

Appendix No. 2 to Regulation No. 8/2021 of the Rector of the University of Rzeszów of January 25, 2021 on the principles of verifying achieved learning outcomes specified in the study program and conducting the diploma examination using electronic means of communication

RULES APPLYING TO CONDUCTING THE DIPLOMA EXAMINATIONS USING ELECTRONIC COMMUNICATION MEANS (REMOTE FORM)

1. Only the MS Teams application as part of the Office 365 service provided by UR is used to conduct the diploma examinations remotely, ensuring:
 - 1) real-time transmission of the diploma examination between its participants,
 - 2) multilateral communication in real time, whereby participants of the diploma examination may express their opinions during the course of the examination, with the necessary safety rules.
2. The diploma examination may be conducted remotely, provided that both the student taking the examination and all members of the commission have the technical possibility to participate in the examination remotely, taking into account the principles referred to in point 1 above.
3. The chairman of the examination committee creates a meeting - the diploma examination (name, surname, student's album number) on the MS Teams platform, to which he invites the other members of the commission and the student. Each participant of the exam confirms the received invitation using MS Teams.
4. The dean's office employee prepares the diploma examination protocol in electronic form and sends it to the chairman of the commission via the university e-mail account.
5. The chairman of the commission controls the course of the diploma examination.
6. Before starting the diploma examination, the applicant's identity should be verified. It is unacceptable to request from students to send scans of identity documents or student ID earlier.
7. Before taking the exam, the student is obliged to prepare the room where he or she will be taking the exam in such a way that no other person will be there, no other multimedia devices (in particular phones, tablets, etc.) with the exception of the device through which he will participate in the exam.
8. The student is obliged to be ready at the device through which he / she will participate in the examination, 10 minutes before the scheduled time of the examination start. Standby means having electronic means of communication operational, including the correct application.

9. During the exam, the student is required to provide audio and video (it is not allowed to turn off the camera and turn off or mute the microphone) and be constantly in the camera frame. At the request of the organizer, the student should provide the screen of his device, provided that the IT technology used provides such functionality. In case of doubts regarding the course of the examination, the organizer has the right to verify the conditions of the room in which the student is staying. The examination should respect academic culture.

10. The chairperson informs the student about the rules of conducting the diploma examination.

11. If the connection is interrupted during the examination, the chairman of the examination committee decides, in consultation with the other members of the examination committee, whether the course of the examination until the connection is terminated allows the student to assess whether the examination should be continued after communication is restored or whether another examination date should be set.

12. The chairman of the examination board records the loss of connection, interruption of the examination and the decision to repeat it in the protocol of the diploma examination.

13. The chairman of the examination board draws up a report of the conducted diploma examination, and the signed one submits it to the college dean's office within 3 days of the examination, to be signed by other members of the examination board.

14. After conducting the diploma examination in a remote form, the chairman and members of the examination board are obliged to terminate their work with the electronic means of communication through which the examination was conducted.

15. The detailed organization of diploma examinations not covered by the Regulations of Studies at the University of Rzeszów and these rules will be determined by the Dean of the College.