

**Resolution no. 68/2024  
of December 19, 2024  
of the Senate of the Medical University of Lodz**

**on the procedure of recruitment to the International Doctoral School  
in the academic year 2025/2026**

Pursuant to Article 200 of the Act of July 20, 2018 – Law on Higher Education and Science (Journal of Laws of 2023, Item 742, as amended), and § 21(2)(1) and § 77 of the Statutes of the Medical University of Lodz of June 27, 2019, 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 International Doctoral School run by the Medical University of Lodz in the academic year 2025/2026 in the following disciplines: pharmacology and pharmacy, medical sciences and health sciences.
2. The terms applied herein have the following meaning:
  - 1) University – the Medical University of Lodz;
  - 2) organizational unit – a research and teaching unit of the University, i.e. a clinic, ward or department;
  - 3) Doctoral School – the International Doctoral School run by the University;
  - 4) candidate – a person applying for admission to the International Doctoral School run by the Medical University of Lodz;
  - 5) Act – the Act of July 20, 2018 – Law on Higher Education and Science.

**SECTION II  
RECRUITMENT COMMITTEE**

**§ 2**

1. The procedure of recruitment to the Doctoral School is conducted by the Recruitment Committee.
2. The Recruitment Committee is composed of at least 7 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/habilitation degree) at least.
3. In justifiable cases, the Rector may change the composition of the Recruitment Committee or appoint observers acting in an advisory capacity as members of the Committee.
4. The 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 is applied accordingly.

#### **§ 4**

The responsibilities of the Recruitment Committee involve conducting the recruitment procedure, including:

- 1) keeping recruitment procedure documentation;
- 2) carrying out formal and substantive assessment of documents submitted by candidates in the recruitment procedure;
- 3) taking decisions on admitting candidates to the qualification procedure;
- 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 supervision over preparation of the doctoral dissertation from a proposed supervisor;
  - 3) has knowledge of the English language at B2 level at least;
  - 4) 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 programme or a student who completed the third year of a uniform long-cycle programme.
3. Scientific achievements are defined as research studies of significant importance for the development of science, innovativeness and economy or for the development of international cooperation in the field of science and technology. Scientific achievements of a candidate are assessed by the Recruitment Committee which may ask a relevant scientific discipline council or the University Scientific Council for their opinion.
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.

## **§ 6**

1. Limits of admissions to the Doctoral School for specific disciplines in which studies for doctoral students are offered are determined by the Rector based on applications for awarding places in the Doctoral School in a given academic year filed by heads of organizational units with the University electronic system, and an analysis of costs of studies of doctoral students 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) obtaining funds from external sources for covering costs of doctoral students' studies, doctoral scholarships or conducting research activity with the participation of doctoral students and documented by publications or scientific projects;
  - 3) presenting scientific achievements, in the period of three years prior to filing of an application, confirmed by points obtained by proposed supervisors and awarded for articles published in scientific magazines specified in the list of magazines announced by the Minister of Science and Higher Education.
4. In the case of organizational units cooperating with foreign universities or scientific institutions aimed at granting a joint doctoral degree, an application for awarding a place at the Doctoral School may be considered with rules specified in Item 3 being omitted.
5. The procedure of recruitment to the Doctoral School is conducted according to the recruitment schedule set by the Rector in an ordinance.
6. 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.
7. The recruitment procedure to the Doctoral School begins on July 1, 2025.
8. If the limits of places defined for a specific scientific discipline are not reached, the Rector, upon an application made by the Head of the Doctoral School, may decide on:
  - 1) a relevant increase in the limits of places for other scientific disciplines in which studies at the Doctoral School are offered;
  - 2) conducting the procedure of supplementary recruitment to the Doctoral School; the supplementary recruitment schedule, supplementary recruitment procedure and the list of places awarded to organizational units under the supplementary recruitment are announced by the Rector in an ordinance.
9. In justifiable cases, the Rector may decide on increasing the limit of places set for a specific scientific discipline or increasing the number of places awarded to a specific organizational unit.

## **§ 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. A candidate may enter the contest for only one place defined in the list specified in § 6 Item 6 and Item 8 Point 2, selecting one topic of a research study.

3. A candidate is obliged to present an outline of a research project related to a selected topic of research study in Polish or English language.
4. A 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) registration of candidates in the University electronic recruitment system;
- 2) submission of documents required in the recruitment procedure and specified in § 9 by candidates;
- 3) formal and substantive assessment of documents submitted by candidates;
- 4) qualification procedure;
- 5) entry into the register of doctoral students or issue of an administrative decision.

## **Chapter 2**

### **Submission of documents**

## **§ 9**

1. A candidate is obliged to submit to the Recruitment Committee, within the time limit specified in the recruitment schedule, the following documents:
  - 1) application for admission to the Doctoral School downloaded from the University electronic recruitment system; the application should include in particular: personal details of the candidate, topic of the research project, signature of a proposed supervisor confirming a consent for scientific supervision over preparation of the doctoral dissertation; the application should be filed with the Rector through the Head of the Doctoral School
  - 2) curriculum vitae (resume) including information on education, interests and scientific achievements of the candidate, including scientific publications and scientific meeting communications in the period of the last five years prior to filing of the application for admission to the Doctoral School;
  - 3) original or a certified copy of the diploma of completion of a second-cycle or a uniform long-cycle programme or a certificate of completion of a second-cycle or a uniform long-cycle programme and being awarded the professional title of *magister*, *magister inżynier* or an equivalent title issued by the dean's office;
  - 4) certificate of the grade-point average obtained for a first-cycle and second-cycle programme or for a uniform long-cycle programme or for programme of studies completed abroad and being regarded as equivalent to first-cycle and second-cycle programmes or a uniform long-cycle programme;
  - 5) outline of the research project specified in § 7 Item 3, consisting of up to three A4 pages, approved by the proposed supervisor;
  - 6) certificate confirming knowledge of another modern foreign language, other than English language, at B2 level at least (as defined by the standards of the Common European Framework of Reference for Languages (CEFR) – if a candidate holds such a certificate;
  - 7) documents confirming scientific achievements, including in particular copies of:
    - a) scientific publications and scientific meeting communications in the period of the last five years prior to filing of the application for admission to the Doctoral School,
    - b) diplomas confirming awards granted by the Student Scientific Society or other scientific societies, awards granted by the Rector to the best students and graduates or awards granted by the Minister;

- c) documents confirming that the candidate filed a patent application for an invention or a utility model with the patent office as the author or a co-author; or that the candidate is the author or a co-author of an invention or a utility model for which the patent office has granted a patent or a protection right, respectively, including the number of application, patent or protection right assigned by the patent office, understood as a confirmation of the application filed with the patent office, including the list of authors, the relevant Item in the patent office database (e.g. <https://ewyszukiwarka.pue.uprp.gov.pl/>) or the first page of the patent description being the grounds for filing the application with the patent office - if a candidate holds such a certificate;
  - 8) certificates of participation in student exchange programmes, completion of post-graduate studies – if a candidate holds such a document;
  - 9) a diploma or a certificate of completion of other programme of university studies - if a candidate holds such a document;
  - 10) a photo in electronic form, in the format intended for an identity document, which the candidate uploads to the Online Candidate Registration system to their profile. The photo should be 300×375 pixels in size, JPEG – JPG, resolution not less than 300 dpi (corresponding to an image with dimensions of 35×45 mm);
  - 11) if a 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 – a copy of the certificate; the candidate is obliged to present the original document to the Office of Doctoral Studies.
2. A 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 programme or a certificate of completion of a first-cycle programme or a certificate of completion of the third year of a uniform long-cycle programme 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.
  3. In the case of submitting certificates on completion of studies specified in Item 1 Point 3 and Item 3, a candidate is obliged to present to the Office of Doctoral Studies a diploma or a certified copy of a diploma of completion of studies immediately after obtaining the document.
  4. A candidate, holding a diploma of studies completed abroad is obliged to submit:
    - 1) a diploma which is authenticated or has an Apostille clause enclosed,
    - 2) a certificate of recognition, under the recognition procedure, of the equivalence of the diploma with a relevant Polish diploma of completion of studies and the professional title – if they are required under the law.
  5. The documents required in the recruitment procedure may be filed in Polish or English, subject to Item 6.
  6. If documents that confirm fulfilment of the requirements specified in § 5 Items 1-3 are drawn up in a language other than Polish or English, a candidate is obliged to submit them along with a sworn translation into Polish or English issued by a certified translator.

## **§ 10**

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

## **§ 11**

1. The documents specified in § 9 should be submitted by a candidate personally to the Office of Doctoral Studies or sent to its address, subject to Item 2.
2. In the case of foreigners, it is acceptable to send scans of the documents specified in § 9 via electronic mail, provided that they are sent within the time limit set in the recruitment schedule, and the original documents are submitted to the Recruitment Committee through the Office of Doctoral Studies not later than within:
  - 1) four days after publication of the list of candidates qualified for admission to the Doctoral School.
  - 2) 30 days after publication of the list of candidates qualified for admission to the Doctoral School - if the foreigner is required to obtain a visa entitling them to stay in the territory of the Republic of Poland.
3. In the case referred to in Item 2, the date of submitting the documents is the date of sending the e-mail containing scans thereof.
4. When submitting documents to the Office of Doctoral Studies, a candidate is obliged to produce their identity document.

### **Chapter 3**

#### **Document verification, inclusion in the qualification procedure**

##### **§ 12**

1. Documents submitted by candidates in the recruitment procedure are subject to formal and substantive assessment by the Recruitment Committee.
2. Following the assessment of documents, the Recruitment Committee admits candidates who meet the requirements specified in § 5 Items 1-3 to the qualification procedure.
3. If documents filed in the recruitment procedure are incomplete, the Recruitment Committee requires that a candidate submit the missing documents within seven days after being served a relevant notice. Failure to meet this obligation within the set time limit results in rejecting the application, and thus not admitting the candidate to the recruitment procedure.
4. The Office Doctoral Studies 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 English language,
    - b) in a major subject;
  - 2) the average grade for the period of first-cycle and second-cycle programmes of studies or a uniform long-cycle programme of studies completed abroad and regarded as equivalent to first-cycle and second-cycle programmes of studies or a uniform long-cycle programme of studies;
  - 3) participation in student exchange programmes;
  - 4) individual course of study, completed postgraduate studies or another programme of studies;

- 5) knowledge of another modern language, other than English (B2 level at least);
- 6) scientific achievements, in particular:
  - a) scientific articles and scientific meeting communications published in the period of five years preceding filing an application for admission to the Doctoral School,
  - b) academic awards granted by scientific societies, rectors and ministers,
  - c) inventions or utility models with regard to which the candidate has filed patent applications with the patent office as the author or a co-author,
  - d) invention patents or the protection right for utility models granted to the candidate as the author or a co-author.
2. The maximum total number of points that a candidate may be awarded in the qualification procedure is 40.
3. To obtain a satisfactory result in the qualification procedure a candidate must be awarded at least 22 recruitment points and satisfactory grades in the qualification exams.
4. Detailed criteria of awarding and method of calculating recruitment points in the qualification procedure are specified in Annex 1 hereto.
5. The qualification procedure applied for foreigners admitted to the Doctoral School, as specified in § 5 Item 4 Points 1-5, is conducted based on formal and substantive assessment of the documents defined in § 9. Following the assessment of documents, the Recruitment Committee qualifies foreigners who meet the requirements specified in § 5 Items 1-3, for admission to the Doctoral School for places given in the lists specified in § 6 Item 6 and Item 8 Point 2 on a first-come, first-served basis.

#### **§ 14**

1. The qualification exams are held in:
  - 1) English language – in written form;
  - 2) a major subject – in spoken form, in English.
2. The thematic scope of the qualification exam in a major subject is compliant with the topic of the research project as indicated by a candidate in their application for admission to the Doctoral School.
3. In justified cases, with the consent of the Recruitment Committee, a foreigner may participate in the qualification examination remotely, using electronic means of communication, ensuring multi-way communication in real time while maintaining the necessary safety rules
4. The qualification exam in English language is held by the Foreign Language Centre (FLC) of the Medical University of Lodz. The results of the exam are approved by the Head of the Foreign Language Centre and submitted to the Office of Doctoral Studies as minutes.
5. The results of the qualification exam in English language are published on the University website.
6. The Recruitment Committee does not exempt a candidate from the qualification exam in English.
7. A candidate who obtained an unsatisfactory grade in the qualification exam in English may not be admitted to the qualification exam in a major subject.
8. Obtaining an unsatisfactory grade in the qualification exam in English or a major subject results in obtaining a negative result in the qualification procedure.
9. A candidate's absence from the qualification exam on a given date results in awarding them an unsatisfactory grade.

#### **§ 15**

1. After completion of the qualification procedure, the Recruitment Committee makes a ranking list, separate for each of the scientific disciplines in which studies are offered at the Doctoral

School. 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 a candidate who meets the criteria specified in § 5 Items 1-3 and who obtained a positive result in the qualification procedure for admission to the Doctoral School based on a ranking list, and awards them a place given on the lists specified in § 6 Item 6 and Item 8 Point 2, within the limit of places for a specific scientific discipline determined by the Rector.
3. In the case of candidates who obtain the same number of recruitment points in the qualification procedure, the order in which they are placed on the ranking list depends on the number of points for scientific achievements awarded by the Recruitment Committee.
4. 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 voting.
5. The results obtained by a candidate in the qualification procedure are documented by the Recruitment Committee by drawing up minutes as specified in the specimen form enclosed hereto as Annex 2 hereto.
6. The results of the qualification procedure are published by the Recruitment Committee on the University website.
7. Upon a candidate's request, the Recruitment Committee provides them with details on the constituent results of the qualification procedure.
8. In case of any doubts as to the number of points awarded in the qualification procedure, within three days following the publication of the qualification procedure results, a candidate may file a request with the Recruitment Committee for reassessment of the documents submitted in the recruitment procedure and recalculation of the recruitment points. The decision of the Recruitment Committee made after recalculating the recruitment points is final.

#### **§ 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 places available at the Doctoral School is announced along with the results of the qualification procedure.
2. Candidates to be admitted to available places indicated by the Recruitment Committee are qualified according to the ranking list – in the order based on the number of points obtained in the qualification procedure.
3. Candidates specified in Item 1 are obliged to file an application for admission to the Doctoral School (specified in § 9 Item 1 Point 1) to one of the places indicated by the Recruitment Committee within three days following publication of the qualification procedure results.
4. If a candidate qualified for admission to the Doctoral School resigns from enrolment, other candidates are admitted to places that other candidates resigned from based on the ranking list, not later than before the commencement of the cycle of studies. These are candidates who obtained a satisfactory result in the qualification procedure but were not admitted to the Doctoral School due to a lack of available places.

### **Chapter 5**

#### **Admission or refusal of admission to the Doctoral School**

#### **§ 17**



1. Candidates are admitted to the Doctoral School by:
  - 1) being entered into the register of doctoral students – in the case of candidates who are Polish citizens;
  - 2) an administrative decision of the Rector – in the case of foreigners.
2. Entry into the register of doctoral students is made by the Head of the Doctoral School.
3. A candidate is admitted to the Doctoral School, within the limited number of places determined by the Rector for a specific scientific discipline, if they:
  - 1) meet the requirements specified in § 5 Items 1-3;
  - 2) submit the documents specified in § 9 within the time limit defined in the recruitment schedule;
  - 3) obtain a satisfactory result in the qualification procedure,
  - 4) are qualified for admission by the Recruitment Committee – subject to Item 3.
4. A person admitted to the Doctoral School commences their studies and acquires the rights of a doctoral student upon taking the oath.
5. If a person resigns from pursuing studies before taking the oath, an entry into the register of doctoral students is regarded as invalid.

#### **§ 18**

1. An administrative decision on refusal of admission to the Doctoral School is passed by the Rector.
2. A decision on refusal of admission to the Doctoral School is passed if at least one of the following conditions occurs:
  - 1) the requirements specified in § 5 Items 1-3 are not met;
  - 2) a negative result is obtained in the qualification procedure;
  - 3) documents specified in § 9 are not submitted by the time limit set in the recruitment schedule;
  - 4) refusal of admission to the Doctoral School by the Recruitment Committee due to a lack of available places.

#### **§ 19**

An application for reconsidering the case may be filed within 14 days following the service of the decision. The only grounds for filing such an application are infringement of the recruitment principles specified herein.

### **SECTION IV RECRUITMENT PROCEDURE WITHIN A PROGRAMME OR PROJECT FINANCED WITH EXTERNAL FUNDS**

#### **§ 20**

Recruitment for candidates applying for admission to the Doctoral School under a program or project financed from external sources, hereinafter referred to as the "Project", is carried out in the manner and in compliance with the terms and conditions specified in this Resolution, subject to § 21-23.

#### **§ 21**

1. Recruitment to the Doctoral School under the project may be conducted, at the request of the head of the organizational unit, as part of a separate recruitment procedure. The application is submitted to the Rector in the University's IT system, through the Head of the Doctoral School.
2. A separate procedure of recruitment to the Doctoral School is conducted according to the schedule of recruitment specified by the Rector in an ordinance.
3. Recruitment, limit of admissions and the list of places available in the Doctoral School for a separate recruitment procedure defined in Item 1, as well as the list of topics of research studies proposed by these organizational units are announced by the Rector in an ordinance within the time limit specified in the recruitment schedule.

## § 22

1. The recruitment procedure for candidates applying for admission to the Doctoral School under the project is conducted by the Recruitment Committee appointed by the Rector.
2. The Recruitment Committee consists of at least eight persons, including:
  - 1) Chairperson – Head of the Doctoral School;
  - 2) at least two academic teachers representing one of the following scientific disciplines: pharmacology and pharmacy, medical sciences and health sciences, holding at least a habilitated doctor's degree;
  - 3) an academic teacher designated by the head of the University's Foreign Language Teaching Centre .
3. The provisions specified in § 2-4 shall apply accordingly to the Recruitment Committee.
4. In the qualification procedure for candidates applying for admission to the Doctoral School within the project, the Recruitment Committee awards recruitment points for the following:
  - 1) research project prepared by the candidate – up to 30 points in total, including:
    - a) uniqueness or scientific value of the project – 0-10 points,
    - b) level of theoretical preparation and a list of references – 0-5 points,
    - c) methodological correctness of the project – 0-5 points,
    - d) feasibility of the project within the period of studies at the Doctoral School – 0-10 points;
  - 2) scientific achievements of a candidate, in particular scientific publications and scientific meeting communications for the period of the last five years prior to filing of the application for admission to the Doctoral School – 0-10 points;
  - 3) interview in English – up to 60 points in total, including:
    - a) knowledge of English – 0-20 points,
    - b) providing substantive reasons for choosing the topic of the doctoral dissertation – 0-20 points,
    - c) knowledge of issues related to the research project – 0-10 points,
    - d) knowledge of scientific research methodology – 0-10 points.
5. The maximum number of points that a candidate may be awarded in the qualification procedure is 100 points.
6. To achieve a satisfactory result in the qualification procedure, a candidate must obtain at least 50 recruitment points.
7. In case of absence from the qualifying exam on the scheduled date, the candidate receives an unsatisfactory grade.
8. After completion of 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.

9. Based on the ranking list, the Recruitment Committee qualifies candidates who meet the criteria specified in § 5 Items 1-3 and who obtained a positive result in the qualification procedure for admission to the Doctoral School within a project, and awards them places given on the list specified in § 20 Item 4, within the limit of places for the project as announced by the Rector.
10. The Recruitment Committee records results obtained by candidates in the recruitment procedure by taking minutes whose template form is enclosed as Annex 3 hereto.

### **§ 23**

1. A candidate is admitted the Doctoral School under the Project if they fulfil all of the following conditions:
  - 1) they meet the requirements specified in § 5 Items 1-3;
  - 2) they submit the documents referred to in § 9 within the time limit defined in the recruitment schedule;
  - 3) they obtain a positive result in the qualification procedure;
  - 4) they are qualified for admission by the Recruitment Committee;
  - 5) the University obtains funds from external sources to finance doctoral scholarship under the Project.
2. A decision on refusal of admission to the Doctoral School under the Project is passed if at least one of the following conditions occurs:
  - 1) the requirements specified in § 5 Items 1-3 are not met;
  - 2) the documents specified in § 9 are not submitted by the time limit set in the recruitment schedule;
  - 3) a negative result is obtained in the qualification procedure;
  - 4) a candidate does not qualify for admission by the Recruitment Committee due to lack of places;
  - 5) the University does not obtain funds from external sources to finance doctoral scholarship under the Project.
3. In the case of decisions on admission or refusal of admission to the Doctoral School falling beyond the scope defined in Items 1 and 2, the rules specified in § 17-19 apply.

## **SECTION V FINAL PROVISIONS**

### **§ 24**

1. A certificate of entry on the list of doctoral students and a decision to refuse admission to the Doctoral School may be issued as an electronic document provided with a qualified electronic signature. Delivery of documents by means of electronic communication shall be made in accordance with the principles specified in the Act of 14 June 1960—the Code of Administrative Procedure.
2. The electronic circulation of documentation issued by the University during the recruitment procedure shall be in accordance with the principles published on the website.

### **§ 25**

1. In the case of candidates for the Doctoral School who are disabled persons, the rules of recruitment specified in this Resolution are applied, subject to Item 2.

2. The terms and conditions of conducting the qualification exams specified in § 14 Item 1, allowing the needs of candidates who are disabled persons, are defined under separate internal regulations of the University.

**§ 26**

The Resolution becomes effective upon being adopted.

**RECTOR**

***Prof. Janusz Piekarski, MD PhD***

cc:

- Intranet/Public Information Bulletin

**Criteria of awarding and calculating recruitment points in the procedure of qualification  
for the International Doctoral School  
in the academic year 2024/2025**

1. Candidates applying for admission to the International 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 English language,
- b) in a major subject

– however, the number of points awarded to a 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 average grade** for first-cycle and second-cycle programmes of studies or a uniform long-cycle programme of studies or a programme of studies completed abroad and regarded as equivalent to first-cycle and second-cycle programmes of studies or a uniform long-cycle programme of studies (excluding grades obtained in diploma exams); however, 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, rounded up to one decimal place, corresponds to the number of points awarded to a candidate (the number may not be higher than 15);

**3) participation in student exchange programmes** – 1 point;

**4) individual course of study, completed postgraduate studies or other programme of university studies** – 1 point;

**5) knowledge of another modern foreign language, other than English language, confirmed by a certificate (B2 level at least) as defined by the standards of the Common European Framework of Reference for Languages (CEFR)** – 2 points;

**6) scientific achievements according to the following criteria:**

- a) publications in the period of five years before filing of an application for admission to the Doctoral School:

- articles published or accepted for publication in scientific journals specified in the current list announced by the Minister of Science and Higher Education (the candidate is the second or a subsequent author) – 1 point for each, up to 3 points in total,

- articles published or accepted for publication in scientific journals specified in the current list announced by the Minister of Science and Higher Education (the candidate is the first author) – 2 points for each, up to 4 points in total,

- scientific meeting communications (active participation confirmed by abstracts and certificates) – 0.5 point for each, up to 2 points in total,

- b) awards won in national or international conferences of student scientific societies or other scientific societies, university rector's awards for the best students and graduates, minister's awards, patent applications for inventions or utility models filed with the patent office by the candidate as the first author or a co-author, an invention patent or the protection right for utility model obtained by the candidate as the first author or a co-author – 1 point for each, up to 2 points in total; however, the total number of points awarded for scientific achievements may not be higher than 11.

2. If the grades on a diploma issued abroad are expressed in a grading scale other than the Polish grading scale, the following formula is used to convert them in accordance with the Polish grading scale:

$$OP = \frac{(OS - \min)}{\max - \min} \times 3 + 2, \text{ where:}$$

- 1) OP – means a grade calculated in accordance with the Polish grading scale;

- 2) OS – means the grade indicated in the supplement to the diploma of completion of studies;
- 3) min – means the lowest grade on the grading scale applicable in the candidate's country;
- 4) max – means the highest mark on the grading scale applicable in the candidate's country.

Lodz, . . . . .

**MINUTES OF THE RECRUITMENT COMMITTEE  
FOR THE INTERNATIONAL DOCTORAL SCHOOL**

**The Recruitment Committee for the International Doctoral School represented by:**

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

2) **Members of the Committee:**

.....  
.....

**hereby confirms that the candidate:** ..... ,  
*(full name of the candidate)*

**date of birth** .....,

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

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

\*indicate as appropriate

4	INDIVIDUAL COURSE OF STUDY, COMPLETED POSTGRADUATE STUDIES OR OTHER PROGRAMME OF UNIVERSITY STUDIES	1 point		
5	KNOWLEDGE OF ANOTHER MODERN FOREIGN LANGUAGE, OTHER THAN ENGLISH LANGUAGE, CONFIRMED BY A CERTIFICATE, B2 LEVEL AT LEAST, AS DEFINED BY THE STANDARDS OF THE COMMON EUROPEAN FRAMEWORK OF REFERENCE FOR LANGUAGES (CEFR)	2 points		
6	SCIENTIFIC ACHIEVEMENTS*	up to 11 points in total	number of points	total number of points
	articles published in scientific journals* – the candidate is the second or a subsequent author**	1 point for each, up to 3 points in total		
	articles published in scientific journals** – the candidate is the first author**	2 points for each, up to 4 points in total		
	scientific meeting communications (active participation confirmed by abstracts and certificates)	0.5 point for each, up to 2 points in total		
	awards won in national or international conferences of student scientific societies/other scientific societies/university rector's awards for the best students and graduates/ minister's awards/ patent applications for inventions/utility models filed with the patent office by the candidate as the first author or a co-author)/invention patent/utility model protection right obtained by the candidate as the first author or a co-author (number of the application/patent/protection right assigned by the patent office)***	1 point for each, up to 2 points in total		
<b>TOTAL NUMBER OF POINTS OBTAINED IN THE QUALIFICATION PROCEDURE:</b> .....				

- In the qualification procedure, a candidate may obtain up to 40 points in total.
- To be awarded a satisfactory result in the qualification procedure, a candidate must obtain at least 22 points and satisfactory grades in the qualification exams.

\* Scientific articles and scientific meeting communications published in the period of five years prior to filing of an application for admission to the Doctoral School should be included.

\*\* Articles published or accepted for publication in scientific journals specified in the current list announced by the Minister of Science and Higher Education.

\*\*\* Indicate as appropriate.



**DECISION  
OF THE RECRUITMENT COMMITTEE  
FOR THE INTERNATIONAL DOCTORAL SCHOOL**

**The Recruitment Committee for the International Doctoral School hereby decides  
TO QUALIFY / NOT TO QUALIFY\***

.....(*full name of the candidate*)  
**for admission to the International Doctoral School run by the Medical University of Lodz in the disciplines:  
pharmacology and pharmacy, medical sciences, health sciences, and to offer them a place awarded to the  
organizational unit: .....,  
within the limit of admissions determined by the Rector for the scientific discipline: .....**

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

**1) Chairperson of the Committee – Head of the International Doctoral School (*full name, signature*):**

.....

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

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\* Indicate as appropriate

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\* Indicate as appropriate.

Lodz, . . . . .

**MINUTES OF THE RECRUITMENT COMMITTEE  
FOR THE INTERNATIONAL DOCTORAL SCHOOL**

**The Recruitment Committee for the International Doctoral School represented by:**

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

2) **Members of the Committee:**

.....  
.....

**hereby confirms that the candidate:** ..... ,  
*(full name of the candidate)*

**date of birth** .....,

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

No.	Criteria of awarding recruitment points in the qualification procedure	Points		
		up to 30 points in total	number of points	total number of points
1	<b>ASSESSMENT OF THE RESEARCH PROJECT</b>			
	uniqueness or scientific value of the project	0-10 points		
	stage of theoretical preparation and a list of references	0-5 points		
	methodological correctness of the project	0-5 points		
	feasibility of the project within the period of studies at the International Doctoral School	0-10 points		
2	<b>SCIENTIFIC ACHIEVEMENTS</b> (in particular scientific articles and scientific meeting communications in the period of the last five years prior to filing of the application for admission to the International Doctoral School)	0-10 points	number of points	
3	<b>INTERVIEW IN ENGLISH</b>	up to 60 points in total	number of points	total number of points
	knowledge of English	0-20 points		
	presenting substantive reasons for choosing the topic of the doctoral dissertation – 0-20 points	0-20 points		

knowledge of issues related to the research project	0-10 points		
knowledge of scientific research methodology	0-10 points		
<b>TOTAL NUMBER OF POINTS OBTAINED IN THE QUALIFICATION PROCEDURE:</b> .....			

- In the qualification procedure, a candidate may obtain up to 100 points in total.
- To be awarded a satisfactory result in the qualification procedure, a candidate must obtain at least 50 points.

**DECISION OF THE RECRUITMENT COMMITTEE  
FOR THE INTERNATIONAL DOCTORAL SCHOOL**

**The Recruitment Committee for the International Doctoral School hereby decides  
TO QUALIFY / NOT TO QUALIFY\***

..... *(full name of the candidate)*  
**for admission to the International Doctoral School run by the Medical University of Lodz  
in the disciplines: pharmacology and pharmacy, medical sciences, health sciences, and to offer them  
a place awarded to the organizational unit: .....,  
within the limit of admissions determined by the Rector for a project financed with external funds:**  
.....

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

**1) Chairperson of the Committee – Head of the International Doctoral School** *(full name, signature):*

.....

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

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\* Indicate as appropriate.