



**Regulation No. 59/2020
of the Rector of the University of Opole
of May 27, 2020,
as amended on May 11, 2021**

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

Pursuant to **Article 23(1)** and **Art. 76(a)** of the Act of 20 July 2018 - *Law on Higher Education and Science* (Journal of Laws of 2021, item 478 as amended) and **Art. 13(3)** of the *Statute of the University of Opole* (Resolution No. 32/2020-2024 of the Senate of the University of Opole of 30 March 2021), Rector of the University of Opole orders as follows:

§ 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 information technology ensuring control of 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 2020/2021, within:
 - 1) first-cycle studies;
 - 2) second-cycle studies;
 - 3) long-cycle studies.¹
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 of 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 information technology ensuring control of its progress and its recording.
2. The diploma examination, in the manner referred to in 2{1}, may be conducted at the request of the student, the supervisor, or the head of the diploma examination board, with the authorization of the Dean.

¹ As amended by section 1(1)(1)(a) of Regulation No. 77/221 of the Rector of the University of Opole of May 11, 2021 on amending and issuing the consolidated text of Regulation No. 59/2020 of the Rector of the University of Opole on special rules for conducting diploma examinations outside the seat of the university using IT tools.

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 other information technology that will ensure control of 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 information technology referred to in section 2(1), allowing for real two-way audio-video transmission.
6. In the case of conducting diploma examinations in direct contact, conducting diploma examinations takes place in compliance with the sanitary regime and safety conditions binding at the University of Opole. Within the framework of the aforementioned obligation, the detailed guidelines on organisational rules of conducting classes at the University of Opole introduced as Appendix No. 2 to the Regulation No. 52/2020 of the Rector of the University of Opole of May 19, 2020 on specific rules for conducting classes with the use of distance learning methods and techniques.²

§ 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. The application should be submitted together with a declaration of consent for processing personal data and the image during the diploma examination outside the seat of the university with the use of IT tools.³
2. Templates of the application and declaration referred to in section 3(1) are attached as Appendices No. 1 and 2 to this Regulation respectively. The application referred to in section 3(1) should be submitted using the university email domain (@uni.opole.pl).⁴
3. The application referred to in paragraph 1, should be submitted via the university email (@uni.opole.pl) domain.⁵

§ 4

1. The student who takes 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 student number;

² As amended by section 1(1)(2)(a) of Regulation No. 77/221 of the Rector of the University of Opole of May 11, 2021 on amending and issuing the consolidated text of Regulation No. 59/2020 of the Rector of the University of Opole on special rules for conducting diploma examinations outside the seat of the university using IT tools.

³ As amended by section 1(1)(1)(a) of Regulation No. 65/2020 of the Rector of the University of Opole of June 18, 2020 on amending and issuing the consolidated text of Regulation No. 59/2020 of the Rector of the University of Opole on special rules for conducting diploma examinations outside the seat of the university using IT tools.

⁴ As amended by section 1(1)(1)(b) of Regulation No. 65/2020 of the Rector of the University of Opole of June 18, 2020 on amending and issuing the consolidated text of Regulation No. 59/2020 of the Rector of the University of Opole on special rules for conducting diploma examinations outside the seat of the university using IT tools.

⁵ As amended by section 1(1)(1)(c) of Regulation No. 65/2020 of the Rector of the University of Opole of June 18, 2020 on amending and issuing the consolidated text of Regulation No. 59/2020 of the Rector of the University of Opole on special rules for conducting diploma examinations outside the seat of the university using IT tools.

- 3) allow the examination board to verify their identity by making their photo available in the USOSweb platform or showing a student ID card using the information technology;
 - 4) have a camera constantly running and pointing straight at him/her during the diploma examination, enabling two-way audio-video transmission;
 - 5) show the view of the room in which he/she is 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)(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 the diploma exam to the Dean's office.
 5. Before the diploma exam, the examination board informs the 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 break in connection with the student 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's office 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) Rules of Study at the University of Opole, attached to Resolution No. 186/2016-2020 Senate of the University of Opole on 25 April 2019;
- 2) Regulation No. 1/2016 of the Rector of the University of Opole of 15 January 2016
principles of preparing and archiving diploma theses (master's, bachelor's and engineer's theses) at the University of Opole.

§ 9

This Regulation shall enter into force on the day of signature.

Rector of the University of Opole

Prof. Dr habil. Marek Masnyk