

Announcement no. 6/2020
of the Dean of the Faculty of Letters
of the University of Wrocław
of 22 May 2020
on the manner of administering tests, examinations and diploma
examinations in the distance communication form
at the Faculty of Letters of the University of Wrocław

In connection with the Act on Specific Support Instruments related to the Spread of SARS-CoV-2 virus of 16 April 2020, the Regulation of the Minister of Science and Higher Education on the Temporary Restriction of the Operation of Certain Higher Education System and Science Institutions in connection with Preventing, Counteracting and Combating COVID-19 of 23 March 2020 (as amended), the Regulation of the Minister of Science and Higher Education of 12 May 2020 amending the Regulation on Studies, the Recommendations of the Ministry of Science and Higher Education Concerning Education Organised by means of Distance Learning Methods and Techniques, the Recommendations of the Ministry of Science and Higher Education concerning the Organisation of Internships within First-Cycle, Second-Cycle and One-Tier Master's Degree Studies as well as Regulation no. 29/2020 of the Rector of the University of Wrocław of 11 March 2020 on Preventing the Spread of COVID-19 among the Community Members of the University of Wrocław (as amended), Regulation no. 62/2020 of the Rector of the University of Wrocław of 20 May 2020 on the Conditions for Completing Studies, Postgraduate Studies and the Education of Doctoral Students in the Academic Year 2019/2020 as well as Announcement no. 3/2020 of the Dean of the Faculty of Letters of the University of 4 May 2020 on the Manner of Organising Teaching Activities (after 4 May 2020), Holding an Examination Session and Administering Diploma Examinations at the Faculty of Letters in the Summer Semester of the Academic Year 2019/2020, I hereby determine as follows:

1. Final tests, examinations and diploma examinations in the first cycle, second cycle, postgraduate and doctoral studies at the Faculty of Letters and in the Doctoral College of the Faculty of Letters of the University of Wrocław may be administered by means of distance communication techniques and methods, with the use of the infrastructure and software which ensure, when necessary, the synchronous interaction between the participants of the final test, examination or diploma examination, the control of the final test, examination or diploma examination course and – in the case of an examination or diploma examination – their registration.
2. I hereby introduce *the Rules of Administering Final Tests, Examinations and Diploma Examinations by means of Distance Communication Techniques and Methods at the Faculty of Letters of the University of Wrocław*. They are formulated in Annex no. 1 defining the rules for administering final tests and examinations and Annex no. 2 defining the rules for administering diploma examinations. Appendix no. 3 describes *the Procedure for Registering and Administering Diploma Examinations by means of Distance Communication Techniques and Methods*.

Annex no. 1
**The Rules of Administering Final Tests and Examinations by means of Distance
Communication Techniques and Methods at the Faculty of Letters of the University of
Wrocław**

§ 1

Final tests and examinations in the fields of study offered by the Faculty of Letters of the University of Wrocław may be administered by means of distance communication techniques and methods, with the use of the infrastructure and software which ensure, when necessary, the synchronous interaction between the participants of the final test or examination, the control of the final test or examination course and its registration.

§ 2

The respective deputy dean makes the decision about administering the final test or examination in the distance communication form, if this method is not obligatory, at the request of the course instructor, examiner or student. The application with such a request shall be submitted in writing (the scanned version of such an application with a signature is acceptable). Before the respective deputy dean makes the said decision, such an application needs to be approved by the institute deputy director or chair deputy head for teaching.

§ 3

1. The tools made available by the University of Wrocław as part of the Microsoft Office 365 package after logging into an individual user account are recommended for administering final tests or examinations in the distance communication form.
2. The course instructor or examiner sets and announces the date of the final test or examination, notifying students by e-mail (by means of the mailing service available within the USOSWeb system), 7 days prior to the planned date of the final test or examination administered in the distance communication form. The course instructor or examiner provides the final test or examination date, the start time, final test or examination duration and the distance communication tools (*i.e.* relevant application, link). The size of the group during the final test or examination must be adjusted to technical possibilities.
3. In particularly justified cases, at the student's request, the date of the final test or examination may be changed. The decision is made by the institute deputy director/chair deputy head for teaching. Disputes shall be settled by the respective deputy dean.
4. Before the beginning of the final test or examination, the student(s) and the instructor (examiner) participating in the final test or examination administered by means of distance communication methods shall confirm access to the equipment and tools, by means of which the final test or examination is administered.
5. Before the beginning of the final test or examination, the student participating in the final test or examination administered by means of distance communication methods shall declare that during the final test or examination, he/she will not use the third party's assistance nor additional prohibited materials. He/she also shall declare that there are no other people in the room and that there are conditions for the undisturbed course of the final test or examination. The declarations shall be made orally to the teacher or examiner.
6. During the final test or examination administered by means of distance communication methods, the student shall stay on his or her own in the room where he or she communicates with the instructor or examiner. The student may not use the help of other people or prohibited materials.

7. The student is obliged to ensure good audibility of the utterances; the camera is to provide the image of the student's face and hands at all times during the final test or examination.
8. The student answers questions by maintaining visual contact with the instructor or examiner.
9. After the student fails to comply with the instructor's or examiner's comments on misbehaviour during the final test or examination three times, the final test or examination shall be stopped and the student shall receive the failing grade.

§ 4

1. Examinations are recorded by the examiner and taking the examination by means of distance communication methods means expressing consent to the recording of the examination course.
2. The recording of the course of the examination should contain a continuous record of the examination in real time. The recording is archived by the examiner and stored for 14 days, after which the examiner is obliged to delete the recording.

§ 5

If during the final test or examination technical problems occur on the part of the student or the instructor (examiner) which make it impossible to maintain the connection, the instructor or examiner may decide to discontinue the final test or examination and set a new date. On the new date, the final test or examination starts anew. The student is entitled to one additional date for the final test or examination.

Annex no. 2

The Rules of Administering Diploma Examinations by means of Distance Communication Techniques and Methods at the Faculty of Letters of the University of Wrocław

§ 1

Diploma examinations in the fields of studies offered by the Faculty of Letters of the University of Wrocław may be administered by means of distance communication techniques and methods, with the use of the infrastructure and software which ensure the synchronous interaction among the participants of the diploma examination: the student, examination board members and examination board chairperson, the control of the course of the diploma examination and its registration.

§ 2

The respective deputy dean makes the decision about administering the diploma examination in the distance communication form, if this method is not obligatory, upon the application submitted in writing by the student, examination board member or examination board chairperson.

§ 3

1. The tools made available by the University of Wrocław as part of the Microsoft Office 365 package after logging into an individual user account are recommended for administering diploma examinations in the distance communication form.
2. The date of the diploma examination administered in the distance communication form shall be determined by the thesis supervisor in consultation with the examination board chairperson and reviewer. The date of the diploma examination administered in the distance communication form is provided in the diploma examination application

submitted in the paper form or electronically by the supervisor. The application, in the parts dedicated to diploma examination date and time, shall specify the distance communication tools (*i.e.* relevant application, link).

3. In particularly justified cases, at the student's request, the date of the diploma examination administered in the distance communication form may be changed. The respective deputy dean shall make final decisions.
4. Prior to the commencement of the diploma examination, the student, examination board members and examination board chairperson participating in the diploma examination administered in the distance communication form shall confirm access to the equipment and tools, by means of which the diploma examination is administered in the distance communication form.
5. Prior to the commencement of the diploma examination, the student participating in the diploma examination administered by means of distance communication methods shall declare that he/she will not use the third party's assistance nor additional prohibited materials during the diploma examination. He/she also shall declare that there are no other people in the room and that there are conditions for the undisturbed course of the diploma examination. The declarations shall be made orally to the examination board members and examination board chairperson. The examination board chairperson shall record them in the diploma examination report in the section for comments.
6. During the course of the diploma examination administered by means of distance communication methods, the student shall stay on his or her own in the room where he or she communicates with the examination board. The student may not use the help of other people nor prohibited materials.
7. The student is obliged to ensure good audibility of the utterances; the camera is to provide the image of the student's face and hands at all times during the diploma examination.
8. The student answers questions by maintaining visual contact with the examination board members.
9. After the student fails to comply with the remarks of the examination board members regarding his/her misbehaviour during the diploma examination twice, the examination board chairperson stops the examination and the student shall receive the failing grade for the diploma examination.

§ 4

1. The diploma examination administered by means of distance communication methods is registered and taking the diploma examination by means of distance communication methods means expressing consent to the recording of its course.
2. The examination board chairperson or a person designated by the chairperson shall be responsible for registering the course of the diploma examination.
3. The recording of the course of the diploma examination administered by means of distance communication methods should include the real time recording. The examination board proceedings shall not be recorded. The recording shall be archived by the examination board chairperson who shall keep it for 30 days from the examination date. After this time, the chairperson shall delete the recording.

§ 5

If during the diploma examination administered by means of distance communication methods, technical problems occur on the part of the student, examination board chairperson or examination board members which make it impossible to maintain the connection, the examination board may decide to discontinue the diploma examination and set a new date. On

the new date, the diploma examination starts anew. The student is entitled to one additional diploma examination date.

Annex no. 3

The Procedure for Registering and Administering Diploma Examinations by means of Distance Communication Techniques and Methods at the Faculty of Letters of the University of Wrocław

1. The diploma examination administered by means of distance communication methods may be obligatory (when the epidemiological regime does not allow for administering the diploma examination by means of direct contact in the classroom) or it may be organised upon the written application of the student or the examination board.
2. In the diploma examination application, the supervisor – in the diploma examination place and date section – shall provide the relevant data concerning distance communication tools available in the Microsoft Office 365 packages (*i.e.* link) when the diploma examination administered by means of distance communication methods is compulsory.
3. At the justified written request of the student or the examination board, the diploma examination may be administered by means of distance communication methods if this form of the examination is not obligatory. The respective deputy dean shall give consent to administering the diploma examination by means of distance communication methods.
4. Submitting the diploma examination application into the Archives of Diploma Theses (the APD system) initiates the graduation procedure, which is carried out in accordance with the applicable regulations.
5. Students are not obliged to submit their diploma theses in the printed form to the Dean's Office. Uploading a diploma thesis in the electronic form to the APD system is tantamount to fulfilling the need to archive the thesis.
6. The student is obliged to provide the Dean's Office employee with other documents required for the graduation procedure: the printout of the thesis title page, the copyright and personal data statement, a CD in a white envelope containing the PDF file (the thesis downloaded from the APD system with control numbers), four 4.5 x 6.5 cm black and white diploma photos (presenting the student in formal clothes), the diploma fee in the amount of PLN 60 (the confirmation of the transfer into the USOSweb system individual account).
7. The Dean's Office employee prepares the diploma examination report, which is sent electronically to the examination board chairperson.
8. The diploma examination administered by means of distance communication methods takes place in accordance with Announcement no. 6/2020 of the Dean of the Faculty of Letters.
9. The examination board chairperson establishes appropriate teams in Teams software: to administer the diploma examination (the team consisting of the student and examination board members) and to discuss and evaluate the diploma examination (the team consisting of the examination board members).
10. At the set time, the student and examination board members log in into the Teams team. The examination board notifies the student of the necessity to record the diploma examination.
11. The examination board reads the statement and asks the student to confirm that he/she agrees with the content of the statement read. Then the examination board starts

asking questions (they are drawn if the rules of administering diploma examinations in a given field of study so provide).

The content of the student's statement:

"I declare that I have undisturbed access to the equipment and tools used to administer this diploma examination. In addition, I will not use the third party's assistance nor prohibited additional materials during the examination; there are and will be no other people in the room where I am staying and the conditions for the undisturbed course of the diploma examination are provided".

12. After answering the questions asked by the examination board, the student remains in the Teams team, where the diploma examination is administered, and the recording continues. The examination board members shall move to the Teams team, which is used for the proceedings (non-recorded meeting).

After agreeing on the partial grades for the thesis and diploma examination and determining the grade to be entered into the student's diploma, the examination board members log in into the Teams team intended to administer the diploma examination, resume the recording and announce the results of the diploma examination. The diploma examination is finished and the recording of the diploma examination is finished.

13. The examination board chairperson shall print out and complete the diploma examination report. The examination board chairperson shall make appropriate remarks on the student's statements. The examination board chairperson signs the report, scans it and sends the scan electronically to the Dean's Office.
14. The examination board chairperson shall forward the signed report to the Dean's Office in an official way and the examination board members shall sign it as soon as possible. The examination board members shall forward the printed and signed reviews of the diploma theses downloaded from the APD system to the Dean's Office in an official way.

*Dean of the Faculty of Letters
prof. dr. hab. Marcin Cieński*