



WROCLAW  
**MEDICAL UNIVERSITY**

**Faculty of Medicine, ENGLISH DIVISION**

DL/ED/701/2021

Wrocław, 3 December 2021

6<sup>th</sup> Year Students  
Faculty of Medicine- English Division

Dear Students,

in order to prepare Diplomas and Diploma Supplements for Graduates of the Faculty of Medicine we kindly request you to meet the following requirements on the deadlines stated below:

Deadline	Procedure	Information		
to <b>31.01.2022</b>	Send a statement on received awards and distinctions related to the study field (in .doc format) – see the attached document ( <b>appendix 1</b> ). Please submit a photocopy (originals to be shown) of certifications of received awards and distinctions. Send an information about participation in the Erasmus program.	agnieszka.tolsciuk@umw.edu.pl the title of file: <b>surname and name</b>		
	Send a statement of correctness of personal data ( <b>appendix 2</b> ). Original deliver to ED Office/white box.			
from <b>01.04.2022</b> to <b>30.04.2022</b>	Pay the fee for issuance of Diploma to the bank account [PLN]*	<b><u>Individual student account</u></b>  the title of transfer: <b>fee for diploma, ED, name and surname, index number</b>		
	<table border="1" style="width: 100%;"> <tr> <td style="width: 60%;"><b>Diploma + 2 certified copies in Polish</b></td> <td style="width: 40%; text-align: center;"><b>60.00 PLN</b></td> </tr> <tr> <td>For interested persons – please submit an application to be issued a certified copy of Diploma Supplement translated into English; additional certified copies of Diploma translated into one of foreign languages: English, German, French, Spanish, Russian (<b>appendix 3</b>).</td> <td style="text-align: center;">40.00 PLN for each</td> </tr> </table>		<b>Diploma + 2 certified copies in Polish</b>	<b>60.00 PLN</b>
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from <b>01.04.2022</b> to <b>30.04.2022</b>	Submit: - student leaving card. <b>Your account</b> → students information → statuses → Lekarski English Division → Edition 2016/2017z → <b>Leaving Card</b>	ED office Virtual University <a href="https://www.umw.edu.pl/">https://www.umw.edu.pl/</a>		
	Submit: - INTERSHIP BOOK Practical Clinical Teaching	ED Office		
<b>after last exam</b>	Send a statement of correctness of your transcript of records ( <b>appendix 4</b> ) In case you need your Diploma to be sent by regular mail please send request ( <b>appendix 5</b> ) filled in capital letters. If you want to authorize someone to pick up your Diploma please personally deliver to ED office an Authorization ( <b>appendix 6</b> )	ED Office		



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Please consider that the Diploma Supplement will contain the following information:

- the course of studies, including the obligatory vocational training;
- awards and distinctions received in competitions during studies (an entry made only on the basis of the Student's statement and based on timely submitted documents, upon acceptance of the Dean of the Faculty of Medicine);
- annual or semester participation in the Erasmus program,
- Individual Course of Study.

Please also note that in accordance with the Regulations of Studies in force\*\*:

- The average grade of studies is the arithmetic mean of all grades obtained from examinations, specified by rounding to the second decimal place, according to the following mathematical rule: if the next digit is equal to or greater than 5, the average grade is rounded up.
- The date of completion of studies is the date of passing the last examination required by the plan of studies.
- A certificate of average grade from studies is issued immediately after obtaining credit/examination protocols and submission of all documents by the Graduate Student at the Dean's Office.
- Within 30 days from the submission of documents to the Dean's Office, passing the final required examination, the University makes an entry into the Diploma Register and prepares and issues the Diploma of Completion of Studies with its certified copies and the Diploma Supplement to the Graduate.

  
Wrocław Medical University  
Faculty of Medicine  
Vice-Dean of Faculty of Medicine  
prof. Beata Sobieszczkańska, PhD  
Prof. Beata Sobieszczkańska, PhD

\*Regulation No. 191/XV R/2019 of the University Rector of 22.11.2019 on fees for issuance of documents to students, PhD students and graduates.

\*\*Appendix to Resolution No. 2302 of the Senate of Wrocław Medical University of 28.04.2021 on Regulations of Studies of Wrocław Medical University, valid from the Academic Year 2021/2022.

Cc:

VI Year Tutor of Faculty of Medicine Mrs Joanna Braksator

VI Year Class President of Faculty of Medicine Ms Paulina Czarnodolska