

Circular No. 4
by the Vice-Dean for Education of the Faculty of Social Sciences
of the University of Wrocław
of the 4th May 2020
concerning terms of holding and organisation of final exams in the form of distance learning during
suspension of traditional teaching

According to art. 23 section 1 and 2 of the Act of 20th July 2018 - Law on Higher Education and Science (consolidated text: Journal of Laws of 2020, item 85, later amended), in relation to the Act of 2nd March 2020 on specific solutions related to preventing, counteracting and fighting COVID-19, other infectious diseases and crisis situations they cause (Journal of Laws of 2020, item 374, later amended), art. 63 section 4 of the Act of 16th April 2020 on specific support instruments in relation to spread of SARS-CoV-2 virus (Journal of Laws of 2020, item 695) and Regulation No. 53/2020 of the Rector of the University of Wrocław of 28th April 2020 amending Regulation No. 29/2020 of the Rector of the University of Wrocław of 11th March 2020 concerning prevention of spread of COVID-19 among members of the community of the University of Wrocław, the following provisions are implemented:

§ 1

The present circular defines the mode of holding and organising final exams (bachelor and master exams) at the Faculty of Social Sciences of the University of Wrocław in the period of suspension of traditional teaching due to spread of SARS-CoV-2 virus.

§ 2

1. In the period of suspension of traditional teaching at the University of Wrocław, final exams are held by means of distance teaching, i.e. by online communication with synchronous contact, in which the student and all members of the Diploma Exam Commission participate in the exam at the same time, but in different places, connected by a videoconference.
2. The final exam may only take place using the Microsoft Teams platform within the MS Office 365 service at the University of Wrocław, using employee and student accounts in the domain of @uwr.edu.pl.
3. The final exam may be held exclusively if the student taking the exam, as well as all members of the Diploma Exam Commission are technically able to take part in the exam by means of distance teaching (inbound bandwidth of at least 4 Mb/s and outbound bandwidth of at least 2 Mb/s, optimally 8 Mb/s and 4 Mb/s respectively).
4. When traditional teaching resumes at the University of Wrocław, final exams, including exams retaken due to their interruption according to § 5 will be held in the regular manner.

§ 3

1. The distance final exam is held at the student's application (form of the application is in [Attachment No. 1](#)) submitted to the Vice-Dean for Education. The application should be filed no later than 15 working days before the planned date of the exam.
2. In the application the student applying for a remote final exam at MS Teams platform confirms that they have access to a computer equipped with a camera and microphone, as well as an internet connection of relevant bandwidth (inbound bandwidth of at least 4 Mb/s and outbound bandwidth of at least 2 Mb/s, optimal bandwidth of 8 Mb/s and 4 Mb/s respectively) ensuring smooth connection at a videoconference, and that they can use MS Teams,
3. The application referred to in section 1 is sent by the student by email from their e-mail account (student_no@uwr.edu.pl) to the thesis supervisor. The supervisor provides their opinion which is equivalent to accepting the thesis, and adds relevant information in the application (thesis title, members of

the Diploma Exam Commission, date and hour of the exam as arranged with the student) and sends the application by university e-mail to the employee of the Dean's Office in charge of the field of study in question.

4. The employee of the Dean's Office of the Faculty of Social Sciences verifies the documentation allowing for defence of the thesis and delivers the application to the Vice-Dean for Education who consents or declines consent to holding the diploma exam by means of distance teaching.
5. Within 3 days after the initial data are entered to the USOS system by the employee of the Dean's Office of the Faculty of Social Sciences, the student is obliged to enter the following to the APD system:
 - 1) indication of the language in which the original thesis has been submitted;
 - 2) title of the graduation thesis in Polish, if the original language is foreign - maximal number of characters is 300;
 - 3) a brief summary of the thesis in Polish, if the original language is Polish and a brief summary of the thesis in Polish and foreign language, if the original language of the thesis is a foreign one - maximal number of characters is 4000;
 - 4) keywords in Polish, if the original language is Polish and keywords in Polish and foreign language, if the original language of the thesis is a foreign one - maximal number of characters is 1000;
 - 5) an electronic version of the diploma thesis prepared as a single file in pdf format. In the case of theses with attachments, such attachments should be entered to APD system as an additional zipped attachment (ZIP, RAR, 7Z, GZIP).

The file name includes : abbreviation of the name of the University of Wrocław (UWr), digit code of the Faculty (two digits), student ID no. (4 to 6 digits) and year of introduction of the thesis in the APD system; the elements of the name are separated with hyphen, e.g. UWr-26-123456-2020;

- 6) English translation of the title of the diploma thesis, if the original language is Polish, provided that the student intends to apply for an English-language copy of the diploma.
6. Within 3 days after the student's entering of the data listed in section 5, the supervisor:
 - 1) verifies their completeness and correctness and then approves them in the APD system,
 - 2) requests thesis verification by the JSA system (the request made through APD system),
 - 3) approves the JSA verification of the thesis within the APD system, unless the thesis shows evidence of plagiarism,
 - 4) notifies the employee of the Dean's Office by e-mail about the activities specified in items 1-3.

Immediately after resumption of traditional teaching at the University of Wrocław, the supervisor shall print, fill in and sign the general anti-plagiarism report generated by JSA system and deliver it to the Dean's Office.

7. If the consent referred to in section 4 is given, the Vice-Dean for Education sets the date of the exam, defining the day and time of its commencement. An employee of the Dean's Office of the Faculty notifies the student and members of the Exam Commission of this decision by e-mail.
8. After receiving the notification of the exam date and time, the chairman of the Exam Commission creates a meeting on the MS Teams platform entitled "Diploma Exam (student's name, surname and album number)", to which they invite other members of the commission and the student, all as required participants. Each of the invited participants immediately confirms the received invitation using the MS Teams service.
9. Within 7 days after the thesis is approved in the APD system, the thesis supervisor and reviewer are obliged to fill in and approve the thesis assessment form (review) in the system. The thesis supervisor and reviewer send electronic version (PDF) of the reviews to the Chairman of the Exam Commission and the Dean's Office no later than one day before the set date of the exam. Additionally, the thesis supervisor is

obliged to send the general antiplagiarism report generated by JSA to the Chairman of the Commission and the Dean's Office. Signed copies of the reviews and antiplagiarism report should be delivered to the Dean's Office immediately upon resumption of traditional teaching at the University of Wrocław.

10. An employee of the Dean's Office prepares the exam report and sends it electronically to the Chairman of the Exam Commission.
11. The chairman of the Exam Commission sends a scan of the filled in report with the chairman's signature to the employee of the Dean's Office immediately upon completion of the exam. Other members of the Commission (the supervisor and reviewer) shall sign the protocol immediately upon resumption of the traditional teaching at the University of Wrocław.

§ 4

1. At the set date of the diploma exam, referred to in § 3 section 7, the chairman of the Exam Commission initiates a videoconference meeting at the MS Teams platform with the members of the Commission and the student, and then the chairman verifies whether cameras and microphones of all members of the commission and the student are turned on.
2. The course of the exam is recorded (art. 63 section 4 of the Act of 16th April 2020 on specific support instruments related to spread of SARS-CoV-2 virus) within the MS Teams service and stored with the team established for the purpose of the specific exam. The chairman informs all those in attendance of the recording and obtains their consent to the recording. The chairman is responsible for recording of the entire process and upon completion of the Commission's meeting, the chairman contacts immediately the IT Section by sending an e-mail to wns.si@uwr.edu.pl with a notification that the recording needs to be archived.
3. When the MS Teams videoconference starts, the chairman verifies identity of the student.
4. Before the exam itself starts, the chairman of the Exam Commission explains to the student technical and material issues related to the exam (during the exam, the student is not allowed to use support of any applications, materials helping them in answering questions or any assistance of third parties), as well as potential consequences of an interruption of the videoconference (lost connection) before its completion.
5. The chairman of the commission should ensure and specify conditions of the student's unassisted answering to the exam questions.
6. If the student violates the rules set out by the chairman of the Exam Commission, the exam shall be cancelled. The chairman reports such situations to the Vice-Dean for Education so that the Vice-Dean can take relevant disciplinary steps.
7. If during the exam, connection between members of the Exam Commission or between the Commission and the student taking the exam is lost, the chairman of the Exam Commission consults members of the Commission and decides whether the course of the exam before such interruption allows for assessment and determines to:
 - 1) finish the exam and grade it,
or
 - 2) continue the exam when the connection is resumed and ask new questions,
or
 - 3) that the exam must be repeated.
8. Connection loss, interruption of the exam and decision to organise it again should be noted in the protocol of the diploma exam.
9. Before the end of the exam, the chairman notifies the student about the date and form of announcement of the exam result (e.g. by re-connection between the student and the commission upon completion of its confidential discussion).

§5

1. If a student is not able to take the exam at the date set as in § 3 section 7, they notify immediately the Vice-Dean for Education by sending an application for a new date of the exam along with the relevant justification document from the student's university account (student ID no.@uwr.edu.pl). Such an application should be submitted before the date of the diploma exam or immediately after the occurrence of the reason making it impossible for the student to keep the set date.
2. The Vice-Dean for Education decides about the new date and form of the exam.

§ 6

If the student fails the exam held online, the retake exam is held in a traditional form after resumption of traditional teaching at the University of Wrocław or online during the suspension of traditional teaching, at the student's request.

§ 7

1. After the diploma exam is held, the chairman of the Commission immediately prints, fills in and signs the respective protocol and then sends its PDF scan or JPG photo by university e-mail to the employee of the Dean's Office.
2. The chairman of the Exam Commission shall submit the signed protocol at the Dean's Office of the Faculty immediately after resumption of the traditional teaching, notifying the other members of the Commission of the fact.
3. Members of the Exam Commission shall sign the report immediately after receiving information about its submission at the Dean's Office.

§ 8

1. No later than within 7 days before the set date of the exam and after approval of the thesis by the supervisor within APD system, the student who takes the online exam, is obliged to send or submit personally to the Dean's Office (in accordance to all safety procedures) a single copy of the thesis along with all attachments (the thesis printed in duplex on A4 pages from the APD system, including the certification no. generated by the APD system, font size no larger than 12, line spacing no larger than 1.2), bound in thin carton with purple-coloured spine.
2. Together with the printed thesis as referred to in section 1, the student submits declaration of their original authorship of the thesis (the declaration must be signed and permanently joined to the thesis) and confirms that the content of the printed thesis is consistent with the electronic version entered in the APD system by signing a relevant declaration. The form of the declaration on the original authorship of the thesis is in [Attachment No. 2](#).

§ 9

1. The Vice-Dean for Education has the right to construe provisions of the present circular concerning holding and organisation of final exam by means of distance teaching at the Faculty of Social Sciences of the University of Wrocław. Other decisions are included in the Resolution no. 94/2019 of the Senate of the University of Wrocław of the 22nd May 2019 concerning on the Rules and Regulations of studies at the University of Wrocław.
2. Provisions covered by the present circular come to force on the day of its announcement.

Attachment No. 1

Wrocław, on the

Name and surname of the student:

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Student ID:

Main field of study:

First- / Second-cycle studies

Thesis supervisor:

**Vice-Dean for Education of the Faculty of Social Sciences
dr hab. Jacek Zieliński**

Application for authorisation of a final exam held by means of distance teaching

I hereby apply for authorisation of a final exam held by means of distance teaching.

I confirm that I have access to a computer equipped with a camera and microphone, as well as to an internet connection of relevant bandwidth, allowing me to participate in videoconferences (inbound bandwidth of at least 4 Mb/s and outbound bandwidth of 128 kb/s, optimally 8 Mb/s and 1 Mb/s), as well as access to MS Teams within the MS Office 365 for the University of Wrocław.

I confirm that I know how to use MS Teams software.

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Student's signature

Decision of the thesis supervisor regarding the diploma exam to be held online:

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Subject of the thesis:

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Members of the Exam Commission:

1. Chairman:

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2. Thesis supervisor:

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3. Reviewer:

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Exam date (date and time):

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(Signature of the supervisor)

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Decision and signature of the Vice-Dean

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(full name)

.....
(current correspondence address)

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(e-mail address)

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Faculty

.....
(field of studies)

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(cycle and form of studies)

(student ID)

AUTHORSHIP DECLARATION

I the undersigned

....., student of the

Faculty

field of studies:

declare that the diploma thesis titled:

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- is my original work and does not infringe any copyright as defined by the Act of 4th February 1994 on copyright and related rights (consolidated text: Journal of Laws of 2018, item 1191) or other legally protected personal rights;
- contains no data or information obtained against the law;
- has never been previously a subject of any official procedure concerning granting of a university diploma or professional title;
- the content of the thesis attached in the electronic version in the APD system is identical to the printed version.

I agree for my thesis to be

- available for other users for scientific and teaching purposes:

☐

YES

☐

NO

Wroclaw,

(yyyy - mm - dd)

.....

(legible signature of the author of the thesis)