

Regulation No. 79
of the Rector of the University of Lodz
of 13 January 2021

on: rules of conducting diploma examinations at the University of Lodz by using the means of electronic communication

Pursuant to: Article 23(1) and 23(2)(2) as well as Article 76a(3) of the Act of 20 July 2018 – Law on Higher Education and Science (consolidated text, Journal of Laws of 2020, item 85, as amended) in conjunction with Section (§) 25.2.2 of the UL Statute approved by the Resolution no. 440 of UL Senate of 27 May 2019 (as amended), I hereby resolve as follows:

§ 1

[Glossary]

Wherever the hereby Regulation refers to:

- 1) “online diploma examination” - it shall be understood as Master’s degree and Bachelor’s degree diploma examination conducted outside the premises of the University or outside its branch by using the means of electronic communication in particular allowing real-time transmission of the diploma examination during which the participants may conduct their speeches as a part of ongoing the examination;
- 2) “the Rules of Study” – it shall be understood as the Resolution of the Senate of the UL no. 449 of 14 June 2019 on the approval of the Rules of Study at the University of Lodz (as amended);
- 3) “the University” – it shall be understood as the University of Lodz.

§ 2

[Subject matter of the Regulation]

1. The subject matter of the hereby Regulation is the mode and rules of conducting diploma examinations outside the premises of the University or outside its branch by using the means of electronic communication allowing in particular:
 - 1) real-time transmission of diploma examination between its participants,

- 2) multilateral real-time communication during which the participants of the diploma examination may conduct their speeches as a part of the ongoing examination.
2. For the matters not covered herein the Rules of Study with complementary resolutions of Councils of appropriate UL Faculties shall apply to online diploma examinations.

§ 3

[Requirements concerning the form of online diploma examinations]

1. Online diploma examinations may be conducted using the means of electronic communication including MS Teams. At the request of the Dean the appropriate UL Vice-Rector for Research may agree to conduct the diploma examinations by the use of other equivalent software allowing real-time transmission of the diploma examination.
2. The Dean shall provide students who have no access to the means of electronic communication with a room equipped in devices allowing conduction of the online diploma examination in the premises of the Faculty. During the diploma examination in the room, in addition to the student, one member of the examination committee may be present. The room must be adequately protected against the epidemiological threat.
3. The condition for conducting an online diploma examination is the access to IT devices that support Microsoft Teams tools or – on the consent of the appropriate UL Vice-Rector for Research – other equivalent tools allowing two-way *audio* and *video* transmission in real time, made available to examination committee members and the student.
4. Before admission to the examination, the student submits a statement on individual preparation of the diploma thesis/project, and sends it via the APD system. The supervisor of the diploma thesis/project submits a statement on the result of the checking performed under Uniform Anti-Plagiarism System, using the APD system.
5. The (diploma) thesis supervisor requests the employee of the Dean's Office, responsible for the student service, to arrange an online examination two weeks before its date via e-mail. In the request to arrange the diploma examination, the supervisor provides information that allows the employee to generate an examination report. Not later than after 2 working days from submitting the request, the Dean's Office employee starts an electronic document circulation process regarding the online diploma examination report in the Employee Service Portal [Portal Pracownicy] according to the instructions of the University of Lodz IT Center. Members of the examination committee are required to complete and sign, using the UL electronic signature, a report of the online diploma examination within 3 days of its completion. In exceptional situation, when it is not possible for a member of the examination committee to accept the report in the UL Employee's Portal, and at the Dean's reasoned request, the appropriate UL Vice-Rector for Research may agree to another form of acceptance of the online diploma examination report by the member of the examination committee. The report, after being signed, is forwarded to the task list to the Dean's Office employee who started the process. The

Dean's Office employee enters the required data into the USOS system and closes the electronic document circulation process regarding the online diploma examination report.

6. Before commencing the online diploma examination, the (diploma) thesis supervisor is obliged to check the student's identity and confirm he/she does not have the opportunity to communicate with third parties or unauthorized materials that limit his/her independence during the examination.
7. During the online diploma examination, on the request of the Examination Committee Chairperson, the student is obliged to turn on the camera in order to share the image of the room in which he/she is located as well as the screen of his/her computer. Failure to follow the instructions of the Examination Committee Chairperson may provide grounds for stopping the exam and setting its new date or ending the examination with a negative result. The Dean of the Faculty may decide to increase the number of cameras providing video transmission from the room in which the student resides during the examination. The Dean of the Faculty may decide to increase the number of cameras providing *video* transmission from the room in which the student is present during the examination.
8. If the *audio/video* transmission is interrupted during the examination between the examination committee members and the student, the Examination Committee may decide to set a different date for the diploma examination or decide about ending the examination with a negative result.

§ 4

The procedure of drafting online diploma examination report in the Employee Service Portal of UL [Portal Pracowniczy] specified herein may apply to diploma examinations conducted in-person in the premises of the University on the Dean's consent.

§ 5

[Entry into force]

1. The University of Lodz Rector's Regulation No. 116 of 28 April 2020 concerning: the specific mode of administering diploma exams in the University of Lodz using information technology tools that secure control over study effects verification process, and its recording, in the period of suspension or limitation of the university's activity under the SARS-CoV-2 epidemic threat (as amended) is repealed.
2. The hereby Regulation enters into force on the day of signing.

Rector
of the University of Lodz

Prof. dr hab. Elżbieta Żądzińska