Regulations for conducting diploma exams using electronic means of communication

1. Diploma exams at the Poznan University of Technology may be conducted by videoconference at full-time and part-time, first and second cycle studies with a general academic and practical profile, conducted in Polish and English.

2. Diploma exams in videoconference mode take place only with the use of the eMeeting platform managed by the appropriate organizational units of Poznan University of Technology. Other communicators and tools designed for conducting video conferences, e.g. Skype, ZOOM cannot be used to conduct diploma exams at the Poznan University of Technology. The course of the diploma exam is recorded and the record 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 by e-mail to the diploma holder and committee members.

4. The diploma exam 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 the login details for 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 e-mail and receives confirmation from them.

6. All members of the diploma thesis commission conducted in the form of video conferencing must during the diploma exam stay at the Poznan University of Technology: in their rooms or in the room indicated by the home faculty, intended for diploma exams, having access to a computer with a microphone and camera, and the Chairman additionally to a printer.

7. In the event that 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 commission 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 exam room a minimum of 15 minutes before the scheduled time of the exam and checks the quality of the connection with Committee Members and the graduate student, and reports any technical problems to employees of the Service and Operation Department at 61 665 29 75.

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 and the diploma student.

11. At the set time, the Chairman begins the diploma examination by welcoming and inforing everyone that the exam is registered and the record is stored for a period of 30 days (until the diploma is issued). In the next stage, the diploma student's identity is checked by presenting a student ID to the camera. If the identity of the student cannot be clearly determined, the diploma examination cannot be continued. The Chairman, in consultation with the relevant associate dean, indicates a new defense 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 screens of the members' computers and may not mute his microphone.

13. The Chairman asks the student to discuss the most important elements of the diploma thesis. Members of the committee may, during the referral, use electronic materials previously sent by the graduate, e.g. presentations, pdf files, etc. After the presentation, the Chairman begins the discussion about the work by asking 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 answer 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 the spread and visible diploma cards, containing randomly placed exam topics.

15. Answers to the questions asked are immediate (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 of at least diameter 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 the diploma examination board to his computer camera the cards made of records corresponding to the topic of the question currently being discussed.

17. After completing the answers to the questions, the Chairman informs the diploma student of his temporary suspension in the videoconference in order to conduct the confidential part of the diploma examination board 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 promoter and reviewer have filled in the opinion on the work and completes the report. After checking the completion of the required documents, the Chairman approves the set of documents in the WOODy system, prints them and, in the event of the presence of the entire committee in one room, asks for signing the relevant documents.

19. The Chairman resumes the videoconference for the graduate student and announces the result of the diploma exam, 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. The Chairman of the committee, immediately after completing the diploma examination, 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 exam to allow for a timely issue of the diploma.

22. The Chairman of the committee is responsible for resuming the diploma exam in the event of technical problems, e.g. breaking the connection with any of the Committee Members or diploma student, as well as setting a new date if resuming the connection is not possible.

23. The Chairman of the committee informs the dean by e-mail about all unforeseen situations.