

**CONDITIONS AND PROCEDURE FOR ADMISSION
TO THE DOCTORAL SCHOOL OF THE WROCLAW MEDICAL UNIVERSITY IN THE
ACADEMIC YEAR 2025/2026**

I. General

§ 1.

1. Admission under the ministerial subsidy shall take place in accordance with Admission Calendar 2025 and the rules applicable to these conditions and procedure for admission.
2. The website www.umw.edu.pl includes the following information in the Admission section:
 - 1) the conditions and procedure for admission to the first year of study at the Doctoral School for the academic year 2025/2026,
 - 2) the admission calendar,
 - 3) a link to the Online Candidate Registration System, hereinafter also IRK,
 - 4) the limit of students,
 - 5) examination dates,
 - 6) latest announcements and information about admissions.
3. Admission to the first year of study at the Doctoral School is conducted in accordance with the following rules:
 - 1) the training shall be conducted as a full-time course in Polish and English in the field of medical sciences and health sciences (scientific disciplines: medical sciences, pharmaceutical sciences, health sciences), with the English-speaking group to be formed if at least 5 students are admitted;
 - 2) doctoral education ends with the submission of a PhD thesis;
 - 3) The number of places is determined by His Magnificence Rector of the Wrocław Medical University;
 - 4) candidates can submit their documents in a single day, as specified in the admission calendar;
 - 5) admission takes place through a competition;
 - 6) it is allowed to apply for two research topics, indicating the research topic of first choice;
 - 7) the admission procedure is carried out by the Admission Committee.
4. The admission procedure includes:
 - 1) submission of an application by complete registration in IRK, on the website www.rekrutacja.umw.edu.pl
 - 2) submission of a complete set of documents at the registered office of the Doctoral School,
 - 3) verification of the English language skills,
 - 4) qualification examination.
5. Persons with disabilities:
 - 1) In the case of persons with disabilities taking examinations at the University, it is possible to notify the Admission Commission of special needs related to taking such examinations;
 - 2) The notification should be made in writing; in addition, a photocopy of a document certifying the degree of disability – disability group or, if there is no such document, medical documentation confirming the health condition should be submitted;
 - 3) Notification must be made no later than two weeks before the announcement of the examination date.
6. The following persons may attend the Doctoral School:
 - 1) Polish citizens,
 - 2) persons who are not Polish citizens, hereinafter ‘foreigners’.

7. A candidate for the first year of study at the Doctoral School may be a person who has obtained a Master's degree, the degree of Medical Doctor or the degree of Doctor of Dental Surgery. In exceptional cases, justified by the highest quality of scientific achievements, a candidate may be a person who does not meet the requirements set out above, who is a graduate of a first-cycle programme or a student who has completed the third year of a long-cycle Master's degree programme and holds a degree in those studies.
8. Students in their final year of a second-cycle programme or long-cycle Master's degree programme may participate in the admission process provided that they submit a certificate of current enrolment or a certificate of graduation. Failure to submit a certificate of completion of a second-cycle programme or long-cycle Master's degree programme by 30 September 2025 shall result in refusal of admission to the first year of study at the Doctoral School.
9. Doctors and dentists applying for a place in clinical units may proceed with admission on the condition that they submit a photocopy (original available upon request) of their medical or dental practitioner licence or limited medical or dental practitioner licence by 30 September 2025. Failure to submit the above document by 30 September 2025 shall result in refusal of admission to the first year of study at the Doctoral School.

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

§ 2

1. Foreigners are persons who do not have Polish citizenship. Candidates with dual citizenship (Polish and foreign) are treated as Polish citizens and must take part in the admission procedure according to the rules that apply to Polish citizens.
2. Foreigners may undertake education at the Doctoral School on the basis of:
 - 1) international agreements, according to the rules set out in these agreements;
 - 2) 2) agreements concluded with foreign entities by higher education institutions, in accordance with the rules laid down in those agreements;
 - 3) Minister's decision;
 - 4) the decision of the Polish National Agency for Academic Exchange director regarding its grantees; the decision of the NCN director to award funds for the implementation of basic research in the form of a research project, internship or grant, qualified for funding through a competition;
 - 5) an administrative decision of the Rector.
3. Foreigners applying for the first year of study at the Doctoral School must fulfil all admission conditions applicable to Polish citizens and submit:
 - 1) a diploma of graduation from a second-cycle programme or a long-cycle Master's degree programme obtained in Poland,
 - or
 - 2) a diploma issued by an accredited higher education institution of a Member State of the European Union, the Organisation for Economic Co-operation and Development (OECD) or the European Free Trade Agreement (EFTA) - a party to the Agreement on the European Economic Area, certifying the completion of:
 - a) a second-cycle programme,
 - b) a diploma of graduation from a long-cycle programme of at least four years, if it is regarded as equivalent to a diploma of graduation from a second-cycle programme in the country of issue,
 - or
 - 3) A diploma certifying the completion of studies abroad conferring the right to continue education in a second-cycle programme or to apply for the award of a doctor's degree in the

country in whose higher education system the higher education institution which issued it operates,

4) an insurance policy in case of illness or consequences of an accident for the duration of the education in Poland or a European Health Insurance Card or a statement that they shall join the National Health Fund immediately after the start of the education.

III. Rules and procedure for admission

§3

1. Submission of an application by the candidate.

Candidates who meet the following conditions by the deadline specified in the Admission Calendar 2025 – introduced by a separate order of the Rector – can take part in the admission procedure:

- 1) register in the Online Candidate Registration System (IRK) on the irk.umw.edu.pl website by correctly filling in all boxes of the personal questionnaire - a printout from the IRK;
- 2) select a research topic via the IRK;
- 3) attach a photo in the IRK system (300 x 375 pixels, in JPEG- JPG format, with a resolution of not less than 300 dpi);
- 4) correctly enter the achievements into the candidate's qualification scoring system in their IRK account.

2. Required documents:

- 1) Application to the Director of the Doctoral School for admission – *Appendix 1.1*,
- 2) Personal questionnaire – **printout from IRK system - signed**;
- 3) Statement of the person submitting the research topic – *Appendix 1.2*;
- 4) Candidate's statement – *Appendix 1.3*,
- 5) Copy of the diploma of graduation (original or copy available upon request);
- 6) Information on the course of study (comprehensive extract of the course of study or a diploma supplement);
- 7) Document confirming knowledge of a foreign language at a B2 level;
- 8) In the case of applying for a place in clinical units, a document confirming possession of the right to practice a profession or the limited right to practice medicine or dentistry (copy and original available upon request);
- 9) One photograph (identity card format);
- 10) A hard copy description of the planned project, stating the assumptions, objective, research methods and expected results of the research, confirmed by the potential supervisor;
- 11) candidate evaluation questionnaire for the Doctoral School based on submitted documents with confirmation that all information contained therein is true and correct – **printout from IRK, signed** – *Appendix 1.4*;
- 12) A certificate of the arithmetic mean of the grades from the academic examinations, issued by the university;
- 13) List of published works (title, authors, name of the journal, ministerial score, IF, year of publication).

3. Additional documents:

- 1) copies of published or delivered papers (first pages);
- 2) a list of foreign (and domestic) placements and documents confirming foreign and domestic placements (if the information is not included in the diploma supplement);
- 3) evidence of membership in academic clubs (if this information is not included in the diploma supplement);
- 4) documents confirming other achievements (in accordance with the 'Candidate evaluation questionnaire');

- 5) information about your professional and academic career to date and about your participation in research.

IV. Conditions of admission

§ 4.

1. Candidates who register for the first year of study at the Doctoral School are required to submit to the registered office of the Doctoral School, by the date indicated in the Admission Calendar 2025, a set of documents referred to in § 3 section 2, and – if they have them – the documents referred to in § 3 section 3.
2. The documents should be submitted in a white folder with a rubber band (folder spine - at least 2 cm).
3. A printout generated by IRK containing the candidate's data (first name, last name, correspondence address, telephone number, e-mail address, name of the Department/Institute to which the candidate is applying) should be affixed to the folder with the documents.
4. The Admission Commission's finding of discrepancies between the content of the submitted documents and the data entered by the candidate in the IRK leads to deletion from the list of candidates.
5. Failure to submit the complete set of required documents by the deadline specified in Admission Calendar 2025 results in non-admission to the examinations, which automatically excludes the candidate from further stages of the competition.
6. The admission procedure consists of two stages:
 - 1) In the first stage, the Admission Commission assesses the documents submitted and draws up a ranking list of candidates according to the scores obtained in accordance with the criteria set out in Appendix 1.4.
 - 2) A maximum number of candidates corresponding to twice the limit of places and a maximum of 2 candidates for one research topic pass to the second stage.
 - 3) In the second stage, the Admission Commission shall conduct an interview to assess the project and conduct a qualification examination.
7. Examination dates shall be posted on the Doctoral School admission website www.umw.edu.pl.
8. If a candidate does not receive enough points to be assigned to their chosen research topic, it is not possible to be assigned to another research topic that the candidate has not selected in the IRK system by depositing an application within the deadline specified in Admission Calendar 2025.
9. Verification of language skills is done by demonstrating the level of language qualification through:
 - 1) a diploma of graduation, confirming the attainment of a language qualification in English or a course of study in which education was provided in English,
 - 2) an English language certificate of at least B2 level,
 - 3) in case of inability to meet the requirements of section 9 items 1 and 2 – a successfully passed examination in English.
10. Qualification examination:
 - 1) the scope of exam material shall be published on the website used for recruitment to the Doctoral School www.umw.edu.pl;
 - 2) failure to appear for the qualification exam, failure to pass the language qualification exam as referred to in section 9 or receiving a score of 0 for the submitted project or the qualification exam shall disqualify you from taking part in the competition.

V. Decision on admission to the Doctoral School

§ 5.

1. Candidates who obtain the highest number of points in the competition procedure for the Doctoral School and the highest number of points for a specific research topic in the competition procedure for the academic year 2025/2026 shall be admitted to the Doctoral School.
2. Admission to the Doctoral School requires a minimum of 10 points from Criterion I 3a in the admission according to the scores in Appendix 1.4. The candidate's academic achievements shall be taken into account on the basis of the list of scored publications as of the date of submission of the application in the IRK system.
3. The results of the admission procedure are public.
4. Admission to the Doctoral School shall be by way of entry into the list of doctoral students, subject to Article 2, section 2.
5. A person admitted to a Doctoral School commences training and acquires the rights of a doctoral student upon taking the oath, the content of which is specified in the University's statute upon taking the oath.
6. Refusal of admission to the Doctoral School is made by an administrative decision of the Admission Commission or, in the case of foreigners, of the Rector. An application for reconsideration of the decision may be filed within 14 days from the date of delivery of the decision.
7. The decision is delivered to the candidate at the address indicated in the personal questionnaire by registered letter with confirmation of receipt. Personal receipt of the decision at the registered office of the Doctoral School is allowed.
8. The decision of the Rector or the Admission Commission, as appropriate, following an application for reconsideration is final.

§ 6.

If several candidates obtain the same, lowest number of points, allowing them to be admitted to the list of qualified candidates, the candidates with the higher number of points obtained from the qualification examination shall be entered first, followed by the candidates with the higher arithmetic mean of the grades from the academic examinations.

VI. Additional information

§ 7.

1. Candidates are obliged to keep themselves informed about information provided by the University.
2. Information on admission for the academic year 2025/2026 is provided at the registered office of the Doctoral School at ul. J. Mikulicza-Radeckiego 5 in Wrocław and posted on the website of the Wrocław Medical University.
3. Candidates admitted to the first year of training at the Doctoral School shall be referred for a compulsory medical examination.
4. Candidates may submit and collect documents in person or through a person holding a notarial power of attorney to perform legal acts on behalf of the candidate or an authorisation with a notarial signature of the authorising person or an authorisation deposited in person by the candidate at the registered office of the Doctoral School.
5. Receipt of the documents is tantamount to resignation from the Doctoral School at the Wrocław Medical University.
6. The limit of places in the Doctoral School is announced by the order of the Rector after consultation with the Bursar of the Wrocław Medical University.

VII. Admission path financed from external sources

§ 8.

1. Two admission path to the Doctoral School are established - one financed by ministerial subsidy and the other financed by external sources.
2. admission from external sources takes place at the request of the potential supervisor and the rules applicable to these conditions and procedure for admission.
3. Financing from grant funds is allowed for at least 24 months. The remaining funding for the Doctoral School shall be paid through a ministerial subsidy.
4. Candidates for the Doctoral School whose doctoral grant comes from external funding shall be admitted over and above the number of places specified in § 7 section 6.
5. Candidates who are Beneficiaries of grant programmes and implementation doctorates, the conditions of which require entry to the doctoral programme, shall be admitted to the Doctoral School taking into account the regulations and agreements related to the grant programme.
6. § 5 section 2 of these conditions shall not apply to candidates from the externally funded admission path.

First name and last name:

LIST OF NECESSARY DOCUMENTS FOR ADMISSION TO THE DOCTORAL SCHOOL:

Attach the following documents in order:

I. Obligatory documents:

1. Application to the Director of the Doctoral School for admission – *Appendix 1.1*,
2. Personal questionnaire – *printout from IRK system - signed*,
3. Statement of the person submitting the research topic – *Appendix 1.2*;
4. Candidate's statement – *Appendix 1.3*,
5. Copy of the diploma of graduation (original or copy available upon request),
6. Information on the course of study (comprehensive extract of the course of study or a diploma supplement),
7. Document confirming knowledge of a foreign language at a B2 level,
8. In the case of applying for a place in clinical units, a document confirming possession of the right to practice a profession or the limited right to practice medicine or dentistry (copy and original available upon request),
9. One photograph (identity card format),
10. A hard copy description of the planned project, stating the assumptions, objective, research methods and expected results of the research, confirmed by the potential supervisor,
11. Candidate evaluation questionnaire for the Doctoral School based on submitted documents with confirmation that all information contained therein is true and correct – *printout from IRK, signed* – *Appendix 1.4*,
12. A certificate of the arithmetic mean of the grades from the academic examinations, issued by the university;
13. List of published works (title, authors, name of the journal, ministerial score, IF, year of publication).

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

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

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

.....
Place, date

.....
Name(s)

.....
Professional title

.....
Address for correspondence

.....
Contact telephone

.....
Email Address

**Director of the Doctoral School
of the Wrocław
MEDICAL UNIVERSITY**

**APPLICATION FOR ADMISSION TO THE DOCTORAL SCHOOL
in the academic year 2025/2026**

I apply for admission for the first year to the Doctoral School of the Wrocław Medical University for
the project entitled:

.....
.....

W*

(name of the Department / Institute)

I declare that I have read the conditions and procedure for admission to the Doctoral School and the regulations
of the Doctoral School in force at the Wrocław Medical University.

***Fill in on a computer**

Kind regards,

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

Wrocław, on.....

**STATEMENT
of the person submitting the research topic**

1. I confirm that an initial interview has been conducted with Mr/Ms:

.....

candidate for the Doctoral School for the project entitled

.....

.....

the doctoral student,

..... *

(name of the Department/Institute)

2. I have read the presented project.

3. The candidate shall carry out research in the Field of Medical and Health Sciences in the discipline
(underline as appropriate):

a) Medical science

b) Pharmaceutical sciences

c) Health sciences

4. The proposed supervisor for the doctoral student is

.....

I declare that the unit has 60 teaching hours/year available for doctoral students.

.....
signature/stamp of the person submitting the research topic

.....
signature/stamp of the Head of Department

***fill in on a computer**

Wrocław, on

.....
/ professional title, first name, last name of the candidate /

.....

.....
/ exact correspondence address /

.....
/ contact phone number /

.....
/ e-mail /

Statement by the candidate for the Doctoral School of Wrocław Medical University

I declare that:

1. I am / am not / was* a participant in another doctoral school.

Please indicate the name of the Doctoral School and the period of study:

.....

2. I am / am not / was* a participant in a doctoral programme.

Research mentor/ supervisor for doctoral studies:

.....*

* Title of the PhD dissertation in doctoral studies:

.....**

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

* delete as appropriate

** to be filled in if the candidate is a doctoral student

fill in on a computer

First name and last name of the candidate
Unit/topic

Candidate evaluation questionnaire for the Doctoral School of the Wrocław Medical University

No.	Criterion	Maximum number of points per segment in the criterion	Maximum number of points for the entire criterion	Number of points obtained	Confirmed by the Admission Committee
I	1. Academic grades				
	1a Arithmetic mean of marks from all academic examinations x 2	10	10		
	2. Internships and additional skills				
	2a Placements and internships abroad: (more than 1 month – 1 point, more than 6 months – 2 points) Domestic placements and internships (more than 1 month – 0.5 points, more than 6 months – 1 point) - does not apply to mandatory student placements	max. 3	5		
	2b Completed additional tertiary studies (1 point).	max 1			
	2c Work in student, university organisations (student government, RW, RD, Senate, IFMSA, STN) - 1 point	max 2			
	3 Scientific achievements of the candidate				
	3a Scientific articles in journals without an IF from the ministerial list IF ≤ 1.0 - 5 points IF > 1.0 - ≤ 3.0 - 8 points IF > 3.0 - ≤ 5.0 - 10 points IF > 5.0 - ≤ 10.0 - 15 points IF > 10 - 20 points for first authorship + 50% points	Unlimited	Unlimited		
	3b Scientific articles in journals without an IF from the ministerial list (3 points)	max 9			
	3c Monographs, chapters in books (2 points)	max 10			
	3d Conference reports - first authorship - oral presentation or moderated poster (1 point)	max 2			
	3e Work in student research circles (min. 1 year) - 1 point	max 2			
	3f Awards, distinctions, research grants - Minister's grant - (15 points) - Diamond Grant – (15 points) - Scientific grants – (leader 10 points, participation certified by the leader 3 points) - other distinctions, awards 0 (1 point)	max 35			
	Total:				

I declare that the data contained in the application is true

Candidate's signature

I confirm that the data contained in the application is true and that the candidate meets the conditions for admission to the Doctoral School (obtaining at least 10 points from Criterion I 3a in the admission process)

Signature of the person submitting the research topic

First name and last name of the candidate/ PESEL (Personal Identification Number)

PROJECT AND EXAMINATION POINTS (to be filled in by the admission commission)					
	No.	Criterion	Maximum number of points per segment in the criterion	Maximum number of points for the entire criterion	Confirmed by the Admission Committee
II	1.	Project evaluation			
		Evaluation of the research paper project: (5 points each for a parameter) - originality and innovation - scientific merit - ability to present a draft of the paper - discussion - feasibility of the project	25	25	
	2.	Qualification examination			
		Evaluation of general qualifications: (5 points for each parameter) a. subject matter expertise in a given field b. general competence, interpersonal communication,	10	10	
	3	Verification of English language qualifications			
		- final grade	Credit		
		- language certificate	Credit		
		- examination	Credit		
		Total:		35	

Failure to successfully verify the language qualification or obtaining 0 points from one of the sub-items a, b, in item II.2 in the Candidate Evaluation Questionnaire (appendix 1.4) from the qualification examination excludes participation in the further competition. Admission to the Doctoral School requires obtaining at least 10 points from Criterion I 3a in the admission process (concerns admission in the framework of the subsidy)

Number of points obtained during the admission process	
Number of achievement points:	
Number of points from the project and the qualification examination:	
Total points	

Signatures of the Admission Commission (first name and last name):

- Chairperson: _____
- Commission member _____
- Commission member _____
- Commission member _____

Potential supervisor:

- Invited guest: _____