

*Appendix No. 3 to Order no. 124/2021 of the  
Rector of Wrocław University of Environmental and Life  
Sciences  
of 30 June 2021*

## Detailed rules for storing and preparing printouts and issuing Graduate Diplomas

1. Within 30 days of a student's graduation, the university prepares and issues the Graduate Diploma and the Diploma Supplement with two copies for the graduate. The University also makes a copy of the Graduate Diploma and the Diploma Supplement for the files.
2. The diplomas are printed at the central point for printing and issuing diplomas of graduation, hereinafter the CPWiWD. The CPWiWD is monitored and secured against unauthorised access. Authorised employees of Wrocław University of Environmental and Life Sciences, before entering the room with blank forms for diplomas or complete diplomas are obliged to record their entry and exit in the access control system using their employee ID card.
3. An authorised employee of the University IT Centre, hereinafter the UCI, submits a request for blank forms of diplomas via the EOD system and, after receiving a notification that the forms can be collected, sets the date of collection, and then, acknowledges the receipt of the diploma forms from the Main Warehouse, orders and supervises their transport to the CPWiWD observing the safety rules.
4. The UCI secures and manages the way printing of diplomas are handled, in accordance with the Order of the Rector on the implementation of the instructions on printing services for security printed matter, with the content of the Order and the relevant superior regulations.
5. Before printing out diplomas, an employee of the Dean's office verifies the correctness and completeness of the graduate's data in the USOS (University Support System of Studies), in particular: personal data, ECTS credit points, information contained in the document forming the basis for applying for admission to studies, information contained in the diploma examination report (not applicable to veterinary medicine), and the result of studies.

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6. An employee of the Dean's office advises the graduate his/her diploma number within 2 working days after the diploma exam is conducted, and in the case of veterinary studies, after the student has taken the last exam required by the study programme. The diploma number is assigned according to the book of graduation diplomas kept in the USOS. Only names of the graduates are entered in the book of diplomas, that is, the names of all persons who have received a positive result from the diploma examination, and in the case of veterinary medicine, persons who have obtained credits from all subjects required by the study programme and passed all examinations.
7. Once all the data is entered into the USOS, the employee of the Dean's office generates a non-editable file (pdf), the contents of which will be printed on the blank forms of diplomas. The UCI employee is not authorised to change the content of that file.
8. The employee of the Dean's office saves the file prepared for printing on a drive in a folder designated for that purpose.
9. If there is an error in the file generated for the diploma, the UCI must be notified immediately and the erroneous file must be deleted from the drive and replaced with a correct one.
10. An authorised employee of the UCI prints a set of diplomas within 3 working days from the date of receiving the files from the Dean's office
11. An authorised employee of the UCI, after printing the data, referred to in Art. 5, on the blank forms of diplomas, sends a notification e-mail to the Dean's office that the printouts are ready to be verified.
12. An authorised employee of the UCI and an authorised employee of the Dean's Office perform a qualitative and quantitative verification of the blank forms of diplomas in the CPWiWD, report any defects immediately and prepare a report.
13. Any errors on the personalised printouts of diplomas must be reported to the UCI using a specified e-mail address.
14. An authorised employee of the Dean's office hands over the personalised printouts of diplomas to the Rector or an authorised Vice-Rector, against a signed and dated receipt, observing the rules of security.
15. Personalised printouts submitted to the Rector or an authorised Vice-Rector to be signed, must be stored in compliance with the security rules.
16. The signed diploma printouts are collected by an authorised employee of the Dean's office from the Rector's Office or from the office of an authorised Vice-Rector, against a signed and dated receipt and in

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compliance with the safety rules, and are taken to the CPWiWD to be stamped with an embossed seal.

17. An authorised employee of the Dean's office collects the documents issued to the graduates (the Graduate Diploma and the Diploma Supplement with their copies), place them in a folder in accordance with the University's Visual Identity System, and complete the "Acknowledgement of receipt of documents" form with the individual number of each diploma (e.g., AB 0000000). Before issuing the set of documents to the graduate, the employee of the Dean's office enters the above-mentioned number in the register of issued graduation diplomas
18. The Graduate Diplomas and the Diploma Supplements are issued to the graduates of Wrocław University of Environmental and Life Sciences by authorised employees of the Dean's offices and they are ready to be collected from the CPWiWD, subject to sec. 20.
19. Copies of diplomas and their supplements to be stored in the system and the form " Acknowledgement of receipt of documents " signed by the graduates, along with the assigned numbers (e.g. AB 0000000), as well as the sets of documents not collected by the graduates are stored in the CPWiWD until they are handed over to the Dean's office to be placed with the student's personal files and are then, they are handed over to the archives of Wrocław University of Environmental and Life Sciences.
20. Graduate diplomas and Diploma Supplements, the templates of which had been specified before the entry into force of Resolution No. 96/2020 of the Senate of Wrocław University of Environmental and Life Sciences of 18 December 2020, are collected from the Dean's offices.

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