination to be conducted remotely, the student is at the same time declaring his or her readiness to take the 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 registration of the examination, as well as acceptance of this procedure.
7. The remote diploma examination requires an application of a student.
8. The dean, at the application of a student and in agreement with the thesis supervisor, may give permission for the remote diploma examination, taking into account the specifics of the thesis and the diploma examination, as well as the technical possibilities for the student and the board members to attend.
9. The correct and safe conduct of the remote diploma examinations is supervised by the dean.
10. **Admission and dates of the remote diploma examination**
11. A student may be admitted to the remote diploma examination if he/she has fulfilled all the requirements laid down in § 37 section 1 of the Regulations of the Wrocław University of Science and Technology, i.e.:
	1. he/she has completed the study programme (§ 36 sec. 2 of the Regulations at Wrocław University of Science and Technology),
	2. he/she has obtained a positive grade for the diploma thesis (§ 35 sec. 15-17 of the Regulations of the Wrocław University of Science and Technology),
	3. he/she has submitted all the documents required by the dean, including the remote examination application (Appendix 3).
12. The date for the remote diploma examination may be set once all the required documents have been submitted to the Dean’s Office.
13. The dean shall appoint one person who is not a member of the board to participate in the conduct of the diploma examination as technical support.
14. The date set for the diploma exam should be consulted with the operator of the chosen video-conferencing system (ZOOM - WCSS, MS TEAMS - IT Department, ClickMeeting, BigBlueButton - Continuing Education and E-learning Department and E-learning Department of PWr).
15. When setting the date for the remote diploma examination, the student and the members of the board must be notified no less than seven calendar days before the date of the examination to the e-mail address registered in the University’s domain of the details of the date and time of such examination.
16. The student should be informed about the technical aspects related to the participation and course of the remote diploma examination (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 exam conducted remotely. Such information should be sent to his/her e-mail address or announced on the faculty website.
17. **Submission of the thesis and required documents**
18. Prior to taking the diploma examination, the diploma thesis should be subjected to the procedure of verification by the Uniform Anti-Plagiarism System (Polish: Jednolity System Antyplagiatowy, JSA), in accordance with separate regulations.
19. Where a signature is required on a document, it may be provided electronically. Such a document must be signed with a qualified electronic signature or a trusted signature.
20. If it is not possible to put an electronic signature to a document in the above manner, the document should be printed out and signed in person, and the scan of the document should be sent to the Dean’s Office e-mail address as indicated by the Dean, while the paper copy of the document should be sent by post or courier to the address of the Dean’s Office or submitted to the designated place at the University, if such a possibility exists.
21. Both the documents signed in the manner referred to in sec. 2 and the scans of the documents referred to in sec. 3 must be printed and attached to the student’s personal file folder.
22. If a student has submitted all the required documents in electronic form, it is permissible for the student to supplement the documents in paper form, but not later than before the collection of the diploma of graduation. Failure to submit the paper copies of the documents would prevent the issuance of the diploma of completion.
23. The Dean may decide that, in order to set a date for the remote diploma examination, all the aforementioned documents required of the student and necessary for the preparation and awarding of the diploma should also be sent by post or courier to the address of the Dean’s Office, or submitted to the designated place at the University, if such a possibility exists. In such a case, in order to facilitate the procedure related to admission and setting the date for the diploma examination:
* the student is obliged to send confirmation to the e-mail address of the Dean’s Office about the dispatching of the required documents,
* the thesis supervisor and reviewer submit to the Dean’s Office the paper signed copies of the opinion together with the JSA report as well as the thesis review.
1. **Conducting the diploma examination in remote mode**
2. Before conducting the remote diploma examination, 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 shall provide his/her contact telephone number in case the connection is interrupted during the diploma examination or there is interference with the audio or video transmission.
3. As soon as the remote diploma examination has started and the connection has been established, the student and all members of the board are required to make the audio and video available (switch on the camera and microphone).
4. Before commencing the main part of the diploma examination, the student’s identity must be verified on the basis of an identity document or the electronic student ID card (Polish: Elektroniczna Legitymacja Studencka, ELS). If any doubt should arise as to the identity of a student, the examination shall not be conducted about which the chairperson of the board shall immediately inform the student and the dean.
5. During the course of the remote diploma examination the student:
	1. must not switch off the microphone or camera,
	2. must be visible continuously in the camera frame,
	3. may share their screen with a presentation or other additional material.
6. In the course of the remote diploma examination, the members of the board are provided with access, insight and the possibility to edit the protocol of the diploma examination.
7. The protocol of the diploma examination in electronic or paper form are completed on an ongoing basis during the examination.
8. The course of the remote diploma examination is supervised by the chair of the board, who is obliged to react immediately in the event of any interference with the audio or video transmission and in the event of reasonable doubt as to the independence of the student’s answer.
9. If the call is interrupted during the examination for reasons beyond the control of either the student or a board member, the chair of the board:
	1. takes immediate action to re-establish the connection,
	2. in the event that the connection is re-established, decides in consultation with the members of the board whether the examination can be continued,
	3. if it is not possible to re-establish the connection and continue the examination, decides, in consultation with the members of the board, whether, until the connection is interrupted, the board can evaluate the diploma examination and conclude it, or whether it should be repeated.
10. If it is necessary to repeat the diploma examination for reasons which are not attributable to the student or a member of the board, the chair of the board shall immediately inform the dean, who shall set a new date for the examination. The examination on the new date is not regarded as a retake examination. A student may submit a request to change the mode of the examination.
11. The chairperson of the board shall note and briefly discuss in the protocol 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.
12. If, during the remote diploma examination, the commission finds that a student has violated the conditions of the examination, the examination is immediately discontinued with the grade “fail”. The student may, within 24 hours of the end of the examination, send an explanation to the e-mail address of the chair of the board, who shall immediately inform the dean.
13. For the duration of the closed part of the remote diploma examination, the chair of the board shall inform the student of the temporary suspension of his/her participation in the examination and shall exclude, suspend or remove the student from participation in the videoconference.
14. At the end of the closed part of the remote diploma examination, the student must rejoin in the examination process and informed of the result of the diploma examination.
15. At the end of the diploma examination, the call/meeting should be ended and protocol taken.
16. In the event of an excused absence of a student from the on-campus diploma examination or the necessity to repeat the diploma examination, the dean shall decide whether the diploma examination, including the repeated one, shall be conducted in the remote on-line mode or in the on-campus mode.
17. **Protocol of the diploma examination**
18. Immediately after the completion of the remote diploma examination, the content of the protocol of the diploma examination should be reviewed, any errors corrected and signatures provided.
19. In order to prepare the diploma of graduation, the completed protocol of the diploma examination shall be promptly submitted by the chair of the board to the designated place at the University.