

**REGULATIONS FOR DISTANCE EDUCATION  
AT THE CARDINAL STEFAN WYSZYŃSKI UNIVERSITY IN WARSAW**

**[General provisions]**

§ 1.

1. The primary purpose of applying distance learning methods and techniques is to support the educational process of students and doctoral students as well as participants of postgraduate studies and other forms of education at the Cardinal Stefan Wyszyński University in Warsaw, hereinafter referred to as the “University”, “university” or “CSWU”, and to support the development of their skills adapted to the requirements of functioning in a world of rapidly developing digital technology.
2. In special conditions (e.g.: a state of epidemic), an additional purpose is to allow the implementation of the study program during the period of limited operation of the university and the suspension of classes at its premises.

§ 2.

Whenever a reference is made herein to:

- 1) **education process** - it shall be understood as the teaching of classes, including with the use of distance learning methods and techniques, the performance of partial and final credit assessments and the conduct of examinations and diploma examinations, including with the use of information technologies that ensure monitoring and registration thereof, as well as the development and use of teaching materials;
- 2) **remote classes** - it shall be understood as teaching classes with the use of information technologies that ensure monitoring thereof and registration of participants’ activity;
- 3) **traditional learning** - it shall be understood as learning during which the lecturer and students have direct contact, i.e. they are physically in the same place, usually on the premises of the university;
- 4) **distance learning** - it shall be understood as learning during which the lecturer and students are physically in different places, using distance learning methods and techniques that allow synchronous and asynchronous contact with the student;
- 5) **synchronous learning** - it shall be understood as learning during which the lecturer and students participate in classes at the same time, but in different locations, through an application that allows two-way communication;
- 6) **asynchronous learning** - it shall be understood as learning during which the lecturer provides students with learning materials (resources and activities) via the learning platform, to be processed individually at any pace and time at the time within the time limit specified by the lecturer.
- 7) **hybrid learning** - it shall be understood as a combination of elements of traditional learning and distance learning;
- 8) **educational materials** - it shall be understood as teaching materials that require the student to familiarize themselves with these materials, such as an indication of literature, audio or video recordings, presentations, graphics, text documents, etc.;
- 9) **student tasks** - it shall be understood as teaching materials that require the participant of a given education process to perform a specific task, such as forums, interactive exercises, quizzes, written work, tests, etc.

**[Units and individuals responsible for distance learning]**



§ 3.

1. The organization of didactic courses conducted using distance learning methods and techniques must take into account the minimum conditions set by the minister competent for higher education.
2. The supervision of didactic courses conducted using distance learning methods and techniques is entrusted to the deans and the Director of the Doctoral School in cooperation with the heads of courses and, as the case may be, course administrators, the Head of the Office for Persons with Disabilities, and in cooperation with the e-Learning Team appointed by the Vice-Rector responsible for education.
3. The supervision of didactic courses conducted at the School of Pedagogy and School of Foreign Languages using distance learning methods and techniques is entrusted to the heads of these units in cooperation with the e-Learning Team.
4. The e-Learning Team is entrusted with the methodological preparation of academic teachers and students for didactic courses carried out using distance learning methods and techniques.
5. The technical support unit for the Moodle learning platform and other synchronous learning tools is the IT Systems Center.

§ 4.

1. An academic teacher who plans to conduct classes using distance learning methods and techniques must undergo a training course organized by the e-Learning Team, during which all of the most important functions and capabilities of the Moodle platform are presented along with how to operate each of the tools/modules available on the platform as well as the synchronous learning tool in MS Office 365.
2. An academic teacher may be exempted from the training referred to in paragraph 1, provided that they are already conducting other remote classes at the University.
3. The terms and conditions for entrusting remote classes to an academic teacher in a given academic year and the creation of classes on the Moodle learning platform shall be determined by the dean or the head of the university-level didactic unit or the Director of the Doctoral School.

**[Conducting classes using distance learning methods and techniques]**

§ 5.

1. Detailed rules for the organization of classes in the form of distance learning are established.
2. In order to ensure the highest quality of classes taught, when selecting distance learning tools and techniques the instructor must take into account the following quality standards:
  - 1) the need to ensure the compatibility between the learning objectives, the assumed learning outcomes and the distance learning tools and techniques used in the didactic process;
  - 2) the need to provide up-to-date teaching materials of adequate quality, also accessible to students with disabilities;
  - 3) the need to ensure individualization of education and its adaptation to the various educational needs of students, especially students with disabilities.
3. The standards referred to in paragraph 2 shall be applied to classes taught at:
  - 1) first-cycle programs;
  - 2) second-cycle programs;
  - 3) long-cycle master's degree programs;
  - 4) doctoral degree programs and programs at the Doctoral School;
  - 5) postgraduate programs and other forms of education.
4. The program curriculum for the relevant didactic cycle shall include the



method used for conducting remote classes. The action referred to in sentence 1 must be in accordance with the provisions laid down in the Regulation concerning study programs with the maximum number of remote classes with a general academic profile and practical profile in the program curriculum.

5. The instructor is under an obligation to inform the students about the information technology using which the classes will be conducted no later than 14 days before the classes are scheduled to begin, by including the information in the course description sheet.
6. Academic teachers and other instructors are under an obligation to conduct classes using the IT tools listed in paragraph 7. The use of other tools requires a positive opinion from the IT Systems Center (CSI) and the Data Protection Officer (DPO).
7. Classes shall be conducted as part of:
  - 1) **synchronous learning**, where students and instructors participate in the classes at the same time, but in different locations, using Microsoft Teams - a cloud-based application containing a set of tools for team collaboration, included in the Microsoft Office 365 suite, which can be downloaded from the website [office365.uksw.edu.pl](http://office365.uksw.edu.pl), or other application (e.g. video lectures conducted in real time, video conferences, video chats) subject to the conditions referred to in paragraph 6;
  - 2) **synchronous learning with the support of asynchronous contact**, subject to item 3;
  - 3) **asynchronous learning** (complementary to synchronous learning) using infrastructure and software to ensure interaction between students and instructors, i.e. transfer and exchange of knowledge on the Moodle platform, including articles, collections of links, discussions, assignments, knowledge tests as well as audio lectures posted on a dedicated CSWU YouTube channel or MS Stream, consultations conducted via instant messaging, transfer and exchange of knowledge within the Office 365 service, publications on academic teachers' blogs.

#### **[Rights and responsibilities of academic teachers and other instructors conducting remote classes]**

##### § 6.

1. The instructor is under an obligation to:
  - 1) prepare appropriate teaching materials in electronic form; if distance learning is used due to the suspension of classes at the university premises and in the course of traditional learning the teacher did not present educational materials to students, then the teacher may be exempted from this obligation;
  - 2) fill out the course description sheet, hereinafter referred to as the "syllabus", in detail in order to provide students with information on how distance learning classes will be conducted and on the method used to perform partial credit assessment for the course;
  - 3) provide students with a detailed work plan that includes the scope of the subject-matter of the course and a schedule for the performance of assignments;
  - 4) regularly monitor and document the progress of the student learning process; the said documentation must confirm the regularity of contacts and interactions with students. The documentation may be kept in electronic form.
  - 5) design the process of distance student learning that will ensure a workload equal to the ECTS credits assigned to the relevant subject, specifying the time of work in direct contact with the instructor, i.e. classes in synchronous form, individual consultations and credit assessments, and the student's own workload, including classes supplemented by asynchronous learning.
2. The person teaching the class – supplemented in part by asynchronous contact



– is required to observe all of the following rules:

- 1) educational material provided for each class must provide the student with the amount of own work adequate to the planned duration of the class and homework assignments in the amount sufficient to award the appropriate number of ECTS credits upon completion of the course;
  - 2) each class conducted in the form of asynchronous communication must include tasks (e.g. forums, quizzes, tests, exercises, assignments, etc.) in addition to the presentation of materials;
  - 3) student work supplemented by asynchronous learning classes must be systematically monitored by the instructor throughout the semester, and the student must receive feedback on whether the tasks were performed correctly.
3. For conducting remote classes, the same number of teaching hours that the teacher would have received for conducting the same course in the traditional way shall be counted towards the annual number of teaching hours.
  4. The instructor conducting remote classes has the right to receive support in regard to the implemented distance learning methods, tools and techniques on the terms set by the university.

### **[Rights and responsibilities of student attending remote classes]**

#### § 7.

1. The student has the right to:
  - 1) receive full information regarding the distance learning process;
  - 2) receive support on how to operate the system supporting distance learning;
  - 3) receive support on how to operate the system supporting distance learning, taking into account difficulties related to the student's disability.
2. In the case of absence from classes conducted in synchronous mode, the student has the right to access educational content offline. The course instructor may recommend a different form of compensating for absence from this type of class.
3. The student is under an obligation to:
  - 1) regularly participate in distance learning classes on the terms and conditions set by the academic teacher, in accordance with the Academic Regulations;
  - 2) to perform and appropriately report all tasks specified by the teacher.
4. A student who is registered in the USOS system for classes taught using information technology must:
  - 1) have equipment with a webcam and microphone that allows two-way audio and video transmission as well as stable access to the Internet, or use a room on the premises of the university outfitted with equipment with a webcam and microphone installed, allowing two-way audio and video transmission, and with access to the Internet;
  - 2) sign in to the application, platform or other tool indicated by the instructor;
  - 3) use the provided online materials in a way that respects intellectual property rights.

### **[Support for distance learning participants]**

#### § 8.

1. In order to support students in learning using distance learning methods and techniques, the university:
  - 1) identifies and meets the training needs of students in the effective use of the e-learning platform through:
    - a) identification of students' digital competence on the basis of a survey of digital competence



- in the course group,
- b) development and posting of instructions on the IT Systems Center (CSI) website,
  - c) posting of instructional videos on the university's dedicated distance learning subsite,
  - d) on-going instruction of students by the instructor, mandatory during the first class,
  - e) explanation of the main issues related to distance learning during the course titled "Culture and techniques of study";
- 2) identifies the difficulties faced by people with disabilities in the use of distance learning methods and techniques, monitors student satisfaction with distance learning methods used by providing an anonymous remote class evaluation survey in the USOS system;
  - 3) publishes clear and complete information on technical support related to the use of distance learning methods and techniques as well as on the hardware and technical requirements for full and effective use of the e-learning platform, in particular:
    - a) courses on the <http://e.uksw.edu.pl> platform,
    - b) hardware and technical requirements at <https://csi.uksw.edu.pl/dla-studentow>,
    - c) instructions for the list of IT services offered to students <https://csi.uksw.edu.pl/dla-studentow>.
2. In order to develop and train teaching staff in the field of education using distance learning methods and techniques, the university:
    - 1) identifies and meets the training needs of teaching staff through:
      - a) a system of reports to the Teaching Support Center via the head of the organizational unit,
      - b) meetings with university or faculty management,
      - c) "MS Teams ASSISTANCE" team in the MS Teams application;
    - 2) indicates solutions to prevent overburdening teaching staff and students with the use of distance learning methods and techniques.
    - 3) monitors academic teachers' satisfaction with the functionality of distance learning tools provided by the university after the end of the summer semester.
  3. Technical support for teachers and students is provided by the IT Systems Center. Instructions on how to operate software used for teaching using information technology are published:
    - 1) **for course instructors** at: <https://csi.uksw.edu.pl/uslugi/praca-zdalna>;
    - 2) **for students** at: <https://csi.uksw.edu.pl/dla-studentow>.

#### [Functionality of the learning platform used for distance learning and terms of use]

##### § 9.

1. The learning platform is written in web technology, which is available to users around the clock at <https://e.uksw.edu.pl>.
2. The platform can be used by students, staff, other instructors, guest accounts that are active in the CSWU domain.
3. User account authentication, the command to create an account on the platform is done through the centralized login system at CSWU ([login.uksw.edu.pl](http://login.uksw.edu.pl)).
4. Only the following data is sent to the platform itself:
  - 1) first name, last name, user login;
  - 2) identifiers that bind user accounts to assigned roles in a given course group, which is created based on data in the USOS system.
5. The platform may not be available in the case of:
  - 1) updates to the system, modules, add-ons used on the platform;
  - 2) a failure of the server on which the platform is located;



- 3) network failure;
- 4) performance of work related to the removal of identified problems, errors on the platform.
6. The University has the right to carry out modernization work and thus restrict users' access to the platform. Scheduled access restrictions must take place during times of lower platform usage.
7. The University is under an obligation to inform users about the occurrence of impeded access to the platform (e.g. failure), the expected time of removal of the failure or completion of modernization work.
8. The user has the right to be informed of the reasons for impaired access and the expected time when access is going to be restored.
9. The user is under an obligation to inform the platform administrator/IT Systems Center via <https://zgłoszenia.csi.uksw.edu.pl> about access difficulties.
10. Access to the learning platform is blocked when the account of a student, employee, other instructor, guest account in the CSWU domain expires.

**[Development of learning materials used on Moodle and MS Teams platforms, their retention and rules of use]**

§ 10.

1. Teaching materials in electronic form are made available to students using the Moodle platform and the Office365 suite in a way that ensures the secure transfer of materials, whereas in the case of synchronous learning in the MS Teams application.
2. Teaching materials in electronic form can be high-quality audio or audio and video recordings, presentations, graphics, text documents or other files containing educational content.
3. If the materials include definitions, theories, thoughts, and other educational content, the author of which is not the academic teacher providing the materials, it is absolutely necessary to indicate the author of this content, along with its source, in the manner customary under copyright law.
4. If the copyright of the materials is held by the academic teacher making the materials available, it is recommended that the materials be labelled with information on whether the author agrees to them being copied or distributed or whether they have been made available only for the student's own educational use. It is recommended to use a Creative Commons license (CC symbol).
5. When using a CC-licensed work, it is important to check the terms of the granted license and not to exceed the rights granted by the author. Exceeding the limits set by the author is treated as an infringement of their copyright.
6. Access to online materials is provided for a period of time that allows to meet the learning objectives.

**[Rights of universities to the contents of teaching materials posted on the learning platform]**

§ 11.

1. As the creator of the content posted on the Moodle platform, the instructor of a remote class (course) is fully entitled to personal copyright.
2. Property rights to the content posted on the Moodle platform are vested in the university by virtue of law, provided that the conditions specified in Article 12 of the Act of 4 February 1994 on Copyright and Related Rights (*Dziennik Ustaw* 2021, item 1062) are met:
  - 1) there is an employment relationship between the university and the author;
  - 2) the course was prepared as part of the employment relationship.





3. The provision referred to in paragraph 2 does not apply to civil law contracts, such as a contract of mandate or contract for specific work. In such case, a separate contract must be concluded between the university and the course author.

### **[Procedure for auditing remote classes to ensure the quality of education]**

#### § 12.

1. Supervision over the proper conduct of classes using distance learning methods and techniques, with particular attention to ensuring compatibility between the learning objectives, the assumed learning outcomes and used distance learning tools and techniques, is exercised by the persons listed in § 3 (2). The audit of remote classes is carried out by entities referred to in the first sentence.
2. The remote class audit procedure consists in:
  - 1) keeping a record of classes conducted in the form of distance learning in accordance with the rules set forth in these regulations;
  - 2) verifying the participation of students, doctoral students in classes conducted in the form of distance learning;
  - 3) providing support to academic teachers in conducting classes in the form of distance learning using information technologies;
  - 4) coordinating the organization of individual consultations for students.
3. On the basis of feedback received from students referred to in §8 (1)(2) regarding any irregularities, especially those related to the way the classes are organized, the degree of student workload, the performance of assigned tasks, the instructor's communication with students and observance of the obligation to properly fill out the course description sheet, the dean shall take corrective action, including through an interview and additional training in distance learning for the instructor, and in the event of further irregularities and low quality of distance learning – a ban on teaching classes using this form of learning.
4. In order to facilitate oversight over the quality of classes conducted using distance learning, including the quality of posted materials:
  - 1) the vice-rector responsible for education has access to all subjects taught at the university on the Moodle and MS Teams platforms;
  - 2) the dean has access to all subjects taught within their faculty on the Moodle and MS Teams platforms;
  - 3) the course administrator has access to all subjects taught as part of their course on the Moodle and MS Teams platforms.
5. The access referred to in paragraph 4 is granted: to the CSWU Moodle platform – by the administrator of this platform in the form of a role that has permissions primarily to actively supervise whether the course is being conducted correctly and to control student activity; to MS Teams – by the instructor themselves by adding people as team members.

### **[Verification of learning outcomes achieved through distance learning]**

#### § 13.

1. All final credit assessments and examinations are taken at university premises. In exceptional situations, at the written request of the instructor, the dean may give permission to conduct the final credit assessment or examination remotely.
2. Detailed rules are established for conducting partial credit assessments, final credit assessments and examinations outside CSWU premises using information technologies that ensure monitoring



thereof and security of student data.

3. The standards referred to in paragraph 1 apply to the performance of credit assessments and examinations as part of:
  - 1) first-cycle programs;
  - 2) second-cycle programs;
  - 3) long-cycle master's degree programs;
  - 4) doctoral degree programs;
  - 5) post-graduate degree programsregardless of the form of instruction (traditional or remote).
3. The verification of learning outcomes conducted outside CSWU premises with the use of information technology must ensure the reliability, fairness and credibility of the verification process as well as control of the process and registration of the result, in order to issue a grade for the subject.

#### § 14.

1. When selecting IT tools and technologies to verify student achievement of learning outcomes, the instructor must consider the following quality standards:
  - 1) applied assessment methods are aligned with the assumed learning outcomes and ensure that the achievement of these outcomes by students is checked and assessed;
  - 2) students are informed about distance assessment methods; it is mandatory to include this information in the syllabus for the course;
  - 3) reliability and comparability of grades is ensured and student identification and the security of student data is guaranteed by:
    - a) using IT tools for which the university is the administrator,
    - b) the central student authentication system:
      - signing in to MS Forms - [numeralbumu@uksw.edu.pl](mailto:numeralbumu@uksw.edu.pl),
      - signing in to the Moodle platform and the ankiety.uksw.edu.pl system - logging in as for USOSweb,
      - signing in to MS Teams - [numeralbumu@uksw.edu.pl](mailto:numeralbumu@uksw.edu.pl).
2. Examinations/credit assessments may be oral or written, with the stipulation that the credit assessment process as a whole may consist of one or more methods, in particular:
  - 1) oral credit assessment with the webcam turned on;
  - 2) performing practical activities live using a webcam (e.g. translation to sign language in real-time);
  - 3) open/closed test form;
  - 4) performing tasks on a computer with a shared desktop (along with switching to the webcam for verification purposes);
  - 5) sending files containing assignments to the lecturer via the Moodle or Umail platform;
  - 6) placing or launching task programs on the university server;
  - 7) performing tasks or publishing the results in external services (e.g. publications in social media, etc.);
  - 8) performing activities recorded in video/audio format (e.g. recorded speech for rhetoric, oral statement in a foreign language).
3. Examinations/assessments are conducted using:
  - 1) the Moodle platform;
  - 2) Microsoft Office365 suite services on the CSWU platform;
  - 3) survey (test) system located at <https://ankiety.uksw.edu.pl>.





4. The examiner or the person conducting the end-of-course credit assessment for a specific course is under an obligation to inform students about the method and the information technology used to conduct the verification of learning outcomes no later than 7 days before the scheduled examination/assessment date. The information must be included in the syllabus and distributed to students via the university's ICT system.
5. Technical support in the preparation and performance of the exam or credit assessment is provided by the IT Systems Center.

§ 15.

1. A student who takes an exam/credit assessment is required to:
  - 1) have equipment with a webcam and microphone that allows two-way audio and video transmission as well as stable access to the Internet;
  - 2) sign in to the application, platform or other tool at the specific time indicated by the examiner;
  - 3) allow an academic teacher to verify their identity by providing a photo in the USOSweb platform or presenting the student ID card using information technology;
  - 4) submit a statement of independent work during the exam or credit assessment, whereas in the case of written work include a statement of non-infringement of copyright;
  - 5) share an image of the room in which the student is located, whenever requested by the academic teacher.
2. The statements referred to in paragraph 1 (4)) may be submitted by means of:
  - 1) checking an appropriate option in the tool used for the exam/final credit assessment – if available – or on the electronic form created by the examiner. The wording of the statement forms **Appendix 1** to the regulations;
  - 2) a written statement attached to the credit assignment – in the form of a statement included at the end of the assignment or in the form described in item 1. The wording of the statement forms **Appendix 2** to the regulations.
3. An academic teacher who conducts an examination or credit assessment is under an obligation to:
  - 1) prepare and conduct examinations or credit assessments using specific information technology;
  - 2) verify the student's identity using methods referred to in paragraph 1 (3) in the event of doubts as to their identity;
  - 3) provide information that the oral examination is being recorded – in order to comply with the information obligation arising from GDPR. The wording of the information clause is attached as **Appendix 3** hereto;
  - 4) inform the student about the result of the examination or credit assessment immediately after the examination/assessment;
  - 5) comply with generally applicable laws concerning data security.

§ 16.

1. If the student is unable to take the examination/assessment remotely, the student shall take the examination/assessment at the university premises on the date set by the examiner. In a situation where the university is operating in a limited capacity, the Dean is under an obligation to provide the student access to a room outfitted with equipment with a webcam and microphone installed, allowing two-way audio and video transmission, and with access to the Internet that allows to conduct the examination or assessment.
2. In the case mentioned in the second sentence of paragraph 1, the Dean shall make a room reservation in the srs.uksw.edu.pl system, specifying the examiner and the student being examined, and inform the appropriate building administrator at least 3 days in advance.



3. The student is under an obligation to notify the examiner about the situation referred to in paragraph 1 at least 7 days in advance, counting to the day of the scheduled examination date.

§ 17.

1. Documentation from the verification of learning outcomes must be archived by the course instructor on the Moodle platform or in the Microsoft Office365 service on the CSWU platform. Documentation is retained in accordance with the rules adopted by the Faculty, for a period of 3 years. It can be made available only to the Dean or other authorized entities for the purposes of its verification.
2. The person conducting examinations and credit assessments remotely is under an obligation to fill out a report in USOSweb on terms set forth in the Academic Regulations and provide the report from conducted credit assessments and examinations to the Dean's Office.

**[Detailed rules for the verification of learning outcomes using information technologies that ensure monitoring and registration thereof]**

§ 18.

**[Credit assessment in writing]**

1. In the case of a final credit assessment or examination conducted **in writing** at the end of a specific class, the academic teacher prepares a test with open-ended and/or closed-ended questions or issues for a written assignment on the Moodle platform <https://e.uksw.edu.pl> or using the Forms application in the [office365.uksw.edu.pl](https://office365.uksw.edu.pl) cloud or the survey (test) system at <https://ankiety.uksw.edu.pl>; these technologies are properly secured in terms of data security.
2. The teacher is under an obligation to inform students about the chosen information technology, the method of signing in and the date and time of the written credit assessment/examination 7 days before that date. The time provided to complete the test must be calculated according to the workload to complete the test by an average student.
3. It is recommended to limit the persons who have access to the test in system settings, i.e. set the option "only persons in my organization can answer" and additionally "register first name and surname" and "one answer per person".
4. The link to the test is sent by Umail only to students who are active in the system or it is posted on the Moodle platform next to the last topic of the course (the subject to which the test applies) or in the announcements in the parent topic.
5. In the case of credit assessments or written examinations lasting more than 45 minutes, it is recommended to divide the written test into two parts, with the result from the first part saved and the need to re-log for the second and subsequent parts.

§ 19.

**[Oral credit assessment]**

1. For end-of-course oral credit assessments or examinations, the academic teacher prepares a meeting for the group of students undertaking examinations in the MS Teams application using a plugin on the Moodle platform at [e.uksw.edu.pl](https://e.uksw.edu.pl) (in the last topic of the class or in announcements, the academic teacher provides information about the meeting, including the date and time, without giving the participants a link to the meeting) or using the MS Teams application in the [office365.uksw.edu.pl](https://office365.uksw.edu.pl) cloud (creates a team named after the subject with the addition of the word credit assessment or examination (date)); these technologies are properly secured



in terms of data security.

2. In order to establish a connection with a student undertaking an examination, the teacher initiates a meeting using the Conversations menu option.
3. The student is required to sign in to the Teams app 5 minutes before the scheduled examination time and wait for the incoming call, then click “accept”;
4. The examination/credit assessment report is prepared on the basis of a recording of the examination/credit assessment.
5. The recording referred to in paragraph 4 will be automatically saved in the university’s Office365 service on Microsoft servers in the CSWU dedicated space; only the examiner has the right to record; the time limit for storing the recording is up to 14 days from the date of entering the grade in the USOS system. The examiner is responsible for deleting the file containing the exam (meeting) recording.
6. If the Internet connection is lost during the examination, the examiner attempts to reconnect and makes the decision whether the examination should be terminated and graded or whether the examination should be repeated. The loss of connection, the interruption of the examination and the decision to repeat it shall be recorded in the report from the oral examination.
7. Before the examination (call) ends, the examiner informs the student about the grade.
8. If any irregularities are found in the course of an examination or credit assessment, the academic teacher is authorized, after admonishing the student committing a violation, to order that the examination or credit assessment taken by the student be terminated.
9. Termination of the examination due to the discovery of irregularities in the course of the examination or permanent loss of connection on the part of the student will result in the loss of the given examination date for the student.

§ 20.

1. The Dean may, by way of a decision, specify detailed rules for passing classes and conducting examinations using information technologies that ensure monitoring, registration and archiving thereof, taking into account the specifics of the courses.
2. The decision referred to in paragraph 1 must take into account the rules set forth in these regulations and shall be published in the Faculty Gazette and on the Faculty website.

**[Diploma examination conducted outside university premises]**

§ 21.

1. Rules are established for conducting and organizing diploma examinations outside university premises (remotely) using information technologies, ensuring in particular:
  - 1) real-time transmission of the diploma examination between its participants;
  - 2) real-time multilateral communication where participants in the diploma examination can speak during the examination – in compliance with the necessary safety and security rules.
2. The rules referred to in paragraph 1 apply to the performance of credit assessments and examinations as part of:
  - 1) first-cycle programs;
  - 2) second-cycle programs;
  - 3) long-cycle master’s degree programs.

§ 22.

1. The diploma examination is an oral examination and is closed to the public.



2. A request to conduct the diploma examination in the manner referred to in § 21 (1) and to appoint members of the committee is submitted by the student to the Dean in the form of an electronic application in the USOS system. The model application for a remote diploma examination is attached as **Appendix 4** to the regulations.
3. The examination date must fall within the period specified in the Academic Regulations.
4. The diploma examination is held before a three-member committee appointed by the Dean in accordance with the procedures set forth in the Academic Regulations.
5. Information about the date of the diploma examination and the name of the Team is provided by an employee of the Dean's Office to the student, the promoter and members of the examination committee at least 7 days before its scheduled date.
6. The name of the Team referred to in paragraph 5 consists of elements separated by an underscore: [abbreviation of the faculty]\_[degree of completed studies]\_[first and last name of the person receiving the diploma]\_[album number], e.g.: WMP\_lic\_Andrzej\_Nowak\_9999. (Allowed abbreviations: for the bachelor's degree examination - BA, for the master's degree exam - MA).

§ 23.

1. Before the examination, the Dean's Office employee defines the remote examination protocol in USOS.
2. An employee of the Dean's Office informs the IT Systems Center in writing about the composition of the committee, the student undertaking the examination and the name of the Team at least 7 days in advance.
3. The diploma examination is conducted by way of synchronous communication where students and instructors participate in the examination at the same time, but in different locations, using the Microsoft Teams application - a cloud-based application containing a set of tools for team collaboration, included in the Microsoft Office 365 suite, which can be downloaded from the website [office365.uksw.edu.pl](https://office365.uksw.edu.pl).
4. For the proper operation of the application mentioned in paragraph 3, the hardware requirements for various systems are described on the Microsoft website at <https://tiny.pl/7rnq9>.
5. In exceptional cases, the Dean may agree to conduct the examination using other information technology that will provide the appropriate conditions for electronic communication referred to in § 10 (1) – after consulting the IT Systems Center.
6. Technical support in the preparation and performance of the diploma examination is provided by the IT Systems Center.
7. Members of the committee are under an obligation to ensure that they have access to the MS Teams application, equipment with a webcam and microphone that allows two-way audio and video communication, and stable access to the Internet.
8. The provisions of Article 76a of the Act of 20 July 2018 - The Law on Higher Education and Science (*Dziennik Ustaw* 2021, item 478, as amended) in conjunction with Article 6 (1)(e) of the GDPR are recognized as the basis for the transmission of the diploma examination using electronic means of communication ensuring the necessary security principles.
9. A student who takes the diploma examination in the manner referred to in § 21 (1) is under an obligation to:
  - 1) submit an application referred to in § 22 (2);
  - 2) have equipment with a webcam and microphone that allows two-way audio and video transmission as well as stable access to the Internet, subject to paragraph 10;
  - 3) sign in to the Microsoft Teams application – [numeralbumu@uksw.edu.pl](mailto:numeralbumu@uksw.edu.pl) – 5 minutes before the exam time specified by the Dean;



- 4) allow the examination board to verify their identity by providing a photo on the USOSweb platform or presenting the student ID card using information technology;
  - 5) have a webcam enabling two-way audio and video transmission constantly running and pointed at themselves during the diploma examination;
  - 6) share an image of the room in which the student is located, whenever requested by the examination committee.
10. If the student is unable to attend the diploma examination remotely outside university premises in a situation where the university is operating in a limited capacity, the Dean is under an obligation to provide the student access to a room in the faculty building that is outfitted with equipment with a webcam and microphone installed, allowing two-way audio and video transmission, and with access to the Internet that allows to conduct the diploma examination in compliance with sanitary hygiene requirements specified in separate regulations.

### **[Course of the diploma examination]**

#### § 24.

1. After receiving notification about the examination date, the chairperson of the committee creates a Team in the Microsoft Teams application and assigns the role of required member to the student and other committee members.
2. On the scheduled examination date, the chairperson of the committee initiates a videoconference call between committee members and the student, held as part of a meeting of the Team referred to in paragraph 1, hereinafter referred to as a call.
3. After the student and all committee members answer the call and, therefore, join the meeting referred to in paragraph 2, the chairperson verifies the student's identity.
4. Before starting the substantive part of the examination, the chairperson of the committee explains to the student the technical issues related to the examination and consequences of interrupting the videoconference (losing the connection) before the end of the examination.
5. If during the diploma examination the connection with the student is lost or there are other circumstances that make it impossible to monitor the course of the examination, the chairperson of the examination committee may:
  - 1) re-establish the connection with the student and continue the diploma examination;
  - 2) end and repeat the diploma examination on the same day after re-establishing the connection with the student or on another, earliest possible date.
6. If any irregularities are found in the course of a diploma examination, the chairperson of the examination committee is authorized to order that the diploma examination be terminated.
7. If a student receives a failing grade on a diploma examination conducted remotely, a repeat diploma examination shall be held in the traditional manner.
8. The loss of connection, the termination of the diploma examination, the decision to repeat the diploma examination and any other related circumstances shall be recorded by the chairperson of the examination committee in the diploma examination report.
9. Before the examination (call) ends, the chairperson of the examination committee informs the student about the date when and manner in which examination results will be announced.
10. Supervision over the proper conduct of remote diploma examinations as part of first-cycle programs, second-cycle programs and long-cycle master's degree programs is exercised by the Dean.
11. As part of the supervision referred to in paragraph 10, the Dean is required to monitor the process of conducting diploma examinations, in particular the way they are organized and

conducted.

12. The Dean's Office keeps a record of diploma examinations and documentation confirming their completion. The time limits for fulfillment of the obligation referred to in sentence 1 and the way in which it is to be fulfilled shall be determined by the Dean.

**[Final provisions]**

§ 25.

Any individual cases not covered by the provisions of these regulations shall be considered by the vice-rector responsible for education.

§ 26.

1. The provisions of these regulations apply when the university is operating under normal conditions as well as under special conditions (e.g.: a state of epidemic) when the university is operating in a limited capacity and education at its premises is suspended.
2. The regulations may be amended no more frequently than once per academic year.
3. Supervision over the implementation of these regulations is exercised by the vice-rector responsible for education.
4. The model Evaluation Survey for remote classes is developed by the University Committee for Education Quality.