



# LEGAL BULLETIN

## OF NICOLAUS COPERNICUS UNIVERSITY IN

### TORUŃ 2023; ITEM 309

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**ORDER NO. 175**

**of the Rector of Nicolaus Copernicus University in Toruń**

of 25 September 2023

**on the proceedings for awarding of a  
professional title at the Nicolaus  
Copernicus University in Toruń**

Pursuant to § 79 sec. 4 of Resolution No. 39 of the Senate of the Nicolaus Copernicus University in Toruń of 30 April 2019 Study Regulations of the Nicolaus Copernicus University in Toruń (NCU Legal Bulletin of 2023, item 193) with respect to Article 23 sec. 2 of the Act of 20 July 2018 Law on Higher Education and Science (Journal of Laws of 2023, item 742, as amended), § 15, 18 and 19a of the Regulation of the Minister of Science and Higher Education of 27 September 2018 on studies (Journal of Laws of 2021, item 661, as amended)

**it is resolved**, as follows:

#### **Chapter 1**

#### **General provisions**

##### **§ 1**

The Order determines:

- 1) the conditions and principles of proceedings for awarding of a professional title in programmes ending with a diploma thesis and a diploma examination;
- 2) the conditions and principles of proceedings for awarding of a professional title at first-cycle programmes ending with a diploma examination where the study programme does not provide for a diploma thesis;
- 3) the proceedings for awarding of a professional title at the Medicine and Veterinary Medicine programmes;
- 4) the conditions and principles of taking the diploma examination outside the seat of the University by electronic means.

##### **§ 2**

Whenever the provisions of the directive refer to:

- 1) **University** – it shall mean Nicolaus Copernicus University in Toruń,
- 2) **act** – it shall mean the Act of 20 July 2018 Law on Higher Education (Journal of Laws

of 2023, item 742, as amended);

- 3) **Study Regulations** – it shall mean Study Regulations of Nicolaus Copernicus University (NCU Legal Bulletin of 2023, item 193),
- 4) **professional title** – it shall mean, respectively, a bachelor's degree, an engineer's degree or the equivalent attesting to a higher education qualification at first- cycle level or a master's degree, an engineer's degree or the equivalent attesting to a higher education qualification at second-cycle and uniform master's degree level;
- 5) **diploma examination** - it shall mean the examination referred to in § 75-78 of Nicolaus Copernicus University's Study Regulations;
- 6) **USOS** – it shall mean Uniwersytecki System Obsługi Studiów [University System for Higher Education Administration];
- 7) **APD** – it shall mean Archiwum Prac Dyplomowych [Archives of Diploma Theses];
- 8) **RPPD** – it shall mean Repozytorium Pisemnych Prac Dyplomowych [Repository of Diploma Theses];
- 9) **JSA** – it shall mean Jednolity System Antyplagiatowy [Uniform Plagiarism Software];
- 10) **reading room** – it shall mean the relevant organisational unit of the NCU Archives where the thesis is made available for research purposes;
- 11) **translation verification team** – it shall mean the team for verification of translations of graduation documents into English, appointed by a Rector's directive.

### § 3

1. The University maintains an APD theses database in which students' theses and theses attachments in the form of source codes for computer programmes, applications, documentation of artistic works, graphics, maps, etc. are archived.
2. In the APD, reviews of the theses and protocols from the diploma examination are drawn up.

### § 4

1. Records of proceedings for awarding of a professional title shall be maintained and stored electronically in USOS (including USOSadm, USOSweb and APD), subject to § 28.
2. USOS meets the requirements set out in § 19a of the Ordinance of the Minister of Science and Higher Education of 27 September 2018 on studies (Journal of Laws 2021, item 661, as amended).

## Chapter 2

### Proceedings for awarding of a professional title in fields of study ending with a diploma thesis and a diploma examination

### § 5

Proceedings for awarding of a professional title in fields of study ending with a diploma thesis and a diploma examination include the following activities:

- 1) initiation of the proceedings for awarding of a professional title;
- 2) entering information about the thesis and the content of the thesis;
- 3) examination of the thesis, written review and assessment of the thesis by the supervisor;
- 4) written review and assessment of the thesis by the reviewer;

- 5) admission to the diploma examination;
- 6) conducting the diploma examination and taking a decision on awarding of the professional title;
- 7) preparation of documentation of proceedings for awarding of a professional title.

#### § 6

1. The initiation of proceedings awarding of a professional title for programmes ending with a diploma thesis and a diploma examination takes place at the request of the student.
2. A student who has passed courses included in the study programme, with the exception of a seminar or other classes as part of which a thesis has been prepared, shall submit an application in USOSweb no later than 14 days before the scheduled date of the diploma examination. In the application, the student enters the title of the diploma thesis in the original language, the name and surname of the thesis supervisor and attaches a scan of a declaration signed by the thesis supervisor stating that the thesis fulfils the conditions for presentation in the proceedings for awarding of a professional title.
3. Templates of the statements referred to in para. 2 are specified in:
  - 1) appendix no. 1 for the Faculty of Fine Arts,
  - 2) appendix no. 2 for the other faculties.

#### § 7

An employee of the faculty dean's office verifies that the student has obtained credit for the didactic classes referred to in § 6 para. 2.

#### § 8

1. The Dean of the Faculty processes the student's application in USOS.
2. The Dean of the Faculty, in accordance with the Study Regulations, appoints the reviewer, the examination committee and sets the date for the diploma examination.

#### § 9

An employee of the faculty dean's office enters the title of the thesis in the original language, the details of the thesis supervisor and reviewer and the date of the thesis examination into USOS.

#### § 10

After an employee of the faculty dean's office has entered the thesis data, the student:

- 1) shall make the following declarations in the APD:
  - a) "Aware of legal liability, I declare that this thesis has been written by myself and does not contain content obtained in a manner incompatible with applicable law.";
  - b) "I declare that the thesis submitted has not previously been the subject of higher education degree proceedings."
- 2) enters the following into the APD:
  - a) the title of the thesis in Polish - if the original language is different than Polish,
  - b) the title of the thesis in English - if the original language is different from English,

- c) abstract of the thesis and key words in the original language,
  - d) a summary of the thesis and key words in Polish, if the original language is different from Polish,
  - e) an electronic version of the thesis, prepared in accordance with the rules specified in annex 3.
- 3) indicates in the APD: 'Is the thesis to be available in the reading room?'.

#### § 11

1. The title of the thesis in English (if the original language is other than English) shall be agreed by the student with the supervisor.
2. In a situation where there is a need to verify the correctness of the translation of the title referred to in paragraph 1, the student shall request, via e-mail from an account on the university server, the translation verification team to verify the correctness of the translation, in accordance with the rule:
  - a) a student of programmes conducted in Collegium Medicum in Bydgoszcz – to the address: [weryfikacja@cm.umk.pl](mailto:weryfikacja@cm.umk.pl),
  - b) a student of programmes conducted in Toruń, except for a student of Faculty of Mathematics and Computer Science and Faculty of Humanities - to the address: [weryfikacja-ucjo@umk.pl](mailto:weryfikacja-ucjo@umk.pl), entering the faculty name in the subject line;
  - c) a student of Faculty of Mathematics and Computer Science and Faculty of Humanities shall request verification of the correctness of the thesis title from the member of staff designated by the Dean of the Faculty.
3. The student submits the verified title of the thesis in English to the supervisor.

#### § 12

1. The promoter checks the correctness and completeness of the thesis data entered by the student in the APD and checks the thesis in JSA.
2. After obtaining the anti-plagiarism examination report, the promoter interprets the result.
3. If, in the opinion of the supervisor, the thesis does not raise any doubts as to its originality, the supervisor shall:
  - 1) accepts the anti-plagiarism examination report in the APD;
  - 2) submits the following statement to the APD:  
 "I declare that this thesis was prepared under my supervision. I am aware of the result of the anti-plagiarism examination report carried out at the JSA and state that the thesis meets the conditions for presentation in the professional degree proceedings.";
  - 3) assigns a grade for the seminar or other course in which the thesis was prepared;
  - 4) refers the thesis for review.

#### § 13

1. If, as a result of an anti-plagiarism examination, in the supervisor's opinion, the amount of borrowing that does not bear the hallmarks of plagiarism raises doubts, the supervisor shall refer the diploma thesis for re-editing.
2. After the re-editing of the diploma thesis, § 10 and § 12 shall apply accordingly.

#### § 14

1. If, as a result of an anti-plagiarism examination, in the opinion of the supervisor, the thesis contains:
  - 1) unauthorised borrowings bearing the hallmarks of plagiarism, or
  - 2) intentional distortions of the text indicating an attempt to conceal unauthorised borrowings - the supervisor does not accept the dissertation. He or she immediately forwards a signed copy of the anti-plagiarism examination report to the dean of the faculty, together with the material confirming the suspicion that the student has committed an act involving the authorship of a significant fragment or other elements of another person's work.
2. The Dean of the Faculty shall notify the Rector of the suspicion that a student has committed the act referred to in paragraph (1) in order that the case may be considered in accordance with Article 312, paragraph (3) of the Act.
3. In the event of a decision by the Rector to initiate an investigation, the graduation proceedings shall be suspended.
4. The Dean of the Faculty shall notify the student in writing of the suspension of the graduation proceedings due to the suspicion of an act referred to in sec. 1.

#### § 15

1. The supervisor and the reviewer shall prepare and approve the review in the APD no later than three days before the date of the diploma examination, subject to para. 3. Approval of the review is tantamount to its electronic signature.
2. The content of the approved review is automatically uploaded to USOS and is made available to the student in the APD.
3. In the case of a course conducted at the Faculty of Health Sciences that concludes with a diploma examination consisting of a theoretical and practical part, the supervisor and reviewer draw up and approve the review in the APD no later than seven days before the date of the first part of the diploma examination.

#### § 16

1. If a student has fulfilled the requirements referred to in § 75 of the Study Regulations, an employee of the faculty dean's office calculates the average grade in the USOS system and makes the electronic record of the diploma examination available to the head of the commission.
2. If a student does not fulfil the requirements referred to in sec. 1, the Dean of the Faculty decides not to admit the student to the diploma examination.

#### § 17

1. The diploma examination shall be conducted in an oral form.
2. In particularly justified cases, the diploma examination may be conducted outside the premises of the University by means of electronic communication.
3. The conditions and rules for conducting the diploma examination under the proceedings referred to in paragraph 2 are defined in Chapter 5.

#### § 18

1. The diploma examination shall be held before an examination commission.
2. The commission shall determine the result of the examination and take a decision on the awarding of the professional title, subject to sec.4.

3. The result of the examination shall be determined during a closed session of the examination commission.
4. A decision on the awarding the professional title in the Pharmacy and Physiotherapy programmes is taken by the Dean of the Faculty after the student has passed the last required work placement.

#### § 19

1. A protocol of the diploma examination shall be drawn up.
2. A protocol shall be drawn up in the APD by the head of the commission.
3. The members of the commission shall immediately approve the protocol in the APD. Approval of the protocol in the APD is equivalent to signing it.

#### § 20

Once the decision on awarding of a professional title has been made, an employee of the faculty dean's office:

- 1) prints out the following documents to be included in the student's file:
  - a) the protocol from the diploma examination,
  - b) reviews of the diploma thesis,
  - c) the diploma thesis sheet;
- 2) prepares a diploma of graduation with a diploma supplement;
- 3) activates the student's electronic clearance slip.

#### § 21

1. After passing the diploma examination, the student's diploma thesis shall be immediately forwarded to the RPPD, subject to sec. 2.
2. The thesis containing information protected under the provisions on the protection of classified information shall not be submitted to the RPPD.

### **Chapter 3**

#### **Proceedings for the awarding of a professional title in the first-cycle programmes ending with a diploma examinations where the study programme does not provide for a diploma thesis**

#### § 22

Proceedings for the awarding of a professional title in the first-cycle programmes ending with a diploma examinations where the study programme does not provide for a diploma thesis shall include the following activities:

- 1) initiation of the proceedings for the awarding of a professional title;
- 2) admission to the diploma examination;
- 3) conducting the diploma examination and making a decision on awarding of the professional title;
- 4) preparation of documentation for the proceedings for the awarding of a professional title.

#### § 23

1. The initiation of the proceedings for the awarding of a professional title shall be at the request of a student.

2. A student who has passed courses included in the programme of study submits an application in USOSweb.

#### § 24

1. An employee of the faculty dean's office verifies that the student has fulfilled the requirements referred to in §75 of the Study Regulations.
2. The Dean of the Faculty reviews the student's application in USOS; appoints an examination commission and sets a date for the diploma examination in accordance with the Study Regulations.
3. If a student has fulfilled the requirements referred to in sec. 1, an employee of the faculty dean's office calculates the average grade for the studies, enters the date of the diploma examination, the composition of the examination commission in USOS, and then prepares a form for the diploma examination protocol, which is submitted on the day of the examination to the head of the examination commission.
4. In the event that a student does not fulfil the requirements referred to in sec. 1, the Dean of the Faculty takes a decision not to admit the student to the diploma examination.

#### § 25

1. The diploma examination shall be conducted in an oral form.
2. In particularly justified cases, the diploma examination may be conducted outside the seat of the University by means of electronic communication.
3. The conditions and rules for conducting the diploma examination pursuant to the procedure referred to in sec. 2 are determined in Chapter 5.

#### § 26

1. The diploma examination shall be held before an examination commission.
2. The examination commission determines the result of the examination and takes a decision on the awarding of the professional title.
3. The result of the examination shall be determined during a closed session of the examination commission.

#### § 27

1. The head of the examination commission draws up a protocol from the diploma examination.
2. A completed and signed protocol from the diploma examination is delivered by the head of the examination commission to the faculty dean's office.

#### § 28

Once the decision on awarding of a professional title has been made, an employee of the faculty dean's office:

- 1) includes the protocol from the diploma examination in the student's file,
- 2) prepares a diploma of graduation with a diploma supplement;
- 3) activates the student's electronic clearance slip.

## **Chapter 4**

### **Proceedings for the awarding of a professional title in the medical and veterinary programmes**

#### § 29

Proceedings for the awarding of a professional title in the medical and veterinary programmes:

- 1) initiating the proceedings,
- 2) making a decision on the awarding the professional title.

#### § 30

1. The procedure for awarding the professional title in the medical and veterinary programmes is initiated at the student's request.
2. The student submits the application in USOSweb after taking the last examination required by the study programme.

#### § 31

1. The employee of the faculty dean's office checks whether the student has met the requirements pursuant to § 79 sec. 2 of Study Regulations.
2. If the student has met the requirements referred to in sec. 1, the dean makes a decision on awarding the professional title of lekarz or lekarz weterynarii, respectively.

#### § 32

Once the decision on awarding of a professional title has been made, an employee of the faculty dean's office:

- 1) prepares a diploma of graduation with a diploma supplement;
- 2) activates the student's electronic clearance slip.

## **Chapter 5**

### **Conditions and rules for taking diploma examinations outside the University using electronic communication means**

#### § 33

1. In particularly justified cases, the diploma examination may be conducted away from the seat of the University by means of electronic communication, providing in particular:
  - 1) real-time broadcast of the diploma examination between the participants;
  - 2) real-time multilateral communication in which the participants of the diploma examination can speak during the examination - with the necessary security rules.
2. Conducting the diploma examination in accordance with the procedure referred to in sec. 1 requires the consent of the dean of the faculty, which is granted on the basis of a justified application by the student.
3. The student completes the application in USOSweb. The student attaches to the application a declaration that he/she has familiarised himself/herself with the terms and conditions of conducting the examination outside the University using electronic



means of communication. A template of the statement is set out in annex 4.

4. Diploma examinations in programmes where the agreement specifying the detailed conditions for the provision of studies provides that the diploma examination is to be conducted by electronic means of communication shall not require the consent of the dean.
5. An employee in the faculty dean's office enters the information that the diploma examination has been conducted outside the University using electronic means of communication into USOS.
6. In order to conduct examinations at the University in the mode referred to in sec.1, the following shall be used:
  - 1) the BigBlueButton videoconferencing system or
  - 2) Microsoft Teams.
7. The rules for conducting the diploma examination outside the seat of the University by means of electronic communication are specified in annex 5.

## **Chapter 6**

### **Final Provisions**

#### § 34

Deans of faculties, due to their function, may have access to the APD to view theses and reviews.

#### § 35

1. Order No. 105 of the Rector of the Nicolaus Copernicus University of Toruń of 6 June 2022 on the procedure for awarding of the professional titles at the Nicolaus Copernicus University in Toruń (Legal Bulletin 2022; item 179) is repealed.
2. The order comes into force on 1 October 2023.

**RECTOR**

**prof. dr hab. Andrzej Sokala**