

Course Regulations
Mechanics of Structures CES (MoS3 CES)
Second-cycle (M.Sc.) studies, academic year 2020/2021

Course on the Mechanics of Structures (MoS3 CES) is held during the second semester of the second-cycle (M.Sc.) studies in the amount of :

lectures – 30 hours,
project – 15 hours.

Paragraphs effective during the remote learning process are marked with an asterisk (*)

1. Lectures and project meetings

- 1.1 Schedule of lectures and project meetings are set by the Dean.
- 1.1* During the remote learning process lectures are carried out via MS Teams.
- 1.2 Short tests may be organized during the lectures. Grades for the tests influence the grade for the final exam.
- 1.3 The grade for the project part of the course is determined as the grade for homework. Students are obliged to complete and defend all parts of the project within the dates set in Annex 1.
- 1.4 Grades for the project part of the course in the academic year 2020/2021 remain valid until the last day of the winter exam session in the academic year 2021/2022. Grades obtained in previous academic years are expired.
- 1.5 Students may record sound and image only upon the consent of the lecturer (or project tutor). Should such consent be granted, the recorded materials may not be made publicly available.

2. Final exam and overall grade

- 2.1 Exam dates are set by the Dean.
- 2.2 The exam is open for all students who have the valid grade for the project part of the course.
- 2.3 Exam consists of two parts: written and oral. Taking both parts of the exam is obligatory.
- 2.4 Evaluation of the exam is a two-step procedure:
 - a. In step 1, grade for the written part is calculated as
$$p = 0.5 \cdot (p_1 + p_2),$$
where:
 - p_1 – grade for problem 1,
 - p_2 – grade for problem 2.Only students with at least a satisfactory grade ($p \geq 3.0$) for the written part of the exam, are entitled to take the oral part.
 - b. In step 2, the oral part is graded. The final grade for the exam is determined as
$$e = 0.8 \cdot p + 0.1 \cdot k + 0.1 \cdot u,$$
where:
 - p – as above,
 - k – grade for tests during the lectures,
 - u – grade for the oral exam.Obtaining at least a satisfactory grade for the oral part of the exam ($u \geq 3.0$) and at least a satisfactory final grade for the exam ($e \geq 3.0$) is a necessary condition for passing the exam. Should this requirement be satisfied, the final grade (e) is round to the nearest 0.5 and entered in the USOS system and “indeks”.
- 2.5 Rules set in Annex 2 apply during the exam.
- 2.5* During the remote learning process, rules set in Annex 2* apply during the exam.
- 2.6 Students are allowed to take examinations within the period of validity of grades for the project part of the course on MoS3 CES. If the exam is not passed during this time, it is necessary to repeat the course as a whole.
- 2.7 The overall grade for the course is assessed as an average of a project grade and an exam grade, with the result round up to the nearest 0.5.

3 Final provisions

- 3.1 Students pursuing the MoS3 course are obliged to read the course regulations. Comments may be submitted to the course coordinator by e-mail until 8.03.2021. After this date, course regulations are deemed to be known and accepted by all students of the course.
- 3.2 Other issues unmentioned in these Regulations should abide by the Academic Regulations of the Warsaw University of Technology.

26.02.2021

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Annex 1

PROJECT SCHEDULE

deadline for submitting the project	16.06.2021
deadline for defending the project	30.06.2021

Annex 2

POLICY APPLICABLE DURING TESTS AND EXAMS ON MECHANICS OF STRUCTURES CONDUCTED IN THE CLASSROOM LEARNING PROCESS

1. All devices, except for items necessary to conduct an exam, must be turned off and placed in students' bags. All bags must be put near the wall of the classroom, out of students' reach.
2. If a student does not have a bag, he or she puts a turned-off device on an examiner's desk.
3. The examiner is not responsible for students' devices.
4. None of the devices which receive or transmit data can be used as watches or calculators.
5. Students are allowed to have on their desks only the items necessary for writing a test such as: a pen or sheets of paper. All sheets must be signed with a student's name, surname and "indeks" number.
6. Student must put on the desk her or his "index" or Student Identity Card or other ID document including student's photograph.
7. The examiner should prepare a list of students sitting the exam and check every student's identity.
8. In accordance with Academic Regulations, if it is established that the student works with external assistance or uses unauthorized materials or devices or violates any rule described herein, the student loses the right to pass the course being currently pursued.
9. If such a situation takes place during a test or exam, the failing grade is entered immediately into the protocol.
10. The examiner informs in a written or electronic form the Vice-Dean for Academic Affairs and the Vice Dean for Student Affairs about a student who violated this policy. Having discussed the case with the faculty students' union the deans take further disciplinary action against the student.

Annex 2*

POLICY APPLICABLE DURING TESTS AND EXAMS ON MECHANICS OF STRUCTURES CONDUCTED IN THE REMOTE LEARNING PROCESS

1. Verification of learning outcome is conducted on the MS Teams platform.
2. Verification can be conducted in either written form (written exam) or oral (project defence, oral exam).
3. Verification sessions are open for students who joined their team on the MS Teams platform.
4. Written exam is conducted on the general channel of the team. The date of written exam is set by the Dean in the examination period schedule.
 - a. Students turn in solutions to exam problems via MS Teams.

- b. Format of the file with a solution is *.pdf.
- c. The following declaration on the own completion has to be attached to each solution:
I declare that this piece of work which is the basis for recognition of achieving learning outcomes in the MoS3 course was completed on my own.

First and last name _____

Student record book number (Student ID number) _____

- d. Written exam is conducted according to the following time map:

start	problem no. 1 is posted in the <i>Assignments (Zadania)</i> tab on the general channel;
start + 50 mins.	deadline for solving problem no. 1;
start + 60 mins.	deadline for turning in the solution to problem no. 1 along with the Declaration; problem no. 2 is posted in the <i>Assignments (Zadania)</i> tab on the general channel
start + 110 mins.	deadline for solving problem no. 2
start + 120 mins.	deadline for turning in the solution to problem no 2 along with the Declaration

- e. Solution turned in after deadline, or submitted otherwise than via MS Teams (eg. e-mailed) is not evaluated.
5. Verification sessions are conducted on the designated channel on the date set by the teacher.
 - a. Student's camera is switched on during the entire session.
 - b. Student's identity is verified before commencing the oral verification session. For this, the student presents a valid ID card to the camera.
 - c. Student who does not have access to a computer with a camera should apply to the Dean for an opportunity to use a hardware at the Faculty. Exam date is set in agreement with the Dean.
6. In accordance with Academic Regulations, if it is established that the student works with external assistance or uses unauthorized materials or devices or violates any rule described herein, the student loses the right to pass the course being currently pursued.
7. If such a situation takes place during a test or exam, the fail grade is entered immediately into the protocol.
8. The examiner informs in a written or electronic form the Vice-Dean for Academic Affairs and the Vice Dean for Student Affairs about a student who violated this policy. Having discussed the case with the faculty students' union the deans take further disciplinary action against the student.