

ORDER No. 7/05/2023  
of the Rector of Vistula School of Hospitality  
of May 29, 2023.

**on the rules and conditions for conducting diploma examinations with the use of electronic  
means of communication**

Pursuant to Article 76a sec. 2 of the Act of July 20, 2018 - Law on Higher Education and Science (Journal of Laws of 2023, item 742, as amended) and § 15 sec. 2 point 2) of the Statute of Vistula School of Hospitality, I hereby order as follows:

§ 1

**Initial remarks**

1. General rules and course of the diploma process, including the mode of conducting diploma examinations, are specified in the Vistula School of Hospitality Terms and Conditions of Study and the Terms and Conditions of Awarding Diplomas at Vistula School of Hospitality.
2. Diploma examinations in the traditional mode are held at the University seat.
3. It is allowed to use, subject to the necessary security rules, electronic means of communication in the procedure of conducting the diploma examination as an alternative method, equivalent to the traditional mode of conducting the diploma examination.
4. The faculty dean may consent to conducting the diploma examination outside the seat of the University with the use of means of electronic communication upon a student's written request, justified by important random reasons and properly documented.
5. The means of electronic communication used must ensure real time transmission of the diploma examination among its participants and real time multilateral communication, where all participants of the diploma examination may speak during the examination. The technical conditions that must be met in order to conduct the diploma examination with the use of electronic means of communication are presented in Appendix No. 1 to this Order.

## §2

### **Rules for organizing the diploma exam with the use of electronic means of communication**

1. The student must express his/her written consent to the use of electronic means of communication for the purpose of conducting the diploma examination.
2. The student must express his/her written consent to the recording of the diploma examination for documentation purposes (the recording of the defense will be stored in the University's archive).
3. The student must submit a statement that he/she cannot use the fact that the diploma examination is conducted with the use of electronic means of communication as grounds for appealing against the decision of the examination committee.
4. Both the student and the members of the examination committee must use the appropriate equipment meeting technical conditions to participate in the diploma examination with the use of electronic means of communication.
5. The IT Department provides both the student and the members of the examination committee with the opportunity to train in the skills of participating in the diploma examination using electronic means of communication.
6. In the case of organizing the examination for a student located in a different time zone, time differences should be taken into account in order to avoid conducting the exam outside of 8 a.m.-8 p.m. local time in the student's location.

## §3

### **The procedure for preparing the diploma examination with the use of electronic means of communication**

1. Both the student and the members of the examination committee are informed by the Dean's Office about the planned date of the examination.
2. Following the information about the date of the diploma examination planned by the Dean's Office, both the student and the members of the examination committee receive an e-mail from the IT Department with access details to the meeting and the expected time of readiness to connect and take the diploma examination using electronic means of communication.
3. All persons taking part in the examination must see and hear each other clearly.

4. In particular, the student must be clearly visible on the screen. It is recommended to use the so-called medium shot, consisting of showing the figure from the waist up.
5. The room where the student is located should be illuminated so that the image is sufficiently bright.
6. The student must be alone in a separate room. The presence of any third parties in the exam room where the student is taking the examination is not allowed. The committee has the right to ask the student to show the committee the whole room.
7. The remote examination must be conducted using visual and audio interaction, i.e., it is not possible to conduct an audio-only exam using only a microphone.
8. It is recommended to test all equipment in advance and run a test connection before the examination formally begins.

#### §4

#### **Examination procedure with the use of electronic means of communication**

1. The content and course of the examination with the use of electronic means of communication, as a rule, are the same as in the case of conducting the examination using the traditional method. However, additional procedures are introduced related to the specific nature of on-line communication.
2. The chairman of the committee is obliged to check the diploma student's identity with particular care, on the basis of the student's ID card (or other document with a photo) presented by him/her, comparing the photos on the ID card and in USOS, and also, in case of doubt, asking about basic personal data.
3. The University reserves the right to verify the person taking the exam: before, during and after its completion. If it is found that a person other than the one entered in the protocol took the examination, the result of the examination is canceled, and the student bears the legal consequences.
4. The student answers three questions, the first of which, concerning the diploma thesis, is asked by the reviewer of the diploma thesis, and the numbers of the other two (from the field of study and speciality) are drawn by the student with the help of the committee chairman in such a way that this activity is visible to the student and members of the examination committee and can be recorded.

5. The content of the questions is read and recorded in the examination protocol and in the chat.
6. It is recommended that the student has a printed set of questions appropriate for his/her field of study and speciality of study, in order to facilitate familiarizing himself/herself with the questions which he/she must provide answer to.
7. The student must not use any materials or electronic equipment other than those used to conduct the examination.
8. The diploma examination is an oral examination. The student has a few minutes to prepare for the answer and take short notes, constituting the plan of the speech. The course of taking notes must be recorded with a camera.
9. In the event of insufficient quality of the connection or suspicion of third-party involvement or unethical behavior of the student found by the committee, the examination may be interrupted at any time.
10. If communication is interrupted during the examination and it is not possible to re-establish the connection, the examination must be terminated and rescheduled in accordance with the general rules, subject to section 12 and section 13.
11. Any examination that is rescheduled for technical reasons should be held within one month of the original date.
12. If connection is lost during an examination and cannot be established again, examiners must decide what part of the exam should be credited and what part should be taken during the next examination.
13. If connection is lost at the end of the examination and the examiners mutually agree that further student responses will not change their decision, the examination may be ended. In this case, the student should be notified of the decision of the committee members.

## §5

### **Closed part of the examination, completion of the examination protocol and announcement of the examination result**

1. After the student complete his/her answers, the closed part of the examination takes place.
2. During the closed part of the examination, the student awaits the result of the committee's decision in the waiting room, to which he/she is moved by an assistant employee of the IT Department.

3. Examiners agree on partial grades and the committee chairman enters the result of the examination into the electronic protocol, signs it, and then the protocol is immediately signed by the other members of the examination committee.
4. After the closed part is completed, the diploma examination student is again included in the committee's meeting by an employee of the IT Department.
5. The committee chairman informs the student about the result of the diploma examination providing its justification.
6. The student should be allowed to make a short statement closing the examination.
7. In the event of technical difficulties with the student's rejoining the proceedings, the committee chairman informs the student about the examination result as soon as possible by e-mail sent via USOS.

## § 6

### **Final remarks**

1. Instructions for the chairmen and other members of the diploma examination committee regarding the preparation of the protocol in the electronic version are included in the document prepared by the IT Department, constituting Appendix No. 2 to this Order.
2. An employee of the IT Department takes part in diploma examinations, opening and closing each session, and provides support in the event of technical problems.
3. All rules and requirements concerning the organization and conduct of diploma examinations by means of electronic communication, which are not included in this Order, are presented in the Terms and Conditions of Study and the Terms and Conditions of Awarding Diplomas at Vistula University.
4. This Order comes into force on the date of its signature.

pp. Rektor`s  
Prorector

Prof. Krzysztof Celuch