



# LEGAL BULLETIN

## NICOLAUS COPERNICUS UNIVERSITY IN TORUŃ

2022; item 250

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### ORDER NO. 141

of the Rector of the Nicolaus Copernicus University in Toruń

of 30 September 2022

*[excerpt]*

#### **on the preparation and issue of diplomas and diploma supplements at Nicolaus Copernicus University in Toruń**

Pursuant to Article 23(2) and Article 77 of the Act of 20 July 2018 Law on Higher Education and Science (Journal of Laws of 2022, item 574 as amended), the Regulation of the Ministry of Science and Higher Education of 27 September 2018 on studies (Journal of Laws of 2021, item 661 as amended), Resolution No. 39 of the Senate of the Nicolaus Copernicus University of Toruń of 30 April 2019 Study Regulations at Nicolaus Copernicus University in Toruń (NCU Legal Bulletin of 2019, item 277 as amended) and Order No. 105 of the Rector of NCU of 6 June 2022 on the procedure for awarding professional titles at Nicolaus Copernicus University in Toruń (NCU Legal Bulletin of 2022, item 179)

**it is resolved** , as follows:

*[...]*

#### **Chapter 3**

#### **Issuing an additional copy of the diploma and an additional copy of the diploma supplement**

##### **§ 7**

1. A student or graduate may apply for an additional copy of the diploma or an additional copy of the diploma supplement in accordance with Article 77, section 2a of the Act. A template of the application is set out in Annex No. 4.
2. To request an additional copy of:
  - 1) diploma in English, French, Spanish, German or Russian,
  - 2) diploma supplement in English,

the student or graduate shall enclose a confirmation of payment of the fee for the issue of the diploma or the diploma supplement, as appropriate, in the amount laid down in the Order.

[...]

## **Chapter 5**

### **Authorisation to collect and post diplomas, diploma supplements, copies and duplicates**

#### **§ 15**

1. At the written request of the student/graduate, a set of documents referred to in § 4, section 1 (except for the copies intended for the files), an additional copy of the diploma, an additional copy of the diploma supplement, as well as a duplicate diploma or a duplicate diploma supplement may be issued to an authorised person. A template of the application is set out in Annex No. 5.
2. The authorisation referred to in sec. 1 should be signed in the presence of a staff member of the dean's office, who certifies the authenticity of the authorising person's signature. The signature on the authorisation may be certified by a notary public.
3. In exceptional circumstances (subject to sec. 7), it is possible to send the documents referred to in sec. 1 to a graduate by registered post with confirmation of receipt to the address included in the student's personal file. Sending the documents shall take place at the request of the graduate submitted in person or sent in hard copy to the dean's office, in accordance with the template set out in Annex No. 6. The graduate shall bear the cost of the postage. Before submitting the application, the graduate is obliged to inform a staff member of the dean's office of his/her intention to submit it and to pay the fee in Polish zlotys indicated by a staff member of the dean's office.
4. When the address referred to in sec. 3 is different from that in the student's personal file, a member of staff in the dean's office shall confirm the address indicated, e.g. by a telephone call, or by e-mail contact with the graduate.
5. A graduate who has requested the sending of documents in accordance with sec. 3 is required to submit to the dean's office a completed and personally signed confirmation of receipt of documents, in accordance with Attachment No. 7. It is permissible to send the confirmation in the form of a scan to the dean's office e-mail address.
6. The confirmation of receipt referred to in sec. 5, together with the Attachment No. 7 sent by the graduate, shall be placed in the student's personal file.
7. The provisions of paragraphs 3-6 apply only to documents that are not public documents within the meaning of Order No. 182 of the Rector of Nicolaus Copernicus University of Toruń of 15 September 2021 on the management of public documents at Nicolaus Copernicus University of Toruń.

**R E C T O R**

**prof. dr hab. Andrzej Sokala**