

**Resolution no. 18/2021**
**of 28 January 2021**

**adopted by the Senate of the Medical University of Lodz**

**on the procedure of recruitment to the International Doctoral School
in the academic year 2021/2022**

Pursuant to art. 200 of the Act of 20 July 2018 – Law on Higher Education and Science
(Journal of Laws of 2020, item 85, as amended), 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 principles and 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 2021/2022.
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 Director 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).
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 a 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 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 of their being accepted for the qualification procedure and of the date and place of qualification examinations;
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 of preparation of the doctoral thesis from
a proposed supervisor;
4. has knowledge of English language at 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 understood 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 National Science Centre on awarding funds for execution of basic research in the form of a research project, internship or scholarship, qualified for 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 IT 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 Director 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. having scientific achievements, in the period of three years prior to filing of an application, confirmed by points obtained by proposed supervisors awarded for:
		* 1. articles published in scientific magazines specified in Part A of the list of magazines announced by the Minister of Science and Higher Education of 25 January 2017
			(the list of impact factor journals), or
			2. articles published in scientific journals or reviewed international conference materials specified in the current list announced by the Minister of Science and Higher Education.
4. The procedure of recruitment to the Doctoral School is conducted according to the recruitment schedule set by the Rector by way of regulation.
5. 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 regulation within the time limit specified in the recruitment schedule. The regulation of the Rector is published on the University website including the list of topics of research studies proposed by organizational units.
6. The specific date on which the recruitment procedure to the Doctoral School begins is given in the recruitment schedule, however, it is not earlier than on 1 July 2021.
7. If the limits of places defined for a specific scientific discipline are not reached, the Rector, upon an application made by the Director 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 regulation.
8. In justifiable cases, the Rector may decide on increasing the limit of places set for a specific scientific discipline.

**§ 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 5 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 by candidates;
3. verification 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, through the Office for Doctoral Students, 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, filed with the Rector through the Director of the Doctoral School; 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;
3. curriculum vitae (resume) including information on education, interests and scientific achievements of the candidate, including 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;
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 on 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 is located;
7. a certificate confirming knowledge of another modern foreign language, other than English language – if a candidate holds such a certificate;
8. documents confirming scientific achievements including in particular: copies of 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, copies of 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;
9. certificates on:
	* + 1. participation in student exchange programmes,
			2. completion of post-graduate studies – if a candidate holds such a document;
10. a diploma or a certificate on 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.
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 during 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 full-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. 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:
16. a diploma which is authenticated or has an Apostille clause enclosed,
17. 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.
18. Documents drawn up in a foreign language should be submitted along with sworn translation into Polish done by a certified translator, subject to item 6.
19. Documents drawn up in a foreign language other than English language shall be accepted provided that they are submitted along with English translation thereof.
20. In the case of submitting a certificate of completion of studies specified in item 1 point 2
and item 3, a candidate is obliged to submit his/her diploma of completion of studies or
a certified copy thereof to the Office for Doctoral Students immediately after such documents are obtained.

**§ 10**

Immediately after being qualified for admission to the Doctoral School, each candidate is obliged to submit a medical certificate confirming that there are no obstacles for taking up studies at
the Doctoral School to the Office for Doctoral Students. Failure to fulfil the obligation shall 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 limitation 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 verified by
				the Recruitment Committee.
				2. Following the verification of documents, the Recruitment Committee admits candidates who meet the requirements specified in § 5 items 1-3 to the qualification procedure, including the qualification examinations.
				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 in particular 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. scientific achievements.
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 is specified in Appendix no. 1.
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, 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 5 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 Director 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. Obtaining a unsatisfactory grade in the qualification examination in English language results
in not admitting a candidate to the qualification examination in a major subject.
6. The Recruitment Committee does not exempt a candidate from the qualification examination
in English.
7. A candidate’s absence from the qualification examination on a given date results in awarding him/her an unsatisfactory grade.
8. Awarding an unsatisfactory grade in the qualification examinations results in obtaining
a negative result in the qualification procedure.

**§ 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 5 and item 7 point 2, within the limit of places for a specific scientific discipline determined by the Rector.
		3. If there are 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 awarded for scientific achievements 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 no. 2 or Appendix no. 3 (for the recruitment procedure conducted within a project financed with external funds).
		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 verifies 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. An entry into the list of doctoral students is made by the Director of the Doctoral School.
				2. A candidate is admitted to the Doctoral School, within the limited number of places defined for a specific scientific discipline, if he/she fulfils all the following conditions:
1. meeting the requirements specified in § 5 items 1-3,
2. obtaining a satisfactory result in the qualification procedure – subject to item 4.
	* + - 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 4, 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, not later than before 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.

**Chapter 6**
**Refusal of admission to the Doctoral School**

**§ 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. failure to obtain a satisfactory result in the qualification procedure;
5. failure to submit the documents required in the recruitment procedure specified in § 9 within time limit given in the recruitment schedule;
6. lack of available places in the Doctoral School within the limit of admissions specified for a given scientific discipline by the Rector.

**§ 19**

An application for reconsidering the case may be filed within fourteen days after the decision is served. The only grounds for filing such an application is infringement of the recruitment principles specified herein.

**SECTION IV**

**RECRUITMENT PROCEDURE WITHIN A PROJECT FINANCED
 WITH EXTERNAL FUNDS**

**§ 20**

Recruitment for candidates applying for admission to the Doctoral Scholl within a project financed with external funds, hereinafter called the “project” is 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 and 22.

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

Recruitment, limit of admissions and the list of places available in the Doctoral School for a separate recruitment procedure defined in item 1 are announced by the Rector by way of a regulation within the time limit specified in the recruitment schedule. The regulation passed by the Rector is published on the University website along with the list of topics of research projects proposed by the organizational unit.

**§ 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. value uniqueness or scientific of the project – 0-10 points,
			2. stage 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.

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 based on a ranking list, and awards him/her a place given on the list specified in § 20 item 3, within the limit of places for the project announced by the Rector.

**§ 22**

Candidates applying for employment for the purpose of execution of the research project are also obliged to submit the consent for employment issued by the project manager.

In exceptional and specific cases justified by the special nature of the research project, candidates may be admitted to the Doctoral School within the project with the qualification procedure being omitted.

**SECTION V**

**FINAL PROVISIONS**

**§ 23**

* + - * 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 including the needs of candidates who are disabled persons, are defined under separate internal rules and regulations of the University.

**§ 24**

The Resolution becomes effective upon adoption hereof.

**RECTOR**

 ***prof. dr hab. n. med. Radzisław Kordek***

cc:

- organizational units according to the distribution list

- Intranet/Public Information Bulletin



Appendix no. 1 to the Resolution no. 18/2021

of 28 January 2021

adopted by the Senate of the Medical University of Lodz

**Method of calculation of recruitment points in the procedure of qualification
for the International Doctoral School in the academic year 2020/2021**

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 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), 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, 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** – 2 points
5. **scientific achievements according to the following criteria:**
6. articles published in scientific journals specified in the list announced by the Minister of Science and Higher Education of 25 January 2017, or articles published or accepted for publication in scientific journals or reviewed materials from international conferences, included in the current list announced by the Minister of Science and Higher Education, if the candidate is mentioned as the second or subsequent author thereof – 1 point for each, up to 3 points in total,
7. articles published in scientific journals specified in the list of scientific journals announced by the Minister of Science and Higher Education of 25 January 2017, or articles published or accepted for publication in scientific journals or reviewed materials from international conferences, included in the current list announced by the Minister of Science and Higher Education, if the candidate is mentioned as the first author thereof – 2 points for each, up to 4 points in total,
8. scientific meeting communications (active participation confirmed by abstracts) – 0.5 point for each, up to 2 points in total,
9. 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 2 points in total – however, the total number of points awarded for scientific achievements may not be higher than 11.

Appendix no. 2 to the Resolution no. 18/2021

of 28 January 2021
adopted by the Senate of the Medical University of Lodz

Lodz, . . . . . . …………………. . . . . . . . . . .

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

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

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

**Members of the Committee:**

…………………………………………………………. ………………………………..………………………….

…………………………………………………………. ………………………………..………………………….

**hereby confirms 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 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 / for a programme of studies completed abroad and regarded as equivalent to a first-cycle and second-cycle or a uniform long-cycle programme of studiesThe average grade rounded up to two decimal places is multiplied by 3, and the obtained result, rounded up to one decimal place, is the number of points obtained (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** |  |
| 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** | **2 points** |  |
| 6 | **SCIENTIFIC ACHIEVEMENTS**  | **Up to 11 points in total**  | **Number of points** | **Total number of points** |
| articles published in scientific journals[[1]](#footnote-1)\* – if the candidate is the second or subsequent author  | 1 point for each, up to 3 points in total  |  |  |
| articles published in scientific journals [[2]](#footnote-2)\* – if the candidate is the first author | 2 point for each, up to 4 points in total |  |
| scientific meeting communications (active participation confirmed by abstracts) | 0.5 point for each, up to 2 points in total |  |
| 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[[3]](#footnote-3)\*\*  | 1 point for each, up to 2 points in total |  |
| **THE 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 qualification examinations.**

**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\* the candidate:** ……………..................................... *(full name of the candidate)* **for admission to the International Doctoral School run by the Medical University of Lodz, and to offer him/her a place awarded to the organizational unit:** …………………………………………..……………………….. , **within the limit of admissions defined 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 – Director of the International Doctoral School**:……………………………………
2. **Members of the Committee** *(full name, signature)*:

………………………………………………………… ………………………………..………………………….

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Appendix no. 3 to the Resolution no. 18/2021

of 28 January 2021

 adopted by the Senate of the Medical University of Lodz

Lodz, . . . . . . …………………. . . . . . . . . . .

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

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

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

**Members of the Committee:**

…………………………………………………………. ………………………………..………………………….

…………………………………………………………. ………………………………..………………………….

**hereby confirms 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 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** |
| value uniqueness or scientific 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 Doctoral School | 0-10 points |  |
| 2 | **SCIENTIFIC ACHIEVEMENTS** (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** | **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 |  |  |
| providing 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 |  |
| **THE 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[[4]](#footnote-4)\* the candidate:** ……………..................................... *(full name of the candidate)* **for admission to the International Doctoral School run by the Medical University of Lodz, and to offer him/her a place awarded to the organizational unit:** …………………………………………..……………………….. , **within the limit of admissions defined 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 – Director of the International Doctoral School**:……………………………………
2. **Members of the Committee** *(full name, signature)*:

………………………………………………………… ………………………………..………………………….

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………………………………………………………… ………………………………..………………………….

1. \* Articles published in scientific journals specified in the list of scientific journals announced by the Minister of Science and Higher Education
of 25 January 2017, or articles published or accepted for publication in scientific journals or reviewed materials from international conferences, included in the current list announced by the Minister of Science and Higher Education [↑](#footnote-ref-1)
2. \*\* Indicate as appropriate. [↑](#footnote-ref-2)
3. [↑](#footnote-ref-3)
4. \* Indicate as appropriate. [↑](#footnote-ref-4)