

WROCLAW MEDICAL UNIVERSITY

Faculty of Medicine, ENGLISH DIVISION

DL/ED/227/2023

Wrocław, 06 December 2023

6th Year Students Faculty of Medicine- English Division

Dear Students,

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

Deadline	Procedure		Information
to 31.01.2024	Send a statement on received awards and d study field (in .doc format) – see the attach 1). Please submit a photocopy (originals to be of received awards and distinctions. Send an information about participation in Send a statement of correctness of personal Original deliver to ED Office/white box.		
	Pay the fee for issuance of Diploma to the bank account [PLN]*		Individual student account
from 01.04.2024 to 30.04.2024	Diploma + 2 certified copies in Polish	60.00 PLN	
	For interested persons – please submit an application to be issued a certified copy of Diploma Supplement translated into English; additional certified copies of Dipolma translated into one of foreign languages: English, German, French, Spanish, Russian (appendix 3).	40.00 PLN for each	the title of transfer: fee for diploma, ED, name and surname, index number
	In accordance with current regulations, please be advised that the professional title and your final grade on the diploma and your certified copies are always in Polish (THEY DO NOT GET TRANSLATED)!!!		
from 01.04.2024 to 30.05.2024	Submit: - student leaving card. Your account → students information -→ statuses → Lekarski English Division → Edition 2018/2019z → Leaving Card		ED office Virtual University https://www.umw.edu.pl/



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	Submit: - INTERSHIP BOOK Practical Clinical Teaching	ED Office
	Send a statement of correctness of your transcript of records (appendix 4)	
	Once you have completed your last exam in the summer session 2023/2024, please take the following steps to verify your course of study, on the basis of your transcript downloaded from your Virtual University account:	
after last exam	Your account \rightarrow Applications \rightarrow Prints \rightarrow Medicine - Faculty of Medicine, Full-time studies Uniform Masters Studies Medicine Edition: 2018/2019 \rightarrow Transcript of records	
	Please do not delay it and verify your previous course of study well in advance.	
	In case you need your Diploma to be sent by regular mail please send request (appendix 5) filled in capital letters. If you want to authorize someone to pick up your Diploma please personally deliver to ED office an Authorization (appendix 6)	

ATTENTION:

All documents listed above must be sent to us from your individual university email accounts only!

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 Medicine);

- annual or semester participation in the Erasmus program,
- Individual Course of Study.

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.



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- The date of completion of studies in 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 Dean's Office.
- Within 30 days from the submission of documents to the 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.

Vice-Dean of Faculty of Medicine Wroclaw Medical University Faculty of Medicine Vice-Dean for/English Studies Katarzyna Neubauer, MD, PhD Associate Professor Katarzyna Neubauer, MD, PhD, Associate Professor

*Regulation No. 191/XV R/2019 of the University Rector of 22.11.2019 on fees for issuance of documents to students, PhD students and graduates.

**Appendix to Resolution No. 2499 of the Senate of Wroclaw Medical University of 26.04.2023 on Regulations of Studies of Wroclaw Medical University, valid from the Academic Year 2023/2024.

<u>Cc:</u>

VI Year Tutor of Faculty of Medicine Mrs Joanna Braksator

VI Year Class President of Faculty of Medicine Ms Claudia Wszoła