

RECTOR  
SGH WARSAW SCHOOL OF ECONOMICS  
in Warsaw, Poland  
ADOIL.021.134.2020

## RECTOR'S CIRCULAR No. 2

of 28 April 2020

on the organisation of 2019/2020 summer examination session

1. In relation to the regulation of the Minister of Science and Higher Education of 23 March 2020 on the temporary limitation of the functioning of some entities of the higher education and science system in relation to the prevention, counteracting and eradication of COVID-19 (Polish Journal of Laws [Dz.U.] item 511) and in relation to Rector's order No. 24 of 19 March 2020 on changes in the organisation of classes at SGH Warsaw School of Economics during the time of class suspension introduced to prevent the spread of SARS-CoV-2 virus causing COVID-19 disease, didactic classes until the end of the summer semester in the 2019/2020 academic year and examinations during the 2019/2020 summer session at SGH Warsaw School of Economics will be conducted with the use of means of electronic communication. This decision is made based on the necessity of planning further distance learning and preparation of academic personnel, students, Ph.D. students and listeners for the verification of learning outcomes.
2. In these special circumstances of organisation of examination session, it is necessary to ensure reliability of assessment of knowledge and skills acquired in the course of education.
3. A solution recommended by the authorities of SGH Warsaw School of Economics is performance of oral examinations with the use of audio-visual communication in real time and written examination based on the evaluation of work prepared by the examinees, i.e. essays, papers, responses to open-ended questions, as well as performance of project tasks or examination in interactive forms, ensuring independence of students, Ph.D. students' and listeners' work. In reference to

written work, it is recommended to verify it with the use of anti-plagiarism software (<https://asap.sgh.waw.pl>, the manual is available in the menu, after logging in) which will additionally help with the assessment of the mode of its preparation.

4. Pursuant to § 1(3) of the aforementioned regulation of the Minister of Science and Higher Education, examinations carried out with the use of means of distance communication are to be recorded; in the case of oral examinations, it is recommended to organise them at the Microsoft Teams platform with the recording function turned on.

RECTOR

Professor Marek Rocki, Ph.D.

/signed with qualified  
electronic signature/