

ORDINANCE NO. 4
OF THE HEAD OF THE EDUCATIONAL UNIT AT THE FACULTY OF PSYCHOLOGY
of May 27, 2021

on the rules of organizing diploma examinations on a remote basis

Pursuant to §9-12 of the ordinance no. 120 of the Rector of the University of Warsaw of June 5, 2020 on the submission of diploma theses and the conduct of diploma examinations in a remote mode (UW Monitor, 2020, item 255, as amended), and §6 ss. 1 and 2 of the ordinance no. 9 of the Rector of the University of Warsaw of January 18, 2021 on the organization of education in the summer semester of the academic year 2020/2021 (UW Monitor, 2021, item 10), it is hereby ordered as follows:

§ 1

General provisions

1. The diploma exam shall be conducted via the Google Meet application.
2. Technical prerequisites for the diploma exam:
 - a. a computer with access to the Internet;
 - b. an active account on the Google Suite platform; whereby committee members must have access to accounts managed by UW;
 - c. a video camera connected to the computer;
 - d. a microphone connected to a computer.
3. Before setting the date of the examination the student and all members of the Committee confirm their willingness to participate in the examination with consideration of the technical prerequisites.
4. The date of the examination is established by the Student Affairs' Office in consultation with the Chairperson of the Committee.
5. During the exam the student and each member of the Committee must be visible to the other participants.
6. No one else may be present in the room where the student is during the examination.
7. If it is determined that technical capabilities do not allow for a smooth audio-video connection, the Committee decides not to start the examination.
8. If the connection is lost during the examination and cannot be re-established for a maximum of 10 minutes, the chairperson sets another examination date and informs the Committee and the student about it. In this case, parts of the examination that have already been completed are not repeated.
9. If a student is given a question before the connection is lost but does not manage to answer it fully, the student is given a different question during a second examination date.

§ 2

Examination course

1. The Chairperson of the Committee opens a virtual examination room in the Google Meet application using a Google account registered at the UW.
2. The address of the virtual examination room is distributed by the Chairperson to the members of the Committee and to the student no later than one working day before the scheduled examination date.

3. The student logs in to the virtual examination room using an email address ending with @student.uw.edu.pl.
4. The student presents the lecture orally in front of the board without the support of computer applications such as PowerPoint.
5. The student answers all of the questions formulated by the committee members.

Questions formulated by the Supervisor and the Reviewer should be related to the topic of the thesis but may refer to the perspective of other theoretical approaches or to a broader psychological context.

The question presented by the Chairperson of the Committee is drawn by the Chairperson using a random number generator from a pool covering issues included in the syllabuses of obligatory subjects ending with the examination.

At the time of the draw, the Chairperson shares their screen with all examination participants which shows the drawing of 2 numbers from the numerical range corresponding to the number of questions contained in the pool of questions applicable to the student's course of study. The content of the questions drawn shall be made visible to the student by the Chairperson. After reading the drawn questions, the student chooses one of the questions and answers it.

6. After completing the public part of the examination, the student leaves the virtual examination room and returns to it after 15 minutes.
7. If the Committee finishes its proceedings in under 15 minutes, the Chairperson sends a message to the student's e-mail address registered in the USOS inviting the student for the announcement of the examination result. The announcement of the examination result takes place in the same virtual room where the examination was.
8. All parts of the diploma examination in a remote form should not exceed 60 minutes in total.

§ 3

Examination records

1. The public part of the examination is recorded by the Chairperson of the Committee.
2. The recorded examination can only be stored on the Google Drive belonging to the Chairperson of the Committee on their account registered at the University of Warsaw.
3. The Chairperson shall make the recording available only upon request of the Rector or the Head of the Educational Unit.
4. The Chairperson shall delete the recording immediately after one month from the date of the examination, unless the student has appealed the decision regarding the degree awarding process to the Rector. In such a case, the recording shall be removed after the conclusion of the appeal proceedings.
5. The Chairperson of the Examination Committee shall inform the Head of the Educational Unit of the deletion of the examination recording by email within one month of the date of the deletion of the recording.
6. During the examination the Chairperson of the Committee completes a computer-based minutes of the examination.
7. After the end of the examination the members of the Committee immediately approve the examination minutes in the APD.

8. In the situation when the diploma examination has been evaluated with a failing grade, the Chairperson together with the members of the Committee set a new date for the examination within a month to two months from the date of the examination. The information regarding the date of the second diploma examination is sent to the student and to the Student Affairs' Office.

§ 4
Final Provisions

To all matters not settled herein, the provisions of the Study Regulations shall respectively apply.

§ 5

The ordinance shall enter into force as of June 1, 2021.

Head of the Educational Unit
at the Faculty of Psychology

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