



WROCLAW  
**MEDICAL UNIVERSITY**

**the Faculty of Medicine, ENGLISH DIVISION**

DL/ED/7/2025

Wrocław, 10<sup>th</sup> January 2025

the 6<sup>th</sup>-year Students  
the Faculty of Medicine  
English Division

Dear Students,

In order to prepare Diplomas and Diploma Supplements for the Graduates of the Faculty of Medicine, we kindly request that you comply with the following requirements by the deadlines specified below:

DEADLINE	PROCEDURES	DETAILS
14.02.2025	<ul style="list-style-type: none"><li>• Please provide a statement detailing the awards and distinctions you have received in your field of study, formatted as a .doc document. Refer to the attached document (Annex 1) for guidance,</li><li>• Please submit photocopies of the certificates for the awards and distinctions mentioned above (original documents must be presented for verification),</li><li>• If applicable, please provide information regarding your participation in the Erasmus programme.</li></ul> <ul style="list-style-type: none"><li>• Please submit a signed statement confirming the accuracy of your personal data, as outlined in Annex 2,</li><li>• The original document should be delivered to the ED Office or placed in the designated white box in the ED Office.</li></ul>	karina.michlik@umw.edu.pl Your file title: <b>surname and name</b>
	<b>NOTE:</b> PLEASE BE ADVISED THAT THE PROFESSIONAL TITLE AND FINAL GRADE ON THE DIPLOMA, ITS SUPPLEMENT, AND THEIR COPIES IN FOREIGN LANGUAGES WILL <b>REMAIN IN POLISH</b> , IN COMPLIANCE WITH THE REGULATIONS.	
30.04.2025	<p>In accordance with current regulations, students who commenced their studies on 1<sup>st</sup> October 2019, are exempt from paying fees for the diploma and its supplement. The basic package includes:</p> <ul style="list-style-type: none"><li>• Original diploma + two copies,</li><li>• Original supplement + two copies (refer to Annex 3),</li><li>• A fee of PLN 20 applies for each additional copy requested,</li><li>• Requests for additional copies must be submitted using the form provided in Annex 4.</li></ul>	Transfer title to be used for payments: <b>fee for diploma, ED, your name and surname, index number</b>



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from <b>01.04.2025</b> to <b>30.05.2025</b>	<p>Please submit:</p> <ul style="list-style-type: none"><li>the student leaving card</li></ul> <p>Instructions:</p> <ul style="list-style-type: none"><li>➤ Log in to your account</li><li>➤ Navigate to: → student information → statuses → Lekarski English Division → Edition 2019/2020z → Leaving Card</li></ul>	ED office Virtual University <a href="https://www.umw.edu.pl/">https://www.umw.edu.pl/</a>
	<p>Please submit:</p> <ul style="list-style-type: none"><li>the INTERSHIP BOOK Practical Clinical Teaching</li></ul>	ED Office
<b>After your last exam</b>	<ul style="list-style-type: none"><li>Please submit a statement confirming the accuracy of your transcript of records, as outlined in Annex 5,</li><li>After completing your final exam during the summer session of 2024/2025, please follow these steps to verify your course of study using your transcript, which can be downloaded from your Virtual University account:<ul style="list-style-type: none"><li>➤ Log in to your account</li><li>➤ Navigate to: Applications → Prints → Medicine → Faculty of Medicine, Full-time Studies, Uniform Master's Studies, Medicine Edition: 2019/2020 → Transcript of Records.</li></ul></li></ul> <p><b>Ensure this verification is completed <u>well in advance</u> to avoid any delays.</b></p> <ul style="list-style-type: none"><li>If you require your diploma to be sent by regular mail, please submit a completed request form (Annex 6) IN CAPITAL LETTERS.</li><li>If you wish to authorize someone to collect your diploma on your behalf, personally submit a signed authorization form (Annex 72) to the ED Office.</li></ul>	ED Office

Please note that the Diploma Supplement will include the following information:

- The details of the course of study, including your Practical Training,
- Awards and distinctions earned in competitions during the course of study. Entries will be made based solely on the student's formal statement, supported by timely submitted documentation, and subject to the approval of the Dean of the Faculty of Medicine,
- Participation in the Erasmus programme, whether annual or semester-based,
- Completion of an Individual Course of Study.



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Please be advised that, in accordance with the current **Regulations of Studies**:

- The average grade for the course of study is calculated as the arithmetic mean of all grades obtained from examinations. This average is rounded to the second decimal place following standard mathematical rules: if the next digit is 5 or greater, the average is rounded up.
- The date of completion of studies is determined by the date of passing the final examination required by the study plan.
- A certificate of the average grade for the course of study is issued immediately after the credit/examination protocols are finalized and all required documents are submitted by the graduate student to the Dean's Office.
- Within 30 days of submitting the required documents to the Dean's Office and completing the final examination, the University will make an entry into the Diploma Register and issue the Diploma of Completion of Studies, along with certified copies and the Diploma Supplement, to the Graduate.

Vice-Dean of the Faculty of Medicine

Katarzyna Neubauer, MD, PhD,  
Associate Professor

\*Regulation No. 106/XV R/2020 of the University Rector of 02.06.2020 on fees for issuance of documents to students, PhD students and graduates.

\*\*Appendix to Resolution No. 2302 of the Senate of Wroclaw Medical University of 28.04.2021 on Regulations of Studies of Wroclaw Medical University, valid from the Academic Year 2021/2022.

Appendix to Resolution No. 26023 of the Senate of Wroclaw Medical University of 24.04.2024 on Regulations of Studies of Wroclaw Medical University, valid from the Academic Year 2024/2025.

Cc:

the 6<sup>th</sup>-year Tutor of the Faculty of Medicine, lek. Joanna Braksator  
the 6<sup>th</sup>-year Class President of the Faculty of Medicine, Mr Jan Dierkes