

Internal Regulation – Procedure for the Organization of Diploma Examinations in the Remote Mode

I. Conditions for Organizing Diploma Examinations in the Remote Mode

1. In particularly justified cases, with the consent of the Faculty Dean, diploma examinations may be conducted remotely, using information technology exclusively for synchronous interaction between the student and the Diploma Examination Committee (hereinafter the “Committee”), appointed by the Dean in accordance with the Study Regulations at Wrocław University of Science and Technology.
 2. Remote diploma examinations via videoconference shall be conducted using University-provided systems (ZOOM, MS TEAMS, ClickMeeting, BigBlueButton). The Dean decides on the system to be used by the faculty. For theses covered by legally protected confidentiality, BigBlueButton (BBB) is recommended.
 3. Committee members must remain on University premises during the examination.
 4. The University does not provide equipment (computer or other device with microphone, speakers, and camera) or internet access outside University premises.
 5. Before being admitted to the examination, a student may submit a request for a remote examination (Appendix No. 3) within the Dean-specified deadline. Submission implies the student is ready to participate, has adequate internet connectivity and equipment, consents to recording, and accepts this procedure.
 6. Absence of a student’s request prevents conducting the examination remotely.
 7. The Dean may approve the remote examination considering the nature of the thesis, examination requirements, and technical feasibility for all participants.
 8. The Dean supervises proper and safe conduct of remote diploma examinations.
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II. Admission and Scheduling of the Remote Diploma Examination

1. A student may be admitted to the remote examination if they meet all requirements of §37(1) of the Study Regulations, namely:
 - a. completion of the study program (§36(2)),
 - b. positive thesis evaluation (§35(15–17)),
 - c. submission of all required documents, including the remote examination request (Appendix No. 3).
 2. Examination dates may be scheduled after submission of all required documents.
 3. The Dean appoints one non-Committee person for technical support during the examination.
 4. Scheduled examination dates must be coordinated with the operator of the selected video conferencing system.
 5. Notification of examination date and time must be sent to the student and Committee members at least seven calendar days in advance via University email.
 6. Students shall receive instructions on technical requirements for participation and must comply before the examination.
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III. Submission of Thesis and Required Documents

1. Theses must be verified through the Unified Anti-Plagiarism System (JSA).
 2. Required signatures may be provided electronically (qualified or trusted signature).
 3. If electronic signing is not possible, print, sign, scan, and send to the Dean's Office. Paper copies must also be submitted if possible.
 4. All submitted documents must be filed in the student's personal record folder.
 5. Paper documents must be provided before diploma collection; otherwise, diploma issuance is blocked.
 6. The Dean may require all documents to be submitted by mail or in person to facilitate scheduling. Students must confirm submission, and supervisors/reviewers submit signed evaluations and JSA reports.
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IV. Conduct of the Remote Examination

1. A test connection shall be conducted with the student prior to the examination. Students must provide a contact number for potential connection issues.
 2. Upon starting, all participants must enable audio and video.
 3. Student identity must be verified on camera using an ID or ELS. Doubts prevent examination commencement.
 4. During the examination, the student:
 - a. must not mute microphone or turn off camera,
 - b. must remain visible on camera,
 - c. may share screens with presentations or materials.
 5. Committee members have access to the examination protocol and may edit it.
 6. The protocol is updated in real-time.
 7. The Committee Chair supervises, addressing technical issues and ensuring response authenticity.
 8. In case of connection loss, the Chair shall attempt to restore it and decide on continuation or repetition.
 9. Repeat examinations for reasons beyond student or Committee control are scheduled by the Dean; mode changes may be requested.
 10. Significant disruptions, connection loss, and repetition decisions are documented in the protocol.
 11. Violations by the student result in immediate termination and a failing grade. Explanations may be submitted within 24 hours.
 12. During confidential parts, the student may be temporarily suspended from the videoconference.
 13. After confidential parts, the student rejoins for result announcement.
 14. After completion, the connection is terminated, and the protocol finalized.
 15. The Dean decides whether a justified absence or repeat examination occurs remotely or on-campus.
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V. Diploma Examination Protocol

1. The protocol must be verified, corrected, and signed immediately after the examination.
2. To facilitate diploma issuance, the completed protocol must be promptly submitted to the designated University location by the Committee Chair.