

Dear Candidates,

If you are interested in taking up studies at the International Doctoral School or the Doctoral School of Molecular Medicine of the Medical University of Lodz, you should get familiar with the conditions and schedule of the recruitment in the academic year 2024/2025, and then register via the online candidate registration system (IRK) between 2<sup>nd</sup> and 19<sup>th</sup> of July 2024.

When you open the registration procedure, you may freely log into your IRK profile, add or change/correct the entered data (except for personal details) until you file your documents with the Office of Doctoral Studies and your status in the IRK system is changed into "Candidate".

Thanks to the **online registration**, you may easily find the list of proposed research topics by Doctoral Schools of the Medical University of Lodz in a given academic year, choose the subject matter of your doctoral thesis and a thesis supervisor, fill in the required data, generate an application. You may also check the current status of your application.

**A candidate may register only for one Doctoral School and one research topic.**

Below you will find useful step-by-step guidelines on the procedure of Online Candidate Registration (IRK) in the International Doctoral School (IDS) or the Doctoral School of Molecular Medicine (SMM) of the Medical University of Lodz

## **STEP 1 – FIND INFORMATION ON THE REQUIREMENTS AND SCHEDULE OF THE RECRUITMENT PROCEDURE**

Visit the website [doctoralschool.umed.pl](https://doctoralschool.umed.pl) or [smm.umed.pl](https://smm.umed.pl)

- **Click the RECRUITMENT → RECRUITMENT 2024/2025 tab and you will find:**
  - ✓ Resolution on the procedure of recruitment in the academic year 2024/2025,
  - ✓ Resolution on the programme of studies
  - ✓ Directive of the Rector of the Medical University of Lodz on the schedule of recruitment in the academic year 2024/2025
  - ✓ Directive of the Rector of the Medical University of Lodz on the recruitment and limit of places at the Doctoral Schools in the academic year 2024/2025 with the list of places awarded to the research and teaching units of the Medical University of Lodz - regulation available on the website from 2<sup>nd</sup> of July 2024.

## **STEP 2 – PRELIMINARY REGISTRATION**

Register directly via the link <https://sd.umed.pl/login.html> or via the recruitment website: <https://doctoralschool.umed.pl/recruitment/>, <https://smm.umed.pl/en/recruitment/>

Next:

- click the icon **Apply**
- enter and REMEMBER your e-mail address and password  
**ATTENTION!** In order to log into the IRK system, you have to give your login (i.e. your e-mail address) and the password entered when creating your profile
- fill in the registration form – check if all the details are correct
- read the GDPR clause, and then go to consents and statements section

### STEP 3 – ENTERING DATA

Log into the IRK system using your e-mail address and password.

- Read the short information available on the home page
- If you recruit yourself within the regular recruitment procedure, you may use the calculator that gives you an approximate number of points a candidate may be awarded in the procedure of recruitment to the International Doctoral School.
- Fill in the DETAILS OF THE CANDIDATE section, where you will find the following tiles:
  - ✓ Personal details
  - ✓ My photo (as for an ID card) meeting the criteria specified in the IRK system
  - ✓ Residence address
  - ✓ Correspondence address
  - ✓ Education
  - ✓ Doctoral studies at the Medical University of Lodz (to be filled in by a candidate who is also a doctoral student within a doctoral programme and began education before October 2019)

If the spaces are filled incorrectly or details provided are incomplete, an error notice will be displayed and you will not be able to proceed to the next stage of the registration process.

When full details are entered, the tab will change its colour from red to green.

- Under the LIST OF RESEARCH TOPICS tab, select one research area – remember that you may choose only one doctoral school and one research topic from the list, choose your future thesis supervisor and indicate your proposed research topic within the specified research area;
- Under the APPLICATION OF THE CANDIDATE tab – in order to generate the application, select the printer button (check if all the entered details are correct before printing the document)
- Prepare the required documents that have to be submitted to the Office of Doctoral Studies as specified in the application form,
- The application for admission to the Doctoral School generated in the University online recruitment system should be submitted by the candidate along with a schedule of the research plan to the proposed thesis supervisor.

By signing the documents the supervisor gives his/her consent to scientific supervision over preparation of the doctoral thesis.

Since that moment, a person who has “Registered” status will be waiting for his/her status to be changed for “Candidate”.

#### **STEP 4 – SUBMITTING DOCUMENTS TO THE OFFICE OF DOCTORAL STUDIES**

The documents signed by the thesis’ supervisor and the candidate, i.e. the application for admission to Doctoral School of the Medical University of Lodz generated from the online registration system and the schedule of the research plan along with the required documents specified in the application form should be submitted by the Candidate in a **white paper folder** in the period from 2<sup>nd</sup> to 19<sup>th</sup> July 2024 to the Office of Doctoral Studies after making an appointment via e-mail ([cod@umed.lodz.pl](mailto:cod@umed.lodz.pl)). When sending an e-mail, the candidate should give the following details in the e-mail subject line: Full name of the candidate – recruitment to the IDS or recruitment to SMM – appointment.

When submitting documents to the Office of Doctoral School, the candidate is obliged to present their ID.

**ATTENTION!** In the case of foreigners, scans of documents may be sent via electronic mail provided that they are sent within the deadline specified in the recruitment schedule. The original documents should be submitted to the Recruitment Committee through the Office of Doctoral Studies not later than within:

- 1) 4 days following the publication of the list of candidates qualified for admission to the Doctoral School;
- 2) 30 days following the publication of the list of candidates qualified for admission to the Doctoral School in case if foreigner is required to obtain a visa entitling them to stay in the territory of the Republic of Poland.

#### **STEP 5 – QUALIFYING A CANDIDATE FOR THE EXEMINATIONS**

Documents filed by the candidate in the recruitment procedure are verified by the Recruitment Committee. Following the verification, your status in the IRK system will change into “qualified for examinations” or “not qualified for examinations”.

Information on the stages of the recruitment procedure is sent to the e-mail address specified by the candidate, and a change of the candidate’s status may be checked on the candidate’s profile in the IRK system. To find out about your status, click the “application of the candidate” tile.

Qualifying examinations are conducted in the form indicated in the resolution for the appropriate doctoral school:

- **IDS** regular recruitment: 1<sup>st</sup> exam - English test - in written form; 2<sup>nd</sup> exam - in the major subject - spoken, in English.

- **IDS** recruitment as part of a program or project financed from external sources, examination: spoken qualifying exam in English.
- **SMM** regular recruitment - spoken qualifying exam in English.

## **STEP 6 – RESULTS OF THE EXAMINATIONS**

Log into the IRK system (enter your e-mail address and password) or if you have already logged in, go to the “RESULTS” tab where you will find the results of the entrance examinations.

Your status in the IRK system will each time inform you about the consecutive stages of the procedure. You will also receive e-mails including relevant information.

## **STEP 7 – ANNOUNCEMENT OF THE LIST OF ADMITTED CANDIDATES**

Ranking lists of candidates qualified for admission, lists of candidates enrolled on the list of doctoral students (admitted to the IDS or SMM) are made as specified according to the schedule of recruitment of each doctoral school – individually for each of the scientific disciplines in which education is provided. The order in which the names of the candidates are placed on the ranking list depends on the number of recruitment points awarded in the qualification procedure within the specified limit of places.

The lists are published on following website:

International Doctoral School (IDS)

<http://szkoladoktorska.umed.pl/rekrutacja/rekrutacja-2024-2025/>

Doctoral School of Molecular Medicine (SMM)

<http://smm.umed.pl/rekrutacja/rekrutacja-2024-2025/>