

**TERMS AND PROCEDURES OF ADMISSION
TO THE DOCTORAL SCHOOL OF WROCLAW MEDICAL UNIVERSITY IN THE
ACADEMIC YEAR 2021/2022**

I. General provisions

Art. 1.

1. Admission section on www.umed.wroc.pl website contain:
 - 1) terms and procedures of admission to the first year at the Doctoral School in the academic year 2021/2022,
 - 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.
2. Admission to the first year at the Doctoral School is carried out according to the following principles:
 - 1) The curriculum is conducted, in full-time course, in Polish and English in the field of medical sciences and health sciences (disciplines of science: medical science, pharmaceutical science, health science) and an English speaking group will be created provided that at least 5 people are accepted.
 - 2) the education of a doctoral student shall end with the submission of their dissertation,
 - 3) the limit of places is set by the His Magnificence 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 submit up to two research problems, indicating the preferred one,
 - 7) the admission procedure is conducted by Admissions Committees.
3. The admission procedure includes:
 - 1) submitting the application through complete registration in IRK, the website www.e-rekrutacja.umed.wroc.pl
 - 2) submitting the complete set of documents to the Doctoral School's office,
 - 3) verification of English proficiency level and qualification exam.
4. Disabled persons:
 - 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.
5. People 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".

6. 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 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 hold a graduate diploma may become a candidate.

7. 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 2021 shall result in the refusal of admission to the first year at the Doctoral School.

8. Doctors and dentists applying for a place in a clinical unit may proceed with admission provided that by 30 September 2021 they will submit a photocopy (original document available on request) of medical license or limited medical license. Failure to provide the aforementioned document by 30 September 2021 shall result in the refusal of admission to the first year at the Doctoral School.

2. 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 citizenship (Polish and foreign) shall proceed with the 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) decision of the director Polish National Agency for Academic Exchange with regard to its scholarship holders;
 - 5) decision of the director of the National Science Centre to allocate financial resources for basic research in the form of a research project, internship or scholarship, selected for funding through competition;
 - 6) administrative decision of the Rector.
- 3) Foreigners applying for the first year at the Doctoral School must meet all the admission terms 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.

3. 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 2021 introduced by Rector's order,

- 1) register in IRK on irk.umed.wroc.pl website 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) list of appendices required to submit for admission - Appendix No. 1 to the Terms,
- 2) application to the Doctoral School Director for admission to the first year of the Doctoral Studies - template constituting Appendix No. 1.1 to the Terms,
- 3) statement of the head of the unit (Department/Institute) on the interviewing a candidate and on the possibility of conducting research in the given unit - template constituting Appendix No. 1.2 to the Terms,
- 4) "Candidate Evaluation Questionnaire" completed on the basis of the submitted documents confirming that all included information is consistent with the actual state of affair – printed out from the IRK and signed – template constituting Appendix No. 1.3 to the Terms,
- 5) Candidate's statement – Appendix No. 1.4,
- 6) Personal data survey – printed out from the IRK and signed,
- 7) copy of the diploma (original document available on request) or a copy of the graduate diploma,
- 8) Information about the course of studies (a comprehensive excerpt from the course of studies or a diploma supplement),
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mean examination grade (to two decimal places)
issued by the university,
- 10) description of the planned project (for the chosen research topic) on paper, specifying the research assumptions, aim, methods and expected results, confirmed by a potential thesis supervisor (maximum 1 page A4),
- 11) in case of applying for a place in a clinical unit – a medical license or limited medical license (a copy (original document available on request) - see Art. 1 section 8),
- 12) one photo (of the same size as ID photo, consistent with the photo entered into IRK), fee receipt concerning the admission to the Doctoral School.

3. Additional documents:

- 1) language certificate held,
- 2) list and copies of published or presented papers (in case the information is not included in the diploma supplement),

- 3) 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),
- 4) scientific association membership confirmation (in case the information is not included in the diploma supplement),
- 5) documents confirming other achievements (according to the "Candidate Evaluation Questionnaire",
- 6) information on the history of employment, scientific works and participation in scientific research.

4. Terms 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 Admission Schedule 2021, a set of documents referred to in Art. 3 section 2 and, if applicable, documents referred to in Art. 3 section 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 2021 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:
 - a) During the first stage, the Admission Committee evaluates submitted documents and draws up a ranking list of candidates according to the number of points received in accordance with the criteria included in Appendix No. 1.3.
 - b) 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.
 - c) During the second stage, the admission committee conducts an interview which aim is to evaluate the project and to conduct examination.
7. The examination dates will be posted on the www.umed.wroc.pl website,
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 Admission Schedule 2021.
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 section 9 point 1 and 2 – successfully passing the English language examination.
10. Qualification exam:
 - a) scope of the exam will be posted on the www.umed.wroc.pl website,
 - b) failure to take the qualification exam, failure to obtain a positive verification of language proficiency, in accordance with section 9 or receiving 0 points from the evaluation of the submitted project or qualification exam excludes a candidate from participation in the competition.

5. Decision on admission to the Doctoral School

Art. 5.

1. Candidates who receive the highest number of points in the competition for the academic year 2021/2022 and the highest number of points for a research topic, provided that the number of points is not lower than 30, will be enrolled to the Doctoral School.
2. The results of the admission procedure are public.
3. Admission to the doctoral school shall be conducted by way of entry in the register of doctoral students, subject to Art. 2 section 2.
4. A person admitted to the doctoral school shall begin education and acquire doctoral student rights upon taking the oath.
5. 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. 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.
6. 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 academic year 2021/2022 is provided at the Doctoral School's office at ul. J. Mikulicz-Radecki 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 an authorisation with a notarised 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.
8. Candidates for the doctoral school whose doctoral scholarship will be financed from grants for at least 12 months shall be admitted outside the limit of number of students referred to in sec. 1. 7.
9. Candidates who are beneficiaries of grant programmes, the conditions of which require entry on the list of doctoral students, may be admitted to the Doctoral School, taking the provisions resulting from the regulations and agreements related to the grant programme into account.