



WROCLAW  
**MEDICAL UNIVERSITY**

**Faculty of Medicine, ENGLISH DIVISION**

DL/ED/419/2022

Wroclaw, 16 December 2022

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 31.01.2023	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 01.04.2023 to 30.04.2023	Pay the fee for issuance of Diploma to the bank account [PLN]*	<b>Individual student account</b>  the title of transfer: <b>fee for diploma, ED, name and surname, index number</b>
	<b>Diploma + 2 certified copies in Polish</b> <b>60.00 PLN</b>	
	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> ).      40.00 PLN for each	
from 01.05.2023 to 30.06.2023	Submit: - student leaving card.	ED office Virtual University <a href="https://www.umw.edu.pl/">https://www.umw.edu.pl/</a>
	<b>Your account</b> → students information → statuses → Lekarski English Division → Edition 2017/2018z → <b>Leaving Card</b>	
	Submit: - INTERSHIP BOOK Practical Clinical Teaching	ED Office
after last exam	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.

Vice-Dean of Faculty of Medicine

Prof. Beata Sobieszczkańska, PhD

prof. dr hab. Beata Sobieszczkańska

\*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. 2393 of the Senate of Wroclaw Medical University of 27.04.2022 on Regulations of Studies of Wroclaw Medical University, valid from the Academic Year 2022/2023.

Cc:

VI Year Tutor of Faculty of Medicine Mrs Joanna Braksator

VI Year Class President of Faculty of Medicine Ms Luiza Jaworska