Faculty of Dentistry

English Division

Dear 5th Year Dentistry Students,

In order to ensure that diplomas and supplements for Graduates of the Faculty of Dentistry,

English Division, are prepared in a timely manner, please follow these guidelines:

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| --- | --- | --- |
| **date** | **procedure** | **address** |
| After passing the last exam in the summer examination session | A Student should pay the fee to his individual bank account for issuance of a Diploma in order to obtain:  **Diploma + 2 certified copies in Polish language -**  **60,00 PLN + 40,00 PLN** for additional copy in English language(or German,French,Spanish  or Russian)  **Submit:**  1.printed confirmation of payment of Diploma fee  2.print out a living card and collect stamps  and signatures on it and bring it to ED office:  **Path for leaving card**:  Enter Your account-students information-statuses-Lekarsko - Stomatologiczny English Division2015/2016-Living card  For interested persons:  1. print out and fill in the authorization paper if you  will not pick up your diploma personally  2. print out and fill in the application for graduation certificate  Optional:  Xerox copy (*original available for perusal*) of the received certificates and commendations, including sports (*according to the submitted statement – see attachment*) | English Division  Faculty of Dentistry  Krakowska 26  50-425 Wrocław  e-mail: [malgorzata.sniezek@umed.wroc.pl](mailto:malgorzata.sniezek@umed.wroc.pl)  tel.: 071 784 0657 |

The Supplement to the Diploma will include:

* the course of studies, including obligatory vocational training,
* awards and commendations from competitions the student participates in during the course of studies (based on the student’s statement and timely submitted documents, which were accepted by the Dean of the Faculty of Dentistry),
* the student’s participation in Erasmus Program, one or two semesters,
* additionally, students who completed Individual Course of Studies will receive appropriate certificate.

We would also like to inform you that, pursuant to the Study Regulations\*\*:

* The GPA is the arithmetic average of all grades scored on exams, determined to the hundredth

part.

* The date of completing studies is the date of the last exam required by the curriculum.
* Certificate with the GPA will be issued 14 days after submitting the set of required documents to the English Division Office.
* within 30 days after submitting the documents in the English Division Office, after passing the final exam, the University makes an entry in the Diploma Register and issues the Diploma of completion of studies together with certified copies and the Diploma Supplement to the Graduate.

\* Regulation No.191/XV R/2017 of the Rector of 22.11.2019 on fees for issuance of documents

to students, PhD students and graduates.

\*\* Appendix to Resolution No. 2017 of the Senate of Wroclaw University of Medicine of 24.04.2019 on Regulation of Studies of Wroclaw University of Medicine, valid from the Academic Year 2019/2020.