

**Resolution no. 360/2020
of 30 January 2020**

adopted by the Senate of the Medical University of Lodz

**on the procedure of recruitment to the International Doctoral School
in the academic year 2020/2021**

Pursuant to art. 200 of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws item 1668, 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 2020/2021.
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;
 - 5) 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:
 - 1) the Chairperson – the Director of the Doctoral School;
 - 2) 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* (habilitation).
3. In justifiable cases, the Rector may change the composition of the Recruitment Committee or appoint observers as its members acting in an advisory capacity.
4. 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 being accepted for the qualification procedure and of the date and place of qualification examinations;
- 4) holding a 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:
 - 1) holds the professional title of *magister*, *magister inżynier* or an equivalent title;
 - 2) obtained a consent for scientific supervision of preparation of the doctoral thesis from a proposed supervisor;
 - 3) has knowledge of 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 unified long-cycle programme.
3. 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.
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 recipient;
 - 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 filed by heads of organizational units as specified in the specimen form presented in Appendix no. 1, 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 for doctoral scholarships from external sources 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, and confirmed by points obtained by proposed supervisors awarded for:
 - a) 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
 - b) 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 day on which the Rector issues the regulation specified in item 5 is regarded as the day on which recruitment to the Doctoral School begins.
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 paragraph 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) submission of documents required in the recruitment procedure by candidates;
- 2) verification of documents submitted by candidates;
- 3) qualification procedure;

- 4) 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:
 - 1) an application for admission to the Doctoral School, filed with the Rector through the Director of the Doctoral School, which 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 of preparation of the doctoral thesis, information on education and scientific achievements of the candidate; the specimen form for candidates being Polish citizens is enclosed hereto as Appendix no. 2, and for foreign candidates – as Appendix no. 3;
 - 2) the original or a certified copy of the diploma of completion of a second-cycle or a unified long-cycle programme or a certificate of completion of a second-cycle or a unified long-cycle programme and on being awarded the professional title of *magister*, *magister inżynier* or an equivalent title issued by the dean's office;
 - 3) a certificate of the grade-point average obtained for a first-cycle and second-cycle programme or for a unified long-cycle programme or for programme of studies completed abroad and being regarded as equivalent with first-cycle and second-cycle programmes or a unified long-cycle programme;
 - 4) an outline of the research project specified in paragraph 7 item 3, consisting of up to three A4 pages, approved by the head of the chair in which an organizational unit employing the proposed supervisor is located; if an organizational unit is located outside the chair structure or there is no head of the chair or the proposed supervisor is the head of the chair, the research project has to be approved by the dean of the faculty in which the unit is located;
 - 5) documents confirming scientific achievements in the last five years, including a list thereof, in particular: copies of scientific publications, scientific meeting communications, 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;
 - 6) certificates on:
 - a) participation in student exchange programmes,
 - b) pursuing studies under the individual course of studies,
 - c) completion of post-graduate studies,
 - d) specialization training completed or in progress– if a candidate has such a certificate;
 - 7) a certificate confirming knowledge of a second modern foreign language, other than English language – if a candidate has such a certificate;
 - 8) two recent and signed photos in the format specified for identification documents;
 - 9) 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 Disabled Persons – a copy of the certificate.
2. A candidate who is also a participant of doctoral studies programme conducted at the University is obliged to indicate, in its 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 of preparation of the doctoral thesis during the doctoral studies.
3. A candidate specified in paragraph 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 unified 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.

4. 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 unified 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 unified long-cycle programme and the professional title of *magister*, *magister inżynier* or an equivalent title, 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 studies completion and the professional title – if they are required under the law.
5. Documents drawn up in a foreign language should be submitted along with sworn translation into Polish done by a certified translator.
6. 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 paragraph 9 should be submitted by candidates 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 paragraph 5 of the Act of 14 June 1960 – Administrative Procedure Code; it particularly applies to sending the 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 paragraph 9 via electronic mail, provided that they are sent within the time limit set in the recruitment schedule, and at least one day prior to a set date of the qualification examination in English language. The original documents are submitted to the Recruitment Committee through the Office for Doctoral Students. 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 paragraph 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 paragraph 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 7 days following the date of serving a relevant notice. Failure to meet this obligation within the set time limit results in not admitting the candidate to the recruitment procedure.
4. The Recruitment Committee notifies a 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:
 - a) in English language,
 - b) in the major subject;
 - 2) the average grade for the period of first-cycle and second-cycle programmes of studies or a unified long-cycle programme of studies completed abroad and regarded as equivalent to first-cycle and second-cycle programmes of studies or a unified long-cycle programme of studies;
 - 3) participation in student exchange programmes;
 - 4) scientific achievements.
2. Detailed criteria of awarding and method of calculating recruitment points in the qualification procedure is specified in Appendix no. 4.
3. The maximum total number of points that a candidate may be awarded in the qualification procedure is 46.
4. To obtain a satisfactory result in the qualification procedure a candidate has to be awarded at least 23 recruitment points and satisfactory grades in the qualification examinations.
5. The qualification procedure applied to foreigners admitted to the Doctoral School, as specified in paragraph 5 item 4 points 1-5, is conducted based on verification of the documents defined in paragraph 9. Following the verification, the Recruitment Committee qualifies foreigners who meet the requirements specified in paragraph 5 items 1-3, for admission to the Doctoral School for places given in the lists specified in paragraph 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) the major subject – in spoken form, in English.
2. The thematic scope of the qualification examination in the 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 the 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 a unsatisfactory grade.

§ 15

1. When conducting 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 for admission to the Doctoral School based on a ranking list, and awards him/her a place given on the lists specified in paragraph 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 by the Recruitment Committee for scientific achievements.
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. 5.
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 qualified for admission to the Doctoral School, by filing an application, may request that the Recruitment Committee verifies the documents submitted in the recruitment procedure and recalculate the recruitment points – within 7 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 available places 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 to one of the places indicated by the Recruitment Committee within 7 days following

publication of the qualification procedure results as specified in the specimen form enclosed hereto as Appendix no. 2 or no. 3, respectively.

4. If a qualified candidate resigns from enrolment in the Doctoral School, 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.
2. An entry into the list of doctoral students is made by the Director of the Doctoral School.
3. A candidate is admitted to the Doctoral School, within the limited number of places defined for a specific scientific discipline, if he/she meets all the following conditions:
 - 1) meeting the requirements specified in § 5 items 1-3,
 - 2) submitting the documents required in the recruitment procedure and specified in paragraph 9,
 - 3) obtaining a satisfactory result in the qualification procedure – subject to item 4.
4. 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.
5. 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.
6. A person admitted to the Doctoral School commences his/her studies and acquires the rights of 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:
 - 1) failure to meet the requirements specified in paragraph 5 items 1-3;
 - 2) failure to submit the documents required in the recruitment procedure specified in paragraph 9;
 - 3) failure to obtain a satisfactory result in the qualification procedure;
 - 4) lack of available places in the Doctoral School within the limit of admissions specified for a given scientific discipline by the Rector.

§ 19

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

SECTION IV RECRUITMENT PROCEDURE FOR CANDIDATES WHOSE EDUCATION OR DOCTORAL SCHOLARSHIP WILL BE FINANCED OR CO-FINANCED WITH EXTERNAL FUNDS

§ 20

1. Recruitment for candidates whose studies or doctoral scholarship are financed or co-financed with external funds, including candidates employed for execution of research projects, may be conducted, with the consent of the Rector 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 items 2-5.
2. Applications specified in item 1, are filed with the Rector through the Director of the Doctoral School; the specimen form of the application is enclosed as Appendix no.6.
3. 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.
4. Candidates employed for the purpose of execution of research projects are also obliged to submit a consent for employment for the purpose of execution of research project issued by the project manager.
5. For the separate recruitment procedure specified in item 1, the Recruitment Committee makes a separate ranking list. The order in which the names of candidates are placed on the list depends on the number of recruitment points obtained in the qualification procedure.
6. The Recruitment Committee qualifies a candidate for admission to the Doctoral School based on the ranking list, awarding him/her a place included in the list specified in item 3.
7. If candidates obtain the same number of recruitment points, 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.

SECTION V FINAL PROVISIONS

§ 21

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

§ 22

The Resolution becomes effective upon adoption hereof.

RECTOR
prof. dr hab. n. med. Radziśław Kordek

cc:

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

Lodz,

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

**RECTOR
OF THE MEDICAL UNIVERSITY OF LODZ**

**through
the DIRECTOR
OF THE INTERNATIONAL DOCTORAL SCHOOL**

**APPLICATION FOR AWARDING PLACES
IN THE INTERNATIONAL DOCTORAL SCHOOL**

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

I kindly request that places are awarded in the International Doctoral School run by the Medical University of Lodz in the academic year/..... for the Clinic/Ward/Department:

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

Proposed supervisor(s):

PORPOSED TOPIC OF THE RESEARCH STUDY:

in the scientific discipline(s)*:

- pharmaceutical sciences
- medical sciences
- health sciences

Justification:

- list of research projects/grants implemented by the unit (name, duration, sources of financing):
.....
.....
- funds obtained from external sources and allocated for doctoral scholarships (amount, sources and financing period):
- research activity of the unit documented by publications or research projects and involving participation of doctoral students:
- number of points obtained, in the last three years prior to filing of the application, by a proposed supervisors(s) for articles published in scientific journals specified in part A of the list of scientific journals announced by the Minister of Science and Higher Education of 25 January 2017 (list of impact factor journals) or for articles published in scientific journals or reviewed materials from international conferences specified in the current list announced by the Minister of Science and Higher Education:
.....

- the organization unit can provide professional placement training specified in the programme of studies:
YES/NO*

Consent of the proposed supervisor(s)
for scientific supervision
of the doctoral thesis/theses preparation

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

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

.....
(signature and name stamp)

* Indicate as appropriate.

Lodz,

**RECTOR
OF THE MEDICAL UNIVERSITY OF LODZ**

**through
the DIRECTOR
OF THE INTERNATIONAL DOCTORAL SCHOOL**

**APPLICATION FOR ADMISSION
TO THE INTERNATIONAL DOCTORAL SCHOOL**
(specimen form for candidates being Polish citizens)

I kindly request that I am admitted as a student of the International Doctoral School run by the Medical University in Lodz, in the academic year/....., for the place awarded to the Clinic/Ward/Department:.....

TOPIC OF THE RESEARCH PROJECT (determines the thematic scope of the qualification examination in the major subject):

in the following discipline*:

- pharmaceutical sciences
- medical sciences
- health sciences

CANDIDATE DETAILS

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

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

* Indicate as appropriate.

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

Lodz,

.....
(candidate's signature)

Consent of the proposed supervisor:

I hereby give my consent for scientific supervision of the doctoral thesis preparation

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

(Tick as appropriate:)

- I give my consent for receipt of information on the procedure of recruitment to the International Doctoral School and the course of studies at the International Doctoral School provided by the Medical University of Lodz via electronic means of communication pursuant to the Act of 18 July 2002 on Electronic Services (Journal of Laws of 2019, item 123).
- I confirm that I have been instructed on the contents of art. 209 item 10 of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws, item 1668, as amended), the legal effects thereof for the procedure of recruitment to the International Doctoral School.

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

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

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

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

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

No.	List of documents*	Confirmation of the receipt of the documents by the candidate
1	Original diploma / a certified copy of the diploma of completion of a second cycle / unified long-cycle programme / a certificate of completion of a second cycle / unified long-cycle programme and on being awarded the professional title of <i>magister</i> / <i>magister inżynier</i> / an equivalent title, issued by the dean's office	
2	Certificate of the average grade obtained for a first-cycle and second-cycle / unified long-cycle programme of studies (including two decimal places)	
3	Research project approved by the head of the chair / the dean (an outline of the research project in Polish / English language, consisting of up to three A4 pages)	
4	Documents confirming scientific achievements in the last five years, particularly copies of: scientific publications / scientific meeting communications / diplomas which confirm awards granted by the Student Scientific Society or other scientific societies / the Rector's awards for the best students and graduates or awards granted by the Minister – including the list thereof	
5	Certificate of participation in student exchange programmes / pursuing studies under the individual course of studies / completion of post-graduate studies	
6	Certificate of specialization training, completed or in progress	
7	Certificate confirming knowledge of a second modern foreign language, other than English language	
8	Two recent and signed photos in the format specified for identification documents	
9	Certificate of disability / a certificate of disability degree / a certificate specified in art. 5 and art. 62 of the Act of 27 August 1997 on Professional and Social Rehabilitation and Employment of Disabled Persons	

10	Other documents:	
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* indicate as appropriate.

Lodz,

.....
(candidate's signature)

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

.

.....
*(signature of an employee
of the Office for Doctoral Students)*

Lodz,

**RECTOR
OF THE MEDICAL UNIVERSITY OF LODZ**

**through
the DIRECTOR
OF THE INTERNATIONAL DOCTORAL SCHOOL**

**APPLICATION FOR ADMISSION
TO THE INTERNATIONAL DOCTORAL SCHOOL**
(specimen form for foreigners)

CANDIDATE DETAILS

1. **Last name:** **First and middle name(s):** **Sex:** F/M
2. **Personal identification number /PESEL/, or if there is not any – the number of the identity document and name of the state that issued it:**
3. **Date and place of birth:**
(day/month/year) (country of birth)
4. **Nationality:**
5. **Residence address:**
(town/city with the postal code, name of the street, house number, apartment number)
6. **Correspondence address (if different from the residence address):**
.....
(town/city with the postal code, name of the street, house number, apartment number)
7. **Contact details:**
(phone number, e-mail address)
8. **Education:**
(professional title, name of the university, faculty, year of graduation, postgraduate studies)
9. **Doctoral studies at the Medical University of Lodz** *(year of commencing the studies, name of the supervisor, topic of the doctoral thesis, if not applicable, write: none):*
10. **Doctoral degree: YES/NO***, **in the scientific field, scientific discipline:**
11. **Achievements in scientific work** *(information on articles published/accepted for publication, scientific meeting communications, participation in implementation of research grants, awards and distinctions, science scholarships, science internships):*
12. **Other achievements** *(individual course of studies, participation in student exchange programme):*
13. **Specializations** *(completed or pursued): YES/NO*:*
14. **Certificate of disability / certificate of disability degree / certificate specified in art. 5 and art. 62 of the Act of 27 August 1997 on Professional and Social Rehabilitation and Employment of Disabled Persons: YES/NO*.**

* Indicate as appropriate.

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

Lodz,

.....
(candidate's signature)

Consent of the proposed supervisor:

I hereby give my consent for scientific supervision of the doctoral thesis preparation

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

(Tick as appropriate:)

I give my consent for receipt of information on the procedure of recruitment to the International Doctoral School and the course of studies at the International Doctoral School provided by the Medical University of Lodz via electronic means of communication pursuant to the Act of 18 July 2002 on Electronic Services (Journal of Laws of 2019, item 123).

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

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

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

- 10) the Controller of your personal data is the Medical University of Lodz, al. Kościuszki 4, 90-419 Łódź;
- 11) you may contact the Data Protection Officer via e-mail address iod@umed.lodz.pl;
- 12) your personal data will be processed for the purpose of:
 - d) conducting the procedure of recruitment to the International Doctoral School by the Medical University of Lodz, pursuant to art. 6 item 1 letters b, c, e and art. 9 item 2 letter b of the General Data Protection Regulation,
 - e) providing current information related to the procedure of recruitment to the International Doctoral School, and subsequently, information on the course of studies at the International Doctoral School pursuant to art. 6 item 1 letter a of the General Data Protection Regulation,
 - f) keeping a proper record of the course of studies at the International Doctoral School pursuant to art. 6 item 1 letters b, c, e and art. 9 item 2 letter b of the General Data Protection Regulation;
- 13) your personal data may be disclosed only to persons authorized by the Data Controller to process personal data, entities processing the data under an entrustment agreement and other entities authorized under the law;
- 14) no automated decisions shall be made based on your personal data; it shall not be subject to profiling either;
- 15) your personal data is stored for a period necessary for conducting all actions related to the procedure of recruitment and documentation archiving in compliance with the procedures applied by the Data Controller and resulting from the requirement to ensure an option of clarifying any doubts related to the recruitment process, and in the case of admission to the International Doctoral School, for the period of fifty years following completion of the studies;
- 16) you have the right to file a complaint with the President of the Personal Data Protection Office concerning illegal processing of personal data by the Medical University of Lodz, however, the right to make a complaint applies only to cases relating to compliance of data processing with the applicable law;

- 17) providing your personal data is necessary for the purpose of participation in the recruitment procedure and documenting the course of studies at the International Doctoral School pursuant to the Act of 20 July 2018 – Law on Higher Education and Science;
- 18) you have the right of access to the contents of your personal data as well as the right to rectify, erase, restrict processing thereof, the right to object or to withdraw your consent at any time, which will not affect the lawfulness of processing based on the consent before the withdrawal – to the extent specified under the law.

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

No.	List of documents*	Confirmation of the receipt of the documents by the candidate
1	Original diploma / a certified copy of the diploma of completion of a second cycle / unified long-cycle programme / a certificate of completion of a second cycle / unified long-cycle programme and on being awarded the professional title of <i>magister / magister inżynier</i> / an equivalent title, issued by the dean's office	
2	Diploma of completion of studies abroad, in compliance with the provisions of the Act of 20 July 2018 – Law on Higher Education and Science, confirming education at the level equivalent to a second-cycle programme or a unified long-cycle programme in the Republic of Poland / regarded as equivalent to a relevant Polish diploma of completion of a second-cycle programme or a unified long-cycle programme and the professional title of <i>magister, magister inżynier</i> or an equivalent title	
3	Authentication of the diploma of studies completed abroad / Apostille clause	
4	Certificate of recognition, under the recognition procedure, of the equivalence of the diploma of studies completed abroad with a relevant Polish diploma of completion of a second-cycle / unified long-cycle programme of studies and the professional title of <i>magister / magister inżynier</i> / an equivalent title	
5	Certificate of the average grade obtained for a first-cycle and second-cycle / unified long-cycle programme of studies / a programme of studies completed abroad regarded as equivalent to a first-cycle and second-cycle / unified long-cycle programme of studies (including two decimal places)	
6	Research project approved by the head of the chair / dean (an outline of the research project in Polish / English language, consisting of up to three A4 pages)	
7	Documents confirming scientific achievements in the last five years, particularly copies of: scientific publications / scientific meeting communications / diplomas which confirm awards granted by the Student Scientific Society or other scientific / academic societies / the Rector's awards for the best students and graduates or awards granted by the Minister – including the list thereof	
8	Certificate of participation in student exchange programmes / pursuing studies under the individual course of studies / completion of post-graduate studies	
9	Certificate of specialization training, completed or in progress	
10	Certificate confirming knowledge of a second modern foreign language, other than English language	
11	Sworn translation of the documents into Polish done by a certified translator	
12	Two recent and signed photos in the format specified for identification documents	
13	Certificate of disability / a certificate of disability degree / a certificate specified in art. 5 and art. 62 of the Act of 27 August 1997 on Professional and Social Rehabilitation and Employment of Disabled Persons	

14	Other documents:	
----	------------------	--

* Indicate as appropriate.

Lodz,

.....
(candidate's signature)

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

.....
*(signature of an employee
of the Office for Doctoral Students)*

**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:**
 - a) in English language,
 - b) in the 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;
 - 2) **the average grade** for a first-cycle and second-cycle or unified long-cycle programme of studies completed abroad and regarded as equivalent to a first-cycle and second-cycle or a unified long-cycle programme of studies completed in the Republic of Poland (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 is rounded up to one decimal place (e.g. $3.81 \times 3 = 11.43 = 11.4$; $3.86 \times 3 = 11.58 = 11.6$), it corresponds to the number of points awarded to a candidate (the number may not be higher than 15);
 - 3) **participation in student exchange programmes** – not more than 1 point;
 - 4) **scientific achievements according to the following criteria:**
 - a) articles published in scientific journals specified in part B of the list of scientific journals announced by the Minister of Science and Higher Education of 25 January 2017 – 1 point for each, with the total number of points not higher than 4,
 - b) articles published in scientific journals specified in part A of the list of scientific journals announced by the Minister of Science and Higher Education of 25 January 2017 (a list of impact factor journals), 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 – 2 points for each, with the total number of points not higher than 6,
 - c) scientific meeting communications (active participation confirmed by abstracts) – 0.5 point for each, with the total number of points not higher than 3,
 - d) awards won in national or international conferences of student scientific societies or other scientific societies, the Rector’s awards for the best students and graduates, the Minister’s awards – 1 point each, up to 3 points in total,
 - e) individual course of studies – not more than 1 point,
 - f) knowledge of an additional modern foreign language, other than English language, confirmed by a certificate – not more than 1 point,
 - g) completed postgraduate studies – not more than 1 point,
 - h) specialization training completed or in progress (specialization training card or a diploma of a specialist) – 1 point– however, the total number of awarded points may not be higher than 20.
2. The total number of recruitment points awarded in the qualification procedure may not be higher than 46.

Lodz,

MINUTES OF THE RECRUITMENT COMMITTEE FOR THE INTERNATIONAL DOCTORAL SCHOOL

The Recruitment Committee for the International Doctoral School represented by:

1) Chairperson of the Committee – Director of the International Doctoral School:

2) other members of the Committee:

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

hereby declares 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	
		Number of points	Total number of 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	
	written examination in English (based on the minutes drawn up by the Foreign Language Centre)	examination grade:	
	oral examination in the major subject	examination grade:	
2	THE AVERAGE GRADE for the first-cycle and second-cycle or the unified long-cycle programme of studies / for programme of studies completed abroad and regarded as equivalent to a first-cycle and second-cycle or a unified long-cycle programme of studies	Up to 15 points	Number of points
	The average grade rounded up to two decimal places is multiplied by 3, and the obtained result is rounded up to one decimal place (e.g. $3.81 \times 3 = 11.43 = 11.4$; $3.86 \times 3 = 11.58 = 11.6$).		
3	PARTICIPATION IN STUDENT EXCHANGE PROGRAMMES	Up to 1 point	Number of points

	SCIENTIFIC ACHIEVEMENTS	Up to 20 points in total	Number of points	Total number of points
4	articles published in scientific journals specified in part B of the list of scientific journals announced by the Minister of Science and Higher Education of 25 January 2017	1 point for each, up to 4 points in total		
	articles published in scientific journals specified in part A of the list of scientific journals announced by the Minister of Science and Higher Education of 25 January 2017 (a list of impact factor journals) / 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	2 points for each, up to 6 points in total		
	scientific meeting communications (active participation confirmed by abstracts)	0.5 point for each, up to 3 points in total		
	awards won in national / international conferences of student scientific societies / other scientific societies / the Rector's awards for the best students and graduates / the Minister's awards*	1 point for each, up to 3 points in total		
	individual course of studies	up to 1 point		
	additional modern foreign language, other than English language	up to 1 point		
	completed postgraduate studies	up to 1 point		
	specialization completed or in progress (card of specialization training or a diploma of a specialist)	1 point		
	THE TOTAL NUMBER OF POINTS OBTAINED IN THE QUALIFICATION PROCEDURE:			

- A candidate may obtain up to 46 points in total in the qualification procedure.
- To be awarded a satisfactory result in the qualification procedure, a candidate has to obtain at least 23 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: / within the limit of admissions defined by the Rector (in the case of limit defined for a separate recruitment procedure):

* Indicate as appropriate.

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

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

Lodz,

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

**RECTOR
OF THE MEDICAL UNIVERSITY OF LODZ**

**through
the DIRECTOR
OF THE INTERNATIONAL DOCTORAL SCHOOL**

APPLICATION

(the application refers to the recruitment procedure for candidates whose costs of studies or doctoral scholarship will be financed or co-financed with external funds)

In relations to obtaining funds from external sources, i.e. funds awarded by based on / awarded by in relation to execution of the research project (*specify sources of financing, name of the project*), earmarked for covering / covering parts of the costs of studies of doctoral students / doctoral scholarship, I hereby request that a consent is given for conducting a separate procedure of recruitment to the International Doctoral School run by the Medical University of Lodz for these candidates in the academic year/....

I declare that the funds obtained from the above-mentioned external sources will be used in the period from to* to cover the following costs:*

- 1) costs of execution of the above-mentioned research project:
- 2) costs of studies for doctoral student(s) / doctoral student(s) employed for the purpose of execution of the above-mentioned research project:
- 3) doctoral scholarship / ...% of costs of the doctoral scholarship for doctoral student(s) employed for the purpose of execution of the above-mentioned research project;
- 4) other expenses, i.e.:

The application refers to graduates of the following faculties: medicine, medicine and dentistry, public health, biology, biotechnology, pharmacy, other: (*indicate or give the name of the faculty*)

Proposed supervisor(s):

PROPOSED TOPIC OF THE RESEARCH STUDY:

in the following discipline(s)*:

- pharmaceutical sciences
- medical sciences
- health sciences

Justification:

- number of points obtained, in the last three years prior to filing of the application, by a proposed supervisors(s) for articles published in scientific journals specified in part A of the list of scientific journals announced by the Minister of Science and Higher Education of 25 January 2017 (list of impact factor journals) or for articles published in scientific journals or reviewed materials from international conferences specified in the current list announced by the Minister of Science and Higher Education:
- the organization unit can provide professional placement training specified in the programme of studies: **YES/NO***

Consent of the proposed supervisor(s)
for scientific supervision of doctoral thesis/theses preparation

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

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

.....
(signature and name stamp)

* indicate as appropriate.