

WARSAW UNIVERSITY OF TECHNOLOGY
Regulation no. 26/2020
of the Rector of the Warsaw University of Technology
of 4 May 2020

on the rules of organisation of remote diploma examinations in first-cycle and second-cycle degree programmes and extension of the deadlines for submission of diploma theses in the period of constraints to the functioning of the University due to preventing, counteracting and fighting COVID-19

Pursuant to Art. 23 section 1 in connection with Art. 79a section 1 and 2 of the Act of 20 July 2018 Law on Higher Education and Science (Journal of Acts of 2020, item 85 as amended), in connection with the Act of 2 March 2020 on detailed procedures related to preventing, counteracting and fighting COVID-19, other infectious diseases and crisis situations caused by them (Journal of Acts of 2020, item 374 as amended), Regulation of the Minister of Science and Higher Education of 23 March 2020 on temporary constraints in the functioning of some units of higher education and science due to preventing, counteracting and fighting COVID-19 (Journal of Acts of 2020, item 511 as amended) and Recommendation of the Ministry of Science and Higher Education on education using remote learning methods and tools of 26 March 2020 (<https://www.gov.pl/web/nauka/ksztalcenie-zdalne-na-uczelniach>), Regulation no. 16/2020 of the Rector of the Warsaw University of Technology of 11 March 2020 on measures taken at the Warsaw University of Technology to prevent the spread of the coronavirus (COVID-19) as amended, it has been decided as follows:

§ 1

1. Until 30 September 2020, it shall be permitted to conduct remote diploma examinations with IT tools which enable their management and registration.
2. Point 1 shall refer to all modes and fields of study in first- and second-cycle degree programmes.

§ 2

1. The deadlines for submission of diploma theses within the period of constraints to the functioning of the University due to preventing, counteracting and fighting COVID-19 shall be extended until the date two weeks after the constraints in the functioning of the University are lifted.
2. The deadline for submission of the diploma thesis may be additionally extended by the Dean at the request of the student, supported by the thesis supervisor, but no later than until 30 September 2020.

§ 3

1. The diploma examination may be conducted as an online remote meeting using IT tools, during which the student taking the examination and the examination board participate in the examination at the same time but in different places.
2. The diploma examination may be conducted via a videoconference, an online conference, a remote-learning platform or other remote learning tools which enable its management and registration.

3. The examination board shall verify the identity of the student taking the diploma examination.
4. At the end of the remote diploma examination conducted with IT tools, the examination board shall draw up the minutes in the electronic form. The Dean shall enable all diploma examination board members to sign the minutes of the diploma examination in the traditional form, through putting individual signatures or at a specified place no later than one week after the constraints to the normal functioning of the University are lifted.

§ 4

The rules on the conduct of remote diploma examinations are laid down in Annex no. 1 to the Regulation “Rules on the conduct of remote diploma examinations”.

§ 5

In order to be admitted to the remote diploma examination, the student shall be required to complete and submit a declaration included in Annex no. 2 (with its translation into English) “Declaration of the student taking a remote diploma examination”. The declaration shall be included in the documentation related to the diploma-award proceedings and the provisions of § 6 shall apply to it.

§ 6

1. Processing the documentation related to the diploma-award proceedings and the process of issuing a diploma of graduation with the supplement and their copies may be conducted on the basis of electronic versions or electronic copies of the documents required.
2. Prior to admission to the remote diploma examination, the student shall submit, from his or her individual email account at @pw.edu.pl, documents required for admission related to the diploma-award proceedings to the email address specified by the Dean. The paper-based original documents shall be submitted no later than one week after the constraints to the normal functioning of the University are lifted.
3. The final preparations for issuing the diploma of graduation with the supplement and their copies shall be based on the submission of the required original paper-based documents which are kept at the University and originals of the paper-based documents the student is required to submit.
4. Statements on the graduation from study shall be issued after the diploma examination is passed and do not require collection of original paper-based documents referred to above. The form of the statements issued shall be determined by the current constraints to the functioning of the University due to preventing, counteracting and fighting COVID-19. Copies of the statements shall be sent to the graduate’s email address at pw.edu.pl.

§ 7

The regulation shall enter into force upon its signing.

R E C T O R

Professor Jan Szmidt

Rules on the conduct of remote diploma examinations

§ 1

Preparation for the diploma examination and documents required

1. The rules on the organization and conduct of the remote diploma examination shall be laid down by the Dean.
2. The Dean may delegate the organization of the remote diploma examination to a team appointed for this task, in accordance with the regulations on organization of the teaching process in the relevant unit. The diploma examination shall be conducted by the diploma examination board appointed by the Dean.
3. In case of organization and conduct of the remote diploma examination, the rules, deadlines and documents shall be the same as in case of a diploma examination conducted directly, and complemented with documents listed herein and their electronic copies.
4. By the deadline specified by the dean, the student shall submit, from his or her individual email account at @pw.edu.pl, documents required for admission to the diploma examination (PDF or JPG format) to the email address specified by the Dean. The paper-based original documents shall be submitted no later than one week after the constraints to the normal functioning of the University are lifted.
5. The Dean shall admit the student to the diploma examination and set the date of the remote diploma examination in accordance with the Academic Regulations at the Warsaw University of Technology on the basis of the documents submitted and in accordance with the rules applicable at the faculty, subject to points 6 and 7.
6. The minutes of the diploma examination shall be signed by the diploma examination board members in the electronic form (scan of the signed documents or signature in a program that enables putting signatures in PDF documents) and shall be submitted in the electronic form to the email address specified by the Dean. The Dean shall enable all diploma examination board members to sign the minutes of the diploma examination in the traditional form, through putting individual signatures or at a specified place no later than one week after the constraints to the normal functioning of the University are lifted.
7. The diploma thesis supervisor and the reviewer shall submit the reviews of the thesis in the APD USOS system and make them available to the student at least three days (§30 section 5 of the WUT Academic Regulations) prior to the date of the diploma examination.

§ 2

Preparation and conduct of the remote diploma examination

1. It is advisable for the diploma examination to be held with the distant learning tool MS Teams. To participate in the examination the student is required to authorize himself/herself with his/her email account in the domain @pw.edu.pl.
2. The session of the diploma examination shall be recorded in MS Teams. Upon the end of the examination, the recording shall be named: surname_name_studentRecordBookNo_year_month_day_OfTheExamination.mp4 and saved on the server defined by the dean.
3. The student is required to have access to a computer which works with MS Teams, including a camera and a microphone which ensure sufficient audio and video quality.

4. Prior to the examination, the student shall prepare a room which meets the following requirements:
 - a) It must be possible to close the room for the duration of the examination;
 - b) In the room where the student is taking the examination, no other persons may be present.
 - c) In the room where the student is taking the examination, no other electronic devices (computers, tablets, telephones, recorders, radios etc.) may be present, except for the computer that the student is using during the examination.
5. Should the Board state breach of the requirements listed in section 4, the examination shall be immediately stopped, which is equivalent to an unsatisfactory grade for the examination.
6. Prior to the commencement of the examination, the student shall be required to:
 - 1) present to the camera his/her ID card for verification of the student's identity; should it be impossible to clearly verify the identity of the student taking the examination the Board shall not proceed with the examination;
 - 2) Declare that he/she agrees to have the examination recorded for documentation of the diploma examination.
 - 3) show with the camera the view of the whole room where he/she is taking the examination (e.g. by 360° rotation of the camera);
 - 4) make a statement to the camera that he/she knows, understands and accepts the conditions of the conduct of the examination and that he/she has met the requirements listed in section 4;
 - 5) declare that he/she is fully aware of the procedure of the conduct of the examination and feels fully capable of participating in the examination.
7. Prior to the commencement of the examination, the Chairperson of the Board shall confirm that the student has made the declarations and statements laid down in section 6 points 2, 4 and 5 and confirm the correct composition of the diploma examination board, which shall be stated in the minutes.
8. The student shall make the audio and video from his/her camera available and be on sight during the whole examination.
9. For explanations and notes made by the student, tools available in MS Teams (board, PowerPoint presentation) shall be used in such a way that when the student makes notes, it shall be possible to follow online the notes made by the student and the video from the camera¹.
10. Upon the completion of the examination, the Board shall announce the result of the examination and inform the student that to receive the documents certifying graduation from study, i.e., diploma of graduation and diploma supplement with their copies, the student shall be required to submit the defined set of documents in the paper form after the constraints to the normal functioning of the University are lifted.

Footnote:

¹ an "empty" slide in a PowerPoint presentation may be used. On the slide, the student shall make handwritten notes or write on the keyboard with online view from the camera.

Declaration in English

name and surname of the student:

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student record book number:

.....

first-cycle* study leading to the award of the degree of: *inżynier/inżynier architekt/licencjat**

second-cycle* study leading to the award of the degree of: *magister inżynier/magister inżynier architekt/magister**

mode of study: full-time, part-time (extra-mural, evening, distance-learning)*

Faculty/College*:

field of study:

Declaration of the student taking a remote diploma examination

I hereby declare that

1. I understand and accept the conditions of the procedure of the diploma examination, resulting from the constraints in the functioning of the Warsaw University of Technology.
2. I agree to have the diploma examination conducted remotely using team work systems made available by the University.
3. I am familiar with the “Procedures of conducting remote diploma examinations” and I know, understand and accept these procedures.
4. I consent to have the examination recorded, including recording my image, for the purposes of documentation of the diploma examination.
5. I understand and agree that to be awarded the diploma with the supplement and its copies I am required to submit the defined set of documents in the paper version, which I shall do as soon as the constraints in the functioning of the University are lifted.

.....,

place

..... ,

date, student's signature

* choose as appropriate