

## Detailed instructions for the remote diploma examination at the Faculty of Civil and Environmental Engineering, Gdansk University of Technology

Based on the circular of the GUT Rector No. 14/2020 of April 27, 2020, the diploma (engineering or master's) exam can be conducted remotely. The remote diploma exam process is organized as follows:

1. The diploma examination in a remote mode may be conducted using the e-Learning platform or another web-platform indicated by the chairman. The exam is recorded (in accordance with the guidelines of the Ministry of Science and Higher Education).
2. The diploma Department, ie. the Department in which the supervisor of the master's thesis is employed or the department responsible for conducting the profile at engineering studies, is responsible for the technical side of the remote exam.
3. In order to conduct the diploma examination in a remote mode, the student submits an application to the Vice-Dean responsible for a given field of study, with a copy to the dean's office ([bkrzemie@pg.edu.pl](mailto:bkrzemie@pg.edu.pl)).
4. The chairman, other members of the examination board and student (engineering diploma exam) or chairman, supervisor, reviewer, other members of the examination board and student (master's diploma exam) are required to use computer equipped with a camera and a microphone and a web connection during the defense sending necessary data (audio & video connection) during defense with ensuring sufficient transmission quality. The chairman decides whether transmission quality is sufficient during defense.
5. After completing the formalities described in the "Detailed Principles of Diploma Preparation and Conducting Diploma Exams at the Faculty of Civil and Environmental Engineering of the Gdańsk University of Technology" and in consultation with the dean's office of WiLIŚ, the teacher conducts a test connection at least 3 business days before the scheduled date of the exam.
6. At the latest one day before the scheduled date of the diploma examination, the dean's office sends a report to the chairman (by e-mail).
7. On the day of defense, a maximum of the first 10 minutes of the reserved period is intended for determining the technical conditions of the exam.
8. The exam topics are drawn from a set prepared for a given specialty / profile.
9. The chairman provides the student with the content of exam questions. The rest of the exam takes place in the same way as for the traditional exam. After reading the questions, the student immediately proceeds to answer.
10. After answering, the chairman informs the student that the examination commission is proceeding to the secret part, and the student will be summoned again after its completion. Then the chairman disconnects the student.
11. The commission determines the grade for the answers to individual questions and the final grade for the exam.
12. The chairman, in consultation with the members of the examination board, draws up an exam report and signs it.
13. The chairman establishes a connection with the student (via telephone contact) and asks for re-connection. He informs him of the result of the exam, after which it is completed. The chairman ends the exam recording.
14. In the event of breaking the connection with the student or a member / members of the examination board during the examination and the impossibility to establish a stable connection between all participants in the examination for a period longer than 5

minutes, the chairman may consider that it must be carried out again at another time. In such a situation, if during the previous exam the student managed to answer part of the questions, the chairman may consider that the re-examination is a resumption of the previously interrupted one. All participants are informed about this fact electronically by the chairman. Resuming the exam means establishing new content only for those exam questions to which the student has not answered due to the worsening of the technical conditions of the connection.

15. The chairman immediately sends by e-mail a scan of the protocol signed on behalf of the commission to the dean's office and to the members of the examination board, which is the documentation of the examination. Up to seven days after the epidemic ends, the chairman delivers the original report to the dean's office together with a CD / DVD with a registered exam in a remote mode.
16. The instruction shall enter into force on the day of issue and remain valid until further notice.