

Procedures of conducting direct diploma examinations

§1

Submitting documents for a diploma examination

1. The submission of an Application for the admission to the diploma examination takes place at the dean's office in the strictly specified hours. Only one student at the time may stay at the office. The application may also be sent using Polish Post and couriers.
2. The chairman of the examination board is responsible for the completeness of diploma examination process's documents and for handing them over to the dean's office within one week from the examination date.
3. The chairman of the examination board is responsible for the organization of the diploma examination in a direct mode with a support of the employees of the dean's office of the Faculty of Transport.

§2

Preparation and course of a direct diploma examination

1. Students who take the diploma examination are informed in advance about the date and time of the diploma examination via APD system.
2. The schedule of the diploma examinations is planned in a way to limit a direct contact between members of the diploma examination board and students enrolled for the diploma examination (the diploma examinations will be held no more frequently than every 30 minutes). The diploma examination board will work in accordance with the time regime.
3. The diploma examination board is located in a room where safe distances between its members and the student can be kept with the highest safety standards.
4. After completion of the diploma examination, the board announces its result.
5. After the completion of the diploma examination process, the diploma examination board prepares the minutes signed by all its members.
6. The diploma examination is conducted by the diploma examination board in accordance with the current rules in force at the Faculty.