



ITEM 255

**ORDINANCE NO 120
OF THE RECTOR OF THE UNIVERSITY OF WARSAW**

of 5 June 2020

**on the submission of the thesis
and the remote diploma examination procedure**

Pursuant to § 36 s. 1 of the Statute of the University of Warsaw (UW Monitor, 2019, item 190), it is hereby ordered as follows:

§ 1

General provisions

The ordinance sets forth the rules for the submission of the thesis and the remote diploma examination for the first cycle study, second cycle study, and long second cycle study, in the 2019/2020 academic year.

§ 2

Terms used in the ordinance shall have the following meaning:

- 1) APD – Diploma Thesis Archives of the University of Warsaw;
- 2) examination – remote diploma examination;
- 3) EUH – head of the educational unit;
- 4) Committee – the committee carrying out the diploma examination;
- 5) Chairperson – the chairperson of the committee carrying out the diploma examination;
- 6) student – author of the diploma thesis;
- 7) University – University of Warsaw.

§ 3

The title page and the page containing the summary, key words and the thesis title in English language shall be prepared based on the template attached as appendix no 1 to the ordinance.

§ 4

Submission of the diploma thesis

The thesis supervisor shall submit to the EUH, using electronic means, the request to establish the Committee:

- 1) together with the student's details:
 - a) first name and surname;
 - b) record book number;
 - c) field of study;

- d) title of the diploma thesis;
- 2) and the proposition of:
 - a) at least one reviewer;
 - b) examination date.

§ 5

1. After the EUH appoints the thesis reviewer and sets the examination date, an employee of the educational unit shall notify the student and the thesis supervisor of the possibility to submit the thesis in APD.

2. The student shall submit the degree thesis in the form of a PDF file in APD, no later than 14 days before the scheduled date of the examination.

§ 6

In APD, the student shall make the following statement:

- 1) "Aware of legal responsibility I hereby declare that I have written this thesis myself and it does not contain any contents that have been obtained unlawfully.";
- 2) "I declare that the thesis presented have not been used previously for the purposes of procedures aimed at obtaining a professional title."

§ 7

In APD, the thesis supervisor shall make the following statement: "I declare that this thesis has been prepared under my supervision. I know the report on the anti-plagiarism verification carried out in the Uniform Anti-Plagiarism System, and I conclude that the thesis satisfies conditions to present it in the procedure aimed at awarding a professional title."

§ 8

The diploma thesis supervisor and the reviewer shall input the reviews of the diploma thesis together with the grades for the thesis into APD, no later than three days before the examination date.

§ 9

Examination process

The Chairperson shall carry out the examination, give the floor to the student and Committee members, announce the examination result and draw up the examination report.

§ 10

- 1. Information on the examination process shall be published in APD.
- 2. Technical conditions for organisation of the examination are described in appendix no 2 to the ordinance.

§ 11

Examination report

- 1. The Chairperson shall draw up the examination report in the electronic form in APD.
- 2. Committee members shall immediately approve the examination report in APD, which shall be equivalent to signing the report.

§ 12

1. The Chairperson shall notify an employee of the educational unit of approving the report.

2. The employee of the educational unit shall draw up the following documents and include them in the student's personal file:

- 1) printout of the examination report;
- 2) printouts of the reviews of the diploma thesis;
- 3) printout of the report on the anti-plagiarism verification;
- 4) printout of the Diploma Thesis Card confirming archiving the thesis.

§ 13

Final provisions

The ordinance shall come into force as of 10 June 2020.

Rector UW: *M. Patys*

Appendix no 1
to Ordinance no 120 of the Rector of the University of Warsaw of 5 June 2020
on the submission of the thesis
and the remote diploma examination procedure

University of Warsaw
<Name of the educational unit>

<First name and surname>
Record book number: <record book number>

<Title of the
diploma thesis>

<Type: Master's, Bachelor's or Engineer's> thesis
in the field of <name of the field of study>

The thesis was written under the supervision of
<title/degree, first name and surname>
<name of the unit employing the thesis supervisor>

Warsaw, <month, year>

Summary

<Short (maximum 3,000 characters including spaces, but no less than 1,000 characters including spaces) summary of the thesis>

Keywords

<List of maximum 10 freely selected words>

Title of the thesis in Polish language

<Title of the thesis translated into Polish language>

Technical conditions for organisation of the remote diploma examination at the University of Warsaw

IT tools

§ 1

1. The examination shall be carried out using an IT tool ensuring:
 - 1) the possibility to monitor and record the examination process;
 - 2) security of data, including the protection of personal data of the student and Committee members required by legal regulations.
2. The following IT tools shall be used for the purposes of examination:
 - 1) tools available on the “Kampus” general university e-learning platform operated by the Digital Competence Centre of the University, especially for the purposes of conducting written examinations;
 - 2) Google Meet tool available in the “G Suite for Schools and Universities” for the purposes of conducting oral examinations.
3. The EUH can submit to the Rector the request for using an IT tool other than one of the tools listed in section 2 subject to obtaining a prior positive opinion of the University Data Protection Officer.
4. The EUH shall announce, on the website of the educational unit, the information about the IT tool used for the purposes of examination in the particular field of study.

§ 2

For the purposes of the examination, its participants shall use:

- 1) authentication using an ID and password of the Central Authentication System of the University;
- 2) e-mail accounts allocated with the domain of the University:
 - a) Committee members – established in the @uw.edu.pl domain or another domain of the University or another higher education entity, allowing using IT tools referred to in § 1;
 - b) students – established in the @student.uw.edu.pl domain.

Oral examination

1. The Chairperson shall set up the examination, in particular using the Google Meet tool, and shall send invitations to the examination to the student and Committee members.
2. Participation in the oral examination shall take place with the use of a camera ensuring that the student and Committee members are continuously visible to one another.

3. During the whole examination, the student's microphone and camera shall be switched on, ensuring continuous recording of the student's image.

4. During the whole examination, it is necessary to maintain the continuous video and audio transmission between the Committee members.

5. Any activities during the examination shall be suspended in the case of temporary loss of the Internet connection by the student or the Committee members.

§ 4

If the connection with the student is lost during the examination, the Committee can:

- 1) immediately re-establish the connection and continue the examination;
- 2) defer the examination in accordance with § 5.

§ 5

1. In the case of technical problems related to the Internet connection or computer hardware, hindering carrying out the examination, or in other situations that might lead to the examination process inconsistent with regulations, the Chairperson can defer the examination.

2. In the case of deferring the examination, the Chairperson shall notify the examination participants of continuing the examination at another time. The time shall be set immediately, in agreement with the student.

3. The deferral of the examination shall not be considered the second examination within the meaning of § 51 s. 2 of the Rules of Study at the University of Warsaw (UW Monitor, 2019, item 186).

§ 6

1. After the student answers questions of the Committee members, the Chairperson shall announce a break for the closed Committee session, aimed at discussing the student answers, awarding a grade for the examination and drawing up the report, and shall set the time of re-establishing the connection with the student in order to announce the result of the diploma examination.

2. During the closed Committee session, the student shall wait for announcing the examination result.

3. After the break, the Committee shall re-establish the connection with the student, and the Chairperson shall announce the examination result together with its justification. In the case of awarding the professional title, the Chairperson shall also announce awarding the professional title.

Oral examination recording

1. The oral examination process shall be subject to video and audio recording. The quality of the recording shall allow verifying the examination process.

2. The recording shall be made by the Chairperson who shall be responsible for protecting the recording against damage or disclosure to other persons.

3. The recording shall be kept on servers of the University or servers of the operator of the selected IT tool with whom the University signed the cooperation agreement ensuring the proper protection of personal data.

4. The Chairperson shall make available the recording only at the request of the Rector or the EUH.

5. The Chairperson shall delete the recording after one month from the examination date, unless the student appealed to the Rector against the decision on awarding the professional title. In such the case, the recording shall be deleted after completing the appeal proceedings.

6. The Chairperson shall notify the EUH of deleting the examination recording via e-mail, within one month of the day of deleting the recording.

Written examination

§ 8

1. The written examination shall be recorded in accordance with technical conditions offered by the IT tools used for the purposes of carrying out the examination.

2. The written examination process shall not be subject to video and audio recording.