

Faculty of Health Sciences
Detailed information on diploma examinations
in the academic year 2019/2020

Dear All,

I accordance with the decision of the Faculty of Health Sciences authorities, diploma examinations will take place in remote form pursuant to the NCU Rector Directive No. 125 of 4 June 2020 amending the NCU Rector's Directive No. 94 of 4 May 2020.

<https://www.wnoz.cm.umk.pl/student/zdalne-nauczanie/>

1. Initiation of the procedure pertaining to the awarding the professional title, including conducting the diploma examination in a remote form, takes place at the student's written request – [Appendix No. 1 of the NCU Rector's Directive No. 125 of 4 June 2020 amending the NCU Rector's Directive No. 94 of 4 May 2020](#) <https://www.wnoz.cm.umk.pl/student/zdalne-nauczanie/>

Along with the form, the student has to attach the following documents:

- ✓ a statement that the thesis has been written independently and has not been previously subject to the procedure for obtaining a professional title,
- ✓ consent to the archiving of the diploma thesis, checking the thesis using the anti-plagiarism program (from 01/01/2017) and making the work available for teaching and research. (templates are attached as Appendix 1 <https://www.wnoz.cm.umk.pl/student/zdalne-nauczanie/>)

2. After filling in part A of the application form, the student is obliged to send the whole document (Appendix No. 1) to the supervisor.

3. Audiophonology, nutrition science, physiotherapy, public health, nursing, midwifery: after filling in part B, the supervisor sends the application by e-mail to the individual supervisors of the faculties no later than 2 weeks before the planned date of defense:

- *Agnieszka Walinska*, e-mail address - agnieszka_walinska@cm.umk.pl, phone no. 52 585-36-65, (audiophonology – first cycle, physiotherapy – second cycle),
- mgr inż. *Marzena Bukolt*, e-mail address – marzena_bukolt@cm.umk.pl, phone no. 52 585-36-65, (public health – second cycle),
- mgr *Maciej Fudziński*, e-mail address – maciejf@cm.umk.pl, phone no. 52 585- 34-52, (nutrition science – first cycle, nursing – second cycle),
- *Małgorzata Warda*, e-mail address – mwarda@cm.umk.pl, phone no. 52 585-34-53, (nutrition science – second cycle),
- mgr *Justyna Szcześniak*, e-mail address – szczesniakj@cm.umk.pl, phone no. 52 585-34-41, (midwifery – second cycle),

Electroradiology, midwifery, nursing, emergency medical science: after filling in part B, the supervisor sends the application by e-mail to the individual supervisors of the faculties no later than 2 weeks before the planned date of defense:

- mgr inż. *Marzena Bukolt*, e-mail address – marzena_bukolt@cm.umk.pl, phone no. 52 585-36-65, (electroradiology – first cycle),
- mgr *Justyna Szcześniak*, e-mail address – szczesniakj@cm.umk.pl, phone no. 52 585-34-41, (midwifery – first cycle),
- *Małgorzata Warda*, e-mail address – mwarda@cm.umk.pl, phone no. 52 585-34-53, (nursing – first cycle),
- *Agnieszka Walinska*, e-mail address – agnieszka_walinska@cm.umk.pl, phone no. 52 585-36-65, (emergency medical science – first cycle).

4. On the basis of the student's request approved by the dean, the employees of the dean's office enter data on the diploma thesis into USOS and start the process of archiving the diploma thesis in APD.
5. The student uploads the following into the APD: [Appendix No. 2 of the NCU Rector's Directive No. 126 of 4 June 2020 amending the NCU Rector's Directive No. 94 of 4 May 2020 principles of preparing the file with electronic version of the diploma thesis](#):
<https://www.wnoz.cm.umk.pl/student/zdalne-nauczanie/>
 - thesis abstract,
 - key words,
 - title of the thesis in English (the title in English is verified by a member of the translation verification team at the student's request) - [Appendix No. 4 of the NCU Rector's Directive No. 126 of 4 June 2020 amending the NCU Rector's Directive No. 94 of 4 May 2020](#)
<https://www.wnoz.cm.umk.pl/student/zdalne-nauczanie/> Filled application form should be sent via e-mail to: weryfikacja@cm.umk.pl
 - electronic version of the diploma thesis – [Appendix No. 2 of the NCU Rector's Directive No. 126 of 4 June 2020 amending the NCU Rector's Directive No. 94 of 4 May 2020](#)
<https://www.wnoz.cm.umk.pl/student/zdalne-nauczanie/>

The supervisor checks the correctness and completeness of the data entered by the student into APD. The supervisor submits the diploma thesis for the anti-plagiarism test in the OSA system.

When the supervisor approves the thesis in the APD system, the student is obliged to provide the following documents (after making an appointment with the programme supervisor at the faculty dean's office):

- **diploma thesis** (only if the supervisor has requested such copies) – copy of the diploma thesis should be a two-sided computer printout on A-4 sheets permanently joined together and secured with protective covers, containing the title page, the template of which is attached as [Annex No. 3 of the NCU Rector's Directive No. 126 of 4 June 2020 amending the NCU Rector's Directive No. 94 of 4 May 2020](#)
<https://www.wnoz.cm.umk.pl/student/zdalne-nauczanie/>
 From the 2019/2020 academic year, it is no longer necessary to store a paper-based diploma thesis in the student's file in accordance with the Regulation of the Minister of Science and Higher Education of May 12, 2020 (Journal of Laws 2020, item 853).
- **vocational skills chart** (approved by the work placement coordinator),
- **a document confirming the correctness of the translation of the title of the diploma thesis into English** – [Appendix No. 4 of the NCU Rector's Directive No. 126 of 4 June 2020 amending the NCU Rector's Directive No. 94 of 4 May 2020](#)
<https://www.wnoz.cm.umk.pl/student/zdalne-nauczanie/>
- **application for issuing a copy of the diploma in English** – [Appendix No. 8 of the NCU Rector's Directive No. 126 of 4 June 2020 amending the NCU Rector's Directive No. 94 of 4 May 2020](#),
- reported information on the achievements obtained during studies – a standard catalogue of student achievements entered in the Diploma Supplement defined in [Appendix No. 7](#).

6. Clearance slip for the academic year 2020/2021 – online in USOSWEB (in preparation).

7. Conditions for admitting a student to the diploma examination:

- completing all subjects, student work placements and passing all examinations provided in the plan of study, as well as obtaining a positive grade for the diploma thesis. The above-mentioned requirements must be documented in the USOS system, not later than three days before the planned date of the diploma examination,

- submission of the required documents to the Dean's Office, in accordance with the prescribed deadlines.

NOTE !!!

Submitting the diploma thesis is a condition for passing the diploma seminar (§ 69 sec. 2 of the NCU Study Regulations).

8. Anti-plagiarism test.

From October 1, 2018, the obligatory anti-plagiarism test in the Open Anti-plagiarism System (OSA) in accordance with the Regulation No. 191 of the Rector of NCU of December 18, 2017 is performed by the supervisor.

- The Student enters the following into the APD: abstract of the thesis, keywords, title of the thesis in English, electronic version of the thesis.
- Unless the supervisor decides otherwise, the title of the diploma thesis is verified in English, at the student's request, by a member of the translation verification team.
- The supervisor checks the correctness and completeness of the data entered by the student into APD. If the data is incomplete or incorrect, the student is obliged to complete or correct it.
- If the data concerning the diploma thesis entered by the student into APD are correct or have been corrected, the supervisor shall send the diploma thesis for checking (anti-plagiarism test) at OSA.
- A report is prepared from the anti-plagiarism test, on the basis of which the supervisor assesses the originality of the work. The report is attached to the student's personal file. The supervisor submits the signed report on the anti-plagiarism test to the Dean not later than three days before the scheduled date of the diploma examination.
- If, as a result of the anti-plagiarism test, in the supervisor's opinion, an excessive number of authorized borrowings that do not bear the signs of plagiarism raises doubts as to the substantive value of the diploma thesis due to the author's lack of independence, the supervisor directs the diploma thesis for re-editing in terms of limiting borrowings. After redrafting the diploma thesis, points a) - e) are applied.
- If, as a result of the anti-plagiarism test, in the opinion of the supervisor, the diploma thesis does not contain any loanwords or authorized borrowings or no signs of plagiarism have been detected, there is no doubt as to its originality - the supervisor accepts the work and sends it for review.
- Acceptance of the diploma thesis by the supervisor is tantamount to submitting the diploma thesis.
- If, as a result of the anti-plagiarism test, in the opinion of the supervisor, the diploma thesis contains unauthorized borrowings bearing the signs of plagiarism, or intentional distortions of the text indicating an attempt to conceal unauthorized borrowings - the supervisor does not accept the diploma thesis. The signed copy of the report is immediately forwarded to the Dean of the Faculty along with the material confirming the student's commission of an act consisting in assigning himself / herself the authorship of a significant fragment or other elements of someone else's work.
- The Dean notifies the Rector of the suspicion that the student has committed the act referred to in point i) in order to consider the matter pursuant to art. 214 paragraph. 4 of the Act.
- The diploma procedure is suspended until a valid conclusion of the proceedings in the case.
- The Dean shall notify the student in writing about the suspension of the procedure for awarding the professional title due to the suspicion of plagiarism.
- The Rector immediately orders explanatory proceedings to be conducted. The Rector may suspend a student as a student until a decision is issued by the disciplinary commission.

- n) If, as a result of explanatory proceedings, the collected material confirms the commission of plagiarism, the Disciplinary Proceedings Representative applies to the appropriate disciplinary commission for punishment, and the Rector submits a notification about the commission of the crime.

Abbreviation explanation:

USOS – *Uniwersytecki System Obsługi Studiów [University System for Higher Education Administration]*

APD – *Archiwum Prac Dyplomowych [Archives of Diploma Theses]*

ORPD – *Ogólnopolskie Repozytorium Prac Dyplomowych [National Repository of Diploma Thesis]*

OSA – *Otwarty System Antyplagiatowy [Open Plagiarism Software]*

9. The graduate receives:

- diploma of higher education with a supplement and their copies (including copies in English requested by the Student),
- the Student may request the issuance of the additional copy of the diploma in English:
 - copy of the diploma in English – PLN 20,
 - copy of the supplement – PLN 20.

Appendix No. 8 of the NCU Rector's Directive No. 126 of 4 June 2020 is the template of the application form. <https://www.wnoz.cm.umk.pl/student/zdalne-nauczanie/>