

**Resolution No. 5/2024  
of February 1, 2024  
of the Senate of the Medical University of Lodz**

**on the procedure of recruitment to the Doctoral School of Molecular Medicine  
in the academic year 2024/2025**

Pursuant to Article 200 of the Act of July 20, 2018 – Law on Higher Education and Science (Journal of Laws of 2023, Item 742, as amended), and § 21(2)(1) and § 77 of the Statutes of the Medical University of Lodz of June 27, 2019, as amended, the following resolution is hereby adopted:

**SECTION I  
GENERAL PROVISIONS**

**§ 1**

1. The Resolution defines the rules of recruitment to the Doctoral School of Molecular Medicine run by the Medical University of Lodz in the academic year 2024/2025 in the following disciplines: pharmacology and pharmacy and medical sciences.
2. The terms applied herein have the following meaning:
  - 1) University – Medical University of Lodz;
  - 2) Doctoral School – Doctoral School of Molecular Medicine run by the University, where education is provided to doctoral students in cooperation with other universities and research institutions under an agreement made with them by the University;
  - 3) Partner – a university or a research institution cooperating with the University with regard to education of doctoral students;
  - 4) organizational unit – a research and teaching unit of the University, i.e. a clinic, ward or department;
  - 5) candidate – a person applying for admission to the Doctoral School of Molecular Medicine run by the University;
  - 6) Act – Act of July 20, 2018 – Law on Higher Education and Science.

**SECTION II  
RECRUITMENT COMMITTEE**

**§ 2**

1. The procedure of recruitment to the Doctoral School is conducted by the Recruitment Committee appointed by the Rector.
2. The Recruitment Committee is composed of representatives of the University and representative of the partners:
  - 1) Chairperson – Head of the Doctoral School;
  - 2) an academic teacher, appointed by the Head of the Doctoral School, employed with the University, holding the degree of *doktor habilitowany* (habilitatus doctor/habilitation degree) at least, representing one of the disciplines specified in § 1 Item 1 hereinabove;
  - 3) two persons appointed by the partners, representing one of the disciplines specified in § 1 Item 1 hereinabove, holding the degree of *doktor habilitowany* (habilitatus doctor/habilitation degree) at least;

- 4) an academic teacher appointed by the Director of the Foreign Language Centre of the University.
3. In justifiable cases, the Rector may change the composition of the Recruitment Committee or appoint experts acting in an advisory capacity as members of the Committee.
4. The administrative services for the Recruitment Committee are provided by the Office of Doctoral Studies of the University.

### **§ 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.
3. The Recruitment Committee takes its decisions by resolutions. Resolutions are adopted by a simple majority of votes, in the presence of half of the members of the Committee at least. In the case of an equal number of votes cast, the vote given by the Chairperson is decisive.
4. In the case of the Chairperson's absence, a meeting of the Committee is convened and chaired by a Committee member authorized by the Chairperson. The provision of Item 3 is applied accordingly.
5. In justifiable cases, a member of the Recruitment Committee may participate in a meeting of the Committee remotely, by means of electronic communication, ensuring, in particular, multi-party communication in real time, with the necessary safety rules being observed.

### **§ 4**

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

- 1) keeping recruitment procedure documentation;
- 2) carrying out formal and substantive assessment of documents submitted by candidates in the recruitment procedure;
- 3) taking decisions on admitting candidates to the qualification procedure;
- 4) holding the qualification exam;
- 5) taking minutes of the qualification procedure;
- 6) announcing results of the qualification procedure.

## **SECTION III RECRUITMENT PROCEDURE**

### **Chapter 1 Rules of the recruitment procedure**

### **§ 5**

1. The Doctoral School may admit a person who:
  - 1) holds the professional title of *magister*, *magister inżynier* or an equivalent title;
  - 2) obtained a consent for scientific supervision over preparation of the doctoral dissertation from a proposed supervisor;
  - 3) has knowledge of the English language at B2 level at least;
  - 4) is not a doctoral student at any other doctoral school.
2. In exceptional cases, justified by the highest quality of academic achievements, the Doctoral School may admit a person who does not meet the requirements specified in Item 1 Point 1,

and who is a graduate of a first-cycle programme or a student who completed the third year of a uniform long-cycle programme.

3. Scientific achievements of the highest quality are defined as research studies of significant importance for the development of science, innovativeness and economy or for the development of international cooperation in the field of science and technology. Scientific achievements of a candidate are assessed by the Recruitment Committee which may ask the Scientific Council of the Doctoral School for their opinion.
4. Foreigners may take up and pursue their studies at the Doctoral School under:
  - 1) international agreements, in compliance with the terms and conditions specified therein;
  - 2) agreements concluded by the University with foreign entities, in compliance with the terms and conditions specified therein;
  - 3) a decision of the Minister of Science and Higher Education;
  - 4) a decision of the Director of the Polish National Agency for Academic Exchange referring to its scholarship recipients;
  - 5) a decision of the Director of the National Science Centre on awarding funds for execution of basic research in the form of a research project, internship or scholarship, qualified for awarding funds under a contest procedure;
  - 6) an administrative decision of the Rector.

## § 6

1. Limits of admissions to the Doctoral School for specific disciplines in which studies for doctoral students are offered are determined by the Rector based on applications for awarding places in the Doctoral School in a given academic year filed by heads of organizational units in the University electronic system, and an analysis of costs of studies of doctoral students incurred by the University.
2. Applications defined in Item 1, are filed with the Rector through the Head of the Doctoral School within the time limit specified by the Rector in an announcement.
3. Applications for awarding places in the Doctoral School may be filed by organizational units:
  - 1) implementing research projects or grants;
  - 2) obtaining funds from external sources for covering costs of education of doctoral students, doctoral scholarships or research executed by doctoral students, or conducting research activity with the participation of doctoral students and documented by publications or scientific projects;
  - 3) presenting scientific achievements, within the period of three years prior to filing of the application specified in Item 1, confirmed by points obtained by proposed supervisors and awarded for articles published in scientific magazines specified in the list announced by the Minister of Science and Higher Education.
4. In the case of organizational units that pursue cooperation aimed at granting a joint doctoral degree with foreign universities or scientific institutions, an application for awarding a place at the Doctoral School may be considered with rules specified in Item 3 being omitted.
5. The procedure of recruitment to the Doctoral School is conducted according to the recruitment schedule set by the Rector in an ordinance.
6. Recruitment, limits of admissions to the Doctoral School, the list of places awarded to organizational units and topics of research works submitted by organizational units and partners are announced by the Rector in an ordinance, within the time limit specified in the recruitment schedule.
7. The recruitment procedure to the Doctoral School begins on July 2, 2024.

8. Each partner is entitled to apply for no more than three topics of research studies referred to in Item 6. A topic of a research study is submitted by the partner through the organizational unit of the University.
9. If the limit of admissions specified for a given scientific discipline is not met, the Rector, upon a request made by the Head of the Doctoral School, may decide on a relevant increase of the limit of admissions specified for another scientific discipline in which studies at the Doctoral School are offered.
10. In justifiable cases, the Rector may decide on increasing the limit of admissions set for a specific scientific discipline or increasing the number of places awarded to a specific organizational unit.

#### **§ 7**

1. The procedure of recruitment to the Doctoral School is conducted by way of a contest, in compliance with the rules specified herein. The results of the contest are open to the public.
2. A candidate may enter the contest for only one place defined in the list of places specified in § 6 Item 6, 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 the English language.
4. A candidate is obliged to keep the time limits specified in the recruitment schedule.

#### **§ 8**

The procedure of recruitment to the Doctoral School includes the following stages:

- 1) registration of candidates in the University electronic recruitment system;
- 2) submission of documents required in the recruitment procedure and specified in § 9 by candidates;
- 3) formal and substantive assessment of documents submitted by candidates;
- 4) qualification procedure;
- 5) entry into the register of doctoral students or issue of an administrative decision.

### **Chapter 2**

#### **Submission of documents**

#### **§ 9**

1. A candidate is obliged to submit to the Recruitment Committee, within the time limit specified in the recruitment schedule, the following documents:
  - 1) application for admission to the Doctoral School generated from the University electronic recruitment system; the application should include in particular: personal details of the candidate, topic of the research project, signature of a proposed supervisor confirming a consent for scientific supervision over preparation of the doctoral dissertation; the application should be filed with the Rector through the Head of the Doctoral School;
  - 2) curriculum vitae (resume) including information on education, interests and scientific achievements of the candidate, including scientific publications and scientific meeting communications in the period of the last five years prior to filing of the application for admission to the Doctoral School;
  - 3) original or a certified copy of the diploma of completion of a second-cycle or a uniform long-cycle programme or a certificate of completion of a second-cycle or a uniform long-cycle programme and being awarded the professional title of *magister*, *magister inżynier* or an equivalent title, issued by a dean's office;
  - 4) research project, specified in § 7 Item 3, consisting of up to three A4 pages, approved by the proposed supervisor;

- 5) the proposed supervisor's opinion on the candidate;
  - 6) two recent photos in the format specified for identification documents;
  - 7) if a candidate has a certificate of disability, a certificate of disability degree or a certificate specified in Article 5 and Article 62 of the Act of August 27, 1997 on Professional and Social Rehabilitation and Employment of Disabled Persons – a copy of the certificate.
2. 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 their research project other than the topic of the doctoral dissertation prepared during their doctoral programme, as well as a proposed supervisor other than the supervisor providing scientific supervision over preparation of the doctoral dissertation in the doctoral programme.
  3. A candidate specified in § 5 Item 2 is obliged to submit the original or a certified copy of the diploma of completion of a first-cycle programme or a certificate of completion of a first-cycle programme or a certificate of completion of the third year of a uniform long-cycle programme issued by the dean's office, and a summary of their earlier scientific achievements, with an opinion of a potential supervisor as well as a list of articles already published or accepted for publication and related to the conducted research studies.
  4. In the case of submitting certificates on completion of studies specified in Item 1 Point 3 and Item 3, a candidate is obliged to present to the Office of Doctoral Studies a diploma or a certified copy of a diploma of completion of studies immediately after obtaining the document.
  5. A candidate holding a diploma of studies completed abroad is obliged to submit:
    - 1) a diploma which is authenticated or has an Apostille clause enclosed,
    - 2) a certificate of recognition, under the recognition procedure, of the equivalence of the diploma with a relevant Polish diploma of completion of studies and the professional title – if they are required under the law.
  6. The documents required in the recruitment procedure may be filed in Polish or English, subject to Item 6.
  7. If documents that confirm fulfilment of the requirements specified in § 5 Items 1-3 are drawn up in a language other than Polish or English, a candidate is obliged to submit them along with a sworn translation into Polish or English issued by a certified translator.

#### **§ 10**

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

#### **§ 11**

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

3. In the case referred to in Item 2, the date of submitting the documents is the date of sending the e-mail containing scans thereof.
4. When submitting documents to the Office of Doctoral Studies, a candidate is obliged to produce their identity document.

### **Chapter 3**

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

#### **§ 12**

1. Documents submitted by candidates in the recruitment procedure are subject to formal and substantive assessment by the Recruitment Committee.
2. Following the assessment of documents, the Recruitment Committee admits candidates who meet the requirements specified in § 5 Items 1-3 to the qualification procedure.
3. If documents filed in the recruitment procedure are incomplete, the Recruitment Committee requests that a candidate submit the missing documents within seven days after being served a relevant notice. Failure to meet this obligation within the set time limit results in rejecting the application, and thus not admitting the candidate to the recruitment procedure.
4. The Office of Doctoral Studies of the University notifies the candidate about admitting them to the qualification procedure and about the date of qualification exams via electronic mail by sending all details to their e-mail address indicated by the candidate in their application for admission to the Doctoral School.

### **Chapter 4**

#### **Qualification procedure**

#### **§ 13**

1. In the qualification procedure, a candidate may be awarded a total of up to 100 recruitment points, including for:
  - 1) scientific achievements, especially scientific articles and scientific meeting communications, published within five years prior to filing an application for admission to the Doctoral School - 0-25 points;
  - 2) qualification exam - 0-75 points.
2. The qualification exam will be conducted by the Recruitment Committee in oral form, in the English language.
3. A foreigner who applies for a visa entitling them to stay in the territory of the Republic of Poland for the purpose of pursuing studies at the Doctoral School may participate in the qualification exam remotely, by means of electronic communication that ensure in particular multi-party communication in real time, with the necessary safety rules being observed.
4. In the qualification exam, the Recruitment Committee awards recruitment points for:
  - 1) research project prepared by a candidate – 0-65 points, including for:
    - a) originality, methodological correctness and scientific value of the project – 0-30 points,
    - b) knowledge of the issues related to the research project, research methodology and research methods key to execution of the project – 0-35 points;
  - 2) knowledge of the English language – 0-10 points.
5. The qualification procedure for foreigners admitted to the Doctoral School under the procedure referred to in § 5 Item 4 Points 1-5 is conducted based on assessment of the documents listed in § 9. After the assessment of the documents, the Recruitment Committee qualifies foreigners who meet the requirements referred to in § 5 Items 1-3 for admission to the Doctoral School according to the order of applications, for places included in the list referred to in § 6 Item 6.

#### **§ 14**

1. To obtain a positive result in the qualification procedure, a candidate must receive at least 60 recruitment points, including at least six points for knowledge of the English language.
2. Failure to attend the qualification exam on the scheduled date leads to 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 names of candidates are placed on the ranking list is determined by the number of recruitment points obtained in the qualification procedure.
2. Based on the ranking list, the Recruitment Committee qualifies candidates who meet the criteria specified in § 5 Items 1-3 and who obtained a positive result in the qualification procedure for admission to the Doctoral School based on the ranking list, and awards them places given on the list specified in § 6 Item 6, within the limit of places for a specific scientific discipline determined by the Rector.
3. In the case of candidates who obtain the same number of recruitment points in the qualification procedure, the order in which they are placed on the ranking list depends on the number of points for the qualification exam awarded by the Recruitment Committee.
4. When the qualification procedure is completed, the Recruitment Committee adopts a resolution by which it indicates candidates qualified and those not qualified for admission to the Doctoral School. The resolution is signed by the Chairperson of the Recruitment Committee.
5. The results obtained by a candidate in the qualification procedure are documented by the Recruitment Committee by drawing up minutes as shown in the template form in the Annex enclosed hereto.
6. The results of the qualification procedure are published by the Recruitment Committee on the University website.
7. Upon a candidate's request, the Recruitment Committee provides them with details on constituent results of the qualification procedure.
8. In case of any doubts as to the number of points awarded in the qualification procedure, within three days following the publication of the qualification procedure results, a candidate may file a request with the Recruitment Committee for reassessment of the documents submitted in the recruitment procedure and recalculation of the recruitment points. The decision of the Recruitment Committee made after recalculating the recruitment points is final.

#### **§ 16**

If a candidate who is qualified for admission resigns from taking up studies at the Doctoral School, the next candidate from the ranking list who received a positive result in the admission procedure but was not qualified for admission due to lack of places, is admitted to the vacant place no later than before the beginning of the academic year. The candidate is admitted to the vacant place in the organizational unit, indicated in the application for admission to the Doctoral School along with the research topic.

**Chapter 5**  
**Admission or refusal of admission to the Doctoral School**

**§ 17**

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

**§ 18**

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

**§ 19**

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

**SECTION IV**  
**FINAL PROVISIONS**

**§ 20**

1. In the case of candidates for the Doctoral School who are disabled persons, the rules of recruitment specified in this Resolution are applied, subject to Item 2.
2. The terms and conditions of conducting the qualification exam specified in § 13 Item 2, allowing the needs of candidates who are disabled persons, are defined under separate internal regulations of the University.



**§ 21**

The Resolution becomes effective upon being adopted.

**RECTOR:** *Prof. Radziszław Kordek, MD, PhD*

Promulgation of the legal act:

- Intranet/Public Information Bulletin

Lodz, .....

**MINUTES OF THE RECRUITMENT COMMITTEE**

The Recruitment Committee composed of:

1) Chairperson – Head of the Doctoral School of Molecular Medicine: .....

2) Members: .....

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

born on .....

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

No.	Criteria of awarding recruitment points in the qualification procedure	Points awarded
1	<b>SCIENTIFIC ACTIVITY (0-25 points)</b> In particular: 1) scientific articles and scientific meeting communications (active participation confirmed by abstracts and certificates), published within five years prior to filing an application for admission to the Doctoral School; 2) scientific awards, including awards from scientific societies, the Rector or the Minister; 3) inventions or utility models registered with the patent office, of which the candidate is the author or co-author; 4) patents obtained for inventions or protection rights for utility models of which the candidate is the author or co-author); 5) participation in student exchange programs; 6) participation in scientific circles; 7) individual course of study.	
2	<b>RESULT OF THE QUALIFICATION EXAM (0-75 points)</b>  <b>1) ASSESSMENT OF THE RESEARCH PROJECT (0-65 points)</b>  originality, methodological correctness and scientific value of the project (0-30 points)  knowledge of the issues related to the research project, research methodology and research methods key to execution of the project (0-35 points)	

2) ASSESSMENT OF KNOWLEDGE OF THE ENGLISH LANGUAGE (0-10 points)	
TOTAL NUMBER OF POINTS OBTAINED IN THE QUALIFICATION PROCEDURE: .....	

- In the qualification procedure, a candidate may obtain up to 100 points in total.
- To be awarded a satisfactory result in the qualification procedure, a candidate has to obtain at least 60 points, including at least 6 points for knowledge of the English language.

**DECISION OF THE RECRUITMENT COMMITTEE**

**Recruitment Committee hereby decides**

**TO QUALIFY / NOT TO QUALIFY\***

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

**Chairperson of the Recruitment Committee**

*(full name, signature)*

.....

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\* Mark as appropriate.