

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

Pursuant to Article 23 Part 1 as well as Article 76a of the Act of 20 July 2018 – Law on Higher Education and Science (Dz. U. – Journal of Laws, 2020, item 85, amended) in connection with Section (§ 25) Part 2 Point 2 of the UL Statute as approved by the Resolution no. 440 of UL Senate dated 27 May 2019 (amended), I hereby resolve as follows:

§ 1

[Glossary]

Whenever this Regulation mentions:

- a) Remote diploma exam – it should be understood as diploma exam (Master's and Bachelor's degree, including Bachelor of Engineering), which are carried out at the University, outside the location of the University or its Branch, using IT tools that secure control over study effects verification process, and enable its recording;
- b) Rules of Study – it should be understood as Resolution of the UL Senate No. 449 of 14 June 2019 (amended), concerning the approval of Rules of Study at the UL;
- c) University – it should be understood as the University of Lodz.

§ 2

[Subject matter of regulation]

1. The subject matter of this regulation is the specific mode of administering diploma examinations in the University of Lodz using information technology tools that secure control over study effects verification process, and its recording.
2. The specific mode, referred to in Part 1, pertains to exams and final assessments carried out at the University in the 2019-2020 academic year, during the period of suspension or limitation of the university's activity under the SARS-CoV-2 epidemic threat.
3. Any matters outside the scope of the present Regulation, may be resolved by the use of the Rules of Study, whose provisions are complemented by Resolutions of Faculty Councils at appropriate UL Faculties.

§ 3

[General formal requirements for remote diploma exams]

1. Remote diploma exams can be carried out using the Microsoft Teams tool. At the request of the dean, the UL Vice-Rector for Education may agree to conduct remote diploma examinations with the use of another equivalent tool that secures control over its conduct and recording. The dean should provide a room, located at appropriate Faculty premises, which is equipped with IT devices that allow remote diploma exams. This room may be used by students who have no access to the Internet or no digital equipment that could enable the conduct of remote diploma exams. In such case, during the diploma exam, there may be one member of the examination committee present in the room, in addition to the student. The room is to be adequately protected against epidemic threats.
2. The condition for carrying out a remote diploma exam is the access to IT devices that support Microsoft Teams tools or – on the consent of Vice-Rector for Education – other equivalent tools allowing two-way audio and video transmission in real time, made available to examination committee members and the student.
3. The condition for admitting a student to a remote diploma exam is the submission of his/her declaration on use of IT devices referred to in Part 2 above. The student submits the declaration to the diploma thesis/project supervisor, via e-mail from his or her student account in the unilodz.eu domain.

4. Before admission to the exam in question, the student submits a statement on independent 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 a remote exam two weeks before its date via e-mail. In the request to arrange the diploma exam, the supervisor provides information that allows the employee to generate an exam report. After 24 hours from submitting request, the Dean's Office employee starts an electronic document circulation process regarding the remote diploma exam in the Employee's Portal according to the instructions of the University of Lodz IT Centre. Members of the examination committee are required to complete and sign, using the UL electronic signature, a report of the remote diploma exam 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 Vice-Rector for Education may agree to another form of acceptance of the remote diploma exam 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 remote diploma exam.
6. Before starting the remote diploma exam, the (diploma) thesis supervisor is responsible for checking the student's identity and confirming that the student does not have the opportunity to communicate with third parties or unauthorized materials that limit his/her independence during the exam.
7. During the remote diploma exam, on the request of the Examination Committee Chairman, the student is obliged to turn the camera in order to share the image of the room in which s/he is located as well as the screen of his/her computer. Failure to follow the instructions of the Examination Committee Chairman may provide grounds for stopping the exam and setting a its new date or ending the exam 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 exam. 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 exam.

8. If the audio/video transmission is interrupted during the exam between the examination committee members and the student, the Examination Committee may decide to set a different date for the diploma exam or give exam a negative result.
9. The diploma exam is recorded. The exam can be registered only by the examination committee member supervising its work. The Examination Committee Supervisor is obliged to submit the recording file to the Dean's office. The Dean's Office employee is obliged to secure the file, only on official equipment, before making it available to third parties. The file is permanently deleted after 6 months from the day of the diploma exam.

§ 4 **[Exceptions]**

1. Examinations and assignments must not use a form or medium that does not provide two-way *audio and video* transmission in real time.

§ 5 **[Entry into force]**

The Regulation enters into force on the day of signing.

Rector of the University of Lodz

Prof. dr hab. Antoni Różalski