



Wrocław, 22 June 2020

Student/PhD student service in the Dean's Office of the Faculty of Biotechnology

1. Due to the continuing threat of COVID-19 infections we kindly request the students to limit direct contacts with the Dean's Office staff to minimum. Formal matters should be settled by telephone or e-mail.
2. Certificates on the student/PhD student status shall be issued after prior requests by telephone and e-mail; their scanned copies shall be sent by e-mail and if the original copy is necessary – they shall be left at the reception for personal collection.
3. If personal contact with the Dean's Office staff is necessary, we kindly ask to arrange the visit with a specific member of staff by telephone, and to observe all safety measures and follow the procedures below:
 - only healthy persons who are not showing symptoms of an infectious disease and are not undergoing quarantine can enter the Dean's Office
 - please disinfect your hands before entering
 - documents should be put in the box placed on the table next to the counter with the plexiglass screen and then quarantined
 - only one person at a time can be present at the counter in the Dean's Office, there is only one queue to all workstations
 - while waiting for the service please keep 1,5-2-metre distance from other persons, cover your mouth and nose
 - prepare your own pen and paper

Methods for delivering dissertations and declarations in paper format:

A printout of the dissertation with the other completed and signed documents, photos, and the CD as listed in the diploma registration procedure shall be:



- a) sent to the address of the Dean's Office before the exam (at least 4 working days before the exam takes place)

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- b) delivered in person to the Dean's Office with observing all safety measures at least 4 working days before the exam takes place;
- c) sent or delivered in person to the 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/diploma-theses/?lang=en>
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.

In the event of a suspected case of a SARS-Cov-2 infection of an employee, a student or a PhD student showing the symptoms of the illness while they are remaining at the premises of the University of Wrocław one should follow the procedure laid out in the item 4 of the Announcement of the Rector of the University of Wrocław of 22 May 2020 on the procedure of handling a suspected SARS-Cov-2 case and the prevention of the spread of COVID-19 among the members of the community of the University of Wrocław.