

Order No. 124/2021 of the Rector of Wrocław University of Environmental and Life Sciences of 30 June 2021

on the regulations for drawing up and issuing graduate diplomas and diploma supplements awarded to graduates of Wrocław University of Environmental and Life Sciences

Pursuant to Art. 23 sec. 2 point 2 in relation to Art. 77 sec. 1-3 of the Act of 20 July 2018 - the Law on Higher Education and Science (Dz. U. /Journal of Laws/ of 2021, item 478 as amended), in relation to Art. 265 point 2 of the Act of 3 July 2018 implementing provisions - the Law on Higher Education and Science (Dz. U. /Journal of Laws/ of 2018, item 1669 as amended), and in relation to Art. 22 and 23 and Art. 32-36 of the Regulation of the Minister of Science and Higher Education of 27 September 2018 on studies (Dz. U. /Journal of Laws/ of 2021, item 661), in relation to Resolution No. 96/2020 of the Senate of Wrocław University of Environmental and Life Sciences of 18 December 2020 on the approval of specimens of graduate diplomas issued by Wrocław University of Environmental and Life Sciences, it is ordered as follows:

Art. 1

- ◆ Specimens of graduate diplomas at Wrocław University of Environmental and Life Sciences are specified by Resolution No. 96/2020 of the Senate of Wrocław University of Environmental and Life Sciences of 18 December 2020 on the approval of specimens of graduate diplomas issued by Wrocław University of Environmental and Life Sciences.
- ◆ Diplomas of completion of studies issued by Wrocław University of Environmental and Life Sciences meet the minimum security requirements for category 2 public documents.
- ◆ The specimen of the diploma supplement is specified in the Regulation of the Minister of Science and Higher Education on studies.

Art. 2

1. Within 30 days from the date of graduation, the university shall draw up a set of documents confirming graduation, which shall include:

- 1) original diploma;
- 2) two copies of the diploma in Polish;
- 3) copy of the diploma in Polish for the records;
- 4) original supplement;
- 5) two copies of the supplement in Polish;
- 6) copy of the diploma supplement in Polish for the records.

2. Students are required to provide the Dean's Office with the information necessary to prepare a diploma supplement, together with documents confirming that information, no later than the day before the diploma exam, and no later than 10 days before the grade for the last exam is entered in the case of veterinary medicine.

3. Before graduation, a student may submit a written request for the issuance of:

- 1) one copy of the graduate diploma in a foreign language (English, French, Spanish, German, Russian) instead of one copy of a diploma in Polish;
- 2) one copy of the diploma supplement in English instead of one copy of a supplement in Polish.

4. Wrocław University of Environmental and Life Sciences, at the request of a graduate, issues an additional copy of the graduate diploma in Polish or in a foreign language or an additional copy of the diploma supplement in Polish or English. The application shall include the number of the diploma to which the copy relates.

5. The documents mentioned in sec. 4 shall be issued within 30 days of the date of application, upon payment by the graduate of a fee for the issuance of an additional copy of these documents.

6. For students enrolled before the 2019/2020 academic year:

- 1) prior to graduation, the university shall charge the student a fee in accordance with the provisions of the agreement concluded on the basis of Art. 160a of the Act of 27 July 2005 - the Law on Higher Education (Dz. U. /Journal of Laws/ of 2017, item 2183 as amended) for the issuance of:
 - a) the original graduate diploma together with two copies in Polish - in the amount of PLN 60,
 - b) a copy of the graduate diploma translated into foreign language - in the amount of PLN 40;
- 2) the University does not charge a fee for issuing the original diploma supplement and its copies in Polish.

7. For students enrolled from the 2019/2020 academic year or later and students who readmissioned their studies in the 2019/2020 academic year or later:

the university does not charge a fee for issuing the graduate diploma and two copies thereof, including one in a foreign language, and the supplement and two copies thereof, including one in English if the student has submitted the application referred to in sec. 3; the University shall charge a fee only for the issuance of an additional copy of the graduate diploma in a foreign language and the diploma supplement in English referred to in sec. 4 in the amount of PLN 20.

Art. 3

- ◆ The diploma and supplement as well as their copies shall be issued to the graduate in person or, upon his/her written request, to an authorised person.
- ◆ The authorisation referred to in sec. 1 shall include confirmation of the authenticity of the authorising person's signature made in the presence of an employee authorised to issue documents or by a notary public.

- ◆ During the period of limitation or suspension of university's operation and at the written request of the student/graduate that includes the current address (in the territory of the Republic of Poland), the documents referred to in sec. 1 may be sent by a postal operator within the meaning of the Act of 23 November 2012 - Postal Law (Dz. U. /Journal of Laws/ of 2020, item 1041 as amended) to a student/graduate personally with a return receipt - at the expense of such student/graduate. If the parcel is lost, Wrocław University of Environmental and Life Sciences shall only issue duplicates of these documents.
- ◆ Before collecting the documents referred to in sec. 1, graduates are required to settle an electronic clearance form prepared in USOS by an employee of the Dean's Office.
- ◆ A graduate confirms receipt of the documents referred to in sec. 1 by signing the 'Confirmation of receipt of documents' form, which is kept in the student's personal file folder.
- ◆ An employee of the Dean's Office is obliged to note in the register of issued graduate diplomas and their copies, as well as on the 'Confirmation of receipt of documents' form, the appropriate individual markings made in typographical format of the individual blank diploma forms (e.g. AB 0000000), on which the graduate diploma and its copies were prepared for a given graduate.
- ◆ Graduates receive the documents referred to in sec. 1 in a cover prepared in accordance with the University's Visual Identity System.

Art. 4

- ◆ In the event of a loss of the original diploma or diploma supplement, a graduate may apply in writing for the issue of a duplicate, stating the reason for the loss.
- ◆ For the issuance of a duplicate of the graduate diploma or a duplicate of the diploma supplement referred to in sec. 1, the university shall charge a fee of PLN 20.
- ◆ The duplicate shall be issued based on documents in possession, in particular on the basis of a copy of the diploma or supplement, which is in the student's personal file folder.
- ◆ The duplicate shall be drawn up on the printout of the graduate diploma or diploma supplement, according to the specimen in force on the date of issue of the originals of those documents.
- ◆ The printout of the diploma shall bear the inscription 'DUPLIKAT' [DUPLICATE] in the upper right-hand corner and the date of issue of the duplicate in accordance with the specimen:
'DUPLIKAT wystawiono dnia (dzień-miesiąc-rok)' [DUPLICATE issued on (day-month-year)].
- ◆ On the diploma supplement printout, the word 'DUPLIKAT' [DUPLICATE] shall be printed above the words 'SUPLEMENT DYPLOMU' [DIPLOMA SUPPLEMENT], and the date of issue shall be given, according to the specimen 'DUPLIKAT wystawiono dnia (dzień-miesiąc-rok)' [DUPLICATE issued on (day-month-year)].
- ◆ The duplicate diploma does not contain a photograph (if it was a necessary element of the diploma), the space for the photograph should be crossed out.
The spaces reserved for stamps and signatures shall contain names and surnames of the persons who signed the original diploma, together with an indication of the titles and academic degrees held.
- ◆ The duplicate of the diploma and supplement shall be signed by the Rector in office or an authorised person holding a managerial position at the university.
- ◆ The official stamp of Wrocław University of Environmental and Life Sciences shall be affixed to the duplicate of a diploma.
- ◆◆ In the event of a lack of printouts of the diploma or diploma supplement in accordance with the specimen in force on the day of the issue of the original document, the duplicate shall be issued on a form prepared by the university in accordance with the contents of the original diploma or original diploma supplement.
- ◆◆ Information on the issuance of a duplicate graduate diploma or diploma supplement shall be placed in the student's personal file folder together with an acknowledgement of its receipt and noted in the student's diploma book and in USOS in the 'Diplomas - diplomas and exams' tab in the 'comments' field.
- ◆◆ The duplicate diploma and the duplicate diploma supplement shall have the status of the original and may be reissued if lost.

- ◆ To the issuance of duplicate graduate diploma or duplicate diploma supplement, Art. 3 sections 1 and 2 as well as 5 and 6 shall apply accordingly.

Art. 5

- ◆ The diploma, diploma supplement and their copies containing errors or mistakes shall be replaced ex officio or at the written request of a graduate.
- ◆ The rules and procedures laid down in this order shall apply accordingly to the exchange of the graduate diploma, diploma supplement and their copies.
- ◆ The new graduate diploma, diploma supplement and their copies shall be issued with the current date and signed by the Rector in office or an authorised person holding a managerial position at the university.
- ◆ The new graduate diploma or diploma supplement shall be issued upon return of the diploma or supplement to be replaced, together with copies.
- ◆ No fee is charged for the replacement of the graduate diploma or diploma supplement due to errors or mistakes not attributable to the graduate.

Art. 6

- ◆ Upon graduation, no change shall be made to the graduate's first name(s) or surname in his or her graduate diploma and diploma supplement, subject to sec. 2-4.
- ◆ A change of name(s) and surname on the graduate diploma and diploma supplement after graduation is allowed only on the basis of:
 - 1) an administrative decision by the head of the civil registry office;
 - 2) a court ruling in a gender reassignment procedure.
- 3. In cases referred to in sec. 2, a graduate is obliged to submit a written request to the appropriate Dean's Office, in which the document constituting the basis for the change of personal data should be indicated, together with information about the issuing authority, its date of issue and number, if it contains one, and submitted on request.
- 4. In the event of a change of the graduate's name(s) or surname as referred to in sec. 2, the name of such graduate shall be changed.
 - 1) the new graduate diploma and diploma supplement shall be issued with the new name(s) and surname, upon a written request of a graduate and upon submission of an administrative decision or court ruling;
 - 2) the new graduate diploma and diploma supplement shall be dated and signed by the Rector in office or an authorised person holding a managerial position at the university;
 - 3) the issuance of a new graduate diploma and diploma supplement is subject to the return of a complete set of the diploma and diploma supplements, including copies issued with the former name(s) and surname.
- 5. If a name(s) or surname has (have) been changed before graduation, the diploma and supplement together with their copies shall be issued with the new name(s) or surname. The new name(s) or surname may be entered only on the basis of a copy of a marriage certificate, an administrative decision on name(s) or surname change or a court ruling.

Art. 7

- ◆ The rules for drawing up graduate diplomas are laid down in Appendix No. 1 to this order.
- ◆ The rules for drawing up diploma supplements are set out in Appendix No. 2 to this order.
- ◆ Detailed rules for storing and preparing printouts as well as for the issuance of graduate diplomas are laid down in Appendix No. 3 to this order.
- ◆ Translation of terms and expressions in copies of diplomas in a foreign language (English, French, Spanish, German, Russian) is set out in Appendix No. 4 to this order.

Art. 8

- ◆ The implementation of the order is entrusted to the deans of faculties.
- ◆ Supervision of the implementation of the order is entrusted to the Vice-Rector for Student Affairs and Education.

Art. 9

Order No. 23/2021 of the Rector of Wrocław University of Environmental and Life Sciences of 23 January 2020 on the rules for drawing up and issuing graduate diplomas and diploma supplements awarded to graduates of Wrocław University of Environmental and Life Sciences shall be repealed.

Art. 10

This order shall become effective on the date of signing.

Rector
prof. dr hab. inż. Jarosław Bosy