



LEGAL BULLETIN

NICOLAUS COPERNICUS UNIVERSITY IN TORUŃ

Year 2022; item 250

ORDER No. 141

of the Rector of the Nicolaus Copernicus University in Toruń

of 30 September 2022

on preparing and issuing higher education graduation diplomas and diploma supplements in connection with the completion of studies at the Nicolaus Copernicus University in Toruń

Pursuant to art. 23.2 and art. 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 Degree Programmes (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 – Rules of Study at the Nicolaus Copernicus University in Toruń (NCU Legal Bulletin of 2019, item 277 as amended) and Order No. 105 of the NCU Rector of 6 June 2022 on the procedure for awarding degrees at the Nicolaus Copernicus University in Toruń (NCU Legal Bulletin of 2022, item 179)

it is ordered what follows:

Chapter 1 General Provisions

§ 1

The Order lays down regulations in force at the Nicolaus Copernicus University in Toruń governing the following:

- 1) the mode and rules for the preparation and issue of higher education graduation diplomas hereinafter referred to as the diplomas;
- 2) the mode and rules for the preparation and issue of supplements to the diplomas hereinafter referred to as the supplements;
- 3) rules for the preparation of certified copies and duplicates of the diplomas and the supplements;
- 4) the mode and conditions required to send diplomas, supplements, and their certified copies and duplicates.

§ 2

Whenever the Order refers to:

- 1) **the University** – it shall mean the Nicolaus Copernicus University in Toruń;
- 2) **the Law** – shall mean the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2022, item 574 as amended);
- 3) **the professional title** – it shall mean, respectively, the title of *licencjat*, *inżynier* or equivalent degree confirming a higher education qualification in the first-cycle programmes or the title of *magister*, *magister inżynier* or equivalent in the second-cycle programmes or master long-cycle programmes;

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

Chapter 2

Preparation and issue of diplomas, supplements and their certified copies

§ 3

1. By the date of graduation, the student shall deliver to the dean's office the following:
 - 1) documented information on completing a work placement during the course of studies not covered by the curriculum,
 - 2) documented information on the achievements during the studies,
 - 3) documented information on all classes completed that are not covered by the curriculum and classes completed as part of the Young Universities for the Future of Europe consortium (YUFE).
2. The standard catalogue of student achievements to be included in the supplement is set out in Annex 1.
3. Recording in the supplement achievements not covered by the standard catalogue of achievements requires the consent of the dean.
4. Verification of the translation into English of achievements is made, at the student's request, by a member of the translation verification team. A model application form is set out in Annex 2.
5. The student sends the application form referred to in art. 3.4 to 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 form to: dziekanat_human@umk.pl.
6. The student of the field of studies delivered in Bydgoszcz sends the application form referred to in art. 3.4 to weryfikacja-spnjo@umk.pl with the name of the faculty in the subject line of the e-mail.

§ 4

1. On the basis of the data entered into the USOS, an employee of the dean's office shall prepare a diploma together with its supplement, two certified copies thereof, and a copy of the diploma - a copy for the record file - and a certified copy of the supplement - a copy for the record. The supplement shall be prepared in accordance with the instructions set out in Annex 3.
2. An employee of the dean's office preparing the documents referred to in art. 4.1 shall be responsible for the accuracy of the data entered in these documents.
3. In the event that a student applies for one of the documents referred to in art. 4.1, i.e.:
 - 1) one certified copy of the diploma in English, French, Spanish, German, or Russian,
 - 2) one supplement to the diploma in English the student is required to submit an application to the Dean's Office by the date of graduation, the model of which is set out in Annex 4.
4. The diploma and its certified copies 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 respective faculty authorised by the rector
6. The diploma and its certified 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 laid down in the provisions of § 5-8 of Order No. 182 of the NCU Rector of 15 September 2021 on Handling Public Documents at the Nicolaus Copernicus University in Toruń (NCU Legal Bulletin of 2021, item 303).

§ 5

1. The University shall issue the documents referred to in § 4 to the graduate within 30 days from the date of graduation.
2. The diploma shall be issued in accordance with the provisions of the Public Documents Act and Order No. 182 of the NCU Rector of 15 September 2021 on Handling Public Documents at the Nicolaus Copernicus University in Toruń.
3. The information about the issuance of the diploma together with the supplement thereto and their copies shall be recorded in the USOS.
4. Where a diploma or supplement is issued in a foreign language, a certified photocopy of the document shall be kept in the student's personal record file.

§ 6

1. The diploma and the supplement shall not bear any corrections.
2. The diploma or supplement and the certified copies thereof bearing errors or mistakes shall, at the written request of the graduate, be exchanged after the complete set of documents issued has been returned.
3. In the event of a change in the name(s) or surname of a graduate, the University shall, upon presentation of a decision remaining in the administrative file or a court decision, issue a new diploma, supplement, and certified copies thereof in the new name(s) or surname.
4. The new documents shall be prepared according to the model 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 form, the provisions of § 8 and § 9 shall apply.
5. There shall be no charge for exchanging the corrected documents referred to in § 6.2 and § 6.3.

Chapter 3

Issuing an additional certified copy of the diploma and of the supplement

§ 7

1. A student or graduate may apply for an additional certified copy of the diploma or an additional certified copy of the supplement in accordance with Article 77, section 2a of the Act. A model application form is set out in Annex 4.
2. The student or graduate shall attach to the application for the issue of an additional certified copy of:
 - 1) a diploma in English, French, Spanish, German or Russian
 - 2) a diploma supplement in Englisha confirmation of payment of the fee for the issue of the diploma or supplement, respectively, in the amount specified in the Regulation.

§ 8

1. In the absence of the applicable form on the date of issue of the original diploma, an additional certified copy shall be drawn up on a form complying with the original one and reproduced as closely as possible.
2. An additional certified copy of the diploma currently issued, the original of which was issued by 30 September 2020, shall contain a horizontal line in the space reserved for the signature of the dean.

3. The certified copy of the diploma currently issued should bear the current date of issue and be signed by the rector or a vice-rector authorised by the rector in office on the date of issue of the document.
4. Where a photograph appeared on the original diploma, a condition for the production of an additional copy is that the graduate provides a photograph that is current at the time of the application and of the same dimensions as those required on the original diploma.

§ 9

1. An additional certified copy of the supplement shall be drawn up in accordance with the contents of the original.
2. Due to changes in the USOS, the dean's office employee is required to pay particular attention to whether the certified copy prepared is the same as the original supplement issued to the graduate.
3. A certified 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 about the issue of a certified copy of the diploma or supplement together with the graduate's signature confirming its receipt shall be placed in the student's personal record.

Chapter 4 **Issuing a duplicate of the diploma and of the supplement**

§ 11

In the event of loss of the original diploma or supplement, a duplicate may be issued upon 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 of the diploma as well as for the issue of a duplicate of the supplement in the amount specified in the Regulation.
2. Information about issuing a duplicate of the diploma or a duplicate of the supplement together with the graduate's signature confirming its receipt shall be placed in the student's personal record file and in the diploma book.

§ 13

1. A duplicate of the 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 University's official seal, which shall comply with that placed on the original diploma.
4. In the absence of the applicable form on the date of issue of the original, the duplicate shall be drawn up on a form complying with that of the original and reproduced as closely as possible.
5. Where a duplicate of a diploma had a photograph on the original, the photo frame shall be left crossed out with a single diagonal line (from the top left corner to the bottom right corner).
6. The details 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 "p.p." preceded by "/-/".
7. The duplicate of the diploma shall be signed by the rector or the vice-rector authorised by the rector in office on the date of issue of the document.

§ 14

1. The duplicate of the 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 comply with the seal affixed to the original of the supplement.
4. Due to changes in the USOS, special attention should be paid to ensure that all credits generated by the USOS are of the same content as the original of the 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 send diplomas, supplements, their certified copies and duplicates

§ 15

1. Upon the written request of the student/graduate, a set of documents referred to in § 4.1 (with the exception of copies intended for record files), an additional certified copy of the diploma, an additional certified copy of the supplement as well as a duplicate of the diploma or a duplicate of the supplement may be issued to an authorised person. A model of the application form is set out in Annex 5.
2. The authorisation referred to in paragraph 1 should be signed in the presence of an employee of the dean's office, who certifies that the signature of the authorising person is genuine. The signature on the authorisation may be certified by a notary.
3. In exceptional circumstances (subject to art. 15.7), the documents referred to in art.15.1 may be sent to the graduate by registered post with acknowledgement of receipt to the address in the student's personal record file. Sending of the documents shall take place at the request of the graduate submitted in person or sent in paper form to the dean's office in accordance with the form set out in Annex 6. The graduate shall bear the cost of the postage fee. Before submitting the application, the graduate is obliged to inform an employee of the dean's office of their intention to submit such an application and to pay the fee indicated by the employee of the dean's office in Polish zlotys.
4. Where the address referred to in art. 5.3 is different from that in the student's personal record file, an employee of the dean's office shall confirm the address designated, e.g. by means of a telephone call or e-mail contact with the graduate.
5. A graduate who has requested the sending of documents in accordance with art. 15.3 is required to submit to the dean's office a completed and personally signed acknowledgement of receipt of documents in accordance with Annex 7. The acknowledgement may be sent as a scan to the e-mail address of the dean's office.
6. The acknowledgement of receipt referred to in art. 15.5 along with Annex 7 sent by the graduate shall be included in the student's personal record file.
7. Provisions of art. 15.3-6 apply only to documents that are not public documents within the meaning of Order No. 182 of the NCU Rector of 15 September 2021 on Handling Public Documents at the Nicolaus Copernicus University of Toruń.

Chapter 6

Final provisions

§ 16

The Order becomes effective as of 1 October 2022.

R E C T O R

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