

*Appendix No. 2 to the Order no. 124/2021 of
the Rector of Wrocław University of Environmental and Life Sciences
of 30 June 2021*

Rules of preparing the Diploma Supplement

The template of a Diploma Supplement is included in 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).

The Diploma Supplement shall be prepared in A4 format (210 x 297 mm) on 80 g/m² white offset paper, printed on both sides in black. The font of the text shall be Times New Roman CE 11 pt, the expression "DIPLOMA SUPPLEMENT" - capital letters, 14 pt font, in section 8 - Times New Roman CE 10 pt, numbers of pages - Times New Roman CE 8 pt font.

The Diploma Supplement, the copies of the Diploma Supplement and the copy of the Diploma Supplement intended for the records shall be stamped with the official seal of the University on the first page, in the upper left-hand corner, at the place of stitching and in section 7.3. in the place intended for the official seal. The pages of the Diploma Supplement shall be joined together with the use of the so-called "eyelet machine".

The Diploma Supplement shall be completed in accordance with the following rules:

1. The Diploma Supplement is prepared based on the information included in USOS (University Support System of Studies). Most of the information is generated automatically based on system dictionaries and information about the course of study of individual students.
2. The contents of the system dictionaries, the verification of personal data and information about the course of study is the responsibility of the faculty within which the course of study is conducted.
3. No line/field shall be left blank or deleted from the Diploma Supplement. If any line/field is to be identical to the preceding one, then the formula "as above" shall be entered.
4. Information on higher education in Poland is an integral part of the Diploma Supplement - it must not be missing from the Supplement.
5. In section 2.3., name and status of the institution awarding the diploma - apart from the name and status of the institution awarding the diploma, information may be provided on the current curricular evaluation or comprehensive evaluation by the Polish Accreditation Committee.
Information about

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the scientific category in the discipline (leading discipline) concerning a given field of study may be provided. If the diploma is issued jointly by two or more universities, their names shall be mentioned in their original form.

6. In section 2.4., the name and status of the university (if different from the name provided in section 2.3) - the name and status of the other university shall be provided. The names of the universities where the student completed some part of his/her studies under a certain programme, (e.g., Erasmus or MostAR) or from which he/she transferred to Wrocław University of Environmental and Life Sciences shall not be provided in this section. Information on those universities can be provided in section 4.3.

In the case of study programmes conducted jointly with another university, all universities implementing the study programme, their original names and statuses shall be provided.

If the data are consistent with section 2.3, expression "as above" shall be entered. In section 2.5., language(s) of lectures/examinations - Polish or English shall be entered, as appropriate.

7. In section 3.1., level of education, the information concerning the PQF level assigned to the qualifications confirmed by the diploma shall be provided. The following shall be entered accordingly: "The diploma of completion of first-cycle studies confirms the award of a full qualification at level six of the Polish Qualifications Framework and the European Qualifications Framework" or "The diploma of completion of second-cycle studies confirms the award of a full qualification at level seven of the Polish Qualifications Framework and the European Qualifications Framework" or "The diploma of completion of long-cycle master degree studies confirms the award of a full qualification at level seven of the Polish Qualifications Framework and the European Qualifications Framework".
8. In section 3.2., duration of studies according to the study programme - the duration of the studies in years and semesters, according to the study programme shall be provided. This section shall not include information on the years in which the graduate completed the study programme.
9. In section 3.3., conditions of admission - the rules of admission to the first year of studies in force when the graduate was admitted to study at the university from which he/she received the diploma shall be provided. If the graduate started his/her studies in another university and completed them at Wrocław University of Environmental and Life Sciences after the transfer, the admission rules in force at Wrocław University of Environmental and Life Sciences of the study cycle to which the transfer took place shall be provided.

10. In section 4.2., learning outcomes:

- 1) for students enrolled before the 2019/2020 academic year:

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the appropriate resolution of the Senate defining the learning outcomes for a given field of study, level and profile along with the place of its publication shall be entered, and in the case of veterinary studies, also the appropriate regulation of the Minister of Science and Higher Education concerning the educational standards for veterinary studies and architecture along with the place of its publication shall be provided;

2) for students enrolled in the 2019/2020 academic year and onwards:

the appropriate resolution of the Senate on preparation of the study programme for a given field of study, level and profile, which specifies the learning outcomes for that field of study along with the place of its publication shall be provided, and in the case of veterinary medicine, also the appropriate regulation of the Minister of Science and Higher Education on education standards preparing for the performance of the profession of a veterinary surgeon, along with the place of its publication shall be provided.

11. In section 4.3., details of the graduate's course of study: specialisation (if applicable), completed courses, individual achievements, obtained grades/ECTS credit points - information about completed courses, transfers from other universities and completed additional courses shall be provided. Any gaps in the studies shall not be included in the Diploma Supplement.
12. Final grades for courses shall be included in the Diploma Supplement, in accordance with the current Regulations of Studies.
13. In section 5.1., access to further education - short information, e.g. the possibility of applying for admission to second-cycle studies, postgraduate studies or a doctoral school shall be included.
14. In section 5.2., qualifications and professional licenses held (if possible) - professional licenses awarded to the graduate, the conditions for awarding the licenses and the institution awarding them, in accordance with current legislation, shall be provided. In the case of regulated professions - information on whether obtaining qualifications gives the right to engage in professional internship shall be provided.
15. In section 6.1., additional information, including professional internship and received awards - additional information about extra-curricular professional internship shall be provided; any information about additional significant achievements of the student, such as publications, awards, which demonstrate the student's acquired skills or competencies, may be provided.

The student shall provide appropriate confirmation of received awards and prizes.

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16. In the copy of the Diploma Supplement and in the copy of the Supplement intended for the records, the expressions: "COPY" or "COPY FOR THE FILE" shall appear under the name of the document, as appropriate.
17. A copy of the Diploma Supplement in English shall be completed as follows:
- name of the course of study shall be in English, each word starting with a capital letter,
 - the name of the university shall be written in its original language version, i.e., in Polish,
 - the result of the studies shall be entered in the original language version, i.e., in Polish,
 - the professional title shall be written in the original language, i.e., Polish.

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