

I. Conditions for Organizing Diploma Examinations in the On-Campus Mode

1. Diploma examinations shall, as a rule, be conducted on-campus before the Diploma Examination Committee, hereinafter referred to as the “Committee,” appointed by the Dean in accordance with the Study Regulations at Wrocław University of Science and Technology.
2. Committee members are required to be present in the examination room during the examination.
3. The Dean shall oversee the proper and safe conduct of diploma examinations in the on-campus mode.

II. Admission and Scheduling of the Diploma Examination in the On-Campus Mode

1. A student may be admitted to the on-campus diploma examination if they have fulfilled all the requirements specified in §37(1) of the Study Regulations at Wrocław University of Science and Technology, namely:
 - a. completion of the study program (§36(2) of the Study Regulations),
 - b. receipt of a positive evaluation of the diploma thesis (§35(15–17) of the Study Regulations),
 - c. submission of all documents required by the Dean.
2. The date of the on-campus diploma examination may be scheduled after all required documents have been submitted to the Dean’s Office.
3. When scheduling the on-campus diploma examination, the student and Committee members shall be notified in advance (at least seven calendar days before the examination date) via the email address registered in the University domain, providing details regarding the date and time of the examination.
4. The student shall be informed of technical aspects related to participation in and the conduct of the on-campus diploma examination (in the form of a brief instruction or notice). The student is obliged to familiarize themselves with and comply with these requirements before the scheduled examination date. Such information shall be sent to the student’s University email address or posted on the faculty website.

III. Submission of the Diploma Thesis and Required Documents

1. Before the diploma examination, the thesis shall be verified through the Unified Anti-Plagiarism System (JSA), in accordance with separate regulations.
2. Where a signature on a document is required, it may be provided electronically, using a qualified electronic signature or a trusted signature.
3. If electronic signing as described above is not possible, the document shall be printed and signed manually, then scanned and sent to the Dean’s Office via email. The paper version shall be sent by traditional mail or courier to the address specified by the Dean, or submitted at a designated location on the University premises, if feasible.
4. Documents signed electronically as described in section 2, as well as those submitted electronically as described in section 3, shall be printed and filed in the student’s personal record folder.

5. The Dean may require that, in order to schedule the on-campus diploma examination, all documents necessary for preparing and issuing the diploma be also submitted by traditional mail or courier to the Dean's Office, or delivered to a designated location at the University, if possible. In such cases, to expedite the procedure for admission and scheduling:
 - The student shall send confirmation of dispatch of the required documents to the Dean's Office email address.
 - The thesis supervisor and reviewer shall submit, in paper form and with signatures, their evaluation, the JSA report, and the diploma thesis review to the Dean's Office.

IV. Conduct of the Diploma Examination in the On-Campus Mode

1. Before the substantive part of the examination, the student's identity shall be verified using an identity document or electronic student ID (ELS). In case of doubts regarding the student's identity, the examination shall not be conducted, and the Committee Chair shall immediately inform both the student and the Dean.
2. The diploma examination is conducted individually.
3. The Committee shall prepare a protocol of the conducted diploma examination.
4. If it becomes necessary to repeat the diploma examination for reasons beyond the control of the student or Committee members, the Committee Chair shall immediately inform the Dean, who shall schedule a new examination date. This date shall not be considered a repeat examination. In such cases, the student may request a change to a remote examination mode.
5. In the case of a justified student absence from the on-campus diploma examination, or if the examination must be repeated, the Dean shall decide whether the examination, including the repeated one, shall be conducted on-campus or remotely.

V. Diploma Examination Protocol

1. Immediately after the completion of the on-campus diploma examination, the examination protocol shall be verified, any errors corrected, and signatures collected.
2. To facilitate the preparation of the graduation diploma, the completed diploma examination protocol shall be promptly submitted by the Committee Chair to the designated location on the University premises.