

**Announcement no. 5/2021
of the Dean of the Faculty of Letters of the University of Wrocław
of 28 April 2021**

**on
the manner of administering diploma examinations in the remote form at the Faculty
of Letters of the University of Wrocław from 1 June 2021 to 31 October 2021**

Pursuant to *Regulation no. 16/2021 of the Rector of the University of Wrocław of 29 January 2021 on the conditions of organising teaching in the academic year 2020/2021 at the University of Wrocław* and considering the changes introduced by *Regulation no. 49/2021 of the Rector of the University of Wrocław of 13 April 2021 amending Regulation no. 16/2021 of the Rector of the University of Wrocław of 29 January 2021 on the conditions of organising teaching in the academic year 2020/2021 at the University of Wrocław*, *Announcement of the Rector of the University of Wrocław of 20 December 2020 on organising teaching and other activities at the University of Wrocław in the time of the increased number of SARS-CoV-2 infections* and *Announcement no. 14/2021 of the Rector of the University of Wrocław of 29 January 2021 on organising teaching and other activities in the summer semester of the academic year 2020/2021*, I hereby establish the following manner of administering diploma examinations at the Faculty of Letters in the remote form from 1 June 2021 to 31 October 2021:

1. The examination may be administered in the remote form using information technology (MS Teams) which allows controlling the course of the examination and recording it.
2. The examination may be recorded by the examination board chairperson or a person appointed by him/her. The examination board chairperson shall inform the student and all board members of the commencement of the recording. The recording may start provided that all examination participants agree to this.
3. The electronic report of the diploma examination administered remotely is prepared on the basis of the administered examination or on the basis of the recording if the examination was recorded.
4. The recording of the course of the diploma examination is stored by the examination board chairperson or a person appointed by him/her until the diploma of completing the studies is issued, however, no later than thirty days from the date of the examination, after which the recording is deleted. The examination board chairperson or a person appointed by him/her creates a team ("other" team category) on the MS Teams platform, maintaining the default privacy settings when creating the team.
5. The examination board chairperson or a person appointed by him/her adds the thesis supervisor and reviewer to the team. On the agreed date of the defence, the chairperson of the examination board or the person appointed by him/her initiates a video call that the other members of the examination board should attend.
6. Once the connection has begun, the examination board chairperson or a person appointed by him/her invites to a video conference the student, who should not be included in the team but should only participate in the conversation.
7. At the end of the public part of the defence, the examination board chairperson asks the student to leave the video conference. The recording is stopped.
8. The examination board shall conduct a closed meeting without the student present at the meeting and with the recording turned off.
9. Upon completing the closed part of the examination, *i.e.* after the partial grades for the thesis and diploma examination have been agreed and the diploma grade has been established, the examination board chairperson or a person appointed by him/her will again invite the student to the video conference. The results of the defence are announced and the defence is officially concluded. Once the examination has been concluded, the student leaves the video conference. The examination board chairperson enters the relevant data in the diploma examination report available in the APD system and approves the report.
10. When, due to technical reasons, it is not possible to administer the examination in the remote form, the student should be allowed to retake the examination in the remote form or take the examination on the university's premises. If another remote examination may not be administered for technical reasons, the examination on the university's premises will be scheduled. At the examiner's request, the dean specifies the manner, place, and

time of administering the examination on the university's premises while observing the principles of the epidemic regime (the examination on the university's premises).

11. The Dean of the Faculty of Letters allows for the possibility of administering the diploma examination on the university's premises provided that all examination participants agree to it. The director of the institute/head of the chair is responsible for the appropriate organisation of diploma examinations in the institute/chair, observing the principles of the epidemic regime.
12. Announcement no. 6/2020 of the Dean of the Faculty of Letters of 22 May 2020 on the manner of administering tests, examinations and diploma examinations at the Faculty of Letters of the University of Wrocław, Announcement no. 9/2020 of the Dean of the Faculty of Letters of 1 June 2020 amending Announcement no. 6/2020 of the Dean of the Faculty of Letters on the manner of administering tests, examinations and diploma examinations in the remote form at the Faculty of Letters of the University of Wrocław and Announcement no. 10/2020 of the Dean of the Faculty of Letters of the University of Wrocław of 26 June 2020 amending Announcements no. 6/2020 and no. 9/2020 of the Dean of the Faculty of Letters on the manner of administering tests, examinations and diploma examinations in the remote form at the Faculty of Letters of the University of Wrocław expire.

Dean of the Faculty of Letters

A handwritten signature in blue ink, appearing to read 'A. Lewicki'.

**dr hab. Arkadiusz Lewicki,
professor of the University of
Wrocław**