



**Rules for the organization of diploma exams
for students undertaking education in English
at the Faculty of Management of the Lublin University of Technology
in the academic year 2021/2022**

§ 1.

Diploma exams are carried out in direct contact, in the building of the Faculty of Management PL, taking into account special safety rules.

§ 2.

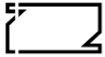
A student who meets the requirements set out in the Study Regulations at Lublin University of Technology (§ 32 section 1) may be admitted to the diploma examination. The Dean's Office of the Faculty is responsible for the verification of the documentation, whereby:

- a) the clearance card is delivered electronically in accordance with the procedure described in the Annex to Regulation No. R-10/2021 of the Rector of Lublin University of Technology of January 22, 2021 on the Rules for the verification of learning outcomes achieved outside the seat of the university with the use of information technology;
- b) grades of the diploma dissertation prepared by the promoter and by the reviewer sent in electronic form without a signature will be treated as information constituting the basis for the preparation of documentation for the exam (individual report, summary statement, etc.). On the day of the diploma examination at the latest, the signed documents should be handed over to the Secretary of the Diploma Examination Committee.

§ 3.

The following rules for the organization of diploma exams are established:

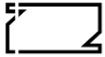
1. The diploma examination is conducted in the building of the Faculty of Management (Lublin, ul. Nadbystrzycka 38).
2. The schedule of the diploma examinations is set by the Vice-Dean for Education of the Faculty of Management.



3. The Secretary of the Committee shall notify individual participants of the date, time and room in which the examination will be conducted.
4. On the day of the examination, the Members of the Committee are seated in the designated room in compliance with the sanitary rules.
5. The student should comply with the current requirements related to counteracting the spread of the SARS-CoV-2 virus, in force at the Management Department (including wearing a mask and protective gloves, and keeping a proper distance from the Faculty employees).
6. After entering the room, the student is obliged to disinfect his hands, put on protective gloves and take the indicated place.
7. During the examination, the diploma student is obliged to follow all orders given by the Chairman of the Committee.
8. After the diploma examination is completed, the graduate should wait for the examination result to be announced in front of the hall door.
9. The assessment of the student's response and the final result of the studies is determined at a closed session based on the regulations described in the Study Regulations at the Lublin University of Technology.
10. After the result is announced, the graduate should immediately leave the building of the Faculty of Management.
11. Upon completion of the examination, the Secretary draws up a report on its course and then submits the documentation to the Dean's office employee who prepares the graduation diploma.

§ 5.

In matters not provided for by the above provisions, the decision is issued by the Dean, after obtaining the necessary information from the student and the Chairman of the Diploma Examination Committee.



Procedure for obtaining an electronic clearance card

1. The e-mail addresses and names of the units responsible for confirming the student's electronic clearance card are specified in Table 1 below.

Table No. 1. *E-mail addresses of the University units responsible for confirming the student's electronic clearance card*

	Unit name	E-mail
1.	Study of Physical Education and Sport	obiegowka.wf@pollub.pl
2.	Scientific and Technical Information Center	obiegowka.wyp@pollub.pl
3.	Dormitories	obiegowka.ds@pollub.pl
4.	The supervisor's unit	the department's secretary
5.	Office of Careers and Cooperation with the Social and Economic Environment	obiegowka.bk@pollub.pl
6.	International Education Office studies in Polish	obiegowka.bkm@pollub.pl
7.	International Education Office studies as part of international exchange	clearance.oie@pollub.pl

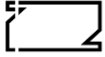
2. E-mail address and name of the unit responsible for confirming the student's electronic clearance card:

Faculty of Management - obiegowka.wz@pollub.pl

3. The student obtains a clearance card by sending a message via e-mail from the pollub.edu.pl domain to the units indicated in Table 1.

The recommended content of the e-mail is as follows (elements in <> should be replaced with specific data):

It is hereby confirmed that the student <name and surname of the student> ***album number*** <album number> ***of the Faculty of Management is not in arrears financially and economically of the Lublin University of Technology:*** <name of the unit from table 1>.



The procedure for special sanitary restrictions

1. On the day of the exam, the members of the commission sit in a designated room, keeping the minimum distance.
2. In order to maintain safety rules, the graduate will be admitted to the building of the Faculty of Management 5 minutes before the scheduled examination. The student should show the employee of the Faculty an identity document containing the name and photo of the student, and then go directly to Room 100, where the examination will take place.
3. In compliance with the requirements related to protection against the virus, the student should wear a mask and protective gloves and keep a proper distance from the Faculty staff.
4. After entering Room 100, the graduate is obliged to disinfect hands, put on protective gloves and take the indicated place.