

## **DIPLOMA AWARDING PROCEDURE from the academic year 2022/2023**

### **NURSING**

- The procedure for awarding the professional title at Nicolaus Copernicus University in Toruń is determined by Order no. 175 of the Rector of NCU of 25<sup>th</sup> September 2023.
- the preparation and issue of diplomas and diploma supplements at Nicolaus Copernicus University in Toruń is determined Order no. 141 of the Rector of NCU of 30<sup>th</sup> September 2022.

#### **Please familiarise yourself with the aforementioned regulations.**

Pursuant to § 75 of the Study Regulations of the Nicolaus Copernicus University in Toruń, a student may be admitted to the diploma examination if he or she has obtained credits, passed examinations and completed compulsory work placement provided for in the study programme, and obtained a positive grade in the diploma thesis if the study programme stipulates the obligation to prepare a diploma thesis.

1. The initiation of proceedings for the award of a degree shall take place at the request of the student, submitted no later than 14 days before the date of vocational examination (theoretical part).
2. The student submits an (electronic) application in USOSweb system by filling in a form with a scan of a statement signed by the supervisor (a template is enclosed in appendix no. 2 to the Order No. 175 of the Rector of the Nicolaus Copernicus University in Toruń. A scan of the statement should be attached in USOSweb system in section: for students/petitions.
3. The dean will review the student's application in USOSadm system.
4. A staff member in the Office of the Centre for Medical Education in English enters the title of the thesis, the reviewer's details and the confirmed date of the diploma examination into USOSadm system.
5. No later than 7 days prior to the scheduled date of vocational examination (theoretical part):
  - The student submits electronic statements to the APD (Thesis Archive), fills in the thesis data in accordance with Order No. 175 of the Rector of the University of Nicolaus Copernicus, uploads the PDF file with the thesis and approves the changes in order for the documents to be sent to the supervisor.
  - The supervisor verifies the correctness and completeness of the thesis data entered by the student into the APD and checks the thesis in JSA (Uniform Plagiarism System – Jednolity System Antyplagiatowy). If the thesis does not raise any doubts, the thesis supervisor accepts the anti-plagiarism report in the APD, makes a statement in accordance with § 12 of Order No. 175 of the Rector of the University of Nicolaus Copernicus, approves the thesis, enters a credit in the seminar

and submits it for review. In the case of an anti-plagiarism report that causes the supervisor's doubts about the amount of borrowings, the thesis may be referred to the student for re-editing.

- The supervisor and reviewer draft and approve the review in the APD. Approval of the review is equivalent to its electronic signature.
  - The student is required to provide the Office of the Centre for Medical Education in English with a placement logbook approved by the placement coordinator for the respective programme within seven days before the scheduled date of the diploma examination.
6. In particularly justified cases, at the student's request and after obtaining the consent of the Dean, the diploma examination may be conducted outside the seat of the University using electronic means of communication in accordance with the Order No. 175 of the Rector of the Nicolaus Copernicus University in Toruń.
  7. After the diploma examination, a staff member of the Dean's Office launches the electronic clearance slip.
  8. The student completes the electronic clearance slip in USOSweb ( section: For all/Clearance slip) after settling accounts with the Medical Library and after settling all financial obligations to the University.
  9. The student completes the electronic clearance slip in USOSweb ( section: For all/Clearance slip) after settling accounts with the Medical Library and after settling all financial obligations to the University.
  10. Graduates receive a free, statutory set of documents confirming the completion of their studies and the award of the bachelor's (licencjat) degree (original diploma and two copies with supplements in Polish) without applying for them.
  11. The student/graduate may submit an application to the Office of the Centre for Medical Education in English for a copy of the diploma together with a supplement in English as part of the free set – then the student/graduate receives original diploma and one copy in Polish with supplements and one copy in English with supplement.

The student/graduate may also submit an application to the Office of the Centre for Medical Education in English for an additional, paid copy of the diploma together with a supplement in English. The cost is 20 PLN for an additional copy of the diploma in English and 20 PLN for an additional copy of diploma supplement in English.

The amount of fees is regulated by the regulation of the Minister of Science and Higher Education on studies.

12. Collection of documents confirming the completion of studies takes place in person at the Office of the Centre for Medical Education in English within opening hours for students. Collection

of the aforementioned documents is also possible by the student's/graduate's authorised representative.