

**PROCEDURE FOR THE COURSE OF THE DIPLOMA EXAM IN REMOTE MODE
AT THE UNIVERSITY CENTRE FOR ENVIRONMENTAL STUDIES
AND SUSTAINABLE DEVELOPMENT (UCBS) - effective from June 10, 2020**

Instruction for students and supervisors

(in accordance with the Regulation No. 120 of the Rector of the University of Warsaw of 5 June 2020 on submitting the diploma thesis and conducting the diploma examination remotely)

All diploma examinations are conducted remotely (until further notice).

Technical preparation of the exam

1. A graduate student and members of the Committee should have a computer with Internet access, a camera and a microphone. During the examination, no other persons are allowed to stay in the room where the graduated student is located.
2. During the exam, all members of the Committee and the diploma student use only e-mail accounts in the domain of the University of Warsaw (@ uw.edu.pl or @ student.uw.edu.pl).
3. Remote diploma exam takes place on the Google Meet platform. The host of the meeting is the Chairman of the Committee, it may also be another member of the Committee or the secretary. The invitation to the remote exam with a link to the meeting on the Google Meet platform will be sent the day before the exam.
4. The examination are scheduled every 45 minutes, with the Committee meeting 10 minutes before the exam starts.
5. The course of the exam is recorded by the Chairman of the Committee. The recording will be deleted after one month from the date of the exam.

Preparation for the exam – instruction for the supervisor

1. The dissertation supervisor asks KJD UCBS, dr Mariola Zalewska, by e-mail, to appoint a Committee. E-mail for 1st and 2nd cycle studies should be sent to the e-mail address provided: ucbs.studencki@uw.edu.pl
2. In the e-mail, the dissertation supervisor provides information about the student: name and surname, album number, field of study, title of the dissertation. Provides the names of two proposed reviewers one of which will be chosen.
3. The dissertation supervisor sets the date of the exam with the UCBS student secretariat via e-mail or phone.
4. The supervisor checks the diploma dissertation in APD - the anti-plagiarism system - and submits a declaration available in APD on managing the preparation of the diploma dissertation.
5. Not later than 3 days before the exam date, the supervisor and the reviewer publish the thesis reviews along with the grade in the APD.

Preparation for the exam - instruction for the student

1. After receiving the information from the UCBS student secretariat, the student uploads the diploma dissertation in pdf format to the APD no later than **14 days before the settled date of the exam.**
2. The student submits to APD two declarations of legal responsibility available in the system, regarding the independent completion of the diploma dissertation.
3. The student will be invited to a remote exam by phone or e-mail.

Preparation for the exam - for the Committee

1. The Committee asks at least three questions: from diploma dissertation and from issues related to the course of studies.
2. The protocol in electronic form is filled in on an ongoing basis during the diploma exam.
3. The examination report is approved in the APD immediately after the exam is completed. The signing of the protocol in APD by members of the Committee is equal to approval of the protocol.

The course of the exam

1. The exam begins on the settled date and time.
2. The Chairman of the Committee is the moderator of the examination, who welcomes everyone present, checks that everyone can hear and see each other well, and informs about the course of the examination.
3. Members of the Committee ask questions one by one. After a short preparation, the student answers them.
4. The Committee hears the answers, may ask for clarifications or ask supplementary questions.
5. After all questions are answered, the Chairman announces a break for the confidential part of the exam and the student is asked to temporarily leave the Google Meet session.
6. The Committee evaluates the answers, determines the marks, the result of the exam and the grade on the diploma. The Chairman of the Committee completes the protocol.
7. The Committee member calls the student to re-join the Google Meet session, where the Chairman of the Committee informs about the result of the exam and the grade on the diploma.

dr Mariola Zalewska
director

**The University Centre for Environmental Studies
and Sustainable Development (UCBS)**