

ORDINANCE OF THE RECTOR no. 91/2019/2020
of 28 September 2020
on conducting diploma examinations
in the online form at WSB University

Acting pursuant to Article 76a of the Act of 20 July, 2018 - Law on Higher Education and Science (Journal of Laws of 2018, item 1668, as amended), it is hereby ordered as follows:

§ 1

1. A diploma examination may be conducted with the use of information technologies ensuring control of its course and recording and the possibility of voting.
2. A diploma examination may be conducted in the online form with the use of a video conferencing system which enables simultaneous direct transmission of the image and sound and Zoom and Microsoft Teams platforms.
3. The condition that must be met in order to take a diploma examination in the online form is submitting a thesis with a set of documents to the Dean's office of WSB University.

§ 2

A diploma examination conducted in the online form should be held according to the following procedure:

- 1) The examination will be held via a platform such as Zoom or Microsoft Teams, the choice of which will be proposed by the University, which will also conduct trial connections with the student to ensure the smooth running of the exam. The student should unequivocally confirm access to a computer equipped with a microphone and a camera, connected to the high-speed, fixed wireless internet.
- 2) The prerequisite for making a decision on the student's admission to the diploma examination is the fulfillment of all the conditions set out in the Study Regulations at WSB University and confirmation of the settlement of obligations towards the University (Library, Financial Settlements Department).
- 3) The employee of the Dean's office contacts the Supervisor and Reviewer about the diploma examination which will be held in the online form and, after receiving their approval, sets the date of the diploma examination.
- 4) The Chairperson of the diploma examination is the Dean, Deputy Dean of the Faculty or a designated lecturer.
- 5) The student is informed about the date and form of the diploma examination by email, 7 days before the examination date.

6) On the day of the examination, at the scheduled time the Chairperson of the Diploma Examination Committee organizes a group conversation / group video conference via a selected platform and calls the members of the Diploma Examination Committee (Supervisor and Reviewer) and the examinee asking them to connect and join the conversation. The Chairperson of the Committee starts recording the diploma examination session on the Zoom or Microsoft Teams platform.

7) The cameras and microphones of all persons participating in the examination (student and three members of the Examination Committee) must be switched on during the examination. The student shares the entire desktop of his or her computer with the Committee members. The shared desktop should contain only the presentation of the thesis taking up at least 90% of the screen. During the entire examination, only the presentation of the thesis and applications related to it may be shown on the student's computer desktop. It is unacceptable for the student to use any applications that facilitate answering the questions during the exam. The desktop shown during the presentation should be the only screen available to the student during the exam. The examinee should sit in front of the camera so that his or her face covers at least 40% of the area that the camera shows. The examinee should also keep looking at the screen throughout the examination.

8) Before the diploma examination begins, the Chairperson of the Diploma Examination Committee should verify the student's personal data on the basis of a document with the photo.

9) The diploma examination is conducted in accordance with the provisions of Chapter 8 of the Study Regulations at WSB University and the Degree Awarding Procedure. The Chairperson of the Diploma Examination Committee is obliged to prepare a report on the diploma examination. The online form of conducting the examination is recorded in the report. If the examinee's answer has to be given in a written form, it is recorded in the Word format and shared as a file by the student or the answer is written on a piece of paper and shown to the camera.

10) After all parts of the diploma examination have been completed, the student is disconnected. In a closed session, the Examination Committee determines the grade the student will obtain for the diploma examination, and if the result of the examination is positive, also the final result of the studies.

11) After reconnecting with the student, the Chairperson of the Diploma Examination Committee announces the result of the diploma examination determined by the Committee. If

the result of the diploma examination is positive, the Chairman of the Committee announces the final result of the studies and the decision to award an appropriate degree.

12) The scan of the prepared report is sent by the Chairperson of the Diploma Examination Committee to a chosen member of the Committee, who - after signing it, scans the document again and sends it to the next member. The signing procedure is repeated and the scan with the signatures of all members is sent to the Chairperson who, after signing it, forwards the document to the Dean's office. Committee members submit the originals of the printed and signed partial reports to the Dean's office in order to keep them in the student's file until the end of the period of restrictions on the functioning of the University. The diploma examination report may be signed with an electronic signature.

13) In the case of diploma examinations at the end of second-cycle studies, the condition for obtaining the consent of the Dean or the Deputy Dean of the Faculty to conduct the diploma examination by means of distance education forms and techniques is the submission by the student of a statement in which the student undertakes not to use the student ID after defending the thesis and passing the exam. The student is obliged to send the student ID card by registered mail to the Dean's Office, immediately after the diploma examination.

14) After the student has obtained a positive result of the diploma examination, a Certificate of Study Completion is issued and sent to the student by email.

15) The only form of transferring documents in the degree awarding process described above is the electronic form.

§ 3

The diploma examination recording is archived. The Chairperson of the Diploma Examination Committee is responsible for the recording and transfer of the file to the Diploma Archive of WSB University.

§ 4

1. The ordinance comes into force on 01.10.2020 and remains in force for an indefinite period, i.e. until further notice (repealing the ordinance).
2. As of 01.10.2020, the Ordinance of the Rector No. 58/2019/2020 of 28/04/2020 expires.

RECTOR

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