

WARSAW UNIVERSITY OF TECHNOLOGY
FACULTY OF AUTOMOTIVE AND CONSTRUCTION MACHINERY ENGINEERING -
SIMR

Regulation No. 3/2020
of the Dean of the SIMR Faculty
of 29 May 2020

on the rules of organizing and conducting diploma exams on first and second degree studies
within the period of limited activity at the University in accordance with preventing the
spread of COVID-19

Pursuant to § 1 par. 2 of the Regulation No. 32/2020 of the WUT Rector of 26 May 2020 on establishing the scope, rules and schedule of the partial resuming of didactic activities at the Warsaw University of Technology and § 1 par. 1 of the Rules of conducting diploma exams remotely, which constitute Appendix No. 1 to the Regulation No. 26/2020 on rules of organizing diploma exams on first and second degree studies conducted remotely, and prolonging the deadlines for submitting diploma theses in the period of limited activity at the University due to prevention of the spread of COVID-19, it is ordered, as follows:

§ 1

1. Until 30 September 2020 in the SIMR Faculty it is possible to conduct diploma exams in a stationary mode in a direct manner (at the premises of SIMR Faculty) as well as in a remote mode, using IT tools ensuring the control of their course and recording.
2. Provisions of par. 1 refer to all forms of education, in all fields of study realized in SIMR Faculty on first and second degree studies.
3. A student chooses a mode of conducting the diploma exam by submitting a declaration, a template of which (together with a translation into English) is available in Appendix No. 1 to the Regulation.

§ 2

1. "Rules of conducting diploma exams in SIMR Faculty in a stationary mode in a direct manner" are ordered, constituting Appendix No. 2 to the Regulation.
2. "Rules of conducting diploma exams in SIMR Faculty in a remote mode" are ordered, constituting Appendix No. 4 to the Regulation.

§ 3

1. Being admitted to diploma exam in a stationary mode in a direct manner is contingent upon choosing the mode in the submitted declaration of choice, which is mentioned in § 1 par. 3, and Student's completing and submitting "Statement of a student taking the diploma exam in a stationary mode in a direct manner", the template of the which, together with an English translation, is established in Appendix No. 3 to the Regulation. Declaration of choice as well as the Statement are included into documentation of the diploma procedure.
2. Being admitted to diploma exam in a remote mode is contingent upon choosing the mode in the submitted declaration of choice which is mentioned in § 1 par. 3, and Student's completing and submitting "Statement of a student taking the diploma exam in a remote mode in a direct manner", the template of the which, together with an English translation, is established in Appendix No. 5 to the Regulation. Declaration of choice as well as the Statement are included into documentation of the diploma procedure.

§ 4

The Regulation shall enter into force on the date of signature.

Dean of the Faculty of Automotive and Construction
Machinery Engineering

prof. dr hab. inż. Stanisław Radkowski



Declaration of choice of the mode of conducting diploma exam

.....
Name and surname

.....
town/city, date

.....
Student record book number

Field of study:

Specialization:

Faculty of Automotive and Construction Machinery Engineering

Full time/extramural study, first/second degree*

I hereby declare to participate in the diploma exam conducted in the:*

- stationary mode, in a direct manner (at the premises of SIMR Faculty),
- remote mode,

and I request establishing the date of the exam

.....
Student's signature

* choose as appropriate

Rules of conducting diploma exams in SIMR Faculty in a stationary mode in a direct manner

§ 1

Rules of submitting documents for diploma exam

1. Submitting diploma theses together with a complete set of documents takes place in Student Office (BOS) of SIMR Faculty, in the strictly determined hours, after prior email or telephone contact with the Office Staff. Students enter the Faculty building wearing a face mask and upon entering are obliged to disinfect their hands and to wear disposable gloves (face masks and gloves available at the reception). Students entering the building are monitored by a designated person.
2. Diploma theses together with a complete set of documents may also be sent by means of Poczta Polska or by a courier.
3. Being admitted to the diploma exam in a stationary mode is contingent upon submitting the diploma thesis together with a complete set of documents by a student, as well as submitting a declaration of the choice of the mode and a statement which are mentioned in § 1 par. 3 and in § 3 par. 1 of the Regulation.
4. The Dean admits to the diploma exam and establishes the date of the diploma exam in a stationary mode, in accordance with Academic Regulations at Warsaw University of Technology, based on the prepared documentation.
5. Upon completion of the diploma procedure, the Diploma Exam Committee prepares a report on the course of the diploma exam, which has to be signed by all members of the Diploma Exam Committee.
6. The Chair of the Diploma Exam Committee is responsible for the documentation of the conducted diploma exam and for forwarding it to BOS.

§ 2

Preparation and the course of diploma exam in a stationary mode

1. Students taking the diploma exam receive via email information on the date, room and the hour of the diploma exam, with sufficient advance notice.
2. Two days prior to the diploma exam, the Student sends to BOS address presentation in pdf or Power Point, which will be used during the exam. The presentation shall be installed on the computer in the room, where the exam shall take place.
3. The Student enters the Faculty building no sooner than half an hour before the exam, wearing face mask, and is obliged upon entering to disinfect the hands and wear disposable gloves (face masks and gloves available at the reception). Student's entering the building is monitored by a designated person.
4. While being in the building, as well as during the exam, it is obligatory to keep a safe distance of about 2 meters from another person.
5. Having entered the building, the Student heads to the room in which they wait for the diploma exam. The student enters the exam room when requested by the Diploma Exam Committee.
7. The schedule of diploma exams is designed in a manner enabling to limit in the greatest possible extent the direct contact among the members of the Diploma Exam Committee, and the students taking the diploma exam. Diploma exams shall take place not more often than every 60 minutes. After every exam lasting 45 minutes, the exam room will be ventilated and prepared for the next exam (e.g. by disinfecting some surfaces). The Diploma Exam Committee works keeping strict time limits.
8. The Diploma Exam Committee is in the room which allows keeping safe distances among its members and the student, while keeping all the necessary safety precautions (*face masks, disposable gloves, disinfectants*).
9. By the entrance to the exam room there are disinfectants, as well as face masks and disposable gloves, which are available for members of the Diploma Exam Committee and for students taking the diploma exam.
10. The diploma exam is conducted by the Diploma Exam Committee in accordance with the Rules already binding in the Faculty.

11. After the diploma exam, the Committee announces the result of the exam , and the Students Heads to BOS in order to receive clearance slip (“obiegówka”) and to sign the documents (supplement, decision etc.), and then leaves the building.

Text of the statement in English

Name and surname of the student:

Student record book number:

first degree study* resulting in obtaining Bachelor of Science Degree

Second degree study* resulting in obtaining Master of Science Degree

mode of study: full-time, extramural*

Faculty of Automotive and Construction Machinery Engineering

Field of study:

Specialization:.....

Statement of the Student

taking the diploma exam in a stationary mode in a direct manner

I hereby declare that:

- 1) I understand and accept the conditions of conducting diploma exam resulting from the limitation of functioning of Warsaw University of Technology;
- 2) I agree for conducting the diploma exam in a stationary mode in a direct manner (at the premises of SIMR Faculty);
- 3) I am familiar with "Rules of conducting diploma exams in SIMR Faculty in a stationary mode in a direct manner" and I know, understand and accept the rules;
- 4) I do not have any symptoms indicating COVID-19, and during the last 14 days I did not have contact with people diagnosed with COVID-19, being in quarantine or isolation due to the possibility of infection.

.....

Town/city

.....,

date/student's signature

*choose as appropriate

Rules of conducting diploma exams in SIMR Faculty in a remote mode

§1

Rules of preparing for diploma exam and documentation

1. Diploma exam takes place within a synchronous online contact, in which a Student and the Exam Committee participate in the exam at the same time, but in different places. Members of the Diploma Exam Committee participate in the exam in an online manner, while being in the building of SIMR Faculty. Members of the Diploma Exam Committee staying in the SIMR Faculty building shall be keeping all the safety precautions.
2. The Chair of the Diploma Exam Committee for a given specialization is responsible for conducting the exam in a remote mode, with the support of the Staff of the Student Office (BOS) and the Staff of the IT Support (BOI) of SIMR Faculty.
3. The Diploma Exam Committee is obliged to verify the personal data of the Student taking the diploma exam.
4. Preparing diploma exam and its documentation related to diploma procedure takes place in accordance with § 1 of the Appendix No. 1 to the Regulation No. 26/2020 of the Rector of Warsaw University of Technology of 4 May 2020 on rules of organizing diploma exams on first and second degree studies conducted remotely, and prolonging the deadlines for submitting diploma theses in the period of limited activity at the University due to prevention of the spread of COVID-19
5. For organizing and conducting diploma exams in a remote mode, the rules, deadlines and documents are the same as for diploma exams organized in a direct manner (at the premises of the Faculty) complemented by documents named in these rules and their electronic copies.
6. Within two weeks prior to the scheduled diploma exam, the Student sends the documents required to admission to the diploma exam (pdf or jpg format) using individual email address in the official WUT @pw.edu.pl domain to: Monika.Ambroziak@pw.edu.pl. The original versions of the documents shall be submitted by the student no later than within a week from the day the limitations in the functioning of the University are lifted.
7. The Dean admits to the diploma exam and establishes the date of the diploma exam in a remote mode, in accordance with Academic Regulations at Warsaw University of Technology, based on the prepared documentation.
8. Upon completion of the diploma procedure, the Diploma Exam Committee prepares a report on the course of the diploma exam, which has to be signed by all members of the Diploma Exam Committee.
9. The Chair of the Diploma Exam Committee is responsible for the documentation of the conducted diploma exam and for forwarding it to BOS.

§ 2

Preparation and the course of diploma exam in a remote mode

1. Diploma exam in a remote mode takes place using online work tools MS Teams. Taking the exam requires verification using the account on @pw.edu.pl domain.
2. The Student has to have an access to a computer which enables work with MS Teams, including a camera and a microphone ensuring an appropriate quality of audio and video transmission.
3. The course of diploma exam is recorded using MS Teams. After the exam the recording shall be named: `surname_name_student_record_book_number_year_month_day_of_the_exam.mp4` and archived by SIMR Faculty BOI Staff.
4. Other activities related to the course of the diploma exam in a remote mode take place in accordance with § 2 par. 4-10 of the Appendix No. 1 to the Regulation No. 26/2020 of the Rector of Warsaw University of Technology of 4 May 2020.

Text of the statement in English

Name and surname of the student:

Student record book number:

first degree study* resulting in obtaining Bachelor of Science Degree

Second degree study* resulting in obtaining Master of Science Degree

mode of study: full-time, extramural*

Faculty of Automotive and Construction Machinery Engineering

Field of study:

Specialization:.....

Statement of the Student

taking the diploma exam in a remote mode

I hereby declare that:

- 1) I understand and accept the conditions of conducting diploma exam resulting from the limitation of functioning of Warsaw University of Technology;
- 2) I agree for conducting the diploma exam in a remote mode using systems of team work provided by the University;
- 3) I am familiar with "Rules of conducting diploma exams in SIMR Faculty in a remote mode" and I know, understand and accept the rules;
- 4) I agree for the recording of the course of the diploma exam, including registering my image for the needs of documenting the course of the diploma exam;
- 5) I understand and accept that obtaining the diploma together with supplements and copies of the diploma is contingent upon my providing the required documents in a paper version, which I hereby undertake to provide immediately (within one week § 1 par. 6 of the Rules) after the limitations of the functioning of the University are lifted.

.....
Town/city

.....,
date/student's signature

*choose as appropriate