



STATEMENT No.8

**By the Vice-Dean for Student Affairs/ Head of the Teaching Unit
of the Faculty of Economic Sciences University of Warsaw
June 9th 2020
regarding remote thesis defences mode**

Due to the suspension of on-site work at the University of Warsaw and instructions of the Authorities, thesis defences planned in the academic calendar for June, July and September 2020 will be held in the remote mode.

Due to the new regulations as well as institutional and technical solutions, the previous procedure of the thesis defence (applied in April 2020) is changed for the below.

The procedure of thesis submission and remote defences at the Faculty of Economic Sciences is described below.

Detailed instructions regarding the thesis examination process are included in Resolution No.7 of the Teaching Council of the Faculty of Economic Sciences University of Warsaw from April 15th 2020 regarding detailed rules of the diploma examination process.

Thesis submission

1. Diploma theses should be submitted only in an electronic version. The Student sends a diploma thesis by e-mail to the Student Office, to the person who administers the given program and year of study. On this basis, the Student Office creates a repository place in USOS system for the thesis. The thesis contains the supervisor's statement signed by hand (signature scan) or digitally, as well as the Author's statement. The electronic file must have an appropriate name (according to the table below). Thesis in digital version is in editable format (e.g. *.doc, *.odt, *.txt) and / or in *.pdf with the possibility of searching and copying the text.
2. After creating a repository place in UWTA / USOS, the Student uploads the diploma dissertation. To upload the thesis, at the USOSweb page, from the NEWS tab, select the item: UWTA - Archive of diploma thesis and perform the following actions:
 - a. Log in and open the MY THESIS tab, then click on the thesis title.
 - b. Enter the following data: title in English, summary, Keywords and then confirm the data: SAVE THESIS DATA.
 - c. Upload the thesis in "pdf" format.
 - d. Select "Forward for approval by the supervisor".
3. The Student should not submit the printed version of the thesis due to the electronic document flow. The Student does not fill out the circulation card; the card is issued at USOSWeb by the Students Office. The Student at the time of submitting the thesis should be accounted with the Faculty's Computer Laboratory and Library, University of Warsaw Library, Centre for Foreign Language Teaching and Physical Education and Sports Centre.



The Student pays for the diploma fee to the individual fee account, which the Students Office records in USOS. The Student pays for the diploma in Polish and, on request, a copy of the diploma in English. If necessary, the Student submits the request for re-admittance for the day of the thesis defence.

Exam organisation

1. According to the regulations at the University of Warsaw, the degree examinations (thesis defences) are conducted in a remote mode. There is no possibility to organise the thesis defence in on-site mode.
2. The graduate should possess a computer with access to the internet, camera and microphone. During the exam in the room where the graduate stays, no other people are allowed.
3. All people taking part in the diploma examination process should use e-mail in the University of Warsaw domain. The chairperson and the Secretary should obligatory use the Gmail account for the University of Warsaw.
4. Videoconference is conducted via Google Meets. The host of the meeting is the chairperson of the Committee. In an individual situation, the chairperson can indicate the Secretary of the Committee to be the host of the meeting.
5. Students Office prepares the schedule of the degree examinations, divided for committees which conduct a few exams in the given day. Students Office organises (one) meeting for the Committee in Google Meets calendar. Participants of the given (one) meeting are all people who take part in all thesis defence conducted by the Committee in the given day – it means that all the thesis defences exams of the given Committee have the same link to the videoconference.
6. Students Office, scheduling the Committee meeting in the Google calendar, publishes in the notes also the link to Google Chat, sharing it to all participants of all degree examinations conducted by the Committee on the given day. The Secretary of the Committee operates Google Chat – it is a form of information regarding the current situation in the Committee of the degree examination. The Secretary of the Committee via this channel invites the students and Committee members to join the meeting.
7. Students Office, after creating and sending the invitations for degree examinations, changes the host of the meeting for the chairperson of the Committee (or in specific situations for the Secretary if the chairperson requests it). The chairperson of the Committee accepts the electronic invitation to take over the part of the host of the meeting.
8. Degree examinations are planned for every 45 minutes, although the Committee meets 15 minutes earlier than the term for the student ¹. Students Office publishes the schedule of degree examinations, taking under consideration both times of entering the exam – the one for the Committee and the one for the graduates.
9. After the exam, the Students Office prints to the Student's file the documents enlisted:
 - a. printed exam protocol;



- b. printed review of the thesis;
- c. printed anti-plagiarism report;
- d. printed Degree Thesis Card confirming archiving the thesis.

Exam preparation - for the Committee

1. Defences will take place according to the previous rules (new rules of the dissertation will come into force in October 2020). The Committee asks two questions: one from the thesis and one course-related and connected with the thesis.
2. The Committee receives information regarding the thesis (the thesis, supervisor's review, reviewer's review and the protocol) via USOS or as back-up via Dropbox.
3. Before the meeting, the participants prepare possible questions/subjects for the defense.
4. The Committee meets in the term scheduled for the Committee for the given degree examination - 15 minutes before the scheduled defense and sets the questions. The participants should check the stage of work of the Committee via chat and join the meeting, not disturbing the other exam, where possible.
5. The questions and the process of the defence is protocolled by the Committee's Secretary. The minutes of the meeting is filled in USOS simultaneously during the thesis defence.
6. When the Committee is ready to invite the Student, the Secretary writes on the related chat, inviting the Student (it is possible to give the name and surname) to join the meeting with the Committee.

Exam preparation - for the Student

1. The defenses will be scheduled a week in advance.
2. The thesis reviews that should be acknowledged are available in USOS at least three days before the defence.
3. At least the day before the exam, Student will receive an invitation from Google Meets to the virtual meeting. The invitation also contains the link for the Google chat.
4. The meeting should be attended with respect to the appropriate dress code.
5. 15 minutes before the planned thesis defense (according to the defense schedule) it is necessary to join the Google chat shared with the given Committee and wait for the invitation from the Secretary. The Secretary will inform when it will be possible to join Google Meets meeting.

Exam process

1. The exam starts at the scheduled time, after inviting the Student by the Secretary on the exam-related chat. It is possible to start slightly earlier or later due to technical or organisational reasons. Information about the changes in the time are given via Google chat by the Secretary of the Committee.
2. The defence is recorded, the record is kept on Google Drive of the chairperson for one month. The chairperson shares the record only upon request of Rector or Vice Dean.



3. The chairperson is the moderator of the meeting – the chairman greets the Committee, checks if all the participants can hear and see each other, informs about the exam process, asks the Secretary to read out the questions and asks the Student to write down the questions, the chairman informs about the time needed to prepare the answers.
4. Student, after preparing a note with the most important issues, starts answering the questions.
5. The Committee listens to the answer, the Committee can ask for explanations.
6. When the answers for both questions are completed, Student disconnects.
7. The Committee marks the answers, settles the grades, the exam result and the grade on the diploma.
8. The Secretary presents the minutes of the meeting. The Committee checks its accuracy and accepts it in USOS.
9. The Secretary invites the Student via chat to reconnect with the Committee.
10. Student returns to the meeting where the chairperson announces the result of the exam and grants an academic title.
11. When the diploma examination is over, the Secretary puts the information on the chat for the next joining participants (supervisors and reviewers) with the invitation to join the meeting.

Supervisor's duties

1. The supervisor signs the statement attached to the thesis and forwards it to the Student before the thesis submission. It may be a scan of the handwritten signature on the statement or a digital signature.
2. The supervisor immediately after uploading the thesis by the Student forwards the thesis to be checked in the anti-plagiarism program JSA available in USOS - the program checks the thesis regarding usage of the intellectual property against the law. If the report does not raise objections, the supervisor immediately accepts the report JSA and successively the thesis in USOS, forwarding it to be reviewed. Lack of acceptance of the anti-plagiarism report and lack of forwarding the thesis to be reviewed automatically stops the review process.
3. The supervisor uploads to USOS the thesis review, at least three days before the scheduled thesis defence. There is no other possibility to transfer the thesis review than via USOS. In case of untimely or lack of delivery of the thesis review, the degree examination is postponed to the soonest possible date; Vice Dean has a right to punish the reviewer, deducting hours from the realised *pensum* as two hours for each delayed or failed review. The employee who have not deliver the review on time, submits immediately after the scheduled term of delivering the review, the written explanation to Vice Dean regarding the reasons of delay or lack of delivering the review. Delays or lack of delivering the reviews can be basis to negative employee's assessment by Vice Dean and/or the Teaching Council.



4. The supervisor takes part in diploma examination conducted remotely according to the schedule of the degree examinations. Link to the virtual meeting is sent in the invitation from Google Meets, the supervisor can check the stage of works of the Committee on the chat related to the thesis defence, to which the link is in the invitation from Google Meets.
5. The supervisor accepts the thesis defence-related documents in USOS. Handwritten signatures are not required.

Reviewer's duties

1. The reviewer receives notification from USOS system about the thesis which should be reviewed.
2. The reviewer uploads to USOS the review the review of the thesis, at the latest three days before the scheduled thesis defence. There is no other way to forward the review than via UWTA/USOS. In case of untimely or lack of delivery of the review, the degree examination is postponed for the soonest possible date, EUH has a right to punish the reviewer, deducting hours from the realised *pensum* as two hours for each delayed or failed review. The employee who have not deliver the review on time, submits immediately after the scheduled term of delivering the review, the written explanation to EUH regarding the reasons of delay or lack of delivering the review. Delays or lack of delivering the reviews can be the basis to negative employee's assessment by Vice Dean and/or the Teaching Council.
3. The reviewer takes part in diploma examination conducted remotely according to the schedule of the degree examinations. Link to the virtual meeting is sent in the invitation from Google Meets; the reviewer can check the stage of works of the Committee on the chat related to the thesis defence, to which the link is in the invitation from Google Meets.
4. The reviewer accepts the thesis defence-related documents in USOS. Handwritten signatures are not required.

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