

## PROCEDURE FOR ONLINE DIPLOMA EXAMINATIONS

### § 1. Preliminary remarks

1. Due to external pandemic conditions and the resultant restrictions on the on-premises diploma examinations, KU is arranging for the diploma examinations to be conducted remotely as long as the said restrictions are not lifted. The preparatory and operational processes to arrange for remotely-based diploma examinations are prescribed in this instruction.
2. To any issues which are not covered by this instruction the KU Study Regulations apply.

### § 2. Process of the submission of the diploma-examination-related documents

1. Having logged in to my.kozminski.edu.pl, the student uploads the final version of the diploma dissertation.
2. The supervisor accepts the diploma dissertation and uploads the anti-plagiarism report brought out through the Single-Anti-Plagiarism Scheme (JSA)
3. A coordinator from the Student Office / BOD KIBS gains access to the diploma dissertation and the anti-plagiarism report.

### § 3. Process of the diploma-examination preparation

4. The Student Office / BOD KIBS / informs the student about the planned date of the diploma examination at least 7 days prior to the said date. This information reaches the student either via the KU e-mail or in a text message sent to the phone number provided by the student in the application form or in MS Teams. The Student Office / BOD KIBS arranges an individual meeting in MS Teams for each student who is eligible for the diploma examination. The Head of the Examination Board calls up an examinee student at pre-set time.
5. Members of Examination Boards as well as examinee students are obligated to secure proper equipment for the diploma examination, inclusive of a camera and a microphone, operational MS Teams application and the Internet to ensure smooth audio and video connection.
6. A coordinator from the Student Office / BOD KIBS informs the Examination Board via their KU e-mails about the date of the diploma examination pre-set in MS Teams.
7. At least 20 minutes before the time set for a diploma examination, all interested parties (the supervisor, the reviewer, and the student) are obligated to log in to MS Teams via MS Teams.
8. At least one day before the diploma examination the Student Office / BOD KIBS provides the Head of the Examination Board with the following information a) who, from administrative staff, is on diploma-exams-related duty, b) a list of examinees and their telephone numbers, c) a list of supervisors' and reviewers' telephone numbers.

9. At least one day prior to the set diploma-examination date the Student Office / BOD KIBS provides the Head of the Examination Board with the Diploma-Examination-Assessment Report, complete with the grades from the reviewer and the supervisor as well as the Grade-Point Average the student scored during the course of his/her studies.

#### § 4. Process involving the course of diploma examination

1. The Head of the Examination Board oversees the course of the diploma examination. He/She is obligated to:
  - a) open the meetings to hold diploma examinations scheduled for a particular day,
  - b) agree, jointly with the supervisor and the reviewer, on the examination questions and record them in the diploma-examination-assessment report,
  - c) call up the examinee student to invite him/her to attend the diploma examination,
  - d) ensure confidentiality of the nonpublic part of the diploma examination with temporary blockade on the examinee student's access to it,
  - e) announce the diploma-examination results to the examinee student,
  - f) close the diploma examination,
  - g) submit the diploma-examination-assessment reports to the Student Office / BOD KIBS after the last examination set for the particular day has ended.
2. The examinee student is invited by the Head of the Examination Board to join the meeting in the audio/video mode. The examinee student is obligated to produce his/her KU student ID card or another document proving his/her identity.
3. The examinee student is obligated to ensure clear video-camera view of his/her face. If the examinee student has no option to use the laptop or PC camera, he or she uses their mobile phone and its rear camera in order to attend the on-line examination.
4. The examinee student is obligated to ensure a quiet, unoccupied room for the duration of his/her diploma examination.
5. The examinee student is obligated, at the examiners' request, to use the camera to show the Examination Board his/her desk and the space around.
6. The examinee student's refusal to fulfil the examiners' request or the examiners' finding of the examinee-student's dishonesty during the diploma examination may effect in the examinee-student's loss of the diploma-examination attempt and the failing grade in the diploma examination.
7. Diploma examination for bachelor's degree is composed of two parts:
  - 1) Part I: oral presentation of the diploma dissertation together with the multimedia presentation. Examinee student, while sharing his/her desktop or diploma presentation during his/her connection in MS Teams, must at all times stay within the camera range of the used equipment.
  - 2) Part II: oral reply to the questions asked by the Examination Board.
8. Diploma examination for Master's degree is composed of two parts:
  - 1) Part I: oral presentation of the diploma dissertation synopsis.
  - 2) Part II: oral reply to the questions asked by the Examination Board.

9. Should technical problems occur while the diploma examination is in progress, (e.g. the Internet failure or other equipment-affecting disruption, the camera or microphone malfunction), the examination is stopped. The Head of the Examination Board immediately tries to reconnect with the examinee student. After the diploma examination has been resumed, the diploma examiners agree on a new set of diploma-examination questions. In case the diploma-examination disruption results from causes independent of the examinee student, the Head of the Examination Board may decide to conduct the examination at other times. The Head of the Examination Board informs both the examinee student and the Student Office / BOD KIBS about such decision.
10. Having heard the examinee-student's presentation, the Examination Board proceeds with asking the examinee student examination questions. The questions are asked one at a time, i.e., having answered one question, the examinee student is asked a further question. Each question must be answered immediately after it has been asked.
11. The confidential part of the diploma examination follows, exclusively for the Members of the Examination Board, while the examinee student leaves the meeting.
12. During the confidential part of the diploma examination, the Examination Board agrees on the grades for the examinee student's answers and determines the final grade in the diploma examination.
13. Having concluded the confidential part of the examination, the Head of the Examination Board invites the examinee student back to the meeting and announces the final grade to the student.
14. The Head of the Examination Board closes the diploma examination.

#### § 5. Diploma and the diploma-supplement preparation

The diploma and the diploma supplement are issued in compliance with the KU Rector's Order.