

**TERMS AND CONDITIONS AND PROCEDURES OF ADMISSION
TO THE DOCTORAL SCHOOL OF WROCLAW MEDICAL UNIVERSITY IN THE
ACADEMIC YEAR 2023/2024**

I. General provisions

Art. 1

1. Admission process under the Ministry of Science and Higher Education Subsidy shall be conducted in accordance with the Admission Schedule 2023 and the rules applicable hereto.
2. Admission section on www.umed.wroc.pl website shall contain:
 - 1) terms and conditions and procedures of admission to the first year at the Doctoral School in the academic year 2023/2024,
 - 2) Admission Schedule,
 - 3) link to the Online Recruitment System of Candidates, hereinafter referred to as IRK,
 - 4) limit of places,
 - 5) examination dates,
 - 6) announcements and information about admissions.
3. Admission to the first year at the Doctoral School is carried out according to the following principles:
 - 1) curriculum is conducted in full-time course, in Polish and English, in the field of medical sciences and health sciences (the following disciplines of science: medical science, pharmaceutical science, health science) while an English-speaking group will be provided when at least 5 candidates are admitted.
 - 2) the education of a doctoral student shall end with the submission of their dissertation,
 - 3) the limit of places shall be set by the Rector of the Wrocław Medical University
 - 4) for submission of the documents, candidates have one deadline specified in the admission schedule,
 - 5) admission takes place through competition,
 - 6) it is allowed to apply for two research topics, with the research topic of the first choice indicated;
 - 7) the admission procedure is conducted by the Admissions Committee.
4. The admission procedure includes:
 - 1) submitting the application by means of a complete registration in the IRK system available at www.e-rekrutacja.umed.wroc.pl
 - 2) submitting the complete set of documents to the Doctoral School's office,
 - 3) verification of English language proficiency,
 - 4) qualification exam.
5. Persons with disabilities
 - 1) in the case of persons with disabilities taking examinations at the university, there is a possibility to notify the Admission Committee about special needs concerning taking the examination,
 - 2) the notification should be made in writing and should include a photocopy of the disability degree certificate – disability class, and in case of absence of such document, medical records confirming one's condition,
 - 3) The notification shall be submitted two weeks before the date of the examination.
6. Those that may apply for admission to the Doctoral School are:
 - 1) Polish citizens,
 - 2) persons who are not Polish citizens, hereinafter referred to as "foreigners".

7. A candidate for the first year at the Doctoral School can be a person who has obtained the title of Master (magister), doctor or dentist. In exceptional cases, such as the highest quality of scientific achievements, a person who does not meet the aforementioned requirements and is a graduate of first-cycle programmes or a student who has completed the third year of long-cycle Master's degree programme and holds a graduate diploma may become a candidate.
8. Students of the last year of the second-cycle programme or long-cycle Master's degree programme can apply for the admission process provided they submit a study certificate of current enrollment or graduate diploma. Failure to provide second-cycle programme or long-cycle Master's degree programme diploma by 30 September 2023 shall result in the refusal of admission to the first year at the Doctoral School.
9. Physicians and dentists applying for a place in a clinical unit may proceed with admission provided that by 30 September 2023 they will submit a photocopy (original document available on request) of medical licence or limited medical licence. Failure to provide the aforementioned document by 30 September 2023 shall result in the refusal of admission to the first year at the Doctoral School.

II. Rules of admission of foreigners to the first year at the Doctoral School

Art. 2

1. Foreigners are defined as persons who do not have Polish citizenship. Candidates with multiple citizenships (Polish and foreign) shall proceed with admission by the rules applicable to Polish citizens.
2. Foreigners may be enrolled to the Doctoral School on the basis of the following:
 - 1) international agreements, pursuant to the rules specified therein;
 - 2) agreements concluded with foreign entities by higher education institutions, pursuant to the rules specified therein;
 - 3) decision of the minister;
 - 4) the decision of the Polish National Agency for Academic Exchange Director regarding the Agency's scholarship holders; the decision of the National Science Centre Director to allocate financial resources for basic research in the form of a research project, internship or scholarship, selected for funding through competition;
 - 5) administrative decision of the Rector.
3. Foreigners applying for the first year at the Doctoral School must meet all the admission terms and conditions required for Polish citizens and submit:
 - 1) Second-cycle programme or long-cycle Master's degree programme diploma obtained in Poland,
or
 - 2) diploma issued by an authorised higher education institution operating in the higher education system of a Member State of the European Union, the Organisation for Economic Cooperation and Development (OECD) or the European Free Trade Agreement (EFTA) - parties to the European Economic Area (EEA) Agreement, certifying the completion of:
 - a) second-cycle programmes;
 - b) at least four year long-cycle Master's degree programme, if it can be considered equivalent to a second-cycle programme diploma in the country of issue,
 - or
 - 3) diploma certifying the completion of studies abroad may be recognised as equivalent to the relevant Polish diploma and professional title on the basis of an international agreement specifying equivalence, or in the absence thereof, by means of a validation procedure.
 - 4) Certificate recognising diploma as equivalent with Polish diploma and professional title, referred to in point 3;
 - 5) insurance policy in case of illness or personal accident for the period of education in Poland or the European Health Insurance Card or declaration on taking the insurance in the National Health Fund immediately after the beginning of the course.

III. Rules and procedures for admission

Art. 3

1. Submission of the application by the candidate
Admission for the qualifying procedure will be granted for candidates who, within the deadline specified in the Admission Schedule 2023 introduced by Rector's order,
 - 1) register in IRK at irk.umed.wroc.pl by correctly filling in all fields of the personal data survey – printout from IRK,
 - 2) select the research topic, using IRK
 - 3) attach a photo in IRK (300 x 375 pixels, in JPEG, JPG format, at least 300 dpi),
 - 4) pay the application fee to the individual bank account of the University generated by IRK for each candidate. The fee and bank account number will be generated by IRK after the candidate selects/declares the research topic,
 - 5) provide correct information about academic achievements to the candidate's qualification point system in their IRK account.

2. Required documents:
 - 1) Application to the Doctoral School Director for admission – *Appendix No. 1.1*;
 - 2) Personal data survey – ***printout from IRK, signed***;
 - 3) Declaration of the person submitting the research topic – *Appendix No 1.2*,
 - 4) Declaration of the candidate – *Appendix No. 1.3*;
 - 5) Copy of diploma (original document or a copy available on request);
 - 6) Information about the course of studies (a comprehensive excerpt from the course of studies or a diploma supplement)'
 - 7) Proof of language proficiency at B2 level;
 - 8) In case of applying for a place in a clinical unit – a medical license or limited medical license (a copy or original document available on request);
 - 9) One photo (of the same size as ID photo);
 - 10) Fee receipt concerning the admission to the Doctoral School.
 - 11) Description of the planned project on paper, specifying the research assumptions, aim, methods and expected results, confirmed by a potential thesis supervisor;
 - 12) Doctoral School Candidate Evaluation Questionnaire based on submitted documents along with a confirmation that all information included in the questionnaire is consistent with the actual state of affairs – ***printout from IRK, signed*** – *Appendix No. 1.4*;
 - 13) Mean examination grade issued by the university
 - 14) A list of the published papers (title, authors, journal name, points allocated by the Ministry of Education and Science, IF, publication year)

3. Additional documents:
 - 1) copies of published or presented papers (first pages),
 - 2) list of international (and domestic) internships and documents confirming the international and domestic internship (in case the information is not included in the diploma supplement),
 - 3) scientific association membership confirmation (in case the information is not included in the diploma supplement),
 - 4) documents confirming other achievements (according to the "Candidate Evaluation Questionnaire",
 - 5) information on the history of employment, scientific works and participation in scientific research.

IV. Terms and conditions of admission

Art. 4

1. Candidates who register for the admission to the first year at the Doctoral School are required to submit to the University's office, within the deadline indicated in the 2023 Admission Schedule, a set of documents referred to in Art. 3 sec. 2 and, if applicable, documents referred to in Art. 3 sec. 3.
2. The documents shall be submitted in a white folder with an elastic band (folder back min. 2 cm).
3. The folder has to include a printout generated by the IRK, containing the candidate's data (first and last name, correspondence address, telephone number, e-mail address, Department/Institute name).
4. If the Admission Committee finds discrepancies between the content of the submitted documents and the data entered by the candidate into the IRK, the candidate is removed from the list of candidates.
5. Failure to submit a set of required documents by the deadline set in the Admissions Schedule 2023 results in non-admission to the examination, which automatically excludes a candidate from participation in further stages of the competition.
6. The admission procedure consists of two stages:
 - 1) During the first stage, the Admission Committee evaluates the submitted documents and draws up a ranking list of candidates according to the number of points received in accordance with the criteria specified in Appendix No. 1.4.
 - 2) A maximum number of candidates that can participate in a second stage is twice the number of places and a maximum of 2 candidates for a single research topic.
 - 3) During the second stage, the admission committee conducts an interview that aims to evaluate the project and to conduct the qualification examination.
7. The examination dates will be posted on the Doctoral School online recruitment website at www.umed.wroc.pl,
8. In the case a candidate has an insufficient number of points to be assigned to the selected research topic, it is impossible to assign them to another research topic, which the candidate has not indicated in the IRK system, by submitting an application within the deadline specified in the 2023 Admission Schedule.
9. Verification of language proficiency is performed by providing:
 - 1) a graduate diploma, confirming the acquisition of English language proficiency or a graduate diploma from an establishment where the education was conducted in English,
 - 2) Certificate confirming at least B2 level English language proficiency,
 - 3) in the case of inability to meet the requirements stated in sec. 9 point 1 and 2 – successfully passing the English language examination.
10. Qualification exam:
 - 1) scope for examinations will be published on the Doctoral School admission website: www.umw.edu.p;
 - 2) failure to take the qualification exam, failure to obtain a positive verification of language proficiency, in accordance with sec. 9 or receiving 0 points from the evaluation of the submitted project or qualification exam excludes a candidate from participating in the competition.

V. Decision on admission to the Doctoral School

Art. 5

1. Candidates who receive the highest number of points in the competition for the 2023/2024 academic year and the highest number of points for a given research topic will be enrolled to the Doctoral School.
2. The condition for admission to the Doctoral School is scoring at least 10 points under the recruitment process Criterion 1 3a, as per the scoring system outlined in Appendix No. 1.4. Candidates' scientific achievements will be taken into account based on the list of ranked journals as of the day the application is submitted in the IRK system.
3. The results of the admission procedure are public.
4. Admission to the doctoral school shall be conducted by way of entry in the register of doctoral students,
subject to Art. 2 sec. 2.
5. A person admitted to the doctoral school shall begin education and acquire doctoral student rights upon taking the oath.
6. Refusal of admission to the doctoral school takes place by means of an administrative decision of the Admission Committee or in case of foreigners, the Rector. The decision shall be subject to a motion for reconsideration within 14 days from the date of its delivery.
7. The decision is delivered to a candidate by registered letter with return receipt requested, at the address indicated in the personal data survey. It is allowed to receive the decision in person at the Doctoral School's office.
8. The decision of the Rector or the Admission Committee respectively, taken as a result of a request for reconsideration is final.

Art. 6

In the case of a few candidates obtaining the same, lowest number of points, which entitles them to be admitted to the list of qualified candidates, candidates with a higher number of points obtained from the qualification exam are first admitted, followed by the candidates with a higher arithmetic mean of grades from the final university examinations.

VI. Additional information

Art. 7

1. In case of applying for two research topics, the candidate shall pay a multiple of the recruitment fee. The fee is not be reimbursable.
2. Candidates are required to keep themselves informed about the information provided by the University.
3. Information on the recruitment for the 2023/2024 academic year is provided at the Doctoral School's office at ul. J. Mikulicza-Radeckiego 5 in Wroclaw and published on the website of the Wroclaw Medical University.
4. Persons admitted to the first year at the Doctoral School will be referred to obligatory medical examinations.
5. The documents may be submitted and received by the candidates in person or by a person having a notarial power of attorney to perform legal actions on behalf of the given candidate or authorisation with a notarized signature of the authorising person, or an authorisation submitted personally by the candidate at the headquarters of the University.
6. Collecting the documents is tantamount to resigning from the education at the Wroclaw Medical University.
7. The number of students to be admitted to the University is announced by means of the Rector's order after consultation with the Quaestor of Wroclaw Medical University.

VII. Recruitment process path financed from external sources

Art. 8

1. Two recruitment process paths for the Doctoral School shall be established – one funded by the Ministry of Science and Higher Education subsidy and the other funded by external sources.
2. Recruitment from external sources takes place at the request of the potential supervisor and the rules applicable hereto.
3. Grant funding is allowed for a minimum of 24 months. The remaining funding for the Doctoral School shall be paid through the Ministry of Science and Higher Education subsidy.
4. Candidates for the Doctoral School whose doctoral scholarship will be financed from external funds shall be admitted beyond the limit of places referred to in Art. 7 sec. 7 .
5. Candidates who are beneficiaries of grant programmes, the terms and conditions of which require entry on the list of doctoral students, shall be admitted to the Doctoral School, taking the provisions resulting from the regulations and agreements related to the grant programme into account.
6. For candidates from the externally funded recruitment process paths, Art. 5 sec. 2 of these terms and conditions does not apply.

First and last name:

LIST OF DOCUMENTS REQUIRED FOR ADMISSION TO THE DOCTORAL SCHOOL:

Attach the following documents according to the following order:

I. Required documents:

1. Application to the Doctoral School Director for admission – *Appendix No. 1.1*,
2. Personal data survey – ***printout from IRK, signed*** – *Appendix No. 2*,
3. Declaration of the person submitting the research topic – *Appendix No 1.2*,
4. Declaration of the candidate – *Appendix No. 1.3*,
5. Copy of diploma (original document or a copy available on request),
6. Information about the course of studies (a comprehensive excerpt from the course of studies or a diploma supplement),
7. Proof of language proficiency at B2 level,
8. In case of applying for a place in a clinical unit – a medical license or limited medical license (a copy or original document available on request),
9. One photo (of the same size as ID photo),
10. Fee receipt concerning the admission to the Doctoral School.
11. Description of the planned project on paper, specifying the research assumptions, aim, methods and expected results, confirmed by a potential thesis supervisor,
12. Doctoral School Candidate Evaluation Questionnaire based on submitted documents along with a confirmation that all information included in the questionnaire is consistent with the actual state of affairs – ***printout from IRK, signed*** – *Appendix No. 1.4*
13. Mean examination grade issued by the university
14. A list of the published papers (title, authors, journal name, points allocated by the Ministry of Education and Science, IF, publication year)

II. Ancillary documents (numbered according to the merit points in Appendix 1.4 – Candidate Evaluation Questionnaire)

.....
.....
.....

.....
date, legible signature of the candidate

.....
place, date

.....
First and last name

.....
Professional title

.....
Address for correspondence

.....
Phone number

.....
E-mail address

**Director of the Doctoral School
of Wrocław Medical University**

**APPLICATION FOR ADMISSION TO THE DOCTORAL SCHOOL
in the academic year 2023/2024**

I would like to ask to be admitted for the first year at the Doctoral School of Wrocław Medical University for the project entitled

.....
.....
in.....*

(name of the Department/Institute)

I hereby declare that I am familiar with the terms and conditions and procedures of admission as well as the regulations of the Doctoral School of the Wrocław Medical University.

To be completed electronically.

Kind regards,

.....
(seal of the Wrocław Medical University unit)

Wrocław,

**STATEMENT
of a person submitting a research topic***

1. I confirm conducting interview with:

.....

a candidate for the Doctoral School for the project entitled

.....

.....

in

.....

(name of the Department/Institute)

2. I have familiarised myself with the presented project.

3. The candidate will carry out scientific research in the field of medical sciences and health sciences in the
science
branch (underline as appropriate):

- a) Medical sciences
- b) Pharmaceutical sciences
- c) Health sciences

4. Suggested doctoral student's thesis supervisor is.....

.....

I declare that there are 60 teaching hours / year available for doctoral students at the unit.

.....
signature/seal of a person submitting a research topic

.....
signature/seal of the head of the department

to be completed electronically

Wrocław,

.....
/ candidate's professional title, first name, last name /

.....

.....
/ correspondence address /

.....
/ contact phone number /

.....
/ e-mail address /

Wrocław Medical University Doctoral School Candidate Statement

I hereby declare that:

1. I am / I am not / I was* a student of another doctoral school.

Please provide the name of the Doctoral School and duration of education:

.....

2. I will not be employed as a university teacher and/or academic staff member from 1 October 2023 to the end of the mid-term evaluation.

3. I am / I am not / I was* a doctoral student.

Research supervisor/thesis supervisor in course of doctoral studies:

.....**

Title of doctoral thesis in course of doctoral studies:

.....**

.....
/ legible signature of the candidate /

* delete as appropriate

** complete if the candidate is a doctoral student

to be completed electronically

First and last name of the candidate:

.....

Entity/topic:.....

Candidate's Evaluation Questionnaire for admission to the Doctoral School of Wrocław Medical University

No.	Criterion	Maximum number of points per segment in this criterion	Maximum number of points per the whole criterion	Number of points	Confirmed by the Admission Committee
1. Final grades and language proficiency					
1a	Mean examination grade from all exams in the course of studies x 2	10	10		
2. Internships and additional skills					
2a	International internships: (above 1 month – 1 pt; above 6 months – 2 pts) Domestic internships (above 1 month – 0.5 pts; above 6 months – 1 pt) – excluding mandatory internship	max. 3	5		
2b	Additional completed majors (1 pt)	max 1			
2c	Student and university association membership (students' council, RW, RD, Senate, IFMSA, STN) – 1 pt	max 2			
3. Candidate's scientific achievements*					
3a	Research papers in journals with impact factor (IF) included on the Ministry of Science and Higher Education list IF ≤ 1.0 – 5 pts IF > 1.0 - ≤ 3.0 – 8 pts IF > 3.0 - ≤ 5.0 – 10 pts IF > 5.0 - ≤ 10.0 – 15 pts IF > 10 – 20 pts First authorship +50% points.	Not limited	Not limited		
3b	Research papers in journals with no impact factor included on the Ministry of Science and Higher Education list (3 points)	max 9			
3c	Monographs, chapters in books (2 points)	max 10			
3d	Published conference abstracts - first authorship – oral presentation or moderation (1 point)	max 2			
3e	Achievements concerning scientific association membership (min. 1 year) - 1 point	max 2			
3f	Awards, distinctions, research grants - Minister's Scholarship – (15 points) - Diamond Grant (Polish: Diamentowy Grant) – (15 points) - Research grants – (head 10 points, participation confirmed by the head 3 points) - other awards – (1 point)	max 35			
Total:					

I declare that the application data is accurate.

(Signature of the candidate)

I confirm that the application data is accurate and that the candidate meets the criteria for admission to the Doctoral School (scoring at least 10 points under Criterion 1 3a in the admission process)

Signature of the person submitting the research topic

.....

PROJECT AND EXAM POINTS (to be filled in by the Admission Committee)				
No.	Criterion	Maximum number of points per segment in this criterion	Maximum number of points per the whole criterion	Confirmed by the Admission Committee
II	1. Project evaluation*			
	Research project evaluation: (5 points for each parameter) - originality and innovativeness - scientific value - delivery of the project presentation - discussion - feasibility of the project	25	25	
	2. Qualification exam*			
	Evaluation of general qualifications: (5 points for each parameter) a. Expertise in a given field b. general competence, interpersonal communication,	10	10	
	3. Verification of English language proficiency			
	- final grade (included on the diploma)	Credit		
	- language certificate	Credit		
	- exam	Credit		
Total:			35	

Failure to positively verify language proficiency or receiving 0 points from at least one of the subpoints a or b in point 2.2 of the candidate evaluation questionnaire (Appendix No. 1.4.) excludes participation in competition. In order to be admitted to the Doctoral School, it is necessary to receive a minimum of 10 points under Criterion I 3a in the admission process. (for admission process funded by the subsidy)

Number of points received during the admission procedure:	
Number of points concerning the achievements:	
Number of points concerning project and qualification exam:	
Total points	

Signatures of members of the Admission Committee (full name):

- Chairperson: _____
- Member of the Committee: _____
- Member of the Committee: _____
- Member of the Committee: _____

Potential supervisor:

- Invited guest: