Nicolaus Copernicus University in Toruń
Ludwik Rydygier Collegium Medicum in Bydgoszcz
Faculty of Health Sciences

ONLINE DIPLOMA EXAMINATION PROTOCOL
of ....

Student full name: ....
Student ID number: ....
Field of study: ....

Composition of the examination commission:
- head: ....
- supervisor: ....
- reviewer: ....

1. The head of the examination commission checked the connection (availability) of all participants of the videoconference, i.e. checked whether the cameras and microphones of all participants of the examination were turned on. He/She checked whether all members of the commission and the student were able to see and hear one another and asked each person to confirm. He/She asked the student to be visible and audible during the entire examination and to immediately report any technical problems, such as video or sound issues.
He/She asked videoconference participants to confirm whether they were ready to begin the online examination:
- head: yes / no*
- supervisor: yes / no*
- reviewer: yes / no*
- student: yes / no*
He/She announced the start of the examination and began registering its course.
Examination start time:....................**

2. The head of the examination commission verified the student's personal data. He/She informed the student about the ban on using external sources of information (e.g. data storage devices, books, notes, learning aids or third persons) during the examination:
yes / no*

3. The head of the examination commission informed videoconference participants that in the event of a connection failure occurring while the student was providing an answer to a question an attempt would be made to reconnect – a maximum of three attempts allowed within 5 minutes. If the connection was not restored within 5 minutes, the question would be cancelled. If the connection between commission members or between the commission and the student was lost permanently during the examination, the head of the commission would decide whether the part of the examination before disconnection was sufficient to evaluate the student: if "yes" – the end of the examination would be announced, if "no" – the examination would be cancelled:
yes / no*

4. Temporary connection failure (videoconference):
yes / no*
Notes:...
....
....
....

5. Permanent connection failure (videoconference)/termination of the examination:
yes / no*
Notes:...
....
....
....

6. Cancellation of the examination:

yes / no*

Notes:...
....
....
....

7. After the examination, the head of the commission informed all participants that the commission would begin the evaluation process, during which the student would be disconnected. Once the evaluation was complete, the commission would reconnect with the student.

8. Connection with the student was terminated at:...........................**

9. The commission performed an evaluation and decided:

to award the title / not to award the title*

10. Connection with the student was resumed at:................................**

11. The head of the commission informed the student about the result of the examination diploma and announced the decision on granting the professional title.

12. The diploma examination was officially concluded. Connection with the student was terminated.

13. The commission approved the diploma examination protocols and authorised the head of the commission to sign them.

14. Connection with the examination commission was terminated.

15. This protocol is supplemented with the protocol for the

Bachelor's examination / ~~Master's examination~~*

generated from the USOS system and filled out by the head of the examination commission.

Signature of the head of the commission:

....

*cross out as appropriate
**fill out