



WROCLAW  
**MEDICAL UNIVERSITY**

**Faculty of Dentistry, ENGLISH DIVISION**

Wroclaw, 10 February 2021.

5<sup>th</sup> Year Students  
 Faculty of Dentistry - English Division

Dear Students,

in order to prepare Diplomas and Diploma Supplements for Graduates of the Faculty of Dentistry we kindly request you to meet the following requirements stated below:

Deadline	Procedure	Information	
After passing the last exam in the summer examination session	<ul style="list-style-type: none"> <li>- <b>Send a statement on received awards</b> and distinctions related to the study field (in .doc format) – see the attached document (appendix 1).</li> <li>- Send an information <b>about participation in the Erasmus</b> program</li> </ul>	agnieszka.sawicka@umed.wroc.pl the title of file: <b>surname and name</b>	
	<b>Pay the fee for issuance of Diploma to the bank account [PLN]*</b>	<b>Individual student account number</b>  the title of transfer: <b>fee for diploma, ED, name and surname, nr of index</b>	
	<b>Diploma + 2 certified copies in Polish</b>		<b>60.00 PLN</b>
	Each additional certified copy translated into foreign language: English, German, French, Spanish, Russian		40.00 PLN for each
	<p><b>Submit:</b></p> <ul style="list-style-type: none"> <li>- student <b>leaving card</b>.</li> </ul> <p><b>Your account</b> → students information → statuses → Lekarsko-Stomatologiczny English Division → Edition 2016/2017z → <b>Leaving Card</b></p> <p>For interested persons – please submit:</p> <ul style="list-style-type: none"> <li>- print out and fill in the authorization paper if you will not pick up your diploma personally</li> <li>- print out and fill in the application for graduation certificate</li> </ul>	ED office Virtual University <a href="http://umed.wroc.pl">http://umed.wroc.pl</a>	
	<p><b>Submit:</b></p> <ul style="list-style-type: none"> <li>- INTERSHIP BOOK Practical Clinical Training</li> <li>- Student ID</li> </ul>	ED Office	



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Please consider that the Diploma Supplement will contain the following information:

- the course of studies, including the obligatory vocational training;
- awards and distinctions received in competitions during studies (an entry made only on the basis of the Student's statement and based on timely submitted documents, upon acceptance of the Dean of the Faculty of Dentistry);
- annual or semester participation in the Erasmus program,
- additionally, persons who completed the Individual Course of Study will be issued a relevant certificate.

Please also note that in accordance with the Regulations of Studies in force\*\*:

- The average grade of studies is the arithmetic mean of all grades obtained from examinations, specified by rounding to the second decimal place, according to the following mathematical rule: if the next digit is equal to or greater than 5, the average grade is rounded up.
- The date of completion of studies is the date of passing the last examination required by the plan of studies.
- A certificate of average grade from studies is issued immediately after obtaining credit/examination protocols and submission of all documents by the Graduate Student at the English Division Dean's Office.
- Within 30 days from the submission of documents to the English Division Dean's Office, passing the final required examination, the University makes an entry into the Diploma Register and prepares and issues the Diploma of Completion of Studies with its certified copies and the Diploma Supplement to the Graduate.

Wrocław Medical University  
FACULTY OF DENTISTRY  
Vice-Dean for English Division

Maciej Dobrzyński,  
DDS, PhD, Assoc. Prof.

Vice-Dean of Faculty of Dentistry  
Maciej Dobrzyński, DDS, PhD,  
Assoc.Prof.

\*Regulation No. 106/XV R/2020 of the University Rector of 2.06.2020 on fees for issuance of documents to students, PhD students and graduates.

\*\*Appendix to Resolution No. 2152 of the Senate of Wrocław University of Medicine of 29.04.2020 on Regulations of Studies of Wrocław University of Medicine, valid from the Academic Year 2020/2021.