



LEGAL BULLETIN
OF NICOLAUS COPERNICUS UNIVERSITY IN TORUŃ
2020; ITEM 221

DIRECTIVE NO 126

of the Rector of Nicolaus Copernicus University in Toruń

of 4 July 2020

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

Based on Article. 23 sec. 2 of the Act of July 20, 2018 Law on Higher Education and Science (Journal of Laws of 2020, item 85, as amended), ordinance of the Ministry of Science and Higher Education of September 27, 2018 on studies (Journal of Laws of 2018, item 1861, as amended) and Resolution No. 39 of the Senate of the Nicolaus Copernicus University in Toruń of April 30, 2019. Study Regulations of the Nicolaus Copernicus University in Toruń (NCU Legal Bulletin of 2019, item 277)

it is resolved, as follows:

Chapter 1
General provisions

§ 1

The directive defines the activities of the procedure for awarding the professional title to graduates of first, second and full cycle studies as well as the preparation and issuance of diplomas of graduation at the Nicolaus Copernicus University in Toruń, hereinafter referred to as the University

§ 2

Whenever the provisions of the directive refer to:

- 1) act – it shall mean the Act of 27 July 2005 Law on Higher Education (Journal of Laws of 2020, item 85, as amended);
- 2) professional title – it shall mean, respectively, the title of bachelor, bachelor of nursing, bachelor of midwifery, engineer, master, master of pharmacy, master of nursing, master of midwifery, master of art (applies to people who commenced their studies before the 2019/2020 academic year), doctor or a veterinarian;
- 3) supervisor – it shall mean the supervisor of diploma thesis;
- 4) diploma examination □ it shall mean the examination referred to in § 75-78 of Nicolaus Copernicus University's Study Regulations;
- 5) USOS – it shall mean Uniwersytecki System Obsługi Studiów [University System for Higher Education Administration];
- 6) APD – it shall mean Archiwum Prac Dyplomowych [Archives of Diploma Theses];
- 7) RPPD – it shall mean Repozytorium Pisemnych Prac Dyplomowych [Repository of Diploma Theses];

- 8) JSA – it shall mean Jednolity System Antyplagiatowy [Uniform Plagiarism Software],
- 9) translation verification team – it shall mean the team for verification of translations of graduation documents into English, appointed by a Rector's directive.

§ 3

Sending documents and other messages referred to in this directive may be done electronically using university e-mail, unless the directive provides otherwise.

Chapter 2

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

§ 4

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

- 1) submitting the diploma thesis – acceptance of the work by the supervisor within the meaning of § 69 and 70 of the Study Regulations;
- 2) initiation of the proceedings;
- 3) approving the application form and initiation of the archiving process of the diploma thesis;
- 4) anti-plagiarism testing of the diploma thesis;
- 5) diploma thesis evaluation;
- 6) conducting the diploma examination;
- 7) reaching the decision pertaining to awarding the professional title;
- 8) submitting a written diploma thesis to RPPD.

§ 5

1. The procedure for awarding the professional title is initiated at the student's request approved by the supervisor.
2. The student attaches the following documents to the application form:
 - 1) a statement that the thesis was written independently and was not previously subject to the procedure for awarding the professional title;
 - 2) consent to make the work available for teaching and research.
3. The application form for initiating the proceedings for awarding the professional title shall be submitted by the student to the dean of the faculty, via the supervisor, no later than two weeks before the scheduled date of the diploma examination.
4. The supervisor gives an opinion on the student's application, proposes the reviewer and the date of the diploma examination, and then passes it to the dean.
5. The template of the application for the initiation of the procedure, the student's declaration and consent to make the work available are attached as Appendix 1.

§ 6

The dean approves a student's application for diploma proceedings initiation, appoints a reviewer and sets a date for the planned diploma examination.

§ 7

On the basis of the student's application form approved by the dean, the dean's office employee enters data on the diploma thesis into USOS and starts the process of archiving the diploma thesis in APD.

§ 8

1. The following must be entered by the student into APD:
 - 1) thesis abstract;
 - 2) key words;
 - 3) title of the thesis in English;
 - 4) electronic version of the diploma thesis.
2. The rules for preparing the file with the electronic version of the diploma thesis are set out in Appendix 2, and the cover page template is set out in Appendix 3.
3. Unless the supervisor decides otherwise, the title is verified in English by a member of the translation verification team at the request of the Student. Template of the application form for the title verification in English can be found in Appendix 4.
4. A student of a programme conducted in Toruń sends the application form to the address weryfikacja-spnjo@umk.pl, with the name of the faculty in the title of the e-mail, the student of a programme conducted in Bydgoszcz sends the application to the following address - weryfikacja@cm.umk.pl.

§ 9

1. The supervisor checks the correctness and completeness of the data concerning the diploma thesis entered by the student into APD.
2. If the data on the thesis entered by the student into APD is incomplete, incorrect or the file with the content of the thesis is invalid – the supervisor obliges the student to immediately correct or complete the data.
3. If the data concerning the diploma thesis entered by the student in APD is correct or has been corrected – the supervisor checks the diploma thesis at JSA before the diploma examination.
4. A report from the anti-plagiarism test is prepared and the supervisor assesses the originality of the work on its basis.
5. The signed report on the anti-plagiarism test, along with the conclusions and recommendations, is sent by the supervisor to the dean. The report is attached to the student's personal file, subject to § 11 section 1.
6. Provisions of § 3 does not apply to the report, application forms and recommendations referred to in sec. 5.

§ 10

1. 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.
2. After redrafting the diploma thesis, provisions of § 8-9 are applied.

§ 11

1. If, as a result of the anti-plagiarism test, in the opinion of the supervisor, the thesis
 - 1) contains unauthorized borrowings bearing the signs of plagiarism, or
 - 2) the thesis contains intentional distortions of the text indicating an attempt to hide unauthorized borrowings
2. the supervisor does not accept the work.
3. The signed copy of the anti-plagiarism test report is immediately forwarded to the dean, along with the material confirming the suspicion that the student has committed an act consisting in

assigning himself / herself the authorship of a significant fragment or other elements of someone else's work.

4. The dean notifies the Rector of the suspicion that the student has committed the act referred to in section 1 in order to consider the case pursuant to art. 312 paragraph. 3 of the Act.
5. Until the final and binding conclusion of the procedure for the student's commission of the act referred to in section 1, the diploma procedure is suspended.
6. The dean shall notify the student in writing about the suspension of the procedure for granting the professional title due to the suspicion of committing the act referred to in section 1.

§ 12

1. Based on the notification referred to in § 11 sec. 2, the Rector immediately orders investigation.
2. In the event of a justified suspicion that a student has committed a crime, the Rector, together with the order to conduct explanatory proceedings, may suspend the student from the student's rights until the decision is issued by the disciplinary commission.
3. If, as a result of explanatory proceedings, the collected material confirms the commission of the act referred to in § 11 sec. 1, the disciplinary spokesman submits a motion for punishment to the relevant disciplinary commission, and the Rector submits a notification
4. about committing a crime.

§ 13

If, as a result of the anti-plagiarism test, in the supervisor's opinion, the thesis:

- 1) does not contain borrowings or legitimate borrowings that do not bear plagiarism have been detected,
- 2) there is no doubt as to its originality, the promoter accepts the work and sends it for review.

§ 14

1. The supervisor and the reviewer prepare the diploma thesis review by completing the electronic diploma thesis evaluation form in APD, no later than three days before the diploma examination date.
2. The signed review forms are delivered to the dean's office by the supervisor and the reviewer on the day of the diploma examination at the latest, the provision of § 3 shall not apply
3. Reviews of the diploma thesis are public and available for viewing in the APD.
4. The provision of §3 shall not apply in the case of a diploma thesis, the subject of which is legally protected.

§ 15

The student prints only copies of the thesis from the APD and submits them to the dean's office for the supervisor or reviewer - if the supervisor has requested such copies.

§ 16

1. The dean's office employee checks whether the student has met the requirements referred to in § 75 of the Study Regulations.
2. If the student has met the requirements referred to in sec. 1, the dean determines the composition of the examination commission and the final date of the diploma examination.
3. The examination commission consists of at least three persons, including the supervisor and the reviewer or reviewers. The commission is chaired by the dean or vice-dean or an academic teacher appointed by the dean who holds at least a doctoral degree.

4. In the case of an open diploma examination, the dean announces the date and place of the examination in a manner customary at the faculty, at least seven days before the scheduled date of the diploma examination.
5. The dean's office employee enters the GPA of studies, the final date of diploma examination and the composition of examination commission to USOS system, prepares the diploma examination protocol form and transfers it to the head of the examination commission along with the anti-plagiarism test report on the day of the diploma examination.

§ 17

The diploma examination takes place in front of an examination board appointed by the dean of the Faculty. Open examination takes place with the participation of the public.

§ 18

1. The examination commission shall conduct the diploma examination orally, determine the result of the examination, draw up a report and make a decision on the awarding of the professional title. Provisions of § 3 do not apply to the transfer of the report.
2. The examination result is determined during a closed session of the commission.

§ 19

1. After passing the diploma examination, the student's thesis is immediately submitted to the RPPD, subject to sec. 2.
2. Works containing information subject to protection under the provisions on the protection of classified information are not submitted to the RPPD.

§ 20

After the diploma examination, the dean's office employee initiates the student's clearance slip procedure.

Chapter 3

Proceedings for the awarding of a professional title in the fields of study ending with the diploma examination

§ 21

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

- 1) initiating the proceedings;
- 2) approving the application form;
- 3) conducting the diploma examination;
- 4) making a decision on the awarding the professional title.

§ 22

1. The procedure for awarding the professional title is initiated at the student's request approved by the supervisor.
2. The application form for initiating the procedure for awarding the professional title shall be submitted by the student to the appropriate dean, no later than 10 days before the scheduled date of the examination.
3. A template of the application form referred to in sec.1, can be found in Appendix 5.

§ 23

The dean approves the student's application form and sets out the date of the diploma examination.

§ 24

1. The dean's office employee checks whether the student has met the requirements pursuant to § 75 of the Study Regulations.
2. If the student has met the requirements referred to in sec. 1, the dean determines the composition of the examination commission and the final date of the diploma examination.
3. The examination commission consists of at least three persons, including the supervisor and the reviewer or reviewers. The commission is chaired by the dean or vice-dean or an academic teacher appointed by the dean who holds at least a doctoral degree.
4. In the case of an open diploma examination, the dean announces the date and place of the examination in a manner customary at the Faculty, at least seven days before the scheduled date of the diploma examination.
5. The dean's office employee enters the GPA of studies, the final date of the diploma examination, and the composition of the examination commission into USOS, and then prepares the diploma examination protocol form, which is submitted to the head of the examination commission on the day of the diploma examination.

§ 25

The diploma examination takes place in front of an examination commission appointed by the Dean. The open diploma examination takes place with the participation of the audience.

§ 26

1. The examination commission shall conduct the diploma examination orally, determine the result of the examination, draw up a report and make a decision on the awarding the professional title. § 3 does not apply to the transfer of the report.
2. The examination result is determined during a closed session of the commission.

§ 27

After the diploma examination, the dean's office employee initiates the student's clearance slip procedure.

Chapter 4 **Proceedings for the awarding of a professional title in the medical and veterinary programmes**

§ 28

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.

§ 29

1. The procedure for awarding the professional title in the medical and veterinary programmes is initiated at the student's request.
2. The application for initiating the proceedings for awarding the professional title shall be submitted by the student to the dean after passing the last exam required by the curriculum.
3. A template of the application form referred to in sec.1, can be found in Appendix 6.

§ 30

1. The dean's office employee checks whether the student has met the requirements pursuant to § 80 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.

§ 31

After the decision of awarding the professional title, the dean's office employee initiates the student's clearance slip procedure.

Chapter 5 Preparation and issuing of the diploma, diploma supplement and their copies

§ 32

1. By the day of graduation, the student must deliver the following to the dean's office:
 - 1) documented information about work placements completed during the studies,
 - 2) documented information about achievements obtained during the studies.
2. The standard catalogue of student achievements entered in the diploma supplement is set out in Appendix 7.
3. Entering the achievements not included in the standard catalogue of achievements into the supplement requires the dean's consent.
4. The English translation of the achievements is verified at the student's request by a member of the translation verification team. The form of the application is set out in Appendix 4. § 8 sec. 4 shall apply accordingly.

§ 33

1. The employee of the dean's office prepares the diploma of completion of studies along with the diploma supplement and two copies thereof.
2. In the event that a student applies for one of the copies of the diploma or the diploma supplement referred to in para. 1 in a foreign language, the student is obliged to submit an application to the dean's office by the date of graduation, the template of which is set out in Appendix 8.
3. The diploma, diploma supplement and two copies thereof are issued to the graduate within 30 days from the date of graduation.

§ 34

1. A student or graduate may apply for an additional copy of the diploma or a copy of the diploma supplement, in Polish or in a foreign language. The application form is set out in Appendix 8.
2. The student or graduate attaches a confirmation of payment for issuing a diploma or a supplement to the diploma, respectively, with the application for an additional copy.

Chapter 7 Final Provisions

§ 35

Directive No. 45 of the Rector of the Nicolaus Copernicus University in Toruń of April 18, 2016 - the procedure for awarding the professional title at the Nicolaus Copernicus University in Toruń is repealed (UMK Legal Bulletin of 2016, item 133).

§ 36

The directive comes into force on 4 June 2020.

R E C T O R

prof. dr hab. Andrzej Tretyn