

**Procedure on submitting diploma theses and applying for diploma examinations on-line (in the period of suspension of classes in connection with the introduction of the state of epidemic in Poland) – for students.**

**Faculty of Architecture, Poznan University of Technology**

**Rules for conducting diploma examinations – for students**

**Before the beginning:**

1. The Chairman of the Diploma Examination Board, is responsible for preparing the diploma examination room using the eMeeting-obyronyplatform managed by the appropriate organizational units of Poznan University of Technology. Other messengers and tools designed for conducting video conferences, e.g. Skype, ZOOM cannot be used to conduct diploma exams at Poznan University of Technology.
3. The Chairman sends login details to the eMeeting platform (URL, access code) to the other members of the Diploma Examination Board and the diploma student **one day before** the scheduled date of the diploma examination by email, and receives confirmation from them.
4. The Diploma student send contact telephone number to the Secretary of the Diploma Examination Board **one day before** the scheduled date of the diploma examination by email. (In case of technical problems during the diploma exam - no internet connection or its termination).
5. The Diploma student send to all membe of the *Diploma Examination Board* **at least 24h before the scheduled date of the diploma examination (via We Transfer)**:
  - the presentation in **pdf format** (according to the instructions):
    - The presentation should consist of 10-20 slides in a horizontal layout (it is recommended to adjust the proportion of the slides to the dimensions of standard computer monitors, i.e. 3:4), in a resolution that allows it to be accurately displayed on a computer screen (150 dpi).
    - The presentation should start with a title slide with the name of the student, the name of the supervisor and the title of the thesis. On the next slides, the student puts the most important elements of the project - land development plan, floor-plans, cross-sections, facades, visualizations in such a way that they are legible to the Commission (in order adapted to the prepared oral statement on the project). The content should be legible without having to enlarge the slide.
    - The presentation should be saved in pdf format as one file with a maximum size of 20 MB, its quality should allow members of the Committee to become acquainted with the diploma thesis.
    - The presentation file should be described according to the following pattern:  
*Name Forename\_Album No\_Presentation*
  - the project boards, **pdf format**; individual files described according to the scheme:  
*Name Forename\_Album No\_Board\_1*
  - the diploma thesis in pdf format; file described according to the scheme:  
*Name Forename\_Album No\_the diploma thesis*
  - the photos of the model; file described according to the scheme:  
*Name Forename\_Album No\_Model\_1*
    - \* suggested color conversion in the files to the RGB model
    - \* suggested file resolution: 150 dpi
    - \* maximum size of individual files (regarding presentation, charts, model's photo): 20MB.
6. The Secretary of the Diploma Examination Board checks if the materials sent by the Student are displayed correctly on the e-Meeting platform, in case of problems he immediately notifies the Student about the need to re-send materials.

7. During the diploma examination in the form of videoconference, the diploma student must have a computer with a camera and a microphone, as well as Internet access (stable connection). During the diploma exam the Diploma student should be alone in the room. The student should ensure that during the exam nothing disturbs its course - noise from the window, roommates; during the theoretical exam the Student should remove all subjects (notes, manuals, tablet, telephone, etc.) that may arouse suspicion of the Commission. At the request of the Commission, the student is obliged to show invisible fragments of the interior in which he is staying, bring the card close to the camera or otherwise prove independence during the answer.
8. The student must have the camera turned on and must be visible on the screens of the members' computers during the entire diploma examination. During the theory test he should sit at a distance from the computer screen so that the Commission can see the upper part of his body (from the waist up). While answering the exam questions, he should not perform any actions on the computer keyboard or other activities that could suggest someone else's participation during the exam.
9. Before the exam, the diploma student prepares:
  - o student ID, in order to confirm your identity or another document with a photo, allowing you to clearly check the identity of the graduate student,
  - o 2-3 clean A4 sheets and black pen, at least 0.5 mm in diameter,
  - o hard pad to write on,
  - o model of the diploma project,
  - o NOTE - The Student is not required to print the boards.
10. During online defense, formal attire is required - adequate to the nature of the diploma examination. The quality of the visible space should be taken care of.
11. The Chairman of the Diploma Examination Board tests logging into the diploma exam room, **a minimum of 15 minutes before** the scheduled time of the exam, checks the quality of the connection with Committee Members and the diploma student, and reports any technical problems to employees of the Service and Operation Department at 61 665 2975.  
During this meeting The Chairman of the Diploma Examination Board explains the schedule of the exam, technical information, student guidelines and asks the diploma student to confirm the contact telephone number in case of suspension of the Internet connection. The Secretary of the Commission uploads the presentation, charts and photos of the model on the board (via the + button in the lower left corner of the screen) and checks whether the presentation works. The Secretary instructs the student how to change slides and indicate important elements on the presentation.
12. All Committee Members must attend the diploma examination by videoconference, in addition to the diploma student.

### **The diploma examination:**

1. The diploma examination may be started after the Chairman has checked the presence of Committee Members as well as the student.
2. At the set time, the Chairman begins the diploma examination by welcoming participants and informs that the exam is registered and the recording is stored for a period of 30 days (until the diploma is issued).
3. Then, the student's personal data are checked by presenting the student ID to the camera. If it is impossible to clearly determine the identity of the student, the diploma exam cannot be continued.
4. The Chairman informs the student that during the whole diploma examination the student must be visible on the computer screens of the Committee Members.
5. The Chairman nominates the student as a speaker and asks the student to discuss the most important elements of the diploma thesis.
6. The student discuss the most important elements of the diploma thesis using the uploaded presentation. At the end the student shows the project's boards and the model - moving it closer to the computer camera.
7. After the speech, the Chairman asks the Reviewer to read the thesis reviews.
8. **The reviewer** presents comments on the thesis and asks relevant questions. The student notes the questions on a sheet of paper.

9. The student answers the reviewer's questions.
10. The Chairman of the Diploma Examination Board begins the discussion about the thesis by requesting the other committee members to ask questions about the thesis.
11. After receiving the answers and completing the discussion on the thesis, the Chairman asks the student to draw one of three sets of questions by giving the number (1-3), which correspond to visible envelopes, containing randomly placed exam issues.
12. Answers to the questions asked take place immediately (without the so-called preparation period), and all graphic elements required for answers, e.g. formulas, drawings, diagrams, charts, must be written on white sheets, with a black pen with a diameter of at least 0.5 mm, with letters, numbers and other symbols used should be at least 1 cm high.
13. At each request of a member of the committee, the diploma student is required to present to his computer camera the sheet with notes corresponding to the topic of the question currently being discussed for the benefit of the diploma examination board.
14. After the diploma student has answered the questions, the Chairman informs him/her about a temporary suspension in the videoconference in order to conduct the confidential part of the diploma examination committee meeting. The chairman disables the student, the student signs in again (immediately after logging out) and awaits the chairman's re-approval. The waiting time is from 10 to 20 min.
15. After suspending the videoconference, the committee begins the discussion and sets grades for individual elements: defense of the diploma thesis and answers to questions, and then calculates the diploma exam grade.
16. The Chairman of the Diploma Examination Board accepts the student again and announces the result of the diploma examination, taking into account the individual components of the grade and the final result of the studies.
17. If the diploma thesis was rated as very good (5.0), the graduate is required to print the boards (100x70 format) and submit them to the WAPP Dean's Office by 30/09/2020.
18. The Chairman ends the diploma exam and video connection session on the eMeeting platform.
19. In case of breaking the Internet connection during the diploma exam, the student tries to log into the E-Meeting system again. In case of technical problems, the Chairman calls the student to the indicated phone number and tries to find a solution to the occur situation.
20. The Chairman of the Committee is responsible for resuming the diploma exam in the event of technical problems, e.g. interruption of the connection with any of the committee members or graduate student, as well as setting a new date if resumption of the connection is not possible.
21. The Chairman of the Committee informs the dean by e-mail of all unforeseen situations.