**Procedure for the organisation of on-campus diploma examinations**

1. **Requirements for the organisation of on-campus diploma examinations**
2. On-campus diploma examinations shall be held, as a rule, before a diploma examination board, hereinafter referred to as “the board”, appointed by the Dean in accordance with the Regulations for Degree Programmes at Wrocław University of Science and Technology.
3. Members of the board during the examination should stay in the room where the examinations will be held.
4. The correct and safe conduct of the on-campus diploma examinations is supervised by the dean.
5. **Admission and dates of the on-campus diploma examination**
6. A student may be admitted to the on-campus diploma examination if he/she has fulfilled all the requirements laid down in § 37 section 1 of the Regulations for Degree Programmes at Wrocław University of Science and Technology, i.e.:
	1. he/she has completed the study programme (§ 36 sec. 2 of the Regulations for Degree Programmes at Wrocław University of Science and Technology),
	2. he/she has obtained a positive grade for the diploma thesis (§ 35 sec. 15-17 of the Regulations at Wrocław University of Science and Technology),
	3. he/she has submitted all the documents required by the dean.
7. The date for the on-campus diploma examination may be set once all the required documents have been submitted to the Dean’s Office.
8. When setting the date for the diploma examination, the student and the members of the board must be notified in advance (at least seven calendar days before the date of the examination) to the e-mail address registered in the University’s domain of the details concerning the date and time of such examination.
9. The student should be informed about the technical aspects related to the participation and course of the on-campus diploma examination (in the form of short instructions or information), and the student is obliged to familiarise himself/herself with them and comply with the indicated requirements before the scheduled date of the diploma examination. Such information should be sent to his/her e-mail address or announced on the faculty website.
10. **Submission of the thesis and required documents**
11. Prior to taking the diploma examination, the diploma thesis should be subjected to the procedure of verification by the Uniform Anti-Plagiarism System (Polish: Jednolity System Antyplagiatowy, JSA), in accordance with separate regulations.
12. Where a signature is required on a document, it may be provided electronically. In that case, such a document must be signed with a qualified electronic signature or a trusted signature.
13. If it is not possible to put an electronic signature to a document in the above manner, the document should be printed out and signed in person, and the scan of the document should be sent to the Dean’s Office e-mail address as indicated by the Dean, while the paper copy of the document should be sent by post or courier to the address of the Dean’s Office or submitted to the designated place at the University, if such a possibility exists.
14. Documents signed in the manner referred to in sec. 2, as well as those sent electronically (sec. 3), must be printed out and attached to the student’s personal file folder.
15. The Dean may decide that, in order to set a date for the on-campus diploma examination, all the aforementioned documents required of the student and necessary for the preparation and awarding of the diploma should also be sent by post or courier to the address of the Dean’s Office, or submitted to the designated place at the University, if such a possibility exists. In such a case, in order to facilitate the procedure related to admission and setting the date for the diploma examination:
* the student is obliged to send confirmation to the e-mail address of the Dean’s Office about the dispatching of the required documents,
* the thesis supervisor and reviewer submit to the Dean’s Office the paper signed copies of the opinion together with the JSA report as well as the thesis review.
1. **Course of the on-campus diploma examination**
2. Before commencing the main part of the diploma examination, the student’s identity must be verified on the basis of an identity document or the electronic student ID card (Polish: Elektroniczna Legitymacja Studencka, ELS). If any doubt should arise as to the identity of a student, the examination shall not be conducted about which the chairperson of the board shall immediately inform the student and the dean.
3. The diploma examination is conducted on an individual basis.
4. The board shall draw up the protocol of the diploma examination.
5. If it is necessary to repeat the diploma examination for reasons which are not attributable to the student or a member of the board, the chair of the board shall immediately inform the dean, who shall set a new date for the examination. The examination on the new date is not regarded as a retake examination. In such a situation, a student may apply to have the examination changed to a remote mode.
6. In the event of an excused absence of a student from the on-campus diploma examination or the necessity to repeat the diploma examination, the dean shall decide whether the diploma examination, including the repeated one, shall be conducted in the remote on-line mode or in the on-campus mode.
7. **Protocol of the diploma examination**
8. Immediately after the completion of the on-campus diploma examination, the content of the protocol of the diploma examination must be reviewed, any errors corrected, and signatures put.
9. In order to prepare the diploma of graduation, the completed protocol of the diploma examination shall be promptly submitted by the chair of the board to the designated place at the University.