





WROCLAW  
**MEDICAL UNIVERSITY**

**Faculty of Medicine, ENGLISH DIVISION**

	Submit: - INTERSHIP BOOK Practical Clinical Teaching	ED Office
<b>after last exam</b>	<p>Send a statement of correctness of your transcript of records (<b>appendix 4</b>)</p> <p>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:</p> <p>Your account → Applications → Prints → Medicine - Faculty of Medicine, Full-time studies Uniform Masters Studies Medicine Edition: 2018/2019 → <b>Transcript of records</b></p> <p><b>Please do not delay it and verify your previous course of study well in advance.</b></p> <p>In case you need your Diploma to be sent by regular mail please send request (<b>appendix 5</b>) filled in capital letters. If you want to authorize someone to pick up your Diploma please personally deliver to ED office an Authorization (<b>appendix 6</b>)</p>	ED Office

**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  
Wrocław 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 Wrocław Medical University of 26.04.2023 on Regulations of Studies of Wrocław Medical University, valid from the Academic Year 2023/2024.

Cc:

VI Year Tutor of Faculty of Medicine Mrs Joanna Braksator

VI Year Class President of Faculty of Medicine Ms Claudia Wszola