

**Resolution no. 3/2023**
**of 26th January 2023**

**of the Senate of the Medical University of Lodz**

**on the procedure of recruitment to the International Doctoral School
in the academic year 2023/2024**

Pursuant to Art. 200 of the Act of 20 July 2018 – Law on Higher Education and Science
(Journal of Laws of 2022, item 574, as amended), and § 21 item 2 point 1 and § 77 of the Statutes of the Medical University of Lodz of 27 June 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 following disciplines: pharmaceutical sciences, medical sciences and health sciences, in the academic year 2023/2024.
2. The terms applied herein have the following meaning:
3. University – the Medical University of Lodz;
4. organizational unit – a research and teaching unit of the University, i.e. a clinic, ward or department;
5. Doctoral School – the International Doctoral School run by the University;
6. candidate – a person applying for admission to the International Doctoral School;
7. Act – the Act of 20 July 2018 – Law on Higher Education and Science.

**SECTION II**

**RECRUITMENT COMMITTEE FOR THE INTERNATIONAL DOCTORAL SCHOOL**

**§ 2**

1. The procedure of recruitment to the Doctoral School is conducted by the Recruitment Committee for the International Doctoral School appointed by the Rector, hereinafter referred to as the “Recruitment Committee”.
2. The Recruitment Committee has at least 7 members, including:
3. the Chairperson – the Head of the Doctoral School;
4. at least two academic teachers representing each of the following disciplines: pharmaceutical sciences, medical sciences and health sciences, who are also holders of at least the degree of *doktor habilitowany* (habilitatus doctor/habilitation degree).
5. In justifiable cases, the Rector may change the composition of the Recruitment Committee or appoint observers as its members acting in an advisory capacity.
6. The administrative services for the Recruitment Committee are provided by the Office for Doctoral Students.

**§ 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 at least half of the members of the Committee.
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 examination 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:
2. holds the professional title of *magister*, *magister inżynier* or an equivalent title;
3. obtained a consent for scientific supervision over preparation of the doctoral thesis from
a proposed supervisor;
4. has knowledge of English language (B2 level at least);
5. is not a doctoral student at any other doctoral school.
6. 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.
7. 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. The Recruitment Committee may ask a relevant scientific discipline council or the University Scientific Council for their opinion.
8. 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 places at 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 a 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 by way of a regulation.
6. Recruitment, limits of admissions to the Doctoral School and the list of places awarded to organizational units are announced by the Rector by way of a regulation within the time limit specified in the recruitment schedule.
7. The recruitment procedure to the Doctoral School begins on 3 July 2023.
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 by way of a regulation.
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 principles 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 6 and item 7 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 in the University electronic recruitment system by candidates;
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 list 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:
2. an 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 thesis; the application should be filed with the Rector through the Head of the Doctoral School
3. 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;
4. the 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;
5. a 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;
6. an outline of the research project specified in § 7 item 3, consisting of up to three A4 pages, approved by the proposed supervisor;
7. a certificate confirming knowledge of another modern foreign language, other than English language, 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;
8. documents confirming scientific achievements, including in particular copies of:
	* + 1. 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,
			2. 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;
			3. 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;
9. certificates of participation in student exchange programmes, completion of post-graduate studies – if a candidate holds such a document;
10. a diploma or a certificate of completion of other programme of university studies - if
a candidate holds such a document;
11. two recent and signed photos in the format specified for identification documents;
12. if a candidate has a certificate of disability degree or a certificate specified in Art. 5 and Art. 62 of the Act of 27 August 1997 on Professional and Social Rehabilitation and Employment of Disables Persons – a copy of the certificate; the candidate is obliged to present the original document to the Office for Doctoral Students.
13. A candidate who is also a participant of doctoral studies programme conducted at
the University is obliged to indicate, in the application specified in item 1 point 1, the topic of his/her research project other than the topic of the doctoral thesis prepared during his/her doctoral programme, as well as a proposed supervisor other than the supervisor providing scientific supervision over preparation of the doctoral thesis in the course of the doctoral studies.
14. 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 his/her 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.
15. 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 for Doctoral Students a diploma or a certified copy of a diploma of completion of studies immediately after obtaining the document.
16. A 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 programme or a uniform long-cycle programme in the Republic of Poland, or regarded as equivalent to a Polish diploma of completion of a second-cycle programme or a uniform long-cycle programme and the professional title of *magister*, *magister inżynier* or an equivalent title, is obliged to submit:
17. a diploma which is authenticated or has an Apostille clause enclosed,
18. 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.
19. The documents required in the recruitment procedure may be filed in Polish or English, subject to item 7.
20. 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, each candidate is obliged to submit to the Office for Doctoral Students a medical certificate confirming that there are no obstacles for his/her 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 each candidate personally to the Office for Doctoral Students or sent to its address, subject to items 2 and 3.
			2. The time limit for submitting documents specified in the recruitment schedule is the final date for submission thereof to the Office for Doctoral Students or sending or filing
			the documents as specified in Art. 57 § 5 of the Act of 14 June 1960 – Administrative Procedure Code; it particularly applies to sending documents via *Poczta Polska* office of
			an operator defined within the meaning of the Act of 23 November 2012 – Post Office Law.
			3. 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 for Doctoral Students not later than within four days following publication of the list of candidates qualified for admission to the Doctoral School. In such a case, the date of sending an e-mail with scans of documents enclosed is deemed to be the date of filing thereof.
			4. Submission of the documents specified in § 9 after the time limit set in the recruitment schedule results in passing a decision on rejecting an application for admission to the Doctoral School.
			5. When submitting documents to the Office for Doctoral Students, each candidate is obliged to produce his/her 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 demands that a candidate submits the missing documents within seven days following the date of serving 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 Recruitment Committee notifies the candidate about admitting him/her to the qualification procedure and about the date of qualification examinations via electronic mail by sending all details to his/her e-mail address as indicated by the candidate in his/her 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 examinations:
		* 1. in English language,
			2. 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. completed postgraduate studies or other programme of studies;
	5. knowledge of another modern language, other than English (B2 level at least);
	6. scientific achievements, in particular:
		* 1. scientific articles and scientific meeting communications published in the period of five years preceding filing an application for admission to the Doctoral School,
			2. academic awards granted by scientific societies, rectors and ministers,
			3. 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,
			4. 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 has to be awarded at least 22 recruitment points and satisfactory grades in the qualification examinations.
4. Detailed criteria of awarding and method of calculating recruitment points in
the qualification procedure are specified in Appendix 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 7 point 2 on a first-come, first-served basis.

**§ 14**

1. The qualification examinations 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 examination in a major subject is compliant with the topic of the research project as indicated by a candidate in his/her application for admission to the Doctoral School.
3. The qualification examination in English language is held by the Foreign Language Centre (FLC) of the Medical University of Lodz. The results of the examination are approved by
the Head of the Foreign Language Centre and submitted to the Office for Doctoral Students as minutes.
4. The results of the qualification examination in English language are published on the University website.
5. The Recruitment Committee does not exempt a candidate from the qualification examination
in English.
6. A candidate who obtained an unsatisfactory grade in the qualification examination in English may not be admitted to the qualification examination in a major subject.
7. Obtaining an unsatisfactory grade in the qualification examination in English or a major subject results in obtaining a negative result in the qualification procedure.
8. A candidate’s absence from the qualification examination on a given date results in awarding him/her 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 him/her a place given on the lists specified in § 6 item 6 and item 7 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 Appendix 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 him/her with details on constituent results of the qualification procedure.
		8. In case of any doubts as to the number of points awarded in the qualification procedure,
		a candidate, by filing an application, may request that the Recruitment Committee reassess
		the documents submitted in the recruitment procedure and recalculate the recruitment points – within three days following the publication of the qualification procedure results.

**§ 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 to the Doctoral School**

**§ 17**

* + - * 1. Candidates are admitted to the Doctoral School by:
	1. being entered into the list of doctoral students – in the case of candidates who are Polish citizens;
	2. an administrative decision of the Rector – in the case of foreigners.
		+ - 1. A candidate is admitted to the Doctoral School, within the limited number of places determined by the Rector for a specific scientific discipline, if he/she:
1. meets the requirements specified in § 5 items 1-3;
2. submits the documents specified in § 9 within the time limit defined in the recruitment schedule;
3. obtains a satisfactory result in the qualification procedure,
4. is qualified for admission by the Recruitment Committee – subject to item 3.
	* + - 1. 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 Art. 209 item 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 oath is taken and studies at the Doctoral School commence.
				2. 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 in item 3,
				the place is awarded, based on the ranking list, to a candidate who obtained a satisfactory result in the qualification procedure, however, was not admitted to the Doctoral School due to the limit of places; such a candidate is admitted to the Doctoral School not later than within five days following the commencement of the cycle of studies.
				3. A person admitted to the Doctoral School commences his/her studies and acquires the rights of
				a doctoral student upon taking the oath.
				4. If a person resigns from pursuing studies before taking the oath, the entry into the list 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:
3. failure to meet the requirements specified in § 5 items 1-3;
4. obtaining a negative result in the qualification procedure;
5. failure to submit the documents required in the recruitment procedure specified in § 9 within the time limit given in the recruitment schedule;
6. 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 fourteen days following the service of the decision. The only grounds for filing such an application is 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 Scholl within a programme or project financed with external funds, hereinafter referred to as the “project” may be conducted, upon an application made by the head of an organizational unit, as a separate recruitment procedure, in the mode and in compliance with the principles set out herein, subject to § 21.

Applications specified in item 1, are filed with the Rector via the University electronic system through the Head of the Doctoral School.

A separate procedure of recruitment to the Doctoral School is conducted according to the schedule of recruitment specified by the Rector by way of a regulation.

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 by way of a regulation within the time limit specified in the recruitment schedule.

**§ 21**

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:

* + - 1. uniqueness or scientific value of the project – 0-10 points,
			2. level of theoretical preparation and a list of references – 0-5 points,
			3. methodological correctness of the project – 0-5 points,
			4. feasibility of the project within the period of studies at the Doctoral School – 0-10 points;
1. 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;
2. interview in English – up to 60 points in total, including:
	* 1. knowledge of English – 0-20 points,
		2. providing substantive reasons for choosing the topic of the doctoral dissertation – 0-20 points,
		3. knowledge of issues related to the research project – 0-10 points,
		4. knowledge of scientific research methodology – 0-10 points.

The maximum number of points that a candidate may be awarded in the qualification procedure is 100 points.

To achieve a satisfactory result in the qualification procedure, a candidate has to obtain at least 50 recruitment points.

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.

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.

The Recruitment Committee records results obtained by candidates in the recruitment procedure by taking minutes whose template form is enclosed as Appendix 3 hereto.

**SECTION V**

**FINAL PROVISIONS**

**§ 22**

* + - * 1. In the case of candidates for the Doctoral School who are disabled persons, the recruitment rules and regulations specified in this Resolution are applied, subject to item 2.
				2. The terms and conditions of holding the qualification examinations specified in § 14 item 1 allowing the needs of candidates who are disabled persons, are defined under separate internal rules and regulations of the University.

**§ 23**

The Resolution becomes effective upon adoption hereof.

**RECTOR**

 ***Prof. Radzisław Kordek, MD PhD***

cc:

- Intranet/Public Information Bulletin



Appendix 1 to the Resolution no. …… /2023

of …… January 2023

of the Senate of the Medical University of Lodz

**Criteria of awarding and calculating recruitment points in the procedure of qualification
for the International Doctoral School**

**in the academic year 2023/2024**

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 examinations:**
2. in English language,
3. in a major subject

– however, the number of points awarded to a candidate corresponds to the sum of grades obtained in the examinations (grade scale: 2; 3; 3.5; 4; 4.5; 5) and may not be higher than 10; grade ‘2’ is
an unsatisfactory grade;

1. **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 examinations); 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);
2. **participation in student exchange programmes** – 1 point;
3. **completed postgraduate studies or other programme of university studies –** 1 point;
4. **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;
5. **scientific achievements according to the following criteria:**
6. 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,

1. 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.

Appendix 2 to the Resolution no. …… /2023

of …… January 2023
of the Senate of the Medical University of Lodz

Łódź, . . . . . . …………………. . . . . . . . . . .

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

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

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

**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** |
| 1 | **RESULTS OF QUALIFICATION EXAMINATIONS:**- grade scale: 2; 3; 3.5; 4; 4.5; 5- the total number of awarded points corresponds to the sum of the examination grades  | **up to 10 points in total**  | **Number of points** | **Total number of points** |
| written examination in English*(based on the minutes drawn up by the Foreign Language Centre)*  | examination grade:  |  |  |
| oral examination in a major subject  | examination grade: |  |
| 2 | **THE AVERAGE GRADE** 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 x 3 = 11.43 = 11.4; 3.86 x 3 = 11.58 = 11.6). | **up to** **15 points** |  |
| 3 | **PARTICIPATION IN STUDENT EXCHANGE PROGRAMMES** | **1 point** |  |

\*indicate as appropriate

|  |  |  |  |
| --- | --- | --- | --- |
| 4 | **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 point 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 |  |
| **TOTAL NUMBER OF POINTS OBTAINED IN THE QUALIFICATION PROCEDURE:** …………………………………………….. |

* **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 has to obtain at least 22 points and satisfactory grades in the qualification examinations.**

\* 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[[1]](#footnote-1)\***

…………….................................................... *(full name of the candidate)*

**for admission to the International Doctoral School run by the Medical University of Lodz**

**in the disciplines: pharmaceutical sciences, medical sciences, health sciences,**

**and to offer him/her 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)*:

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

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\* Indicate as appropriate

Appendix 3 to the Resolution no. …… /2023

of …… January 2023

 of the Senate of the Medical University of Lodz

Łódź, . . . . . . …………………. . . . . . . . . . .

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

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

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

**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** |
| 1 | **ASSESSMENT OF THE RESEARCH PROJECT** | **up to 30 points in total**  | **number of points** | **total number of points** |
| 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 | **SCIENTIFIC ACHIEVEMENTS** (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 | **INTERVIEW IN ENGLISH** | **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 |  |
| **TOTAL NUMBER OF POINTS OBTAINED IN THE QUALIFICATION PROCEDURE:** …………………………………………….. |

* **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 has to 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[[2]](#footnote-2)\***

…………….................................................... *(full name of the candidate)*

**for admission to the International Doctoral School run by the Medical University of Lodz**

**in the disciplines: pharmaceutical sciences, medical sciences, health sciences,**

**and to offer him/her 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)*:

………………………………………………………… …………………………………………………………

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

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1. \* Indicate as appropriate. [↑](#footnote-ref-1)
2. \* Indicate as appropriate. [↑](#footnote-ref-2)