



**Regulation No. 59/2020**  
**of the Rector of the University of Opole**  
of May 27, 2020

**on special rules for conducting diploma examinations outside the seat  
of the university using IT tools**

Pursuant to **Article 23(1)**, in connection with **Article 76a** of the Act of 20 July 2018 - *Law on Higher Education and Science* (Journal of Laws of 2020, item 85 as amended) and **Section 13(3)** of the *Statute of the University of Opole* (Resolution No. 253/2016-2020 of the Senate of the University of Opole of 16 April 2020), I order the following:

**§ 1**

1. This regulation defines special rules for conducting diploma examinations outside the seat of the University (in a remote mode) with the use of IT tools ensuring control over their progress and its recording, in connection with preventing, combating and counteracting COVID-19 among employees, students, doctoral students of the University of Opole.
2. The rules referred to in section 1(1) shall apply to the conduct of diploma examinations in the academic year 2019/2020, within:
  - 1) first-cycle studies;
  - 2) second-cycle studies;
  - 3) long-cycle studies.
3. The term "diploma examination" should be understood as the verification of the achieved learning outcomes conducted outside the seat of the university (University of Opole) with the use of IT tools ensuring control over its progress, and its recording.

**§ 2**

1. In the period referred to in section 1(2)), it is allowed to conduct the diploma examination using IT tools ensuring control over its progress, and its recording.
2. The diploma examination may be conducted in the manner referred to in section 2(1) at the request of the student, the supervisor, or the head of the diploma examination board, with the authorization of the Dean.
3. The diploma examination shall be conducted using the Microsoft Teams platform.
4. In exceptional cases, the Dean may agree to conduct the diploma examination using a different IT tool that will ensure control over its progress, and its recording.
5. The diploma examination shall be conducted under the condition that the examination board and the student have simultaneous access to the IT tool referred to in 2(1), allowing for a real-time, two-way audio-video transmission.

### **§ 3**

1. The application referred to in section 2(2) must be submitted to the Dean not later than 14 days before the date of the diploma examination, or on the day on which the date of the diploma examination is set, to the email address of the appropriate Dean's office.
2. A template of the application referred to in section 3)1) is attached as Appendix 1 to this Regulation.
3. The application referred to in section 3 (1), should be submitted via the university email domain (@uni.opole.pl).

### **§ 4**

1. Students who take the diploma examination in the manner referred to in section 2(1) shall be required to:
  - 1) have equipment with a camera and microphone enabling two-way audio-video transmission, and access to the Internet;
  - 2) log in to the Microsoft Teams application using the e-mail account in the domain @uni.opole.pl, or @office365.com - identification with the album number;
  - 3) allow the examination board to verify their identity by making their photo available in the USOSweb system or by showing their student ID card using the information technology;
  - 4) have a camera constantly running and pointing straight at them during the diploma examination, enabling two-way audio-video transmission;
  - 5) show the view of the room in which they are located, upon request of the examination board.
2. In exceptional circumstances, the Dean may agree to exempt a student from the obligation referred to in section 4(1).
3. In the case referred to in section 4(2), the Dean is required to provide a student with a room in the faculty building with equipment fitted with a camera and microphone for two-way audio-video transmission, and Internet access so that the diploma examination can be conducted.
4. The examination board which carries out the diploma exam is required to:
  - 1) verify the identity of the student using the methods referred to in section 4(1)(3);
  - 2) inform the student about the result of the diploma exam;
  - 3) submit the recording of the diploma exam to the Dean's office.
5. Before the diploma exam, the examination board informs a student on its course, explains the concerns associated with it and presents the consequences of interruption of the diploma exam, referred to in section 6.

### **§ 5**

The Dean's Office shall notify the student, the supervisor, and the members of the examination board of the date of the diploma examination at least 7 days prior to its scheduled date.

### **§ 6**

1. In the case of a connection breakdown during the diploma examination or other circumstances preventing monitoring or registering the diploma examination, the head of the examination board may:

- 1) reconnect with the student and continue the diploma examination;
- 2) terminate and repeat the diploma examination on the same day, after the re-connection with the student, or at another possibly the earliest date.
2. In the event of any irregularities in the course of the diploma examination, the head of the examination board is entitled to order the discontinuation of the diploma examination.
3. In the event of the student obtaining an unsatisfactory grade from the diploma examination conducted in the manner referred to in section 2(1), the make-up diploma examination shall be conducted in the traditional (face-to-face) manner.
4. Loss of connection, interruption of the diploma examination, decision to repeat the diploma examination, and any other circumstances related thereto, shall be recorded by the head of the examination board in the minutes of the diploma examination.

### **§ 7**

1. Supervision over the proper conduct of diploma examinations in the manner referred to in section 2(1), with respect to diploma examinations for first-cycle, second-cycle, and long-cycle programmes, is exercised by the Dean.
2. As part of the supervision referred to in section 7(1), the Dean is required to monitor the process of conducting diploma examinations, and in particular the manner in which they are arranged and conducted.
3. The Dean keeps records of diploma examinations and documentation confirming their completion. The Dean shall determine the dates and manner in which the above obligation is to be fulfilled.

### **§ 8**

In matters not covered herein, refer to:

- 1) Study Regulations of the University of Opole, attached to Resolution No. 186/2016-2020 of the Senate of the University of Opole of 25 April 2019;
- 2) Regulation No. 1/2016 of the Rector of the University of Opole of 15 January 2016 on principles of preparing and archiving theses (master's, bachelor's and engineering) at the University of Opole.

### **§ 9**

Regulation shall enter into force on the day of signature.

*Rector of the University of Opole*

*Prof. Dr habil. Marek Masnyk*

Opole, (date) .....

**APPLICANT:**

.....  
Name and surname

.....  
Study programme/album number  
(if applicant is student)

.....  
Function in the Board  
(if applicant is supervisor or head of board)

.....  
Phone number/e-mail

**DEAN OF THE FACULTY**

.....

**APPLICATION**  
**FOR THE DIPLOMA EXAMINATION TO BE CONDUCTED USING IT TOOLS**  
**ENSURING THE MONITORING AND RECORDING OF ITS PROGRESS**

Pursuant to **section 2(1) and (2)** of the Regulation No 59/2020 of the Rector of the University of Opole of 27 May 2020 *on special rules for conducting diploma examinations outside the seat of the university with the use of IT tools*, I apply for conducting the diploma examination with the use of IT tools ensuring control over its progress, and its recording:

1. **Title of the diploma thesis:** \_\_\_\_\_  
\_\_\_\_\_

2. **Supervisor/Student** (depending on who the applicant is):  
\_\_\_\_\_

.....  
*Applicant's signature*