DIPLOMA AWARDING PROCEDURE FOR THE STUDENTS OF THE FACULTY OF BIOTECHNOLOGY

 INCLUDING CONDUCTING REMOTE DIPLOMA EXAMS

§ 1 APPLICATION

1. The student requesting to take a diploma exam submits to the supervisor an appropriate **application including the dissertation title and the date of the defense** for the supervisor's approval. The application must be submitted via e-mail 16 working days before the planned date of the defense at the latest. Depending on the planned **form** of the exam one needs to send one of the following applications:
* *Application for a* ***traditional*** *exam – Annex No. 1*
* *Application for a* ***remote*** *exam – Annex No. 2*

The forms can be found at: [*http://www.biotech.uni.wroc.pl/studenci/prace-dyplomowe/*](http://www.biotech.uni.wroc.pl/studenci/prace-dyplomowe/)

After approval, the supervisor or the student sends the completed form to a member of the Dean's Office staff: marta.wawryszyn@uwr.edu.pl ; alicja.kolodziejczyk@uwr.edu.pl

If it is not possible to sign the document, then:

1. it can be sent to the supervisor without the signature;
2. it can be sent by the student without the supervisor's signature – a member of the Dean's Office staff shall contact the supervisor in order to confirm this information.

In the case of a **remote** exam the student unambiguously confirms in the application the fact of having access to a computer with a web camera and a microphone, with the Internet connection allowing to participate in videoconferences (minimum speed 4mb/s, minimum recommended upload/download speed 10 mb/s), and the access to Microsoft Teams platform under MS Office 365 service for the University of Wrocław using the student account in @uwr.edu.pl domain. The student confirms s/he knows how to use MS Teams software. The student also agrees to fulfill the conditions set out in Annex No. 3 to this procedure *– Conditions for preparing and conducting a remote diploma exam.*

1. A member of FoB Dean's Office staff, after verifying if the student meets all the requirements for applying for the exam set out in the Rules and Regulations for Studies and after verifying the documents entitling to the defense of the diploma dissertation, submits the application to FoB Deputy Dean for Teaching.
2. After the Deputy Dean's approval, the member of the Dean's Office staff enters basic details on the dissertation and the defense of the given student to USOS/APD, thus launching the diploma awarding procedure in APD.

§ 2 PREPARING FOR THE EXAM

1. After obtaining the Deputy Dean's approval for the traditional or remote exam the student shall be informed by the Dean's Office that s/he can now enter data into APD according to the Ordinance of the Dean of the Faculty of Biotechnology No. 3/2018 of 8 March 2018 (on introducing a diploma awarding procedure, verifying dissertations using the anti-plagiarism software, archiving dissertations using the Dissertations Archive (APD) and transferring dissertations to the Polish Repository of Written Dissertations (ORPPD)

[*http://www.biotech.uni.wroc.pl/wp-content/uploads/2016/09/Zarz%C4%85dzenie-Dziekana-nr-3\_2018-w-sprawie-wprowadzenia-Procedury-dyplomowania-spr.-prac-dypl.-w-systemie-antyplagiatowym.pdf*](http://www.biotech.uni.wroc.pl/wp-content/uploads/2016/09/Zarz%C4%85dzenie-Dziekana-nr-3_2018-w-sprawie-wprowadzenia-Procedury-dyplomowania-spr.-prac-dypl.-w-systemie-antyplagiatowym.pdf)

1. The version of the dissertation generated after entering into APD, after its approval by the supervisor, should be printed out (with the generated control numbers) and submitted by the student to FoB Dean's Office along with appropriate declarations and the CD.

*Methods of delivering the dissertation and declarations in paper form:*

The printed out copy of the dissertation along with all completed ans signed documents, photos, and the CD indicated in the procedure of registering dissertations (defense – required documents [*http://www.biotech.uni.wroc.pl/studenci/prace-dyplomowe/*](http://www.biotech.uni.wroc.pl/studenci/prace-dyplomowe/) ) shall be:

1. sent to the address of FoB Dean's Office before the exam (at least 4 working days before the exam takes place);
2. delivered in person to FoB Dean's Office with observing all safety measures at least 4 working days before the exam takes place;
3. sent or delivered in person to FoB Dean's Office at a later time, after its prior approval in electronic form and taking the diploma exam, but no later than by the day of the collection of the diploma certifying the completion of studies.

In current epidemiological situation it is allowed to deliver the printout after taking the diploma exam. In this case it is necessary to contact the Dean's Office beforehand and send scans or photos of the three pages selected by a member of the Dean's Office staff, with control numbers generated in APD, in order to verify if the printed version is consistent with the electronic one. Moreover, the student is obliged to send the scans of completed forms and other documents listed at: <http://www.biotech.uni.wroc.pl/studenci/prace-dyplomowe/>

Minimum 200 dpi resolution is required for the scans.

Attention! The collection of the diploma certifying the completion of studies is conditional upon the delivery of the entire set of the documents described above, in the form of signed printouts.

1. The supervisor generates a report from the Consolidated Anti-Plagiarism System (JSA) and submits it to the Dean's Office as a printout or in electronic form (with the electronic signature or as a scan with the hand signature).
2. A member of the Dean's Office staff, depending on the form of the exam:
3. Traditional: prepares documents required for the defense and passes them on to the Chairperson of the Diploma Examination Committee.
4. Remote: launches in USOS and APD accompanying app the full electronic protocol of the defense conducted remotely, according to the Ordinance No. 62/2020 of the Rector of the University of Wrocław of 20 May 2020. The Chairperson of the Examination Committee shall receive the instruction on the electronic protocol of a diploma exam.

§ 3 **DIPLOMA EXAM**

1. The full hourly schedule of the defenses is determined by a member of the Dean's Office staff and distributed to all persons concerned before the day the defense takes place.
2. The Examination Committee is in possession of a diploma exam report (in electronic and paper form) as well as the reviews of the dissertation and the similarity assessment generated in JSA.
3. **Procedure for a remote diploma exam:**

Detailed rules and conditions for conducting the exam are provided in Annex No. 3 *Conditions for preparing and conducting a remote diploma exam.*

1. At least a day before the planned date the Chairperson of the Committee schedules in MS Teams the meeting entitled "Diploma exam (student's name, surname and album number), to which s/he invites as the required attendees: the student and depending on the arrangements, the remaining members of the committee. The student confirms the receipt of the invitation as soon as possible using MS Teams service.
2. The Committee Members and the Chairperson may participate in the exam remotely, as the students does, or may remain in a room/s in the faculty building while observing the safety measures.
3. On the exam day the Chairperson organises at the prescribed time, via MS Teams, the meeting with the student and, if necessary, with a team of the members the Examination Committee. The exam is recorded (Article 63 section 4 of the act of 16 April 2020 on special instruments of support in connection with the spread of SARS-CoV-2) in MS Teams. The Chairperson verifies the student's identity, informs the attendees about the recording of the meeting, and obtains their consent for it.
4. The web cameras and microphones of all the Committee members and the student must be turned on during the exam.
5. During the exam it is prohibited for the person being examined to open applications that help answer the questions or get assistance from third persons. The student must remain alone the room.
6. The Chairperson of the Diploma Examination Committee prepares the report and gives the members of the Committee and the student permission to speak.
7. After carrying out all parts of the exam the student temporarily leaves the meeting. In the confidential part of the exam the committee evaluates the student's answers, determines the diploma exam grade, the diploma grade, and enters into the report the final result of the studies.
8. Next the Chairperson reestablishes connection with the student. The Chairperson announces the diploma exam grade. In the case of a positive result, the Chairperson announces the decision on the conferral of an appropriate professional title, and ends the recording.
9. The Chairperson of the Committee ends the meeting and informs the attendees of this fact and of the end of recording.
10. If **technical problems** emerge, e.g. the connection between the student and the members of the Commitee breaks, the Chairperson, in agreement with the Committee members, decides whether the course of the exam up until the moment the connection broke allows the Committee to evaluate the exam, and determines: to end the exam and pass the grade or to continue the exam once the connection is reestablished, with a new set of exam questions. The breakup of the connection, interruption of the exam and the decision on its retaking is noted in the exam report.

**Procedure for a traditional diploma exam:**

1. The exam takes place in the building of the Faculty of Biotechnology in specially designated rooms. The student shall be informed beforehand on the room number by a member of the Dean's Office staff.
2. Because of the ongoing threat of a COVID-19 infection, special precautions should be taken when entering and remaining in the building. The persons taking diploma exams are obliged to adhere to the rules laid down in Annex No. 4 *Changes in the organisation of teaching and adopted safety measures intended to limit the risk of a SARS-CoV-2 infection among the students and employees of the Faculty of Biotechnology of the University of Wrocław.*

**§ 4. Documenting the exam and archivising documents**

The Chairperson copies the recording from MS Teams to a DVD, which shall be attached to the report. After submitting the documentation to the Dean's Office the Chairperson should permanently delete the recording from MS Teams.

**§ 5. Final provisions**

* 1. In the case of a breach of the examination rules by the student the exam shall be cancelled. The matter shall be submitted to the Deputy Dean for Teaching for consideration, and disciplinary measures shall be employed.
	2. The right to the binding interpretation of the provisions of this diploma procedure is given to FoB Deputy Dean for Teaching. Other rulings are set out in the Rules and Regulation for Studies at the University of Wrocław of 22 May 2019.

Annex No. 1

APPLICATION FOR **A TRADITIONAL** DIPLOMA EXAM

Deputy Dean for Teaching

 Faculty of Biotechnology, UWr

**DEGREE PROGRAMME / MAJOR:**

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**SUPERVISOR** /title, name, surname/:

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**REVIEWER** /title, name, surname/ :

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**STUDENT** /name, surname, album number, phone number/

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**Dissertation title** /master/bachelor/ ……………………………………………………............................…....

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Proposed date of the defense:

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Wrocław, ……………………..

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 (Supervisor's signature)

Annex No. 2

APPLICATION FOR **A REMOTE** DIPLOMA EXAM

 Deputy Dean for Teaching

 Faculty of Biotechnology, UWr

**STUDENT** /name, surname, album number, phone number/

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I kindly request the permission to take a remote diploma exam using IT technologies. I confirm that I have access to a computer with a web camera and a microphone, with the Internet connection allowing to participate in videoconferences (minimum speed 4 mb/, recommended minimum upload/download speed 10 mb/s). I confirm my familiarity with and access to MS Teams platform under MS Office 365 service for the University of Wrocław using the student account in @uwr.edu.pl domain. I agree to ensure the conditions set out in Annex No. 3 – *Conditions for conducting a remote diploma exam.*

**Dissertation title** |master/bachelor|

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**SUPERVISOR:**

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**REVIEWER:**

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**Defense date:**

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 (student's signature)

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 (Dean's decision and signature) (Supervisor's opinion and signature)

Wrocław, ……………………..

Annex No. 3

**CONDITIONS FOR PREPARING AND CONDUCTING A REMOTE DIPLOMA EXAM**

* 1. The student is obliged to adequately prepare the space where the exam shall take place, that is:
* a room that can be closed for the duration of the exam;
* no other electronic devices (computers, tablets, phones, speech recorders, radio devices, etc.) save for the computer serving the student to participate in the exam can be present in the room the student occupies during the exam;
* no other prohibited materials and aids (textbooks, notes, etc.) can be present in the room the student occupies during the exam;
* no third persons can remain in the room during the exam;
* the screen view of the computer used during the exam cannot be shared with unauthorised persons.

The Committee's finding of a breach of the aforementioned rules immediately results in the termination and failing of the exam.

* 1. The Committee Chairperson may oblige the student to share (via a web camera) the view of the room the person remains in, and to share the screen view of his/her computer, in any time during the exam. Failure to follow this instruction may constitute grounds for the termination of the exam.
	2. Before the exam begins, the student is obliged to prepare a personal identification document with a photo.
	3. Before the exam and its recording starts, the Committee Chairperson verifies the student's identity, then begins the examination and informs the attendees about the start of the recording. In order to verify the student's identity, s/he is asked to present the ID document to the web camera in a way that allows to have a clear picture of the personal details and the photo. Identity verification is necessary to carry out the exam. If the unambiguous verification of the student's identity is impossible, the Committee does not conduct the diploma exam.
	4. The student cannot leave the room. The leaving is tantamount with terminating the exam.
	5. During the entire exam the student is obliged to keep the web camera and the microphone turned on, and remain in the frame. The student's image cannot be tampered with – using additional software that modifies the picture, e.g. by blurring the background or adding effects is not allowed.
	6. Before the exam begins, the student must declare that s/he has read, understood and accepted the conditions for conducting the exam, has read the GDPR clause, feels capable of participating in the exam, and undertakes to work autonomously during the exam.
	7. The Committee members confirm that they have read the GDPR clause. The Chairperson verbally confirms that the aforementioned declarations have been made.

Annex No. 4



**Changes in the organisation of teaching and adopted safety measures intended to limit the risk of a SARS-CoV-2 infection among the students and employees of the Faculty of Biotechnology of the University of Wrocław**

1. The employees and students should not go to work/attend classes/exams if they experience any alarming symptoms of disease. They should stay home and contact a physician in order to receive remote health advice, or with a sanitary and epidemiological station or an infectious disease ward, and if their condition worsens, call 999 or 112 and inform that they may be infected with the coronavirus.
2. Only healthy persons who do not show symptoms of an infectious disease may attend classes or show up for an exam. The students, teachers, and other employees who are ill, live with a person undergoing quarantine or placed in home isolation or who have been placed under quarantine or in home isolation themselves cannot participate in classes or exams.
3. Only persons with covering over their mouth and nose (disposable or cloth face mask, face shield for persons who cannot cover their mouth and nose with a mask for health reasons) can enter the building of the Educational and Research Biotechnology Complex (ERBC). At the entrance one has to disinfect hands/put on gloves.
4. The University provides disinfectant and gloves.
5. If for any reason the face covering needs to be temporarily removed at the premises of ERBC, maintaining
2-metre distance to others is essential.
6. Before lab classes or exams the students shall undergo a contactless temperature screening at the entrance to ERBC, and the students who have reported the lack of an assigned locker will collect the key (see item 9).
7. All persons participating in classes or exams: students, teachers, and other employees are obliged to sign the following declaration:

***I declare that:***

* ***I have not been showing symptoms of an infectious disease in the last 14 days (such as fever, cough, rhinitis, rash, muscle aches, sore throat, other);***
* ***I have not been placed in mandatory isolation or under quarantine;***
* ***I do not live with a person placed in mandatory isolation or under quarantine;***
* ***I have not been in contact with a person suspected of an infection, illness or placed in isolation in the last
7 days;***
* ***I have not / I have\* been outside the territory of Poland in the last 14 days.***

*\* deletewhere appropriate*

1. One should not bring non-essential items, including mobile phones, to classes and exams.
2. All personal items that are not essential during classes or exams (backpack, bag, jacket, mobile phone) should be left in the locker before entering the classroom. When leaving and collecting belongings from the locker one should observe appropriate safety measures (distance to others, covering mouth and nose).
3. While waiting to enter the classroom or take an exam the students should maintain at least 2-metre distance to each other and cover the mouth and nose.
4. The classroom doors and all interior doors leading to spaces used by the students shall remain open, if possible, in a way that prevents users from touching them. If for safety reasons the doors cannot remain open, door handles/handles and touch surfaces shall be regularly disinfected.
5. The classrooms shall be continuously or regularly ventilated, including before the classes and at least once per hour during classes.
6. No persons other than the students and employees can stay inside the classroom.
7. Every person, if possible, uses their own office supplies/items necessary to efficiently conduct and attend classes. Shared items, if they are not disposable, have to be disinfected.
8. Students’ workstations are designed in a way allowing to maintain 2-metre distance to others or separated with partitions, such as plexiglass.
9. Movement during classes should be limited.
10. Seats and touch surfaces shall be disinfected before and after each class.
11. Over the course of the day, during breaks announced by the instructor, the students may eat and drink products they brought in, outside of lab rooms and after prior removal of personal protection equipment and washing and disinfecting hands.
12. During breaks the students may leave ERBC building or occupy the main hall if they are observing social distance prescribed by law, at least 2 metres from the other person.

**District Sanitary and Epidemiological Station in Wrocław**

ul. Kleczkowska 20

phone **71 329 58 43** (7:30AM– 8:00PM)

emergency number: **603 720 579**

**psse.wroclaw@pis.gov.pl**