

## **Rules and regulations of conducting diploma examinations away from the University with the use of electronic means of communication**

### **§ 1. General rules**

1. Diploma examinations can be conducted at the Medical University of Warsaw (hereinafter: 'University') using electronic means of communication ensuring in particular the transmission of a diploma examination in real time among its participants, as well as a multilateral communication in real time as part of which the diploma examination participants can express themselves (audio/visual technologies).
2. This method is an alternative to the traditional method of conducting a diploma examination at the University. The Dean/Deputy Dean must decide which method of conducting a diploma examination should be chosen in the academic year for a given field and form of study and must publish this information on the faculty's website.
3. An ICT system should enable transmission in real time via a channel that allows the members of the examination board and the examinee to log in and should facilitate asking questions and answering questions by every logged-in person. Moreover, the ICT system should make it possible to conduct the closed part of an examination without the participation of an examinee and then to reconnect with the examinee.
4. An employee of the Dean's Office of a given faculty, dedicated to serve an examined student, should send the members of the examination board and the examined student, in advance via electronic mail, complete information about the IT requirements to take part in the examination and provide the information that facilitate the connection with the system (how to log in) as part of which the examination is conducted. Moreover, such person must provide the information about the planned date and time of conducting the diploma examination and the expected time of readiness to connect and hold a videoconference.
5. It is recommended to conduct diploma examinations with the use of the MS Teams system; however, other systems with similar functionalities and working method are allowed.
6. A student must confirm, by email sent to the Dean's Office of a given faculty (to the employee dedicated to serve the examined student), his/her ability to take part in a diploma examination using audio/video technology.
7. If a student reports a justified lack of ICT equipment to take part in a diploma examination remotely the Dean/Deputy Dean must decide on the conditions of conducting the diploma examination with a traditional method at the University.
8. A diploma examination recording must be stored for 10 days, and afterwards – deleted.

9. Any arrangements concerning a diploma examination to be conducted with audio/video technology must be made by electronic mail sent to the email addresses of the members of the examination board available in the base of the University's employees indicated on the University's website and the email addresses of students available in the Bazus system.
10. Any objections or irregularities concerning the course of a diploma examination and a grade must be reported by a student to the head of the examination board in writing, by electronic mail, directly upon the completion of the examination (within 2 working days). The report must be sent from an address on the domain [student.wum.edu.pl](mailto:student.wum.edu.pl).
11. Upon the completion of a diploma examination all applications must be analysed by the head of the examination board. The students who reported their objections must be notified of the respective decision immediately, within 2 working days since the day of the application receipt.

## **§ 2. Detailed course of an examination**

1. All persons taking part in a diploma examination should clearly see and hear one another, which regards in particular the examinee. It is recommended to use the so-called 'medium shot'.
2. The room in which an examinee stays should be properly lighted so as to make the view light enough.
3. An examinee should be alone in a separate room. No third party can stay in the room where a diploma examination is taken by a student. The examination board shall have the right to demand that the student should show them the whole room.
4. It is recommended to test all equipment in advance and to start a test connection before the formal start of a diploma examination.
5. In principle, the contents and course of a diploma examination using a distance learning method are the same as in the case of a traditional examination conducted at the University. However, additional requirements connected with the specific character of communicating with the audio/video technology are hereby implemented by Clauses 7-16.
6. The head of the examination board must carefully verify the identity of a diploma examinee upon a student ID card (or another document with a photo) presented by him/her. In the case of any doubts the head of the examination board should ask the student about his/her basic personal data.
7. The University reserves the right to verify the person taking part in an examination before, during and after the examination. In the event that it is confirmed that the diploma

examination was taken by a person who is not the person specified in the report the examination result shall be cancelled, and the student who was expected to take the examination shall explain the reasons for the incident and be responsible according to the provisions of separate regulations.

8. An examinee must present the contents of his/her diploma thesis and answer the questions asked by the examination board.
9. The contents of the questions shall be entered into an examination report.
10. An examinee cannot use any materials or electronic equipment other than the equipment used to take the examination.
11. A diploma examination is an oral examination. An examinee shall be granted a few minutes to take short notes constituting his/her plan of speech. The taking of notes should be recorded with a camera.
12. If the quality of connection is insufficient or if the examination board suspects the presence of third parties or confirms unethical conduct a diploma examination can be interrupted at any time.
13. If connection is broken during a diploma examination and it is impossible to reconnect the examination must be ended and organised again according to the rules specified in this Order.
14. Every diploma examination postponed for technical reasons should be taken as soon as possible.
15. If connection is broken during a diploma examination and it is impossible to reconnect the members of the examination board should decide which part of the examination should be considered passed and which should be covered by another examination.
16. If connection is broken at the end of a diploma examination, and the examiners jointly agree that further answers of the examinee would not change their decision the diploma examination can be ended. In this case the examinee should be notified of the abovementioned decision of the examination board.

### **§ 3. Detailed course of the examination board's session and announcement of results**

1. As soon as an examinee has answered all questions a closed part of a diploma examination must start (examination board's session).
2. During the closed part of the examination the examinee must be informed that he/she would be disconnected from the system and should wait for the information about the reconnection with the examination board through the system.
3. During the closed session examiners shall agree on partial grades, and the chairman of the examination board shall enter the result of the diploma examination to a report. The

chairman must sign the report and deliver it to the Dean's Office. The other members of the examination board shall sign the report immediately during the next visit at the University, which should be arranged by an employee of the Dean's Office referred to in § 1 Clause 3 and supervised by the head of the said Dean's Office.

4. As soon as the closed session ends the diploma examinee shall be asked to re-join the online session.
5. The head of the examination board must inform the student of the result of the diploma examination and specify the respective reasons.
6. If any technical difficulty occurs preventing the examinee from re-joining the session the head of the examination board must, as soon as possible, via the employee of the Dean's Office referred to in § 1 Clause 3, inform the student of the result of the examination by electronic mail, specifying the said result and the respective reasons.
7. The Dean's Office shall take part in diploma examinations via dedicated employees, opening and closing every session. Any problems with a login and a password necessary to log in to the MS Teams service should be reported to the IT Centre of the MUW, at the email address: [it@wum.edu.pl](mailto:it@wum.edu.pl).