



LEGAL BULLETIN

NICOLAUS COPERNICUS UNIVERSITY IN TORUŃ

2022; item 250

ORDER NO. 141

of the Rector of the Nicolaus Copernicus University in Toruń

of 30 September 2022

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 1 General provisions

§ 1

The Order defines the regulations in force at Nicolaus Copernicus University in Toruń:

- 1) the procedure and rules for the preparation and awarding of higher education diplomas, hereinafter referred to as 'diplomas';
- 2) the procedure and rules for preparing and issuing diploma supplements, hereinafter referred to as 'supplements';
- 3) rules for the preparation of copies and duplicates of diplomas and supplements;
- 4) the procedure and conditions necessary for the dispatch of diplomas, supplements and their copies and duplicates.

§ 2

Whenever the Order refers 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 and Science (Journal of Laws of 2022, item 574, as amended);
- 3) **professional title** - it shall mean, respectively, the title of *licencjat*, *inżynier* or equivalent attesting to a higher education degree at first cycle level, or the title of *magister*, *magister*

inżynier or equivalent attesting to a higher education degree at second cycle level and full cycle level;

- 4) **USOS** – it shall mean *Uniwersytecki System Obsługi Studiów* - the IT system used to manage the course of study at the University and the web services integrated with it (USOSadm, USOSweb, APD);
- 5) **Regulation** – it shall mean the Regulation of the Ministry of Science and Higher Education of 27 September 2018 on studies (i.e. Journal of Laws of 2021, item 661, as amended);
- 6) **Public Documents Act** – it shall mean the Act of 22 November 2018 on public documents (Journal of Laws of 2020, item 725, as amended).

Chapter 2

Preparation and issue of diplomas, supplements and their copies

§ 3

1. By the date of completion of studies, the student shall deliver the following to the Dean's Office:
 - 1) documented information on work placements completed during the course of study which are not part of the study programme,
 - 2) documented information on the achievements obtained in the course of study,
 - 3) documented information on all courses completed that are not part of the study programme and courses completed as part of the Young Universities for the Future of Europe (YUFE).
2. The standard catalogue of student achievements to be included in the supplement is set out in Appendix 1.
3. Entering achievements in the supplement that are not included in the standard catalogue of achievements requires the approval of the dean.
4. Verification of the translation of achievements into English is carried out, at the student's request, by a member of the translation verification team. A template for the request is set out in Appendix 2.
5. The application, referred to in para. 4, is sent by a student of a faculty based in Toruń to the following address: weryfikacja-spnjo@umk.pl , with the name of the faculty in the subject line of the e-mail. A student from the Faculty of Humanities sends the application to: dziekanat_human@umk.pl.
6. The application referred to in para. 4 is sent by a student of the faculty based in Bydgoszcz to the following address: weryfikacja@cm.umk.pl , with the name of the faculty in the subject line of the e-mail.

§ 4

1. Based on the data entered into USOS system, an employee of the Dean's Office shall draw up a diploma together with a supplement, two copies thereof and a copy of the diploma - a copy for the student's file - and a copy of the supplement - a copy for the student's file. The supplement shall be drawn up in accordance with the instructions set out in Appendix 3.
2. The Dean's Office staff member preparing the documents referred to in paragraph 1 is responsible for the accuracy of the data in the documents.
3. When a student applies for one of the documents referred to in paragraph 1, i.e.:
 - 1) one copy of the diploma in English, French, Spanish, German or Russian,
 - 2) one diploma supplement in Englishhe/she is required to submit an application to the Dean's Office by the date of completion of studies, a template of which is set out in Appendix 4.
4. The diploma and copies of the diploma shall be signed by the Rector or the Vice-Rector authorised by the Rector.
5. The supplement and its copies shall be signed by the Rector or the Vice-Dean of the faculty in question, authorised by the Rector.
6. The diploma and its copies shall bear the University's 36 mm diameter dry official seal.

7. The procedure for ordering the printing of diplomas and their personalisation is set out in the provisions of § 5-8 of Order No. 182 of the Rector of the Nicolaus Copernicus University of Toruń of 15 September 2021 on the handling of public documents at the Nicolaus Copernicus University of Toruń (Nicolaus Copernicus University Legal Bulletin 2021, item 303).

§ 5

1. The University issues the documents referred to in § 4 to the graduate within 30 days of the date of completion of study.
2. Issuance of the diploma is in accordance with the provisions of the Public Documents Act and Order No. 182 of the Rector of the Nicolaus Copernicus University of Toruń of 15 September 2021 on the handling of public documents at the Nicolaus Copernicus University of Toruń.
3. Information on the issuing of the diploma together with the supplement and their copies shall be placed in USOS system.
4. In the case of the issue of a diploma or supplement in a foreign language, a certified photocopy of the document shall be left in the student's personal file folder.

§ 6

1. The diploma and the supplement shall not be corrected.
2. The diploma or supplement and their copies containing errors or mistakes shall, at the written request of the graduate, be exchanged upon return of the complete set of documents issued.
3. In the event of a change of a graduate's first name(s) or surname, the University, upon presentation of an administrative decision or court ruling, issues a new diploma, supplement and their copies under the new first name(s) or surname. The issuance takes place after the return of a set of previously issued documents.
4. The new documents shall be drawn up in accordance with the template and on the form in force on the date of issue of the documents to be exchanged, dated, stamped and signed by the current authorities. In the absence of a template, the provisions of § 8 and 9 shall apply.
5. There shall be no charge for exchanging the corrected documents referred to in paragraphs 2 and 3.

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 Appendix 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 Regulation.

§ 8

1. In the absence of the printout in force on the date of issue of the original diploma, an additional copy shall be drawn up on a printout conforming to that of the original and reproduced as accurately as possible.
2. On the additional copy of the diploma that is currently being issued, the original of which was issued by 30 September 2020, a horizontal line shall be written in the space for the signature of the Dean.
3. The copy of the diploma that is currently being issued should bear the current date of issue and be signed by the Rector or the Vice-Rector authorised by the Rector in office on the date

of issue.

4. In the case where there was a photograph on the original diploma, the condition for the additional copy is that the graduate provides a photograph current at the time of the application, of a size compatible with that required on the original diploma.

§ 9

1. An additional copy of the supplement shall be made in accordance with the contents of the original.
2. Due to changes in USOS system, the Dean's Office staff member is required to pay particular attention to whether the copy prepared is the same as the original supplement issued to the graduate.
3. A copy of the supplement shall be signed by the Rector or the Vice-Dean authorised by the Rector in office on the date of issue of the document.

§ 10

Information on the issue of a copy of the diploma or supplement, together with the graduate's signature confirming its receipt, shall be placed in the student's personal file folder.

Chapter 4

Issuing a duplicate diploma and a duplicate supplement

§ 11

In the event of loss of the original diploma or supplement, a duplicate may be issued at the written request of the graduate, including a statement of loss of the original document.

§ 12

1. A fee shall be charged for the issue of a duplicate diploma, as well as for the issue of a duplicate supplement, in an amount determined by the Regulation.
2. Information on the issuance of a duplicate diploma or a duplicate supplement together with the graduate's signature confirming its receipt shall be placed in the student's personal file folder and in the diploma book.

§ 13

1. The duplicate diploma shall be drawn up in accordance with the Regulation.
2. The document shall bear the words: "DUPLICATE issued on".
3. The duplicate shall bear the official seal of the University consistent with that placed on the original diploma.
4. In the absence of a printout in force on the date of the original, the duplicate shall be made on a printout consistent with the content of the original diploma, in the most accurate reproduction possible.
5. In the case of a duplicate diploma with a photograph on the original, the frame for the photograph shall be left crossed out with a single diagonal line (from the top left corner to the bottom right corner).
6. The data of the persons who signed the original diploma shall be written in italics in the place of their signature, on a single line including the word 'with the accreditation of', and preceded by the sign '/-/'.
7. The duplicate of the diploma shall be signed by the Rector or the Vice-Rector authorised by the Rector when the document is issued.

§ 14

1. The duplicate supplement shall be drawn up in accordance with the contents of the original.
2. The document shall bear the words: "DUPLICATE issued on".
3. The official seal of the University should match the seal on the original supplement.

4. Due to changes in USOS system, special attention should be paid to ensure that all credits generated by USOS system are of the same content as the original supplement issued to the graduate.
5. The duplicate of the diploma supplement shall be signed by the Rector or the Vice-Dean authorised by the Rector in office on the date of issue of the document.

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 Appendix 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 Appendix 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.

Chapter 6

Final provisions

§ 16

The order shall enter into force on 1 October 2022.

R E C T O R

prof. dr hab. Andrzej Sokala