

**Resolution No. 271/2019
of February 28, 2019
of the Senate of the Medical University of Lodz**

**on the procedure of recruitment to the Doctoral School run by
the Medical University of Lodz in the academic year 2019/2020**

Pursuant to Article 291 of the Act of July 3, 2018 – Implementing provisions – Law on Higher Education and Science (Journal of Laws, Item 1669), and § 34 Item 5 of the Statutes of the Medical University of Lodz of September 29, 2011, as amended, the Senate of the Medical University of Lodz hereby adopts the following resolution:

**SECTION I
GENERAL PROVISIONS**

§ 1

1. The Resolution defines the procedure of recruitment to the Doctoral School run by the Medical University of Lodz in the academic year 2019/2020.
2. The terms applied herein have the following meaning:
 - 1) University – Medical University of Lodz;
 - 2) organizational unit – a research and teaching unit of the University, i.e. a department, clinical ward or a unit;
 - 3) Doctoral School – an organized form of education for doctoral students conducted by the University in the following scientific disciplines: pharmacology and pharmacy, medical sciences, health sciences, preparing for the doctoral degree and resulting in the submission of a doctoral dissertation;
 - 4) candidate – a person applying for admission to the Doctoral School;
 - 5) Act – the Act of July 20, 2018 – Law on Higher Education and Science.

**SECTION II
RECRUITMENT COMMITTEE FOR THE DOCTORAL SCHOOL**

§ 2

1. The procedure of recruitment to the Doctoral School is conducted by the Recruitment Committee for Doctoral School, hereinafter referred to as the “Recruitment Committee”.
2. The Recruitment Committee is composed of at least seven members, including:
 - 1) Chairperson – the Head of the Doctoral School;
 - 2) at least two academic teachers representing each of the following disciplines: pharmacology and pharmacy, medical sciences and health sciences, holding the degree of *doktor habilitowany* (*habilitatus doctor*/holder of the habilitation degree) at least.
3. In justifiable cases, the Rector may change the composition of the Recruitment Committee.
4. Administrative services for the Recruitment Committee are provided by the Office of Doctoral Studies.

§ 3

1. The Chairperson of the Recruitment Committee convenes and chairs meetings thereof.
2. Meetings of the Recruitment Committee are recorded in the form of minutes. Minutes are signed by the Chairperson and other members of the Committee who participate in the meeting.

3. The Recruitment Committee takes its decisions by resolutions. Resolutions are adopted by a simple majority of votes, in the presence of half of the members of the Committee at least. In the case of an equal number of votes cast, the vote given by the Chairperson is decisive.
4. In the case of the Chairperson's absence, a meeting of the Committee is convened and chaired by a Committee member authorized by the Chairperson. The provision of Item 3 applies accordingly.

§ 4

The responsibilities of the Recruitment Committee are in particular:

- 1) conducting the recruitment procedure, including keeping recruitment procedure documentation;
- 2) verifying documents submitted by candidates in the recruitment procedure;
- 3) notifying candidates on their being admitted to the qualification procedure and the date and place of holding qualification exams;
- 4) holding the qualification exam in the major subject;
- 5) taking minutes of the qualification procedure;
- 6) publishing results of the qualification procedure.

SECTION III RECRUITMENT PROCEDURE

Chapter 1 Rules of the recruitment procedure

§ 5

1. The Doctoral School may admit a person who:
 - 1) holds the professional title of *magister*, *magister inżynier* or an equivalent title;
 - 2) obtained a consent for scientific guidance over preparation of the doctoral dissertation from a proposed supervisor;
 - 3) is not a doctoral student at any other doctoral school.
2. In exceptional cases, justified by the highest quality of academic achievements, the Doctoral School may admit a person who does not meet the requirements specified in Item 1 Point 1, and who is a graduate of a first-cycle program or a student who completed the third year of a unified long-cycle program, including a beneficiary of the "Diamantowy Grant" (*Diamond Grant*) program specified under Article 181 of the Act of July 3, 2018 – Implementing provisions – Law on Higher Education and Science.
3. Highest quality scientific achievements are defined as scientific research conducted by an outstandingly talented student, of significant importance for the development of science, innovation and economy or for the development of international cooperation in science and technology. Scientific achievements of the candidate are assessed by the Recruitment Committee.
4. Foreigners may take up and pursue their studies at the Doctoral School under:
 - 1) international agreements, in compliance with the terms and conditions specified therein;
 - 2) agreements concluded by the University with foreign entities, in compliance with the terms and conditions specified therein;
 - 3) a decision of the Minister of Science and Higher Education;
 - 4) a decision of the Director of the Polish National Agency for Academic Exchange referring to its scholarship recipients;
 - 5) a decision of the Director of the National Science Centre on awarding funds for execution of basic research in the form of a research project, internship or scholarship, qualified for awarding funds under a contest procedure;
 - 6) an administrative decision of the Rector.
5. An application for admission to the Doctoral School may be filed by a foreigner who knows the Polish language to an extent that allows them for pursuing studies in the language.

§ 6

1. The limit of admissions to the Doctoral School is determined by the Rector based on applications for awarding places in the Doctoral School filed by heads of organizational units, as specified in the template form presented in Annex No. 1, and an analysis of the cost of doctoral education incurred by the University
2. Applications defined in Item 1 are filed with the Rector through the Head of the Doctoral School within the time limit specified by the Rector in an announcement.
3. Applications for awarding places in the Doctoral School may be filed by organizational units:
 - 1) implementing research projects or grants;
 - 2) presenting scientific achievements, confirmed by points obtained by proposed supervisors and awarded for articles published in Impact Factor scientific journals (in the period of three years prior to filing of the application).
4. Recruitment, limits of admissions to the Doctoral School and the list of places awarded to organizational units are announced by the Rector in an ordinance within the time limit specified in the recruitment schedule. The Rector's order is published on the University's website along with a list of research paper topics proposed by organizational units.
5. The day on which the Rector issues the ordinance referred to in Item 4 is considered the day on which recruitment to the Doctoral School begins.

§ 7

1. The procedure of recruitment to the Doctoral School is conducted by way of a contest in compliance with the rules specified herein. The results of the contest are open to the public.
2. Each candidate may enter the contest for only one place defined in the list specified in § 6 Item 4, selecting one topic of a research study.
3. The candidate is obliged to present an outline of a research project related to a selected topic of research study.
4. The procedure of recruitment to the Doctoral School is conducted in accordance with the recruitment schedule set by the Rector in an ordinance.
5. The candidate is obliged to keep the time limits specified in the recruitment schedule.

§ 8

The procedure of recruitment to the Doctoral School includes the following stages:

- 1) submission of documents required in the recruitment procedure by candidates;
- 2) verification of documents submitted by candidates;
- 3) qualification procedure;
- 4) entry into the register of doctoral students or issue of an administrative decision on refusal of admission to the Doctoral School.

Chapter 2

Submission of documents

§ 9

1. The candidate is obliged to submit to the Recruitment Committee, through the Office of Doctoral Studies, within the time limit specified in the recruitment schedule, the following documents:
 - 1) an application to the Rector (through the Head of the Doctoral School) for admission to the Doctoral School, containing in particular: the candidate's data, the topic of the research project, the signature of the proposed supervisor, confirming their consent to the scientific guidance over the preparation of the doctoral dissertation, information on the candidate's education and scientific achievements; the template form of application is provided herein - for candidates who are Polish citizens - Annex No. 2, for foreigners - Annex No. 3;
 - 2) original or a certified copy of the diploma of completion of a second-cycle or a unified long-cycle program or a certificate of completion of a second-cycle or a unified long-cycle

- program and being awarded the professional title of *magister*, *magister inżynier* or an equivalent title issued by the dean's office;
- 3) certificate on the grade-point average obtained for a first-cycle and second-cycle program or for a unified long-cycle program or for program of studies completed abroad and being regarded as equivalent to first-cycle and second-cycle programs or a unified long-cycle program;
 - 4) outline of the research project (consisting of two to three A4 pages) specified in § 7 Item 3, approved by the head of the chair in which the organizational unit employing the proposed supervisor is allocated, and if the organizational unit employing the proposed supervisor is allocated outside the chair structure - a research project approved by the head of a chair with a similar profile;
 - 5) documents confirming scientific achievements in the last five years, in particular: copies of scientific publications, scientific meeting communications, diplomas confirming the awards of the student scientific society or other scientific societies, rector's awards for the best students and graduates or awards of the minister;
 - 6) certificates confirming:
 - a) participation in student exchange programs,
 - b) studies pursued under an individual education program,
 - c) completion of post-graduate studies,
 - d) specialization training completed or in progress– if the candidate has such documents;
 - 7) certificate confirming knowledge of another modern foreign language, other than the language subject to the qualification exam - if the candidate has such a certificate;
 - 8) two recent and signed photos in the format specified for identification documents;
 - 9) if the candidate has a certificate of disability degree or a certificate specified in Article 5 and Article 62 of the Act of August 27, 1997 on Professional and Social Rehabilitation and Employment of Disabled Persons (consolidated text of the Journal of Laws of 2018, Item 511) – a copy of the certificate.
2. The candidate who is also a participant of doctoral studies program conducted at the University is obliged to indicate, in its application specified in Item 1 Point 1, the topic of their research project other than the topic of the doctoral dissertation prepared during their doctoral program, as well as a proposed supervisor other than the supervisor providing scientific guidance over the preparation of the doctoral dissertation during the doctoral studies.
 3. The candidate specified in § 5 Item 2 is obliged to submit the original or a certified copy of the diploma of completion of a first-cycle program or a certificate of completion of a first-cycle program or a certificate of completion of the third year of a unified full-cycle program issued by the dean's office, and a summary of their earlier scientific achievements along with the dean's opinion as well as a list and copies of articles already published or accepted for publication and related to the conducted research studies.
 4. The candidate, holding a diploma of studies completed abroad which, in compliance with the provisions of the Act, confirms education at the level equivalent to a second-cycle program or a unified long-cycle program in the Republic of Poland, or regarded as equivalent to a Polish diploma of completion of a second-cycle program or a unified long-cycle program and the professional title of *magister*, *magister inżynier* or an equivalent title, is obliged to submit:
 - 1) diploma which is authenticated or has an Apostille clause enclosed,
 - 2) certificate of recognition, under the recognition procedure, of the equivalence of the diploma with a relevant Polish diploma of studies completion and the professional title – if required under the law.
 5. Documents drawn up in a foreign language should be submitted along with sworn translation into Polish done by a certified translator.
 6. A foreigner is also required to submit a certificate confirming their knowledge of the Polish language at a level of at least B1 proficiency, issued by the State Committee for the Certification

of Proficiency in Polish as a Foreign Language, or a certificate confirming the completion of a preparatory course for undertaking education in Polish at a unit designated by the Minister of Science and Higher Education, or a certificate issued by the University confirming a level of knowledge of Polish allowing for undertaking studies in the language.

7. In the case of submitting a certificate of completion of studies specified in Item 1 Point 2 and Item 3, the candidate is obliged to submit their diploma of completion of studies or a certified copy thereof to the Office of Doctoral Studies immediately after such documents are obtained.

§ 10

Immediately after being qualified for admission to the Doctoral School, each candidate is obliged to submit to the Office of Doctoral School a medical certificate confirming that there are no obstacles for taking up studies at the Doctoral School. Failure to fulfil the obligation shall result in not allowing the candidate to participate in didactic classes held at the Doctoral School.

§ 11

1. The documents specified in § 9 should be submitted by candidates personally to the Office of Doctoral Studies or sent to its address, subject to Item 2.
2. The time limitation for submitting documents specified in the recruitment schedule is the final date for submission thereof to the Office of Doctoral Studies or sending or filing the documents as specified in Article 57(5) of the Act of June 14, 1960 – Code of Administrative Procedure (consolidated text of the Journal of Laws of 2018, Item 2096, as amended), it particularly applies to sending the documents via *Poczta Polska* office of an operator defined within the meaning of the Act of November 23, 2012 – Post Office Law (consolidated text of the Journal of Laws of 2018, Item 2188, as amended), or submitting them to a Polish consular section.
3. Documents that are submitted or posted after the time limit specified in the recruitment schedule will be returned to the candidate without being considered.
4. When submitting documents to the Office of Doctoral Studies each candidate is obliged to produce their identity document.

Chapter 3

Verification of documents, inclusion in the qualification procedure

§ 12

1. Documents submitted by candidates in the recruitment procedure are verified by the Recruitment Committee.
2. Following the verification of documents, the Recruitment Committee admits candidates who meet the requirements specified in § 5 to the qualification procedure, including the qualification exams.
3. If documents filed in the recruitment procedure are incomplete, the Recruitment Committee demands that the candidate submits the missing documents within 7 days following the date of serving a relevant notice. Failure to meet this obligation within the set time limit will result in the candidate's application being left unprocessed, and thus not admitting the candidate to the qualification procedure.
4. The Recruitment Committee notifies the candidate about admitting them to the qualification procedure and about the date of qualification exams via electronic mail by sending all details to their e-mail address as indicated by the candidate in their application for admission to the Doctoral School.

Chapter 4
Qualification procedure
§ 13

1. In the qualification procedure the Recruitment Committee awards recruitment points for the following:
 - 1) Results of the qualification exams:
 - a) in a modern foreign language,
 - b) in the major subject;
 - 2) grade-point average for the period of first-cycle and second-cycle programs of studies or a unified long-cycle program of studies completed abroad and regarded as equivalent to first-cycle and second-cycle programs of studies or a unified long-cycle programs of studies;
 - 3) participation in student exchange programs;
 - 4) scientific achievements.
2. Detailed criteria of awarding and method of calculating recruitment points in the qualification procedure is specified in Annex No. 4.
3. The maximum total number of points that the candidate may be awarded in the qualification procedure is 46.
4. To obtain a satisfactory result in the qualification procedure the candidate has to be awarded at least 23 recruitment points and satisfactory grades in the qualification exams.
5. The qualification procedure applied to foreigners admitted to the Doctoral School, as specified in §5 Item 4 Points 1-5, is conducted based on verification of the documents defined in § 9. Following the verification of documents, the Recruitment Committee qualifies foreigners who meet the requirements specified in § 5 Items 1 and 5, for admission to the Doctoral School for places given in the lists specified in § 6 Item 4 on a first-come, first-served basis.

§ 14

1. The qualification exams are held in:
 - 1) modern foreign language – in written form;
 - 2) major subject – in spoken form.
2. The qualification exam in modern foreign language is taken by the candidate from one of the three languages: English, French or German, subject to Items 3 and 4.
3. A foreigner may choose to take the qualification exam in a modern foreign language one of the languages listed in Item 2, except that the chosen language may not be an official language in the country of the foreigner's citizenship; or they may choose the Polish language.
4. The candidate who is a Polish citizen and at the same time has citizenship of another country may choose one of the languages listed in Item 2, provided that the chosen language may not be an official language of the country whose citizenship the candidate holds.
5. The thematic scope of the qualification exam in the major subject corresponds to the topic of the research project as indicated by the candidate in their application for admission to the Doctoral School.
6. The qualification exam in a modern language is held by the Foreign Language Centre (FLC) of the Medical University of Lodz. The exam is conducted by foreign language lecturers appointed by the Head of FLC. The results of the exam are approved by the Head of FLC and forwarded to the to the Office of Doctoral Studies in the form of minutes.
7. The results of the qualification exam in modern foreign language are published on the University website.
8. Obtaining an unsatisfactory grade in the qualification exam in a modern foreign language results in not admitting the candidate to the qualification exam in the major subject.
9. The candidate's absence from the qualification exam on a set date results in awarding them an unsatisfactory grade.
10. The Recruitment Committee does not exempt the candidate from the qualification exam in modern foreign language.

§ 15

1. When conducting the qualification procedure, the Recruitment Committee makes a ranking list. The order in which candidates' names are placed on the list is based on the number of recruitment points obtained in the qualification procedure.
2. The Recruitment Committee qualifies the candidate for admission to the Doctoral School based on the ranking list, and awards them a place given on the list specified in § 6 Item 4, within the limit of admissions determined by the Rector.
3. When the qualification procedure is completed, the Recruitment Committee adopts a resolution by which it indicates the candidates qualified and those not qualified for admission to the Doctoral School. The resolution is signed by all the members of the Recruitment Committee who participated in the voting procedure.
4. The results obtained by the candidate in the qualification procedure are documented by the Recruitment Committee by drawing up minutes as specified in the template form enclosed hereto as Annex No. 5.
5. The results of the qualification procedure are published by the Recruitment Committee on the University website.
6. Upon the candidate's request the Recruitment Committee provides them with details on constituent results of the qualification procedure.
7. In the case of any doubts as to the number of points awarded in the qualification procedure, within 7 days following the publication of the qualification procedure results, the candidate not qualified for admission to the Doctoral School, by filing an application, may request that the Recruitment Committee verify the documents submitted in the recruitment procedure and recalculate the recruitment points.

§ 16

1. Candidates who obtained a satisfactory result in the qualification procedure, however, were not qualified for admission to the Doctoral School because of insufficient number of places within the limit awarded to a specific organizational unit, may apply for places in other organizational units indicated by the Recruitment Committee. The list of available places in the Doctoral School is announced along with the results of the qualification procedure.
2. Candidates are qualified for admission to vacant places specified by the Recruitment Committee according to the ranking list - in the order of the number of recruitment points obtained by the candidates in the qualification procedure.
3. Candidates specified in Item 1 are obliged to file an application for admission to the Doctoral School to one of the places indicated by the Recruitment Committee within 7 days following publication of the qualification procedure results, as specified in the template forms enclosed hereto as Annex No. 2 or No. 3, respectively.
4. If qualified candidates resign from taking up studies in the Doctoral School, other candidates are admitted to places that they resigned from, based on the ranking list and not later than before the commencement of the cycle of studies. These are candidates who obtained a satisfactory result in the qualification procedure, however, were not admitted to the Doctoral School due to a lack of vacant places.

Chapter 5

Entry into the list of doctoral students, issuance of the decision on refusal of admission to the Doctoral School

§ 17

1. Candidates are admitted to the Doctoral School by:
 - 1) entry into the list of doctoral students – in the case of candidates who are Polish citizens;
 - 2) administrative decision of the Rector – in the case of foreigners.
2. An entry into the list of doctoral students is made by the Head of the Doctoral School.

3. A decision on admission of a foreigner is issued by the Rector
4. The candidate is admitted to the Doctoral School if they meet all the following conditions:
 - 1) requirements specified in § 5 are fulfilled,
 - 2) documents required in the recruitment procedure and specified in § 9 are submitted,
 - 3) satisfactory result in the qualification procedure is obtained – subject to Item 6.
5. A person admitted to the Doctoral School commences studies and acquires the rights of the doctoral student upon taking the pledge.
6. If a person admitted to the Doctoral School is employed as an academic teacher or a member of academic staff, excluding the cases specified in Article 209(10) of the Act, an entry into the list of doctoral students is regarded to be effective if the employment relationship ceases or the employment period ends before the pledge is taken and studies at the Doctoral School commence.
7. If an entry into the list of doctoral students is regarded as ineffective due to the fact that a person admitted to the Doctoral School does not meet the requirement specified Item 4, the place is awarded, based on the ranking list, to the candidate who obtained a satisfactory result in the qualification procedure, however, was not admitted to the Doctoral School due to the limit of places, not later than before the commencement of the cycle of studies.

§ 18

1. Refusal of admission to the Doctoral School is by administrative decision.
2. The decision on refusal of admission to the Doctoral School is passed if at least one of the following conditions occurs:
 - 1) failure to meet the requirements specified in § 5 Items 1-3;
 - 2) failure to submit the documents required in the recruitment procedure specified in § 9;
 - 3) failure to obtain a satisfactory result in the qualification procedure;
 - 4) lack of available places in the Doctoral School within the limit of admissions specified for a scientific discipline by the Rector.
3. The decision on refusal of admission to the Doctoral School is passed by the Rector.

§ 19

An application for reconsideration of the case may be filed; such an application may be filed only on the grounds of infringement of the recruitment principles specified herein.

SECTION IV FINAL PROVISIONS

§ 20

1. In the case of candidates for the Doctoral School who are disabled persons the recruitment rules and regulations specified in the Resolution are applied, subject to Item 2.
2. The terms and conditions of holding the qualification exams specified in §14 Item 1, including the needs of candidates who are disabled persons, are defined under separate internal rules and regulations of the University.

§ 21

The Resolution becomes effective upon being adopted.

RECTOR: *Prof. Radziszław Kordek, MD, PhD*

CC:

- organizational units according to the distribution list
- Intranet/Public Information Bulletin

Lodz,

.....
(official stamp of the organizational unit)

**RECTOR
OF THE MEDICAL UNIVERSITY OF LODZ**

**through
HEAD OF THE DOCTORAL SCHOOL**

APPLICATION

(to be filed by the head of an organizational unit with the total number of places given)

I kindly request that places are awarded in the Doctoral School in the academic year/..... for the Department/Clinical Ward/Unit:

The application refers to graduates of the following faculties (*indicate or give the name of the faculty*):
Medicine, Dentistry, Public Health, Biology, Biotechnology, Pharmacy, other:

Proposed supervisor(s):

PROPOSED TOPICS OF RESEARCH STUDIES: (topic of the research study determines the thematic scope of the research project):.....

in the scientific discipline(s)*:

- pharmacology and pharmacy
- medical sciences
- health sciences

Substantiation:

- list of research projects / grants implemented in the unit:
- number of points obtained by a proposed supervisors(s) for scientific articles published in impact factor journals (in the last three years prior to filing of the application):
- the organizational unit can provide professional placement training specified in the program of studies:
YES/NO*

Consent of the proposed supervisor(s)
for scientific guidance over preparation
of the doctoral dissertation(s)

Head of the Organizational Unit
(Department/Clinical Ward/Unit)

.....
(signature(s) and name stamp(s))

.....
(signature and name stamp)

* Indicate as appropriate.

Lodz,

**RECTOR
OF THE MEDICAL UNIVERSITY OF LODZ**

**through
HEAD OF THE DOCTORAL SCHOOL**

APPLICATION
(template form for candidates being Polish citizens)

I kindly request that I am admitted to the Doctoral School run by the Medical University in Lodz, in the academic year/....., for the place awarded to the Department/Clinical Ward/Unit:.....

Modern foreign language chosen for the qualification exam: English/German/French*

TOPIC OF THE RESEARCH PROJECT (corresponds to the thematic scope of the qualification exam in the major subject):

in the discipline of*:

- pharmacology and pharmacy
- medical sciences
- health sciences

CANDIDATE DETAILS

1. **Last name:** **First and middle names:** **Sex:** F/M
2. **Personal identification number /PESEL/, or if there is not any – the number of the identity document and name of the country that issued it:**
3. **Date and place of birth:**
(day/month/year) (place)
4. **Citizenship:**
5. **Residence address:**
(town/city with the zip code, name of the street, house number, apartment number)
6. **Correspondence address (if different from the residence address):**
.....
(town/city with the zip code, name of the street, house number, apartment number)
7. **Contact details:**
(phone number, e-mail address)
8. **Education:**
(professional title, name of the university, faculty, year of graduation, postgraduate studies)
9. **Doctoral studies at the medical University of Lodz** (year of commencing the studies, name of the supervisor, topic of the doctoral dissertation, if not applicable, write: none):.....

10. **Doctoral degree: YES/NO***, in the scientific field, scientific discipline:
11. **Achievements in scientific work** (*information on articles published/accepted for publication, scientific meeting communications, participation in implementation of research grants, awards and distinctions, scholarships, internships*):
.....
12. **Other achievements** (individual course of study, participation in student exchange programs):
13. **Specializations** (completed or in progress): **YES/NO***:
14. **Certificate of disability / certificate of disability degree / certificate specified in Article 5 and Article 62 of the Act of August 27, 1997 on Professional and Social Rehabilitation and Employment of Disabled Persons: YES/NO***.

* Indicate as appropriate.

By signing this document I hereby confirm that the data included in the application are true and correct.

Lodz,

.....
(candidate's signature)

Consent of the proposed supervisor:

I hereby give my consent for scientific guidance over preparation of the doctoral dissertation

.....
(supervisor's signature and name stamp,
official seal of the Department/ Clinical Ward/Unit)

(Tick as appropriate:)

I give my consent for being provided by the Medical University of Lodz with information on the procedure of recruitment to the Doctoral School and the course of studies at the Doctoral School via electronic means of communication, in accordance with the Act of July 18, 2002 on Electronic Services (consolidated text of the Journal of Laws of 2019, Item 123).

I confirm that I have been instructed on the contents of Article 209(10) of the Act of July 20, 2018 – Law on Higher Education and Science (Journal of Laws, Item 1668, as amended), and the legal effects thereof for the procedure of recruitment to the Doctoral School.

(Article 209(10) of the Act of July 20, 2018 – Law on Higher Education and Science: A doctoral student must not be employed as an academic teacher or academic staff member. This restriction does not apply to employment of a doctoral student: 1) for the purpose of execution of the research project specified in Article 119(2)(2-3); 2) following the mid-semester assessment resulting in awarding a satisfactory grade, however, in the case of employment for the number of hours exceeding half of the full time, the amount of scholarship is 40% of the monthly scholarship specified in Item 4 Point 2; 3) who is not entitled to doctoral scholarship.)

Pursuant to Article 13(1) and (2) of the Regulation (EU) of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), we hereby inform that:

- 1) the Controller of your personal data is the Medical University of Lodz, al. Kościuszki 4, 90-419 Łódź;

- 2) you may contact the Data Protection Officer via e-mail address iod@umed.lodz.pl;
- 3) your personal data will be processed for the purpose of:
 - a) conducting the procedure of recruitment to the Doctoral School by the Medical University of Lodz, pursuant to Article 6 (1)(b)(c)(e) and Article 9(2)(b) of the General Data Protection Regulation,
 - b) providing current information related to the procedure of recruitment to the Doctoral School, and subsequently, information on the course of studies at the Doctoral School pursuant to Article 6(1)(a) of the General Data Protection Regulation,
 - c) keeping a proper record of the course of studies at the Doctoral School pursuant to Article 6 (1)(b)(c)(e) and Article 9(2)(b) of the General Data Protection Regulation;
- 4) your personal data may be disclosed only to persons authorized by the Data Controller to process personal data, entities processing the data under an entrustment agreement and other entities authorized under the law;
- 5) no automated decisions shall be made based on your personal data; it shall not be subject to profiling either;
- 6) your personal data is stored for a period necessary for conducting all actions related to the procedure of recruitment and documentation archiving in compliance with the procedures applied by the Data Controller and resulting from the requirement to ensure an option of clarifying any doubts related to the recruitment process, and in the case of admission to the Doctoral School, for the period of 50 years following completion of the studies;
- 7) you have the right to file a complaint with the President of the Personal Data Protection Office concerning illegal processing of personal data by the Medical University of Lodz, however, the right to make a complaint applies only to cases relating to compliance of data processing with the applicable law;
- 8) providing your personal data is necessary for the purpose of participation in the recruitment procedure and documenting the course of studies at the Doctoral School pursuant to the Act of July 20, 2018 – Law on Higher Education and Science;
- 9) you have the right of access to the contents of your personal data as well as the right to rectify, erase, restrict processing thereof, the right to object or to withdraw your consent at any time, which will not affect the lawfulness of processing based on the consent before the withdrawal – to the extent specified under the law.

I enclose the following documents (*delete as appropriate*):

No.	List of documents*	Confirmation of the receipt of the documents by the candidate
1	Original diploma / a certified copy of the diploma of completion of a second cycle / unified long-cycle program / a certificate of completion of a second cycle / unified long-cycle program and on being awarded the professional title of <i>magister / magister inżynier</i> / an equivalent title, issued by the dean's office	
2	Certificate on the grade-point average obtained for a first-cycle and second-cycle / unified long-cycle program of studies (including two decimal places)	
3	Research project approved by the head of the chair (an outline of the research project consisting of 2-3 A4 pages)	
4	Documents confirming scientific achievements in the last five years, particularly copies of: scientific publications / scientific meeting communications / diplomas which confirm awards granted by the Student Scientific Society or other scientific societies / the Rector's awards for the best students and graduates or awards granted by the Minister	
5	Certificate of participation in student exchange programs / pursuing studies under the individual course of study / completion of post-graduate studies	
6	Certificate of specialization training, completed or in progress	
7	Certificate confirming knowledge of another modern foreign language, other than the language subject to the qualification exam	
8	Two recent and signed photos in the format specified for identification documents	

9	Certificate of disability / a certificate of disability degree / a certificate specified in Article 5 and Article 62 of the Act of August 27, 1997 on Professional and Social Rehabilitation and Employment of Disables Persons	
10	Other documents:	

* indicate as appropriate.

Lodz,

.....
(candidate's signature)

**I confirm the receipt of the documents
listed in the table above:**

.....
*(signature of an employee
of the Office of Doctoral Studies)*

Lodz,

**RECTOR
OF THE MEDICAL UNIVERSITY OF LODZ**

**through
HEAD OF THE DOCTORAL SCHOOL**

APPLICATION
(template form for foreigners)

I kindly request that I am admitted to the Doctoral School run by the Medical University in Lodz, in the academic year/....., for the place awarded to the Department/Clinical Ward/Unit:.....

Modern foreign language chosen for the qualification exam: English/German/French/Polish*

TOPIC OF THE RESEARCH PROJECT (corresponds to the thematic scope of the qualification exam in the major subject):

in the discipline of*:

- pharmacology and pharmacy
- medical sciences
- health sciences

CANDIDATE DETAILS

1. **Last name:** **First and middle names:** **Sex:** F/M
2. **Personal identification number /PESEL/, or if there is not any – the number of the identity document and name of the country that issued it:**
3. **Date and place of birth:**
(day/month/year) (place)
4. **Citizenship:**..... **Karta Polaka [Pole's Card] YES/NO*, No.:**
5. **Residence address:**
(town/city with the zip code, name of the street, house number, apartment number)
6. **Correspondence address (if different from the residence address):**
.....
(town/city with the zip code, name of the street, house number, apartment number)
7. **Contact details:**
(phone number, e-mail address)
8. **Education:**
(professional title, name of the university, faculty, year of graduation, postgraduate studies)
9. **Doctoral studies at the medical University of Lodz** *(year of commencing the studies, name of the supervisor, topic of the doctoral dissertation, if not applicable, write: none):*.....
10. **Doctoral degree: YES/NO*, in the scientific field, scientific discipline:**

11. **Achievements in scientific work** (*information on articles published/accepted for publication, scientific meeting communications, participation in implementation of research grants, awards and distinctions, scholarships, internships*):

12. **Other achievements** (individual course of study, participation in student exchange programs):
13. **Specializations** (completed or in progress): **YES/NO***:
14. **Certificate of disability / certificate of disability degree / certificate specified in Article 5 and Article 62 of the Act of August 27, 1997 on Professional and Social Rehabilitation and Employment of Disabled Persons: YES/NO***.

* Indicate as appropriate.

By signing this document I hereby confirm that the data included in the application are true and correct.

Lodz,

.....
 (candidate's signature)

Consent of the proposed supervisor:

I hereby give my consent for scientific guidance over preparation of the doctoral dissertation

.....
 (supervisor's signature and name stamp,
 official seal of the Department/ Clinical Ward/Unit)

(Tick as appropriate:)

I give my consent for being provided by the Medical University of Lodz with information on the procedure of recruitment to the Doctoral School and the course of studies at the Doctoral School via electronic means of communication, in accordance with the Act of July 18, 2002 on Electronic Services (consolidated text of the Journal of Laws of 2019, Item 123).

I confirm that I have been instructed on the contents of Article 209(10) of the Act of July 20, 2018 – Law on Higher Education and Science (Journal of Laws, Item 1668, as amended), and the legal effects thereof for the procedure of recruitment to the Doctoral School.

(Article 209(10) of the Act of July 20, 2018 – Law on Higher Education and Science: A doctoral student must not be employed as an academic teacher or academic staff member. This restriction does not apply to employment of a doctoral student: 1) for the purpose of execution of the research project specified in Article 119(2)(2-3); 2) following the mid-semester assessment resulting in awarding a satisfactory grade, however, in the case of employment for the number of hours exceeding half of the full time, the amount of scholarship is 40% of the monthly scholarship specified in Item 4 Point 2; 3) who is not entitled to doctoral scholarship.)

Pursuant to Article 13(1) and (2) of the Regulation (EU) of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), we hereby inform that:

- 1) the Controller of your personal data is the Medical University of Lodz, al. Kościuszki 4, 90-419 Łódź;
- 2) you may contact the Data Protection Officer via e-mail address iod@umed.lodz.pl;

- 3) your personal data will be processed for the purpose of:
 - d) conducting the procedure of recruitment to the Doctoral School by the Medical University of Lodz, pursuant to Article 6 (1)(b)(c)(e) and Article 9(2)(b) of the General Data Protection Regulation,
 - e) providing current information related to the procedure of recruitment to the Doctoral School, and subsequently, information on the course of studies at the Doctoral School pursuant to Article 6(1)(a) of the General Data Protection Regulation,
 - f) keeping a proper record of the course of studies at the Doctoral School pursuant to Article 6 (1)(b)(c)(e) and Article 9(2)(b) of the General Data Protection Regulation;
- 4) your personal data may be disclosed only to persons authorized by the Data Controller to process personal data, entities processing the data under an entrustment agreement and other entities authorized under the law;
- 5) no automated decisions shall be made based on your personal data; it shall not be subject to profiling either;
- 6) your personal data is stored for a period necessary for conducting all actions related to the procedure of recruitment and documentation archiving in compliance with the procedures applied by the Data Controller and resulting from the requirement to ensure an option of clarifying any doubts related to the recruitment process, and in the case of admission to the Doctoral School, for the period of 50 years following completion of the studies;
- 7) you have the right to file a complaint with the President of the Personal Data Protection Office concerning illegal processing of personal data by the Medical University of Lodz, however, the right to make a complaint applies only to cases relating to compliance of data processing with the applicable law;
- 8) providing your personal data is necessary for the purpose of participation in the recruitment procedure and documenting the course of studies at the Doctoral School pursuant to the Act of July 20, 2018 – Law on Higher Education and Science;
- 9) you have the right of access to the contents of your personal data as well as the right to rectify, erase, restrict processing thereof, the right to object or to withdraw your consent at any time, which will not affect the lawfulness of processing based on the consent before the withdrawal – to the extent specified under the law.

I enclose the following documents (*delete as appropriate*):

No.	List of documents*	Confirmation of the receipt of the documents by the candidate
1	Original diploma / a certified copy of the diploma of completion of a second cycle / unified long-cycle program / a certificate of completion of a second cycle / unified long-cycle program and on being awarded the professional title of <i>magister / magister inżynier</i> / an equivalent title, issued by the dean's office	
2	Diploma of completion of studies abroad, in compliance with the provisions of the Act of July 20, 2018 – Law on Higher Education and Science, confirming education at the level equivalent to a second-cycle program or a unified long-cycle program in the Republic of Poland / regarded as equivalent to a relevant Polish diploma of completion of a second-cycle program or a unified long-cycle program and the professional title of <i>magister, magister inżynier</i> or an equivalent title	
3	Authentication of the diploma of studies completed abroad / Apostille clause	
4	Certificate of recognition, under the recognition procedure, of the equivalence of the diploma of studies completed abroad with a relevant Polish diploma of completion of a second-cycle / unified long-cycle program of studies and the professional title of <i>magister / magister inżynier</i> / an equivalent title	
5	Certificate on the average grade obtained for a first-cycle and second-cycle / unified long-cycle program of studies / a program of studies completed abroad regarded as equivalent to a first-cycle and second-cycle / unified long-cycle program of studies (including two decimal places)	
6	Research project approved by the head of the chair (an outline of the research project consisting of 2-3 A4 pages)	

7	Documents confirming scientific achievements in the last five years, particularly copies of: scientific publications / scientific meeting communications / diplomas which confirm awards granted by the Student Scientific Society or other scientific societies / the Rector's awards for the best students and graduates or awards granted by the Minister	
8	Certificate of participation in student exchange programs / pursuing studies under the individual course of study / completion of post-graduate studies	
9	Certificate of specialization training, completed or in progress	
10	Certificate confirming knowledge of the Polish language issued by the State Commission for the Certification of Proficiency in Polish as a Foreign Language, or a certificate confirming completion of a one-year preparatory course for undertaking education in Polish at a unit designated by the Minister of Science and Higher Education / certificate issued by the Medical University of Lodz, confirming a level of knowledge of Polish allowing for undertaking studies in the language	
11	Certificate confirming knowledge of another modern foreign language, other than the language subject to the qualification exam	
12	Sworn translation of the documents into Polish done by a certified translator	
13	Two recent and signed photos in the format specified for identification documents	
14	Certificate of disability / a certificate of disability degree / a certificate specified in Article 5 and Article 62 of the Act of August 27, 1997 on Professional and Social Rehabilitation and Employment of Disabled Persons	
15	Other documents:	

* indicate as appropriate.

Lodz,

.....
(candidate's signature)

**I confirm the receipt of the documents
listed in the table above:**

.....
(signature of an employee
of the Office of Doctoral Studies)

**Method of calculation of recruitment points in the procedure of qualification
for the Doctoral School run by the Medical University of Lodz
in the academic year 2019/2020**

1. Candidates applying for admission to the Doctoral School run by the Medical University of Lodz are awarded recruitment points in the qualification procedure for the following:
 - 1) **results of the qualification exams:**
 - a) in a modern foreign language (English, German or French; in the case of foreign candidates – English, German, French or Polish),
 - b) in the major subject
– however, the number of points awarded to the candidate corresponds to the sum of grades obtained in the exams (grade scale: 2; 3; 3,5; 4; 4,5; 5) and may not be higher than 10; grade ‘2’ is an unsatisfactory grade;
 - 2) **the grade-point average** obtained for a first-cycle and second-cycle or unified long-cycle program of studies completed abroad and regarded as equivalent to a first-cycle and second-cycle or a unified long-cycle program of studies completed in the Republic of Poland (excluding grades obtained in diploma exams), whereas the number of points is calculated based on the following rule: the average grade rounded up to two decimal places is multiplied by three, and the obtained result is rounded up to one decimal place (e.g. $3.81 \times 3 = 11.43 = 11.4$; $3.86 \times 3 = 11.58 = 11.6$), it corresponds to the number of points awarded to the candidate (the number may not be higher than 15);
 - 3) **participation in student exchange programs** – not more than 1 point;
 - 4) **scientific achievements according to the following criteria:**
 - a) articles published or accepted for publication in peer-reviewed scientific journals specified on the list of ranked journals announced by the Minister of Science and Higher Education – 1 point for each, up to 4 points in total,
 - b) articles published or accepted for publication in peer-reviewed scientific impact factor (IF) journals – 2 points for each, up to six 6 points in total,
 - c) scientific meeting communications (active participation confirmed by abstracts) – 0.5 point for each, up to 3 points in total,
 - d) awards won in national or international conferences of student scientific societies or other scientific societies, the Rector’s awards for the best students and graduates, the Minister’s awards – 1 point for each, up to 3 points in total,
 - e) individual course of study – up to 1 point in total,
 - f) knowledge of an additional modern foreign language, not subject to the qualification exam, knowledge of which is confirmed by a certificate – up to 1 point,
 - g) completed postgraduate studies – up to 1 point in total,
 - h) specialization training completed or in progress (specialization training card or a diploma of a specialist) – up to 1 point in total
– however, the total number of awarded points may not be higher than 20.
2. The total number of recruitment points awarded in the qualification procedure may not be higher than 46.

Lodz,

MINUTES OF THE RECRUITMENT COMMITTEE FOR THE DOCTORAL SCHOOL OF THE QUALIFICATION PROCEDURE

The Recruitment Committee for the Doctoral School represented by:

1) **Chairperson of the Committee – Head of the Doctoral School:**

2) **other members of the Committee:**

.....

hereby finds that the candidate:,
(full name of the candidate)

Personal identification number /PESEL/, and if there is not any – the number of an identity document and the name of the country which issued it:

.....,

obtained the following results in the procedure of qualification for the Doctoral School:

No.	Criteria of awarding recruitment points in the qualification procedure	Points	
		Number of points	Total number of points
1	RESULTS OF QUALIFICATION EXAMS: -grade scale: 2; 3; 3.5; 4; 4.5; 5 - the total number of awarded points corresponds to the sum of the exam grades	Up to 10 points in total	
	written exam in a modern foreign language - language <i>(based on the minutes drawn up by the Foreign Language Centre)</i>	exam grade:	
	spoken exam in the major subject	exam grade:	
2	AVERAGE GRADE for first-cycle and second-cycle programs of study or a unified long-cycle programs of study / for programs of study completed abroad and regarded as equivalent to first-cycle and second-cycle or unified long-cycle programs of study* The average grade rounded up to two decimal places is multiplied by 3, and the obtained result is rounded up to one decimal place (e.g. $3.81 \times 3 = 11.43 = 11.4$; $3.86 \times 3 = 11.58 = 11.6$).	Up to 15 points	Number of points
3	PARTICIPATION IN STUDENT EXCHANGE PROGRAMS	Up to 1 point	Number of points

	SCIENTIFIC ACHIEVEMENTS	Up to 20 points in total	Number of points	Total number of points
4	articles published or accepted for publication in peer-reviewed scientific journals specified on the list of ranked journals announced by the Minister of Science and Higher Education	1 point for each, up to 4 points in total		
	articles published or accepted for publication in peer-reviewed scientific impact factor (IF) journals (other than those specified above)	2 points for each, up to 6 points in total		
	scientific meeting communications (active participation confirmed by abstracts)	0.5 point for each, up to 3 points in total		
	awards won in national / international conferences of student scientific societies / other scientific societies / the Rector's awards for the best students and graduates / the Minister's awards*	1 point for each, up to 3 points in total		
	individual course of study	up to 1 point		
	additional modern foreign language, other than the language subject to the qualification exam	up to 1 point		
	completed postgraduate studies	up to 1 point		
	specialization training completed or in progress (specialization training card or a diploma of a specialist)	up to 1 point		
THE TOTAL NUMBER OF POINTS OBTAINED IN THE QUALIFICATION PROCEDURE:				

- **The candidate may obtain up to 46 points in total in the qualification procedure.**
- **To be awarded a satisfactory result in the qualification procedure, the candidate must obtain at least 23 points and satisfactory grades in qualification exams.**

DECISION OF THE RECRUITMENT COMMITTEE FOR THE DOCTORAL SCHOOL

The Recruitment Committee for the Doctoral School hereby decides to qualify / not to qualify the candidate: *(full name of the candidate)* **for admission to the Doctoral School run by the Medical University of Lodz, and to offer them a place awarded to the organizational unit:**

* Indicate as appropriate.

Signatures of the Members of the Recruitment Committee for the Doctoral School:

1) Chairperson of the Committee – Head of the Doctoral School:

2) Other Members of the Committee *(full name, signature):*

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