

**Rules for conducting diploma examinations at the Poznań University of Economics and Business
in effect as of June 1, 2026**

1. The examination takes place at the University premises on a date and place determined with the Director of Studies.
2. The diploma examination committee consists of the chair, the supervisor, and the reviewer. The presence of all committee members at the exam is mandatory.
3. The Chair verifies the student's identity based on an identity document (or confirmation from a committee member) and checks the personal data of the Student against the protocol. The Student should inform the Committee if there is any discrepancy in the provided data.
4. The examination lasts up to 20 minutes.
5. Course of the diploma examination for students of the Bachelor in Business Administration and Master in International Business program:
 - a) the student succinctly presents the diploma work and answers a question about the assumptions, methods used in the work, and the obtained results (the student may use a PowerPoint, PDF according to the given template, or use another program),
 - b) the student answers the reviewer's question related to the diploma work,
 - c) the student answers one drawn question (using any technique from the pool of questions) read aloud by the student or the Chair.

The student may request a short time to prepare the answer. Each answer is graded on a scale from 2.0 to 5.0.
6. After answering the questions, the student leaves the room, and then the Committee evaluates the student's answers.
7. The Chair informs the student of the conferment of the professional title and the diploma grade.
8. If the student fails the diploma examination or does not justify their absence at this exam, they have the right to take the re-sit examination in the first retake. If they do not receive a positive grade on the exam or do not justify their absence at the exam in the first retake, they then have the right to take the diploma examination in the second retake.
9. The date of each diploma retake examination cannot be earlier than four weeks after the previous examination and no later than six weeks after it. If the retake date falls during the summer inter-semester break, the Director of Studies may set the date after six weeks from the previous exam.
10. If the student fails the diploma examination in the second retake, the Rector issues a decision to remove the student from the list. The student does not have the right to reactivate their studies.