

**Rules for conducting diploma examinations at Poznan University of Technology in
videoconferencing mode during the suspension of classes in connection with the announcement of
a state of epidemic in Poland**

1. Diploma examinations at Poznan University of Technology may be conducted by means of videoconferencing for full-time and part-time, first and second cycle studies, with general academic and practical profiles, conducted in Polish and English.
2. Diploma examinations in videoconference mode only take place using the eMeeting platform managed by the appropriate organizational units of Poznan University of Technology. Other messengers and tools designed for conducting video conferences, e.g. Skype, ZOOM cannot be used to conduct diploma exams at Poznan University of Technology. The course of the diploma exam is recorded and the recording is stored for a period of 30 days (until the diploma is issued).
3. The Chairman of the Diploma Examination Board, hereinafter referred to as the Chairman, is responsible for preparing the diploma examination room, providing the appropriate addresses and access code via e-mail to the diploma holder and committee members.
4. The diploma examination room on the eMeeting platform must be prepared in accordance with the guidelines contained in the instruction on conducting the diploma exam in remote mode in the eMeeting system, which is available on the abovementioned platform.
5. The Chairman sends login details to the eMeeting platform (URL, access code) to the other members of the Diploma Examination Board, hereinafter referred to as Committee Members and the diploma student one day before the scheduled date of the diploma examination by email, and receives confirmation from them.
6. During the diploma examination, all members of the Diploma Examination Committee held by videoconference must stay in PUT premises: in their rooms or in the room indicated by the home department, intended for diploma examinations, having access to a computer with a microphone and camera, and the Chairman additionally to the printer.
7. In the event the supervisor's opinion and/or review of the thesis were not completed in the electronic WOODY system before the diploma examination, the relevant member of the committee must have, during the diploma examination, access to a computer on which he completes his part of the documents in the WOODY system.
8. As part of his duties, the Chairman tests logging into the diploma exam room, a minimum of 15 minutes before the scheduled time of the exam, checks the quality of the connection with Committee Members and the diploma student, and reports any technical problems to employees of the Service and Operation Department at 61 665 2975.
9. All Committee Members must attend the diploma examination by videoconference, in addition to the diploma student.
10. The diploma examination may be started after the Chairman has checked the presence of Committee Members as well as the student.
11. At the set time, the Chairman begins the diploma examination by welcoming participants and informs that the exam is registered and the recording is stored for a period of 30 days (until the diploma is issued). Then, the student's personal data are checked by presenting the student ID to the camera. If it is impossible to clearly determine the identity of the student, the diploma exam cannot be continued. The Chairman, in consultation with the relevant Dean of Studies, indicates a new exam date and informs the student of the necessity to prepare a document confirming his identity.

12. The Chairman informs the student that during the whole diploma examination the student must be visible on the computer screens of the Committee Members.
13. The Chairman asks the student to discuss the most important elements of the diploma thesis. Members of the committee may, during the speech, use electronic materials previously sent by the graduate, e.g. presentations, pdf files, etc. After the speech, the Chairman begins the discussion about the thesis by requesting the other committee members to ask questions about the thesis. The reviewer presents comments on the work of the graduate and asks relevant questions.
14. After receiving the answers and completing the discussion on the thesis, the Chairman asks the student to draw three topics from which questions will be asked during the diploma exam. The draw takes place by giving by the diploma student three numbers from the range provided by the Chairman, which correspond to spread and visible diploma cards, containing randomly placed exam issues.
15. Answers to the questions asked take place immediately (without the so-called preparation period), and all graphic elements required for answers, e.g. formulas, drawings, diagrams, charts, must be written on white sheets, with a black pen with a diameter of at least 0.5 mm, with letters, numbers and other symbols used should be at least 1 cm high.
16. At each request of a member of the committee, the diploma student is required to present to his computer camera the sheet with notes corresponding to the topic of the question currently being discussed for the benefit of the diploma examination board.
17. After the diploma student has answered the questions, the Chairman informs him / her about a temporary suspension in the videoconference in order to conduct the confidential part of the diploma examination committee meeting.
18. After suspending the videoconference, the committee begins the discussion and sets grades for individual elements: defense of the diploma thesis and answers to questions, and then calculates the diploma exam grade. After determining the grades, the Chairman checks whether the supervisor and reviewer have filled in the opinion on the work and completes the report. Having checked the correctness of the required documents completion, the Chairman approves the set of documents in the WOODy system, prints them out and, in the event of the presence of the entire committee in one room, asks for signatures on the relevant documents.
19. The Chairman resumes the videoconference for the graduate student and announces the result of the diploma examination, taking into account the individual components of the grade and the final result of the studies.
20. The Chairman ends the diploma exam and video connection session on the eMeeting platform.
21. Immediately after finishing the diploma examination, the Chairman of the Committee provides a complete set of documents (diploma examination report, review and supervisor's opinion) to the dean's office or a designated place at the faculty. If the committee members are present in different rooms during the diploma examination, they sign separately in the designated room. This should take place immediately after the diploma examination to allow for the timely delivery of the diploma.
22. The Chairman of the Committee is responsible for resuming the diploma exam in the event of technical problems, e.g. interruption of the connection with any of the committee members or graduate student, as well as setting a new date if resumption of the connection is not possible.
23. The Chairman of the Committee informs the dean by e-mail of all unforeseen situations.