

**Regulation No 442/2019/2020**  
**Rector of Adam Mickiewicz University, Poznań**  
**20 April 2020**

**Administration and organization of diploma examination during the period of suspension  
of traditional teaching due to the risk of SARS-CoV-2 virus infection**

Pursuant to Article 23 section 2 item 2 of the Act of 20 July 2018 - Law on higher education and science (Journal of Laws of 2020, item 85, consolidated text, as amended) in connection with the Act of 2 March 2020 on special solutions related to the preventing, countering and combating of COVID-19, other infectious diseases and crisis situations caused by them (Journal of Laws of 2020, item 374, as amended) and Regulation No. 431/2019/2020 of the Rector of Adam Mickiewicz University, Poznań of 11 March 2020 on countering the spread of the COVID-19 virus among members of the community of Adam Mickiewicz University, Poznań, Regulation No. 432/2019/2020 of the Rector of Adam Mickiewicz University, Poznań of 15 March 2020 on further actions taken to counteract the spread of the virus causing COVID-19 among members of the community of Adam Mickiewicz University, Poznań and Regulation No. 433/2019/2020 on guidelines for the organization of teaching at Adam Mickiewicz University, Poznań during the period of risk of COVID-19 infection, it is hereby ordered as follows:

**§1**

Terms used in the Regulation shall have the following meaning:

- 1) classes taught in the traditional mode - classes held with the direct participation of academic teachers and students in the seat of the university or outside it;
- 2) APD – Archiwum Prac Dyplomowych [the Archive of Diploma Theses], i.e. the system supporting the process of submitting and archiving diploma theses which is part of the USOS system;
- 3) BOS – Biuro Obsługi Studenta [Student Office] operating at the faculty where a given examination is administered;
- 4) examination - diploma examination;
- 5) JSA – Jednolity System Antyplagiatowy [Uniform Antiplagiarism System], i.e. an anti-plagiarism system providing support for counteracting infringements of the provisions on copyright and related rights, administered and offered to higher education institutions free of charge by the Minister of Science and Higher Education;

- 6) committee – examination committee;
- 7) thesis – diploma thesis;
- 8) supervisor - thesis supervisor;
- 9) reviewer - thesis reviewer;
- 10) Microsoft Teams - Internet cloud based service, containing a set of tools for team work, being part of the Microsoft Office 365 suite;
- 11) USOS – Uniwersytecki System Obsługi Studiów [University Study Support System], i.e. a system supporting documentation of studies at AMU.

## **§2**

The Regulation sets out the procedure for the administration and organization of diploma examinations during the period of suspension of classes taught in the traditional mode at Adam Mickiewicz University, Poznań (AMU) due to the risk of SARS-CoV-2 infection.

## **§3**

1. During the period of suspension of classes taught in the traditional mode at Adam Mickiewicz University, Poznań, the following diploma examination may be organized: diploma examinations, which are oral (viva voce) examinations, and diploma examinations at the following degree programmes: art education in the field of musical arts and art education in the field of visual arts - diploma examinations consisting of a theoretical and artistic part, provided that the form established by the programme councils of these degree programmes and the method adopted to organize and administer diploma examination at these degree programmes is such that both parts of these examinations can be organized and administered in the mode specified in section 2.
2. The examinations referred to in section 1 are organized and administered remotely, i.e. by means of a synchronous contact in which the student and the examination committee participate in the examination at the same time, but are physically present at different locations, by means of an Internet videoconference held via Microsoft Teams.
3. The examinations referred to in paragraph 1 may take place only on condition that both the students taking them and the members of the examination committee are technically able to participate in those examinations remotely in the manner specified in this Regulation.
4. After the resumption of teaching at AMU in the traditional mode, all diploma examinations, including those repeated as a result of their interruption pursuant to the

rules laid down in §8, shall be organized and administered with the direct participation of academic staff and students.

#### §4

1. Examinations organized and administered in the remote mode shall take place at the request of a student sent from his/her student email address ([username@st.amu.edu.pl](mailto:username@st.amu.edu.pl)) submitted to the dean through the supervisor.
2. Having received a student application, the supervisor supplements it with the title of the thesis, information about the thesis supervisor, and the examination date proposed in consultation with the student, and then sends the application by e-mail to the dean. Sending an application by the student's supervisor is tantamount to the approval of the thesis submitted by the student.
3. As soon as the student application has been sent by the supervisor to the dean, the dean instructs BOS to register the thesis in USOS by entering:
  - 1) the title of the thesis in the language in which it was prepared (original language);
  - 2) the name and surname of the supervisor;
  - 3) the name and surname of the reviewer;
  - 4) the composition of the examination committee.
4. After the registration of the thesis by BOS, the student must enter into APD:
  - 1) the title of the thesis in Polish, if it was prepared in a language other than Polish,
  - 2) the title of the thesis in English, if it was prepared in a language other than English,
  - 3) a summary of the thesis in Polish and English and in the original language, if the original language is different from Polish or English,
  - 4) key words in Polish and English and in the original language if the original language is different from Polish or English,
  - 5) an electronic version of the thesis prepared in the form of a single file in pdf format, however, if the thesis contains attachments, the student uploads both the thesis and the attachments into APD as a single archive file (ZIP, RAR, 7Z),
  - 6) a statement that the thesis referred to in §6, section 1, has been written by the student alone and nobody else, in the form of an attachment being a scan of a printed and signed statement in pdf format or a photo in jpg format.
5. After the student has entered the data referred to in section 4 into APD, the supervisor:
  - 1) checks and verifies whether all data are complete and correct, and then approves them in APD;

- 2) enters a request into APD that the thesis be analysed and tested for plagiarism by JSA;
  - 3) if, following the anti-plagiarism test in JSA, the thesis is found to be not plagiarized, the supervisor approves a general report from the anti-plagiarism test in APD;
  - 4) notifies BOS by e-mail that the steps described in items 1-3 have been completed. Immediately after the resumption of teaching in the traditional mode at AMU, the supervisor prints, fills in and signs the general report on the anti-plagiarism test of the thesis generated by JSA and then submits it to BOS.
6. Having received the notification referred to in section 5 item 4, BOS verifies whether all the activities indicated in paragraphs 4 and 5 items 1-3 have been performed correctly.
  7. In the case of a positive result of the validation referred to in section 6, the dean sets a date for the examination, i.e. the exact day and exact time on which and at which the examination should begin. BOS notifies the student and examination committee members of the date of the examination by e-mail.
  8. After receiving notification of the examination date, the chair of the examination committee creates a meeting in the Microsoft Teams calendar entitled "Egzamin dyplomowy [imię, nazwisko i (numer albumu studenta)]" [Diploma Examination [name, surname and (student's ID number)]], to which he invites the student and other examination committee members as required participants. The participants immediately confirm receipt of the invitation via Microsoft Teams.
  9. The supervisor and the reviewer are obliged to fill in and approve in APD the evaluation form which is a review of the thesis. Approval of the review in APD should take place at the latest on the day preceding the examination. Signed reviews should be submitted to BOS immediately after the resumption of traditional classes at Adam Mickiewicz University.
  10. Before the examination, BOS prepares the examination report in USOS, which is sent by e-mail to the chair of the examination committee.
  11. The dean of the Faculty of Pedagogy and Fine Arts in Kalisz may adapt, by way of a regulation, the procedure set out in sections 1-10 to the specifics of the diploma examinations organized and administered in the following degree programmes: artistic education in the field of musical arts and artistic education in the field of visual arts.

## §5

1. Before receiving the higher education diploma, the student who has taken the examination in the remote mode shall send to BOS or submit personally:

- 1) one printed copy of the thesis (as a double-sided printout on A4 size paper, soft bound), which will be archived in the student's personal file folder;
- 2) a statement that the thesis has been written by the student alone and nobody else, a scan or photo of which the students uploaded to APD prior to the examination in accordance with §4 section 4 item 6;
- 3) a statement that the electronic version of the thesis is a true equivalent of its printed version referred to in §6, section 2.

The statements referred to in items 2 and 3 should be signed by the student and permanently attached to the thesis.

2. The student shall print the thesis to be submitted to BOS directly from APD, not earlier than after it has been approved in APD by the supervisor. When a thesis is printed directly from APD, unique control numbers are generated, which are automatically printed on each page of the thesis.

## **§6**

1. The text of the statement that the thesis has been written by the student alone and nobody else is given in Attachment 1 to this Regulation.
2. The text of the statement that the electronic version of the thesis is a true equivalent of the printed version is given in Attachment 2 to this Regulation.
3. By submitting the statement referred to in section 2, a student may give permission to make his/her work available in the reading room of the Archives of Adam Mickiewicz University and to the extent necessary to protect his/her copyright or the rights of third parties.

## **§7**

1. Within the time limit set for the examination, the chair of the examination committee initiates a connection of committee members and the student in Microsoft Teams by means of a video conference held as part of the meeting referred to in §4 section 8, hereinafter referred to as the Connection.
2. Following notification of the Connection and when the student and all members of the examination committee have joined the meeting referred to in §4, section 8, its chair verifies the identity of the student through Microsoft Teams.
3. Before proceeding to the substantive part of the examination, the chair of the examination committee explains to the student the technical issues related to the examination, as well as the consequences of the interruption of the videoconference (loss of connection) before its completion.

4. The chair of the examination committee should check and verify that there it is technically possible to check whether answers to the examination questions have been given by the student alone and nobody else.
5. If the Connection between member of the examination committee or between the examination committee and the student taking the examination is interrupted during the examination, the chair of the examination committee, in consultation with examination committee members, decides whether the examination held until the interruption of the Connection was sufficient for the examination committee to assess the examination and decides:
  - 1) that the examination should be considered complete and asks the examination committee members to award a grade for the examination;
  - or
  - 2) that it is necessary to repeat the examination.
6. The loss of the Connection, interruption of the examination and the decision to repeat the examination shall be recorded in the examination report.
7. Before the end of the examination (Connection), the chair of the examination committee informs the student of the day on which the examination result will be announced and about the manner in which the announcement will be made.

### **§8**

1. If a student cannot take the examination on the date specified in section 7, he/she sends a request for a new date from his/her student e-mail address ([username@st.amu.edu.pl](mailto:username@st.amu.edu.pl)) to BOS before the date of the examination or immediately after the reason for not taking the examination ceases to exist.
2. The dean decides on the new date and mode of the examination.

### **§9**

If a student is awarded an unsatisfactory grade at the examination organized and administered remotely, a second examination shall take place in the traditional mode, after the resumption of traditional classes at Adam Mickiewicz University or, at the student's request, in a remote mode during the period of suspension of classes.

### **§10**

1. Immediately after the examination, the chair of the examination committee shall print, fill in and sign the examination report, and then shall send its scan in pdf format or a photo of the report in jpg format by e-mail to BOS.

2. The signed examination report is submitted by the chair of the examination committee to BOS immediately after the resumption of classes at the seat of the university. The chair of the examination committee also informs all the other members of the examination committee about the submission of the report.
3. The members of the examination committee shall sign the examination report immediately after receiving information about its submission to BOS.

### **§11**

1. The Regulation shall enter into force on the date of its signature and shall remain in force until repealed.
2. In the scope regulated by this Regulation, Regulation No. 281/2018/2019 of the Rector of Adam Mickiewicz University, Poznań of 9 January 2019 on the principles of submitting and archiving diploma theses with the use of the Archive of Diploma Theses (APD) system and a template of the statement that the thesis has been written by the student alone and nobody else and a template of the statement that the electronic version of the diploma thesis is a true equivalent of the printed version is suspended.

**Rector**

**Prof. AMU dr hab. Andrzej Lesicki**