



LEGAL BULLETIN

NICOLAUS COPERNICUS UNIVERSITY IN TORUŃ

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ORDER No. 105

of the Rector of the Nicolaus Copernicus University in Toruń

of 6 June 2022

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

Pursuant to art. 79.4 of resolution no. 39 of NCU Senate of 30 April 2019 Rules of studies at the Nicolaus Copernicus University in Toruń (NCU Legal Bulletin of 2019, item 277 as amended) in connection with the Act of 20 July 2018 Law on higher education and science (Journal of Laws of 2021, item 478 as amended) and art. 15, 18, and 19a of the Regulation of the Minister of Science and Higher Education of 27 September 2018 on studies (Journal of Laws of 2021, item 661 as amended)

it is o r d e r e d as follows:

Chapter 1 General provisions

Article 1

The Order lays down:

- 1) the mode and rules of procedure for awarding a professional title at studies ending with a thesis and diploma examination;
- 2) the mode and rules of procedure for awarding a professional title at first-cycle studies ending with a diploma examination, in which the programme does not include a thesis;
- 3) the mode of awarding a professional title at medicine and veterinary;
- 4) the terms and rules for a diploma examination held outside the University premises using electronic means of communication.

Article 2

References to:

- 1) **University** – shall be understood as the Nicolaus Copernicus University in Toruń;
- 2) **Act** – shall be understood as the Act of 20 July 2018 Law on higher education and science (Journal of Laws of 2022, item 574 as amended);
- 3) **Rules** – shall be understood as Rules of studies at the Nicolaus Copernicus University in Toruń (NCU Legal Bulletin of 2019, item 277 as amended)
- 4) **Professional title** – shall be understood as the title of *licencjat*, *inżynier*, or the equivalent confirming higher education on the level of first-cycle studies, or *magister*

degree, *magister inżynier* or the equivalent confirming higher education on the level of second-cycle studies and full-cycle studies respectively;

- 5) **Diploma examination** – shall be understood as the examination referred to in art. 75-78 of the Rules;
- 6) **USOS** – shall be understood as University Study-Oriented System – the IT system for managing the course of studies at the University and its integrated websites ((USOSadm, USOSweb, APD));
- 7) **APD** – shall be understood as Archive of Diploma Theses;
- 8) **RPPD** – shall be understood as the Repository of Written Diploma Theses managed by the minister;
- 9) **JSA** – shall be understood as the Uniform Anti-Plagiarism System managed by the minister.

Article 3

1. At the University, the written theses database APD, in which theses written by students and annexes to the theses in a form of source codes of computer programmes, applications, documentation of artistic works, images, maps, etc. are archived, shall be maintained.
2. APD also allows preparing a review of a thesis and diploma examination report.

Article 4

1. Documentation of procedure for awarding a professional title shall be maintained and stored in electronic form in USOS (USOSadm, USOSweb, APD), subject to art. 27.
2. USOS shall comply with the requirements specified in art. 19a of the Regulation of the Minister of Science and Higher Education of 27 September 2018 on studies (Journal of Laws of 2021, item 661 as amended).

Chapter 2

Procedure for awarding a professional title at studies ending with a thesis and diploma examination

Article 5

Procedure for awarding a professional title at studies ending with a thesis and diploma examination shall include the following actions:

- 1) initiation of procedure for awarding a professional title;
- 2) entering information on the thesis and its content;
- 3) verifying the thesis, preparing a written review, and assessing the thesis by a supervisor;
- 4) preparing a written review and assessing the thesis by a reviewer;
- 5) admission to the diploma exam;
- 6) conducting the diploma exam and taking a decision on awarding a professional title;
- 7) preparing documentation of procedure for awarding a professional title.

Article 6

1. Procedure for awarding a professional title at studies ending with a thesis and diploma examination shall be initiated at the request of a student.
2. A student shall complete an application form in USOSweb. In the application, the student shall enter the title of a thesis, name and surname of a supervisor and shall attach a scan of a declaration signed by the supervisor. The declaration template shall be specified in Annex no. 1 to the Order.

Article 7

1. The dean shall consider student's application in USOSadm.
2. In accordance with the Rules, the dean shall appoint a reviewer and examination committee and set a specific date of the diploma examination.
3. An employee of the Dean's Office shall enter the title of a thesis, details of a reviewer, and specific date of a diploma examination into USOSadm.

Article 8

1. After entering the thesis data by an employee of the Dean's Office, a student:
 - 1) shall submit to APD electronic declarations with the following wording:
 - a) "Aware of the legal responsibility, I hereby state that the thesis has been written on my own and does not include content obtained in a manner incompatible with the rules specified in Annex no. 2 to the Order.
 - b) "I declare that the presented thesis has not previously been a subject of procedures related to awarding a professional title at higher education institution."
 - 2) shall enter to APD:
 - a) thesis title in Polish – if the original language is different from Polish,
 - b) thesis title in English – if the original language is different from English,
 - c) thesis summary in Polish.
 - d) thesis summary in the original language – if the original language is different from Polish,
 - e) key words in Polish,
 - f) key words in the original language – if the original language is different from Polish,
 - g) electronic version of the thesis, prepared in accordance with the rules specified in Annex no. 2 to the Order.

Article 9

1. The supervisor shall verify details of the thesis entered by the student to APD and check the thesis in JSA.
2. After obtaining a report from an anti-plagiarism test, the supervisor shall interpret the result.
3. If, in the supervisor's opinion, the authenticity of the thesis is not in doubt, the supervisor shall:
 - 1) approve the anti-plagiarism test report in APD;
 - 2) submit to APD a declaration with the following wording:

"I declare that this thesis has been prepared under my supervision. I know the report of the anti-plagiarism test conducted in the Uniform Anti-Plagiarism System and I state that the thesis meets the requirements for presenting it in the procedure for awarding a professional title";
 - 3) enter a grade in the seminar or other classes, within which the thesis has been prepared;
 - 4) direct the thesis for a review.

Article 10

1. If, in the supervisor's opinion, the number of loanwords not bearing the hallmarks of plagiarism in the anti-plagiarism test result is in doubt, the supervisor shall direct the thesis for re-editing.
2. After re-editing the thesis, art.9 shall apply accordingly.

Article 11

1. If, as a result of the anti-plagiarism test, in the supervisor's opinion, the thesis contains:
 - 1) Unauthorized loanwords bearing the hallmarks of plagiarism, or
 - 2) Intentional text misinterpretations indicating attempt to hide unauthorized loanwords
 - the supervisor does not approve the thesis. The supervisor shall submit the signed copy of the anti-plagiarism test result to the dean together with the material confirming the suspicion of student committing the act of attributing the authorship of the significant fragment or other elements of someone else's work.
2. The dean shall notify the rector of suspicion of committing the act referred to in art.11.1 in order to examine the case under art.312.3 of the act.
3. If the rector decides to initiate explanatory proceedings, the diploma procedure shall be ceased.
4. The dean shall notify in writing the student of ceasing the procedure for awarding a professional title on suspicion of committing the act referred to in 11.1.

Article 12

In the event of directing the thesis for a review, an employee of the Dean's Office shall check if a student has obtained credits, passed exams and completed obligatory internships included in the study programme and then the employee shall calculate grade point average.

Article 13

1. The supervisor and reviewer shall prepare and approve a review in APD no later than 3 days before the diploma examination. Approving the review is equivalent to signing the review digitally.
2. The content of a review shall be submitted to USOS automatically and made available to the student w APD.

Article 14

If a student has met the requirements referred to in art. 75 of the Rules, the dean shall admit the student to the diploma exam.

Article 15

1. The diploma examination shall be conducted in an oral form.
2. In exceptionally justified cases, the diploma exam may be conducted outside the University premises with the use of electronic means of communication.
3. Terms and rules of conducting the diploma examination in the mode referred to in art. 15.2 are specified in Chapter 5.

Article 16

1. The diploma examination shall be held before the examination committee.
2. The committee shall determine the exam result and decide on awarding a professional title subject to art. 16.4.
3. Determining the exam result shall take place during the confidential meeting of the committee.
4. The decision on awarding a professional title in pharmacy and physiotherapy shall be made by the dean after completion of the last internship included in the study programme.

Article 17

1. The course of the diploma examination shall be included in a report.
2. The report shall be prepared in APD by the committee chairperson.
3. The committee members shall immediately approve the report in APD. The signatures of the members are equivalent to authentication in APD.

Article 18

After the delivery of the decision on awarding a professional title, an employee of the Dean's Office shall:

- 1) print and add to a student's file:
 - a) the diploma examination report,
 - b) the thesis review,
 - c) the thesis card;
- 2) prepare a diploma with a supplement to the diploma;
- 3) activate electronic clearance slips of a student.

Article 19

1. After passing the diploma exam, the student's thesis shall be immediately submitted to RPPD, subject to art. 19.2.
2. Theses including information subject to the law on protection of classified information shall not be submitted to RPPD.

Chapter 3

Procedure for awarding a professional title at first-cycle studies ending with a diploma examination in which the study programme does not provide for a thesis

Article 20

Procedure for awarding a professional title at first-cycle studies ending with a diploma examination in which the study programme does not provide for a thesis shall include the following actions:

- 1) initiation of the procedure for awarding a professional title;
- 2) admission to the diploma exam;
- 3) conducting the diploma exam and taking a decision on awarding a professional title;
- 4) preparing documentation of procedure for awarding a professional title.

Article 21

1. Procedure for awarding a professional title shall be initiated at the request of a student.
2. The student shall complete an application form in USOSweb.

Article 22

The dean shall consider and approve the student's application in USOSadm.

Article 23

1. An employee of the Dean's Office shall check if a student has met the requirement referred to in art. 75 of the Rules.
2. If a student has met the requirements referred to in art. 23.1., the dean, in accordance with the Rules, shall appoint the examination committee and establish a specific date of the diploma examination.

3. The employee of the Dean's Office shall calculate grade point average in USOSadm, enter the diploma examination date, committee composition, and then prepare a diploma examination report form and submit it to the committee chairperson on the day of the examination.

Article 24

1. The diploma examination shall be conducted in an oral form.
2. In exceptionally justified cases, the diploma exam may be conducted outside the University premises with the use of electronic means of communication.
3. Terms and rules of conducting the diploma examination in the mode referred to in art. 25.2 are specified in Chapter 5.

Article 25

1. The diploma examination shall be held before the examination committee.
2. The committee shall determine the exam result and decide on awarding a professional title.
3. Determining the exam result shall take place during the confidential meeting of the committee.

Article 26

1. The committee chairperson shall prepare a report of the diploma examination course.
2. The committee chairperson shall submit to the Dean's Office the report completed and signed by the committee members.

Article 27

After the delivery of the decision on awarding a professional title, an employee of the Dean's Office shall:

- 1) add the diploma examination report to a student's file;
- 2) prepare a diploma with a supplement to the diploma;
- 3) activate electronic clearance slips of a student.

Chapter 4

Procedure for awarding a professional title in medicine and veterinary

Article 28

The procedure for awarding a professional title in medicine and veterinary shall include the following actions:

- 1) initiation of the procedure,
- 2) taking a decision on awarding a professional title.

Article 29

1. Procedure for awarding a professional title shall be initiated at the request of a student.
2. The student shall complete an application form in USOSweb after completion of the last exam required in the study programme.

Article 30

1. An employee of the Dean's Office shall check if a student has met the requirement referred to in art. 79.2 of the Rules.

2. If a student has met the requirements referred to in art. 30.1., the dean shall decide on awarding a professional title of *lekarz* or *lekarz weterynarii* respectively.

Article 31

After the delivery of the decision on awarding a professional title, an employee of the Dean's Office shall:

- 1) prepare a diploma with a supplement to the diploma;
- 2) activate electronic clearance slips of a student.

Chapter 5

Terms and rules of conducting a diploma examination outside the University premises with the use of electronic means of communication

Article 32

In exceptionally justified cases, the diploma examination may be conducted outside the University premises with the use of electronic means of communication, ensuring in particular:

- 1) real-time transmission of the diploma examination between the participants;
- 2) multilateral real-time communication, in which the examination participants may speak during the examination – in accordance with necessary safety rules.

Article 33

1. Conducting the diploma examination in the mode referred to in art. 33.1 shall be approved by the dean at the request of a student.
2. The student shall complete an application form in USOSweb.
3. The student shall attach a declaration of the acknowledgment of terms and rules related to conducting the examination outside the University premises with the use of electronic means of communication. The declaration template shall be specified in Annex no. 3 to the Order.
4. An employee shall enter information on conducting the diploma examination outside the University premises with the use of electronic means of communication to USOSadm.

Article 34

Diploma examinations at joint degrees shall not require the approval of the dean if an agreement on the rules of conducting these studies contains provisions on conducting the diploma examination with the use of electronic means of communication.

Article 35

1. In order to conduct examinations at the University in the mode referred to in art. 32, the following platforms shall be used:
 - 1) the videoconference system BigBlueButton or
 - 2) Microsoft Teams
2. Rules of conducting the diploma exam outside the University premises with the use of electronic means of communication shall be specified in Annex no. 4 to the Order.

Chapter 6

Transitional and final provisions

Article 36

1. The Order becomes effective as of 6 June 2022, with the fact that art.6.2, art.7.1, art. 17, art. 18.1 point a, art. 21.2, art. 22 and art. 29.2 to the extent that they concern submitting and managing applications for initiating the procedure for awarding a professional title and preparing a report in electronic form become effective as of 1 October 2022, subject to art. 36.2.
2. The dean may decide that submitting and managing applications for initiating the procedure for awarding a professional title and preparing a report at the studies providing for a diploma examination and thesis will be held digitally from the effective date of the order referred to in art. 36.1.

Article 37

1. Order no. 126 of the NCU Rector of 4 June 2022 on the procedure for awarding a professional title at the Nicolaus Copernicus University (NCU Legal Bulletin of 2021, item 221 as amended) shall be repealed, subject to art.37.2 and art. 37.3.

Before 30 September 2022, the application templates specified in Annexes no. 1, 5, and 6 to the order referred to in art. 37.1 shall apply.

Before 30 September 2022, the provisions of the order referred to art. 37.1. shall apply to preparing and issuing diplomas and supplements to diplomas.

Article 38

The order becomes effective as of 6 June 2022.

RECTOR

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