

## INSTRUCTIONS FOR FILLING IN A DIPLOMA SUPPLEMENT

1. A diploma supplement is an integral part of the diploma of graduation issued by Nicolaus Copernicus University in Toruń.
2. Pursuant to art. 77 section. 2 of the legal act of 20 July 2018 Law on Higher Education System and Science (Journal of Laws 2022, item 574 as amended) and the order by the Minister of Higher Education and Science of 17 September 2018 on studies (Journal of Laws 2021, item 661 as amended), the supplement is written in 4 copies, including one original, 2 copies for the graduate and one for the archives.
3. A certified copy of the diploma supplement meant for the archives is prepared according to the same model, with the name "DIPLOMA SUPPLEMENT FOR THE ARCHIVES". The certified copy is marked as „COPY". A duplicate is marked as „DUPLICATE".
4. **All sections in the supplement should be completed.**
5. If a section cannot be filled in, the reason for this should be provided.
6. Data on the graduate's course of study is downloaded to the supplement based on the information provided in USOS, with most of the information being generated automatically based on system dictionaries and information on the course of study of individual students.
7. **When preparing certified copies/duplicates of the supplement, special attention should be paid to the points that cannot be selected depending on the date of issuance of the document.**
8. Information about the national higher education system is an integral part of the supplement - it must not be missing from the issued supplement.
9. Printout:
  - A4 format after cut-out (210x297 mm);
  - white offset paper, weight 80g/m<sup>2</sup>;
  - double-sided black printout;
  - laser printer;
  - tekst: Text: font type Times New Roman CE, size 11 points; inscription
  - "DIPLOMA SUPPLEMENT", "COPY", "COPY FOR
  - ARCHIVES," and in the case of a duplicate "DUPLICATE" - capital letters 14 pt; in point 8 - Times New Roman CE font size 10 pt; page designation - Times New Roman CE font size 8 pt;
  - When filling out the supplement, the dots marking the lines can be replaced by typed text;
  - margins: 2 cm from each edge of the paper, not including the numbering footer.Stitching of the supplement: rivet placed in the upper left corner, 1 cm from the edge.  
Sealing:  
first page: the official seal of NCU with a diameter of 36 mm in red in the upper left corner (seal placed before stitching);  
after item 7.3. of the supplement, the NCU official seal with a diameter of 36 mm in red is placed in the place of the seal.
10. **In point 1.1. Surname:**  
the surname acquired from USOS is provided.
11. **In point 1.2. Names:**  
the name(s) acquired from USOS is/are provided.

12. **In point 1.3. Date of birth (day, month, year):**  
the date of birth acquired from USOS is provided.
13. **In point 1.4. Student ID number:**  
the student ID number acquired from USOS is provided
14. **In point 2.1. Professional title:**  
the professional title in Polish according to the order concerning a given study program is provided.
15. **In point 2.2. Study program and profile:**  
Study program and profile are provided. Providing information on specialization is allowed.
16. **In point 2.3. Name and status of the University issuing the diploma:\***  
*"Nicolaus Copernicus University in Torun is a public academic university that operates on the basis of the Law on Higher Education and Science (i.e., Journal of Laws 2022, item 574, as amended). It is a signatory to the Great Charter of European Universities, adopted on September 18, 1988 in Bologna. Established in 1945 in the hometown of the great scholar, its patron, through the efforts of the staff of Stefan Batory University in Vilnius and Jan Kazimierz University in Lvov, who arrived here after the war, it draws inspiration from the heritage of these universities and refers to the academic traditions of Pomerania and Chełmno Land. In 2004, the Ludwik Rydygier Medical University in Bydgoszcz was incorporated into the University - as the Ludwik Rydygier Collegium Medicum in Bydgoszcz. In 2019, in the first competition of the Ministry of Science and Higher Education "Initiative of Excellence - Research University", as one of 10 Polish universities, Nicolaus Copernicus University in Torun was awarded the status of a research university. Nicolaus Copernicus University in Torun is a full member of the Young Universities for the Future of Europe (YUFE) consortium."*
17. **In point 2.4. Name and status of the University running the studies (if different from the one referred to in point 2.3):**  
if the studies are conducted only at NCU, enter "as above". If part of the program was conducted outside NCU or the studies were conducted jointly, the name of the university should be taken from the dictionary.
18. **In point 2.5. Lecture/exam language(s):**  
select the appropriate language(s) in which training was provided in the subjects included in the program of study, also taking into account the languages in which training was provided, e.g., under mobility programs or joint education agreements. This point does not apply to lectures.
19. **In point 3.1. Level of obtained education:**  
provide information on the level of the Polish Qualification Framework assigned to the qualification, the awarding of which is confirmed by the diploma.
20. **In point 3.2. Duration of studies according to the curriculum:**  
provide: the number of years and, in brackets, the number of semesters.
21. **In point 3.3. Terms of admission to the studies:\*\***  
*„According to the terms of recruitment defined by relevant resolution of NCU Senate”*  
If a graduate began their studies at another university and completed them at NCU, the following additional entry is made: *„By decision of the Dean admitted as transferred from ..... to NCU from semester ..... in academic year 20.../20....”.*
22. **In point 4.1. Mode of studies:**  
information should be provided: full-time or extra-mural studies.  
In the case of a student who transferred from one form of study to another, the form in which the student completed the education should be provided.
23. **In point 4.2. Learning outcomes:\*\***  
*„Defined by NCU Senate, they constitute an appendix to the supplement”*

**24. In point 4.3. Details of the graduate's course of study: classes completed, individual achievements, grades/ECTS points earned:**

provide information on the study program completed by the graduate, i.e.: the names of the subjects, the number of hours, the final grades obtained (without failing grades) and the number of ECTS credits obtained for each subject, the completion of which consists of all forms of classes: lectures, exercises, laboratories, studios, conversation classes or seminars, as well as internships. Also entered are subjects that do not end with a grade but only with a credit - for example, health and safety training. The data should be broken down by teaching cycles in which the subjects were completed.

In the case of studies preparing for the teaching profession, the employee generating the supplement is obliged to check the compliance of the completed subjects with the curriculum.

Any breaks in studies are not marked in the supplement.

If part of the curriculum was completed outside NCU, the completed subjects with grades should be entered in the supplement.

Foreign-language names of subjects taken at NCU and at foreign universities are included in the supplement in the original language version. In addition, the names of the aforementioned subjects may be provided in their translation into the language of the supplement, i.e. Polish or English. It is recommended, however, in the case of course names in oriental and little-known languages (e.g. Hungarian) to enter also or only (depending on the arrangements made at the faculty) a translation of these names into English.

Grades for courses taken at another university should be entered after conversion to the grading scale used at NCU.

The title of the thesis and the elements of the final grade with the final grade average are also entered in table form. In point 4.4. Skala ocen i – o ile to możliwe – sposób ich przyznawania:\*\*

„ *Grading scale in force at NCU in accordance with the Regulations of the University defined by a resolution of the NCU Senate:*

*unsatisfactory (2),*

*satisfactory (3),*

*satisfactory plus (3,5),*

*good (4),*

*good plus (4,5),*

*very good (5).*

*Zal. (Pass) applies to subjects passed on the basis of attendance (participation in classes) and the criteria set by the instructors. Obtaining an unsatisfactory grade means failing the class.*

*The graduation result in the fields of study ending with:*

*1) diploma thesis and diploma exam - is the sum of:*

- 0.6 of the arithmetic average of all positive grades of examinations and credits covered by the study program or Individual Study Plan,*
- 0.2 the grade of the diploma thesis,*
- 0.2 the grade of the diploma exam.*

*2) the diploma thesis and the diploma exam for art and conservation courses conducted at the Faculty of Fine Arts - is the sum of the following:*

- 0.4 of the arithmetic average of all positive grades of examinations and credits covered by the study program or Individual Study Plan,*
- 0.4 the grade of the diploma thesis,*
- 0.2 the grade of the diploma exam.*

3) *the diploma exam – is the sum of:*

- 0.75 of the arithmetic average of all positive grades of examinations and credits covered by the study program or Individual Study Plan,
- 0.25 the grade of the diploma exam.

4) *passing all classes and passing all examinations provided for in the study plan - is the arithmetic average of all positive grades from examinations and credits covered by the study program or Individual Study Plan.*

*In the diploma of graduation, the result of graduation is entered in accordance with the following: up to 3,49 - satisfactory,*

*3,50 to 3,83 - satisfactory plus,*

*3,84 to 4,16 - good,*

*4,17 to 4,50 - good plus, over*

*4,50 – very good.”*

**25. In point 4.5. Graduation result:**

enter the graduation result in the original wording.

**26. In point 5.1. Access to further education:\*\***

in relation to 1st degree studies – *„second degree studies and post-graduate studies”.*

In relation to Master’s degree program (second degree or long-cycle)– *„post-graduate studies, doctoral school”*

**27. In point 5.2. Obtained qualifications and professional competences (if possible):\*\***

enter what qualifications or professional competences a graduate of a given field and level of education has acquired.

If the graduate has not acquired them, enter "not applicable".

In the case students of teaching study programs who began their studies in the academic year 2019/2020 or later, the following information is entered:

*„The curriculum was carried out in accordance with the Order of the Minister of Science and Higher Education of July 25, 2019 on the standard of education preparing for the teaching profession (i.e., Journal of Laws of 2021, item 890, as amended).”*

In the case students of teaching study programs who began their studies in the academic year 2018/2019 or earlier, the following information is entered:

*„The curriculum was carried out in accordance with the Order of the Minister of Science and Higher Education of January 17, 2012 on the standards of training in preparation for the teaching profession (Journal of Laws of 2012, item 131).”*

For medical study programs the following is entered:

*„Possible to take post-graduate apprenticeship”*

For Pharmacy study program the following is entered:

*„ A graduate, upon completion of studies in the field of pharmacy, obtains the professional title of Master of Pharmacy. The diploma confirms the education in accordance with the program standards for pharmacists of citizens of the European Union countries established by Directive 2005/36/EC and is the basis for applying to the District Pharmacy Chamber for the issuance of the right to independently practice as a pharmacist, which allows one to work in the profession”.*

**28. In point 6.1. Additional information, including apprenticeships and awards received:**

enter information provided up to the date of the student's graduation about the student's additional practices, activities and achievements in accordance with § 3 of Regulation No. 141 of the Rector of Nicolaus Copernicus University of Toruń of September 30, 2022 on the preparation and issuance of diplomas and supplements to higher education diplomas at Nicolaus Copernicus University in Toruń (NCU Legal Bulletin of 2022, item 250).

If the graduate did not provide any information, enter "not applicable".

In the case of studies that include teacher training, indicate the number of hours of practice and the school where the practice was carried out.

**29. In point 6.2. Sources of information:\*\***

*„Nicolaus Copernicus University in Toruń: [www.umk.pl](http://www.umk.pl)*

*Excellence Initiative – Research University: <https://www.umk.pl/idub/> Young*

*Universities for the Future of Europe (YUFE): <https://www.umk.pl/yufe/>*

*Ministry of Education and Science: <https://www.gov.pl/web/edukacja-i-nauka>*

*Polish Accreditation Committee: <https://www.pka.edu.pl/>*

*National Agency of Academic Exchange: <https://nawa.gov.pl/>".*

**30. In point 7.1. Date of creation:**

enter the date of creation of the document.

**31. In point 7.2. Signature and name stamp of the rector or imprint of information corresponding to the data on the stamp:**

The supplement shall be signed by the Rector or the Vice-Dean acting under the authority of the Rector. A name stamp should be affixed, in navy blue. The stamp should include the notation "under the authority of the Rector".

**32. In point 7.3. University's official stamp:**

a large official seal of NCU with a diameter of 36 mm, in red, shall be affixed.

**33. In point 8. Information about higher education system in Poland:**

content is provided in accordance with Appendix No. 3 to the Regulation of the Ministry of Education and Science of August 26, 2022 amending the Regulation on studies (Journal of Laws of 2022, item 1869).).

\* The text was revised and is selectable in USOS depending on the date of the original supplement issuance.

\*\* The text has been revised, so when issuing an additional copy or duplicate of the supplement, the issuing employee is obliged to verify that the point is consistent with the original supplement.