
Rules on the conduct of remote diploma examinations

1. The Diploma-Supervising Division shall be responsible for the organisation and conduct of the remote examination.
2. The deadlines and documents laid down for traditional examinations shall be binding for the remote examination, supplemented by the documents listed herein.
3. The Division Head shall apply for the Dean's consent to conduct a remote examination no later than 5 days prior to the planned date of the examination. The examination board shall download the relevant set of documents for conducting the defense from the iSOD system. The documents and the minutes of the defense shall be signed by the Board members in the electronic form (scanned documents with the signature or signature made in a programme that enables signing documents in PDF documents) and submitted to the Dean's Office in the electronic form. When the normal functioning of the University is re-established, the Board members shall sign the printouts of the documents submitted in the electronic form.
4. At least 5 days prior to the date of the examination, the student shall submit electronic application no. 150, requesting to have his examination documents prepared and shall attach to it all required documents (in accordance with the list PD_104) in the electronic form. The student shall submit scans of original documents (PDF format) signed by him or her and photos in the JPG format. All original documents shall be submitted at the Dean's Office (when the normal functioning of the University is re-established). Submission of the original documents is required for completion of the graduation proceedings and issue of the diploma of graduation.
5. The thesis supervisor and the reviewer shall submit the reviews of the thesis in iSOD and make them available to the student at least three days prior to the date of the defense.
6. The diploma examination shall 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.
7. **The whole session of the diploma examination shall be recorded in MS Teams.** Upon the end of the examination, the recording shall be named: surname_name_studentRecondBookNo_year_month_day_OfTheExamination.mp4 and saved on the faculty server defined by the Dean's Office.
8. 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.
9. Prior to the examination, the student shall prepare a room which meets the following requirements:
 - 9.1. It must be possible to close the room for the duration of the examination;
 - a) In the room where the student is taking the examination, no other persons may be present.
 - b) 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 students is using during the examination.
10. Should the Board state breach of the requirements listed in point 9, the examination shall be immediately stopped, which is equivalent to an unsatisfactory grade for the examination.
11. Prior to the commencement of the examination, the student shall be required to:
 - a) 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;
 - b) declare that he/she agrees to have the examination recorded for documentation of the diploma examination.
 - c) 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);
 - 11.1. 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 point 9;
 - 11.2. 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.
12. Prior to the commencement of the examination, the Chairperson of the Board shall state to the camera that the student has made the declarations and statements laid down in point 11.

13. The student shall make the audio and video from his/her camera available and be on sight during the whole examination.
14. 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.
15. Upon the completion of the examination, the Board shall announce the result of the examination and inform the student that for the final award of the diploma the student shall be required to submit the defined set of documents in the paper form when the normal functioning of the University is re-established.

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.