

Rules for procedures of final examinations and diploma thesis defence with the use of distant learning methods at the Medical University of Silesia in Katowice

I. General provisions

1. Terminology used in these Rules refers to the following:
 - 1) Regulations of Studies – Regulations of Studies constituting Annex No. 1 to Resolution No. 21/2019 of the Senate of the Medical University of Silesia of 24 April, 2019,
 - 2) Examination Board – the Boards appointed by the Dean to carry out the final examination and diploma defence procedures following principles defined by the Regulations of Studies.
2. The final examination and defence of the diploma thesis are held in the form of video-conference in real time through the e-learning platforms (<https://elearning.sum.edu.pl> or <https://elearning-stream.sum.edu.pl>) or Microsoft Teams application available from Microsoft Office 365 (<https://office.com>).
3. The final examination and defence of the diploma thesis are carried out with the use of secured IT tools ensuring monitoring and recording of their course.
4. Information about the scheduled date, time and platform on which the final examination and defence of the diploma thesis procedures will be carried out shall be announced by the Dean's Office at least 7 days before the scheduled date in the electronic agenda of diploma thesis defence procedures. Information about the dates of diploma thesis defence procedures is available from the students service <https://student.sum.edu.pl>.

II. Responsibilities of the students

1. A student is obliged to:
 - 1) use the e-mail address in the domain @365.sum.edu.pl ,

- 2) get acquainted with the tutorial presenting the procedure for use of the examination systems (available from <https://student.sum.edu.pl/>),
- 3) monitor on regular basis the students service https://student.sum.edu.pl, including the examination schedule,
- 4) ensure on his/her own the access to computer facilities and to the Internet connection providing proper and undisturbed course of the final examination/diploma thesis defence procedures,
- 5) acknowledge before the Board, these *Rules for procedures of final examinations/diploma thesis defence procedures with the use of distant learning methods at the Medical University of Silesia in Katowice*,
- 6) ensure and test the connection and test performance of the devices used for remote final examination/defence of diploma thesis procedures (on particular the camera, microphone, loudspeakers/earphones).
- 7) A student who is not able to meet requirements defined in par.4 may apply , at least 7 days before the scheduled date of the procedures, to the Dean's Office for the opportunity to use the University devices during the procedures. In such case, the Dean's Office shall ensure the facilities and name a place where the student will be able to participate in the procedures.

III. Rules for electronic submission of the thesis

1. Proceeding of the diploma thesis follows the instructions for "Circulation of diploma thesis" available from Uczelnia 10 system.
2. The diploma thesis delivered as .pdf file (or .zip if attachments are included) shall be submitted electronically through the platform Wirtualna Uczelnia (Virtual University) in the module Obieg Prac Dyplomowych (Circulation of Diploma Thesis) indicating whether the file is "plik pracy" (thesis) or "załącznik do pracy" (attachment).
3. The supervisor of the submitted diploma thesis gives it a status of „To be corrected” or „Meets formal requirements”.
4. Theses meeting the formal requirements are received by the Dean's Office and sent to JSA platform (Uniform Anti-Plagiarism System) for verification.

5. The reviewer comments on the thesis and grades it in the module *Reviewer* in the remarks tab. .
6. The JSA verification procedures are carried out in accordance with the valid anti-plagiarism regulations of the University.
7. The files containing the abbreviated report, available from JSA platform, are saved by the Supervisor in Uczelnia 10 system, named „report” and added to the student’s files.

IV. The diploma examination/thesis defence procedure

1. On the final examination/diploma thesis defence date and at the hour scheduled a student awaits on the proper platform access to the final examination/defence of the diploma thesis granted by the Chairman of the Examination Board Examiner and only then connects to the Examination Board Examiner (a student may not start transmission on his own without explicit invitation from the Chairman of the Examination Board)..
2. The final examination/defence of diploma thesis procedure starts with verification of identity of the student taking the examination thorough visual examination of the document with a photograph (student’s card or other document with the holder’s photograph to prove identity). Persons holding no document to prove their identity shall not be admitted to the examination/defence of diploma thesis procedures.
3. The Chairman of the Examination Board decides on the beginning of the final examination/diploma thesis defence procedures, about the time granted to deliver the answers and about termination of the procedures.
4. A student responds to the Board on his own remaining in constant oral and visual contact with the members of the Examination Board. During the final examination/diploma thesis defence a student is strictly forbidden to contact in person or through electronic devices with any outsiders and to use any supporting materials.
5. Should any connection failures occur preventing accomplishment of the final examination/diploma thesis defence procedures, the student is obliged to document the problem (e.g., presenting the screen print containing information about the error which was displayed on his/her computer screen) and to deliver respective information to the e-mail address of the competent Dean’s Office. Subsequent connection equals the

demanded response to additional questions asked by the Board. Any disputes shall be resolved by the Chairman of the Examination Board. Failure to deliver information referred to in paragraph 5 on the following working day at the latest brings action specified in § 38 of the Regulations of Studies.

V. Results of final examination/diploma thesis defence procedures

1. The final examination/diploma thesis defence procedures are documented pursuant the rules valid at the University. .
2. The record is subscribed by all members of the Examination Board with the unqualified digital signature issued by the Medical University of Silesia. The Chairman of the Examination Board or a person authorized by the above is responsible for delivery of the records to the Dean's Office.
3. A student will be notified about the result of the final examination/diploma thesis defence via e-mail by the Chairman of the Examination Board after termination of the examination.

VI. Recording of the final examination/diploma thesis defence procedures

1. Recording of the image and sound during the final examination/diploma thesis defence procedures is ensured by the Examination Board with the use of functions available from systems referred to in point I par. 2.
2. In charge of recording is only the Examination Board responsible for protection of the saved record from damage or disclosure to other persons.
3. A student must not record the final examination/diploma thesis defence procedures.

VII. Final provisions

1. Failure to observe the rules specified in these regulations is grounds not carry out the final examination/diploma thesis defence procedures as scheduled or to break it which is equivalent to the unsatisfactory grade. Such an occurrence shall be indicated in the final examination/diploma thesis defence procedure record by the Chairman of the Examination Board. The above shall not indemnify from disciplinary liability as defined by the Higher Education and Science Law..

2. Any matters not regulated by these rules are subject to internal regulations of the University, including provisions of the Regulations of Studies, rules for final examination/diploma thesis defence procedures defined by the Deans, provided they do not contradict the act issued with regard to prevention of SARS –CoV-2 pandemic.
3. If the diploma examination is carried out in the form of a test, the rules are established in consideration of the Ordinance No. 77/2020 dated 18.05.2020 (as amended) by the Rector of the Medical University of Silesia in Katowice on: *implementation of the Rules for procedures of written examinations/credits with the use of distant learning methods at the Medical University University of Silesia in Katowice as agreed by the Vice-Rector for Academic Affairs.*
4. The Deans of Faculties are hereby made obliged to ensure uniform rules for accomplishment of final examination at the headed Faculty.