

**ADMISSION RULES
TO THE DOCTORAL SCHOOL
OF THE MEDICAL UNIVERSITY OF WARSAW
FOR THE ACADEMIC YEAR 2024/2025**

I. GENERAL PROVISIONS

§ 1.

1. This document sets out the rules for the admission procedure to the Doctoral School of the Medical University of Warsaw (hereinafter referred to as "*the Doctoral School*") in the academic year 2024/2025.
2. Admission to the Doctoral School in the academic year 2024/2025 is for the following academic disciplines (hereafter referred to as "*educational paths*"): medical sciences, pharmaceutical sciences, health sciences and international path.

§ 2.

The following candidates may be admitted to the Doctoral School:

- 1) Polish citizens;
- 2) persons who are not Polish citizens, hereinafter referred to as "*foreigners*".

§ 3.

1. A person may be admitted to the Doctoral School if he or she holds the degree of medical doctor [*tytuł zawodowy lekarza*], master [*magister*], master of engineering [*magister inżynier*] or equivalent (on paths: medical sciences, health sciences, pharmaceutical sciences and international – for foreigners).
2. In exceptional cases, justified by the highest quality of academic achievements, a person who is a graduate of the first-cycle studies or a student who has completed the third year of a long-term master's programme may be accepted to the Doctoral School (on the path WUM student PhD).
3. On the basis of a diploma confirming the completion of studies abroad, a person may be admitted to the Doctoral School whose diploma in Poland is recognised, in accordance with the relevant regulations in force, as being equivalent to a Polish diploma certifying the completion of a long-term master's degree or second-cycle studies.

II. ADMISSION PROCEDURE

§ 4.

The admission procedure is conducted through a competition and includes:

- 1) registration in the Internet Admission System (IRK) and submission by an applicant for admission to the Doctoral School of the required documents referred to in § 7 (1) and (2);
- 2) written examination in a foreign language at B2 level, subject to § 6;
- 3) evaluation of a research project;
- 4) an interview;
- 5) establishing and announcing the list of those admitted to the Doctoral School.

§ 5.

1. Admission is by means of a competition on the same principles and using the same criteria for assessing candidates as set out in this document. The admission procedure takes place independently for each of the four educational paths conducted at the Doctoral School.
2. One applicant can only apply for one educational path per academic year.

§ 6.

1. Those with a language certificate at a minimum level B2 may be exempted from the written examination in a foreign language.
2. List of certificates that are the basis for exemption from the foreign language exam:
 - 1) English language with minimum results:
 - a) IELTS 6.0
 - b) TOEFL 90
 - c) FCE grade C
 - d) CAE grade C
 - e) CPE grade C
 - f) TOEIC 850
 - 2) German language with minimum results:
 - a) Goethe-Zertifikat B2
 - b) Goethe-Zertifikat C1
 - c) Goethe-Zertifikat C2 (GDS)
 - 3) French language with minimum results:
 - a) DELF B2
 - b) DALF C1

- c) DALF C2
- 4) Russian language with minimum results:
 - a) A. S. Pushkin PIJR Certificate (minimum score) 520
 - b) TRKI 2
 - c) TRKI 3
 - d) TRKI 4
- 5) a school-leaving examination [A-level] passed in a language leading to the right to pursue studies in the country of the language concerned.
- 3. Holders of the certificate referred to in section 2 present the certificate to the Foreign Languages Department of WUM at least 3 days before the date of the language examination. The Director of the Department of Foreign Languages or a person authorised by him/her decides whether the certificate exempts a candidate from the written examination.
- 4. Each candidate may take the examination only once, on the date indicated in the admission schedule.

§ 7.

- 1. A person applying for admission to the Doctoral School is obliged to submit to the Doctoral School Office an application, generated from the Internet Admission System (IRK), for admission to the Doctoral School, indicating in it the choice of the educational path in which he/she wishes to apply.
- 2. An applicant for admission to the Doctoral School shall be required to attach the following to the application referred to in section 1:
 - 1) a research project signed by an applicant and the proposed supervisor and assistant supervisor (if applicable), if known at the admission stage;
 - 2) a photocopy of the diploma of completion of a second cycle studies or long-term master's degree programme or equivalent studies;
 - a) in the case referred to in § 3, item 2, a photocopy of the diploma of completion of first cycle studies or a certificate of completion of the third year of a long-term master's programme, or equivalent;
 - b) in the case referred to in § 3 item 3, a photocopy of the diploma/certificate issued abroad and its translation made by a sworn translator (from the list kept by the Minister of Justice or a sworn foreign translator). A foreign diploma or certificate and its sworn translation made abroad must also bear an apostille or be legalised in accordance with generally applicable regulations. A document (a photocopy, the original to be inspected) confirming that a foreign diploma has been

recognized, in accordance with the relevant regulations, as equivalent to a Polish diploma on completion of a long-term master's degree programme or a second cycle studies is also required;

- c) persons who, at the time of the admission procedure, do not have a diploma of completion of a long-term master's degree programme or second cycle studies, instead of a document referred to in § 7, section 2, item 2, shall submit a certificate of completion of such studies, and the documents referred to in § 7, section 2, item 2, shall be supplemented within a maximum of 14 days of obtaining them.
- 3) A CV signed by an applicant, including a description of scientific interests;
 - 4) Documented academic achievements during studies - photocopy of diploma supplement (original for inspection);
 - a) if a candidate does not have a diploma supplement, a photocopy of the certificate of the average mark for all the years of studies issued by a Dean's Office of the graduate institution and the individual marks for all the examinations;
 - b) if a supplement does not include information about the average grade obtained in the course of studies - a certificate from the university about the average grade should also be attached;
 - 5) information on scientific activity, in particular on: publications, research work in scientific groups, active participation in scientific conferences, prizes, awards and research internships, generated from the Internet Admission System (IRK); and signed by a candidate;
 - 6) A photocopy of a certificate confirming knowledge of a foreign language - in case of persons applying for exemption from the foreign language examination;
 - 7) Candidate questionnaire generated from the Internet Admission System (IRK);
 - 8) A photocopy of a licence to practise the profession of a doctor (original for inspection) for candidates whose scientific work involves the participation of patients.
 - (a) those who do not hold a licence to practise at the time of admission procedure shall complete the document as soon as it is obtained but no later than the date of commencement of the scientific work involving patients;
 - (b) in the case of persons who have not completed their studies - a statement that scientific work with the participation of patients will be carried out under the direct supervision of a doctor licensed to practice the profession (indicating a specific physician with his license number and the physician's consent to supervise the study).
 - 9) A photocopy of a certificate of three doses of hepatitis B vaccination, if a candidate

- will be in contact with patients during his/her course of study or research (original certificate to be supplied), or a declaration that the research does not involve contact with patients;
- 10) A photocopy of a medical record book with a valid epidemiological examination or a certificate for sanitary-epidemiological purposes (original for inspection) or a declaration that the examination does not involve contact with patients;
 - 11) An electronic photo in accordance with the Internet Admission System (IRK) guidelines.
3. The documents referred to in section 2 points 2-11 shall be submitted in Polish or English.
 4. The research project referred to in section 2 point 1 must include:
 - 1) project title,
 - 2) justification for the choice of the research project title,
 - 3) identification of the field and discipline of knowledge in which the work will be carried out,
 - 4) defining the purpose of the work,
 - 5) description of material and methods, indicating the most recent scientific literature in the field,
 - 6) expected benefits of the research,
 - 7) abstract in English,
 - 8) estimated cost of the studies and the anticipated sources of funding,
 - 9) specification of the extent to which the project will be carried out by a candidate and to which by collaborators.
 5. Scans of the documents mentioned in section 2, points 1-6, and materials confirming the indicated own scientific activity (e.g. at least the title page confirming the authorship of the publication) are uploaded by the candidate in the Internet Admission System (IRK). Original documents are submitted together with the application. Information about scientific activity that is not confirmed by the uploaded materials is not taken into account by the Admissions Committee when evaluating a candidate.
 6. The admission procedure is conducted in accordance with the rules indicated in section 6 and includes:
 - a) Stage I - confirmation of knowledge of a foreign language (passing an exam or recognition of a certificate);
 - b) Stage II - evaluation of previous achievements, taking into account the average of all the grades of the applicant's second cycle studies or equivalent and the applicant's academic achievements;
 - c) Stage III - an interview, assessment of the scientific value of the planned work and

the possibility of its implementation.

7. Eligibility for Stage II is based on successful completion of Stage I.
8. Eligibility for Stage III is based on obtaining the minimum of 5 points at Stage II.
9. In the case of the WUM student PhD path, a condition for admission is a minimum grade point average (GPA) of 4,0.
10. The rules for the allocation of points in the admission procedure to the Doctoral School are defined in the detailed eligibility rules contained in **Annex 1** to these Rules: *"Candidate Assessment Questionnaire for the Doctoral School of the Medical University of Warsaw"*.

§ 8

1. Applicants for admission to the Doctoral School are required to provide the necessary personal data and to give their consent to its processing to the extent necessary for the purposes of the admission procedure and, in the case of admission to the Doctoral School, also for the educational purposes at the Doctoral School.
2. All personal data provided by candidates is processed and stored for the purpose of registration in accordance with applicable legislation and is subject to protection.
3. If a candidate is enrolled as a doctoral student, the data used for enrolment will be transferred to the University's IT systems, including in particular the Bazus system, and will be processed in accordance with the applicable regulations for the purposes of organising and ensuring the proper course of the education process.

§ 9.

1. Failure to meet the formal conditions specified in §7 and §8 results in leaving the application for admission to the Doctoral School unprocessed and in the applicant's exclusion from further admission procedure.
2. An application for admission to the Doctoral School described in §7, points 1-4, submitted after the deadline specified in the admission announcement or an incomplete application will not be considered, regardless of the reasons for the failure to meet the deadline. The date of receipt at the Medical University of Warsaw is decisive.

§ 10.

1. The assessment of a research project is made by the Admission Committee during an interview, based on the presented multimedia presentation.
2. An interview takes place in English.
3. An interview aims to establish the candidate's general level of knowledge in the relevant scientific discipline, as well as his/her level of preparation for the research project and a

candidate's ability to carry out the project.

4. In particularly justified cases, an interview may take place via teleconference.

III. BODIES CONDUCTING ADMISSION PROCEDURES

§ 11.

1. The admission procedure at the Doctoral School is conducted by the Admission Committees.
2. The Admission Committees, which carry out the admission procedure for the individual educational paths, are appointed by the Scientific Discipline Committees of the Doctoral School for the paths of medical sciences, pharmaceutical sciences, health sciences and international, and Doctoral School Council for the WUM student PhD path.
3. A member of the Admission Committee is required to remain impartial and objective in assessing candidates for the Doctoral School.
4. A member of the Admission Committee shall inform the other members of the Committee of any circumstances which might affect his or her impartiality and objectivity in assessing candidates for the Doctoral School. The Admission Committee may decide to exclude a member of the Committee from the admission procedure for assessing a given candidate if that member's participation might raise justified doubts concerning the impartiality of the assessment.
5. A member of the Admission Committee shall be excluded by law from assessing a candidate in the admission procedure, in particular if:
 - 1) he/she plans to take on the duties of a supervisor or assistant supervisor for the applicant or works in the same department as the proposed supervisor;
 - 2) he/she was a supervisor of the candidate's master's thesis;
 - 3) he/she is the candidate's superior or is in another employment relationship with a candidate;
 - 4) a candidate is or was his/her spouse, or is or was a relative up to the second degree, or is or was cohabiting with a member of the Admission Committee;
 - 5) candidate is or has been a person related to the member of the committee by adoption, guardianship or custody;
 - 6) he/she took part in disciplinary proceedings in which a candidate for a doctoral school or a candidate for his/her supervisor was accused;
 - 7) there are other circumstances that might give rise to justified concerns that the applicant's assessment is not impartial and objective.
6. A member of the Admission Committee who is excluded from the assessment of a

candidate shall not take part in the candidate's presentation and shall leave the room in which the Committee is deliberating while the presentation is being made.

7. The Admission Committee referred to in section 1 shall be composed of:
 - 1) A Chair holding a university degree or academic title of *doctor habilitowany* [associate professor] elected from among the staff of the Medical University of Warsaw;
 - 2) Director of the Doctoral School;
 - 3) at least four academic staff members of the Medical University of Warsaw Medical Scientists holding university degree or academic title of *doctor habilitowany* [associate professor];
 - 4) as an observer - a doctoral student delegated by a competent body of the Doctoral Students' Self-Government.
8. The Admission Committee decides on the basis of the average marks awarded to the candidate by all members of the Committee.
9. The Admission Committee shall deliberate in the presence of at least half the members entitled to vote.
10. In the case of obtaining 0 points from all members of the recruitment committee for - the possibility of implementing the project during the third stage of recruitment, the candidate cannot stay admitted to the Doctoral School of the Medical University of Warsaw.

IV. ADMISSION TO UNIVERSITY

§ 12.

The following admission limit for the different educational paths in the Doctoral School is established:

- 1) Medical science educational path - 38 places;
- 2) Health Science educational path - 12 places;
- 3) Pharmaceutical sciences educational path - 10 places;
- 4) international path (intended only for foreigners) - 10 places;
- 5) WUM student PhD path – 10 places.

§ 13.

1. The minimum number of points required for admission to the Doctoral School is 35 points from the entire admission procedure
2. In the event that the number of applicants for a particular educational path is higher than the limit set in accordance with §12, the applicants who obtained the highest number of points during the admission procedure (subject to the provisions of section 1) will be admitted until the limit for admission to a particular educational path is exhausted.
3. In the case referred to in paragraph 1, where two or more persons have obtained the

minimum number of points entitling them to be admitted to a given educational path, the candidate with the highest number of points from stage II shall be admitted from among them.

4. In the event that, following the admission procedure to the Doctoral School, the limit of admissions for a particular path determined in accordance with § 12 is not exhausted, it is possible, with the approval from the Rector of WUM, to admit candidates who meet the admission requirements for other paths.

§ 14.

The Senate of the Medical University of Warsaw may agree to admit, through a competitive procedure, students to the Doctoral School beyond the limit of places determined in §12 the following candidates:

- 1) project managers within the scope of research programmes indicated in the Rector's decision, on condition that they ensure financing of a doctoral scholarship from the project for a period of at least 24 months of studies at the Doctoral School;
 - 2) researchers or persons selected to carry out projects within the scope of research programmes indicated in the Rector's decision, provided that the financing of the doctoral scholarship from the project is ensured for at least 24 months of education at the Doctoral School;
 - 3) other persons on the basis of agreements between the Medical University of Warsaw and other entities, provided that financing of a doctoral scholarship is ensured, including under agreements referred to in Article 185, section 2 of the Act.
2. The provision of § 13 section 1 shall apply to the persons referred to in section 1.
 3. The Admission Committee may refuse to apply the preferences referred to in sections 1-2 if the candidate's contribution to the research programme is negligible.
 4. The Rector shall determine in a decision a list of research programmes referred to in section 1, points 1 and 2, taking into account leading external programmes.
 5. Research project managers shall submit in writing to the Director of the Doctoral School a request for the number of individuals, information on the profile of the desired candidate and the assumed duration of participation in the project in accordance with the approved terms of the project. A candidate's anticipated participation in the project may not be shorter than 24 months from the commencement of study at the Doctoral School. Admission of persons already performing tasks in scientific projects conducted at the Medical University of Warsaw is also allowed.
 6. Using the information referred to in section 5, once the Senate of the Medical University of Warsaw has approved places outside the limit, the Admission Committee shall immediately announce a competition for an additional place at the Doctoral School,

specifying the procedure and deadline for the submission of applications, which shall not be shorter than 14 days from the date of publication of the announcement of the competition on the website of the Medical University of Warsaw.

7. The Admission Committee carries out the admission procedure for the competition referred to in paragraph 6 within 30 days of the deadline for the submission of applications. The provisions of Chapter II apply accordingly. The Admission Committee is attended by the head of the research project (not taking part in the voting). Candidates included in the list of doctoral students under this qualifying procedure shall commence their study from the nearest semester following the completion of the procedure.
8. In the case of the admission of persons referred to in § 14 section 1 point 1 and point 3, the provisions of sections 5-7 apply accordingly.

§ 15.

1. A Polish citizen is admitted to the Doctoral School by being enrolled as a doctoral student by the Director of the Doctoral School after receiving the results of the Admission Committee.
2. A foreigner is admitted to the Doctoral School upon receipt of the results of the Admission Committee by means of an administrative decision of the Rector, on the basis of which the Director of the Doctoral School enters him/her on the list of doctoral students.
3. An administrative decision to refuse admission to the Doctoral School is issued by the Rector or, under his/her authority, by the Director of the Doctoral School, upon receipt of the results of the Admission Committee.
4. The decision referred to in paragraph 3 may be appealed to the Rector for reconsideration of the case within fourteen days of its delivery.

V. FINAL PROVISIONS

§ 16.

1. The results of the admission procedure are open to public.
2. The place where the results of the admission procedure are announced is:
 - 1) Internet Admission System (IRK);
 - 2) website of the Doctoral School of the Medical University of Warsaw.

§ 17.

1. Admission procedure starts from 5 August 2024.
2. "*Admission Schedule*" is attached as **Annex 2** to these Rules.
3. Admission procedure ends by 17 September 2024.

4. These Admission Rules, including *the Admission Schedule'* and the dates for the supplementary admission procedure shall be made available to the public by way of announcement on www.wum.edu.pl and www.szkoladoktorska.wum.edu.pl. They may also be made public through other media.