

Detailed organizational solutions and the conduct of diploma examinations

§1

Principles of organizing the diploma examination using information technology tools

1. Before taking the exam, the student is informed by the Chairman of the Committee about conducting the diploma exam using audio-video technology, about recording the exam for documentation purposes (the defence recording will be kept in the University's resources) and that he/she cannot invoke the fact of the diploma examination being conducted with the use of audiovisual technology as grounds for submitting an appeal against the examination committee's decision.

The student should confirm the received information.

2. Both the student and examination committee members must have appropriate equipment and technical conditions allowing them to participate in the diploma examination conducted with the use of audiovisual technology.
3. Both the student and examination committee members must be trained by the IT department in the ability to participate in audiovisual conferences.
4. When organizing an examination for a student who stays in a different time zone, time differences should be taken into account so as to avoid conducting the examination outside of 8-20 hours local time at the student's place of residence.

§2

The procedure for preparing the diploma examination using audiovisual technology

1. The student shall inform the dean about the location of the examination and the type of audiovisual equipment which he/she will use not later than two days before the examination date.
2. Prior to the examination, the IT department shall confirm the possibility of conducting the examination based on the equipment available to the student.
3. Both the student and examination committee members are informed by the dean's office about the planned time of conducting the examination and the expected time of readiness to connect and conduct a video conference.

4. All persons taking part in the examination must see and hear each other clearly.
5. In particular, the student must be clearly visible on the screen. It is advisable to use the so-called medium shot showing the person from the waist up.
6. The room in which the student is taking the examination should be properly lit so that the image is sufficiently bright.
7. The student must be alone in a separate room, and no other person is allowed in the student's examination room. The Committee has the right to ask the student to show the entire room.
8. The remote examination must be conducted using both visual and audio interaction, i.e. it is not possible to conduct the examination solely with audio using only the microphone.
9. It is recommended to test all equipment beforehand and run a test connection before commencing the examination.

§3

Examination procedure using audiovisual technology

1. The content and course of the examination conducted with the use of audiovisual technology are in principle the same as in the case of the examination conducted by traditional method. However, additional procedures are introduced due to the specifics of online communication.
2. The Chairman of the Committee is obliged to check carefully the identity of the diploma student, on the basis of his/her student ID (or other document with photo), compare the photos on the ID card and in the USOS system, and, in case of doubt, ask the student about his/her basic personal data.
3. The University reserves the right to verify the person taking part in the examination: before, during and after its completion. If it is determined that the examination was taken by a person other than the one entered in the protocol, the result of the examination is cancelled and the student bears legal consequences.
4. The student answers three questions, the first of them regards the thesis and it is asked by the reviewer of the diploma thesis, and the numbers of the other two (one on the field knowledge and one on specialty knowledge) are drawn by the Chairman of the Committee in such a way as to ensure that this activity is visible to the student and examination committee members, and that it is recordable.
5. The content of the questions is read and recorded in the examination protocol and in the chat.

6. It is recommended that the student has sets of questions relevant to his/her field of study and specialty printed out by himself/herself in order to facilitate understanding the content of the questions which he/she must answer.
7. The student must not use any materials or electronic equipment other than those necessary to conduct the examination.
8. The diploma examination is an oral exam. The student has a few minutes to collect his/her thoughts and take short notes that constitute a plan of speech. The process of taking notes must be recorded with a camera.
9. In the event of insufficient connection quality or suspected third party involvement or unethical behaviour identified by the committee, the examination may be interrupted at any time.
10. If communication is interrupted during the examination and the connection cannot be re-established, the examination must be completed and re-organized under general principles.
11. Each examination postponed for technical reasons should take place within one month of the original date.
12. If communication fails during the examination and connection cannot be re-established, the examiners must decide which part of the examination should be accepted as passed and which should be completed during the next examination.
13. If communication is interrupted at the end of the exam, and the examiners jointly agree that further student responses will not change their decision, the examination may be terminated. In this case, the student should be notified of the decision of the committee members.

§4

Closed part of the examination, completion of the examination protocol and announcement of the examination result

1. After the student has answered the questions, the closed part of the examination commences.
2. During the closed part of the examination, the student is asked to disconnect.
3. Examiners agree on partial grades and the Chairman of the Committee writes the result of the examination in the examination protocol, which he/she signs and submits with other

documentation to the dean's office. Other commission members sign the protocol immediately, during their next visit to the University.

4. After the closed part of the examination is completed, the student is asked to reconnect to the meeting.
5. The Chairman of the Committee shall provide the student with the final diploma examination result together with justification.
6. The student should be allowed to make a short statement closing the examination.
7. In the event of technical difficulties with reconnecting the student to the proceedings, the Chairman of the Committee shall inform the student as soon as possible about the result of the examination by email sent via the USOS system.

§ 5

Final remarks

1. Technical conditions and instructions for conducting the diploma examination in an audiovisual form are contained in the document prepared by the IT Department and made available to students.
2. The IT Department takes part in diploma examinations, opening and closing each session, and provides support in the event of technical problems.
3. All organizational principles and requirements regarding the course of diploma examinations using audiovisual technology not included in this Appendix are contained in the Terms and Conditions of Study and the Terms and Conditions of Awarding Diplomas.