



**Arrangements related to conducting diploma examinations
at the Faculty of Electronics and Information Technology in winter semester 2020/2021**

1. Arrangements related to conducting diploma examinations at first-cycle studies and second-cycle studies.
2. Diploma examinations shall be conducted remotely or in justified cases on the premises of the University according to arranged schedule.
3. Students and other individuals who are in the process of resumption of study should communicate and exchange emails using mailbox in University domain **@pw.edu.pl**.
4. All the steps the student is obliged to follow before being admitted to the diploma examination also apply to those individuals who are in the process of resumption of study .
5. In case the diploma examination is conducted remotely the rules of preparing and conducting the diploma examination included in Attachment no 1 and WUT Rector's Ordinance no 99/2020 are applicable.
6. In case the diploma examination is conducted on the premises of the University the rules of preparing and conducting the diploma examination included in Attachment no 2 is applicable.

Piotr Firek
Vice-Dean for Academic Affairs
Faculty of Electronics and Information Technology

¹ Forms are available on the FE@IT web in the following section: Studies → Forms



ATTACHMENT NO 1

Description of preparing and conducting the diploma examination in remote mode:

- a.** Student is awarded a positive grade from the thesis supervisor in an email exchange.
- b.** Student sends an email to the Institute Secretariat containing link to the folder on the OneDrive WUT disk (<https://wutwaw-my.sharepoint.com/>) with the following documents¹ on it:
 - i. a thesis PDF file
 - ii. positive grade from the thesis supervisor (ex. in an email message),
 - iii. a scan of a filled and signed annex no. 19 to the WUT Rector Ordinance no. 28/2016,
 - iv. a scan of filled and signed annex no. 2 to the WUT Rector Ordinance no. 97/2019,
 - v. in case the diploma examination is conducted remotely a scan of filled and signed annex no. 2 to the WUT Rector Ordinance no. 26/2020,
 - vi. a scan of filled and signed statement with information regarding the preparation of diploma supplement,
 - vii. a scan of filled and signed form with the personal details to appear in the diploma,
 - viii. optional: a scan of filled and signed request for a additional copy of the diploma translated to other language as well as a copy of supplement translated into English,
 - ix. in case the individual is in the process of resumption of study – a scan of the resumption card form.
- c.** Student is obliged to keep all the originals of the documents which in a scanned form are in the folder on the OneDrive WUT disc. After verification and acceptance by Diploma Institute Director the student is obliged to contact the Dean's Office to agree the way of documents submitting.
- d.** Institute Director in coordination with the Dean during the process of preparing the diploma examination takes care of:
 - i. verification of received documents,
 - ii. preparing the decision of admission to the diploma examination,
 - iii. checking if the requirements laid down in the educational programme have been fulfilled,
 - iv. initiating the process of submitting the diploma thesis in APD – Archive of WUT Diploma Thesis,
 - v. setting up an examination board and appointing the thesis reviewer,
 - vi. scheduling a date for the diploma examination,
 - vii. informing the student about all the arrangements related to the diploma examination.
- e.** Institute Director in coordination with the Dean after the diploma examination takes care of:
 - i. completing all the documentation related to the particular diploma examination,
 - ii. putting covers on one copy of the diploma thesis for archiving.

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ATTACHMENT NO 2

Description of preparing and conducting the diploma examination on the premises of the University:

- For the room in which the diploma examination is scheduled to be conducted there is a set of Regulations prepared according to the WUT Rector Ordinance no. 104/2020.
- It is allowed for a member of the Examination Board to participate in the diploma examination remotely.

a. Student is awarded a positive grade from the thesis supervisor in an email exchange.

b. Student sends an email to the Institute Secretariat containing link to the folder on the OneDrive WUT disk (<https://wutwaw-my.sharepoint.com/>) with the following documents¹ on it:

- i. a thesis PDF file
- ii. positive grade from the thesis supervisor (ex. in a email message),
- iii. a scan of a filled and signed annex no. 19 to the WUT Rector Ordinance no. 28/2016,
- iv. a scan of filled and signed annex no. 2 to the WUT Rector Ordinance no. 97/2019,
- v. in case the diploma examination is conducted remotely a scan of filled and signed annex no. 2 to the WUT Rector Ordinance no. 26/2020,
- vi. a scan of filled and signed statement with information regarding the preparation of diploma supplement,
- vii. a scan of filled and signed form with the personal details to appear in the diploma,
- viii. optional: a scan of filled and signed request for a additional copy of the diploma translated to other language as well as a copy of supplement translated into English,
- ix. completed and signed declaration of consent to participate in the diploma exam ,
- x. in case the individual is in the process of resumption of study – a scan of the resumption card form.

c. Student is obliged to keep all the originals of the documents which in a scanned form are in the folder on the OneDrive WUT disc. After verification and acceptance by Diploma Institute Director the student is obliged to contact the Dean's Office to agree the way of documents submitting.

d. Institute Director in coordination with the Dean during the process of preparing the diploma examination takes care of:

- i. verification of received documents,
- ii. preparing the decision of admission to the diploma examination,
- iii. checking if the requirements laid down in the educational programme have been fulfilled,
- iv. initiating the process of submitting the diploma thesis in APD – Archive of WUT Diploma Thesis,
- v. setting up an examination board and appointing the thesis reviewer,
- vi. scheduling a date for the diploma examination,
- vii. informing the student about all the arrangements related to the diploma examination.

e. Before the diploma examination the student is obliged to:

- i. submit in the Students Office the originals of the documents which in a scanned form are uploaded on the OneDrive WUT disc as well as photos for the diploma (3,5 x 4,5 cm),
- ii. submit in the Institute Secretariat one copy of a printed diploma thesis
- iii. receive two sets of diploma thesis covers.

f. On the day of the diploma examination the student comes to the Students Office at least one hour before the scheduled time of the examination. Not earlier though than two hours before.

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- g.** After the diploma examination is finished the student leaves the Faculty premises without unnecessary delay.
- h.** Institute Director in coordination with the Dean after the diploma examination takes care of:
 - i.** Completing all the documentation related to the particular diploma examination including all required signatures of the participants,
 - ii.** Putting covers on one copy of the diploma thesis for archiving