

**Conditions, procedure, start and end date
and the method of recruitment
for the first year of studies in the academic year 2024/2025
at the Medical University of Warsaw**

General provisions

§ 1

1. This document defines the conditions, mode, start and end date, and the method of recruitment for the first year of uniform Master's studies, first-cycle studies and second-cycle studies, conducted in the form of full-time and part-time studies in Polish and studies in English, in the year 2023/2024 at the Medical University of Warsaw, hereinafter referred to as the Medical University of Warsaw or the University.

2. The list of majors is set out in Appendix 1.

§ 2

The definitions used in the Resolution mean:

- 1) **foreigner** - a person without Polish citizenship;
- 2) **EB diploma** - European Baccalaureate certificate, issued to graduates by European Schools in accordance with the Convention on the Status of European Schools drawn up in Luxembourg on June 21, 1994 (Journal of Laws of 2005 No. 3 pos. 10), confirming the possession of secondary education and entitling to apply for admission to higher education in the Republic of Poland in accordance with Art. 93 sec. 1 point 3 of the Act of September 7, 1991 on the education system (i.e. Journal of Laws of 2021, item 1915, as amended);
- 3) **IB diploma** - International Baccalaureate certificate, issued by the International Baccalaureate Organization based in Geneva, confirming the possession of secondary education and entitling to apply for in the Republic of Poland for admission to higher education in accordance with Art. 93 sec. 1 point 2 of the Act of September 7, 1991 on the education system (i.e. Journal of Laws of 2021, item 1915, as amended);
- 4) **secondary school-leaving examination** – an examination carried out until 2005 for graduates of post-primary secondary schools, enabling them to obtain a secondary school-leaving certificate;
- 5) **Matura examination** – an exam conducted since 2005 for school graduates with secondary education enabling them to obtain a Matura certificate;
- 6) **Internet Registration of Candidates** (hereinafter: IRK) - an IT system used at the Medical University of Warsaw to register candidates and submit applications for studies;
- 7) **recruiting unit** – a faculty that conducts recruitment for a given field of study/level/form of studies conducted in Polish and English;
- 8) **candidate** – a person applying for admission to studies;
- 9) **head of the recruiting unit** - Dean of the Faculty;
- 10) **limit of places** - the maximum number of people who can be admitted to the first year of studies of a given field/level/form of studies conducted in Polish and English, specified in the regulation of the Minister of Health on the limit of admission to medical and medical-dental faculties and in the regulation of the Rector of the Medical University of Warsaw on admission limits for other fields of study;
- 11) **ranking list** – a list of persons participating in the qualification procedure for a given field/level/form of studies conducted in Polish and English;
- 12) **recruitment procedure** - a process that includes qualifications for studies and the preparation of lists of persons admitted to studies (entry on the list of students) and making administrative decisions to refuse admission to studies;

- 13) **supplementary recruitment** - re-launch the recruitment procedure due to the fact that the admission limit has not been exhausted and at the same time there are no candidates in the main recruitment procedure;
- 14) **file of a person admitted to studies** - documents required from a candidate for studies specified in § 18 and § 19;
- 15) **Maturity certificate** – a certificate obtained after passing the Maturity examination (since 2005) or after passing the Maturity examination (before 2005);
- 16) **University Entrance Examination** (hereinafter: UEW) - an exam organized by other universities, conducted on the matura examination sheets of the Central Examination Commission (hereinafter: CKE) and assessed according to the rules established by CKE;
- 17) **certificate of the results of matura examinations** - a certificate (issued by the regional examination commission) for graduates with a secondary school-leaving certificate obtained after passing the matura examination, who took the matura examination;
- 18) **nationwide Contest**– Contest supervised by the minister responsible for education and upbringing within the meaning of Art. 21 sec. 2 of the Act of September 7, 1991 on the education system (i.e. Journal of Laws of 2022, item 2230, as amended).

Deadlines for the recruitment procedure

§ 3

1. The recruitment procedure will be conducted on the dates specified in Appendix 23.
2. The detailed recruitment schedule is determined by the Chairperson of the Faculty Recruitment Committee.

Recruitment committees

§ 4

1. Recruitment for studies is carried out by Faculty Admissions Committees (hereinafter: WKR).
2. The recruitment procedure is supervised by the University Recruitment Committee (hereinafter: UKR).
3. Committees consist of the Chairman, Secretary and Members of the Committee.
4. Faculty Recruitment Committees are appointed by the Deans.
5. The chairperson of the WKR is an academic teacher holding at least a PhD degree.
6. The University Recruitment Committee is appointed by the Rector.
7. Teachers from all units of the Medical University of Warsaw and administrative employees may be members of the UKR, and members of the WKR - academic teachers and administrative, engineering and technical and scientific and technical employees of the recruiting unit.
8. A representative of the Student Self-Government may participate in the work of the admission committees as an observer. By the end of June, the Chairman of the Faculty Self-Government reports his representative to the Chairman of the Faculty Council, and the Chairman of the WUM Self-Government reports his representative to the Chairman of the UKR.
9. The University Admissions Committee:
 - 1) participates in the development of the recruitment resolution and recruitment procedures;
 - 2) conducts training for the RAC in the scope of applicable procedures;
 - 3) supervises the work of the WKR;
 - 4) supervises the recruitment procedure;
 - 5) accepts candidates' appeals against administrative decisions of the RCC and presents opinions in this regard to the Rector;
 - 6) prepares a summary report on the recruitment process.
10. Faculty Recruitment Committee:

- 1) participates in the development of the recruitment resolution and recruitment procedures;
- 2) conducts the recruitment procedure for admission to studies and announces its results;
- 3) makes decisions on launching supplementary recruitment;
- 4) makes administrative decisions on the refusal of admission to studies and delivers them to the candidates;
- 5) organizes and conducts interviews, physical fitness examinations and other entrance examinations;
- 6) enters the results of entrance examinations into the IRK;
- 7) expresses its position on appeals and complaints filed by candidates in connection with the recruitment procedure;
- 8) enters candidates on the list of students;
- 9) submits documents submitted by accepted candidates to the dean's office;
- 10) draws up protocols and reports on the recruitment procedure;
- 11) completes and archives documentation from the recruitment procedure.

§ 5

1. Administrative support for the WKR is provided by the administration employees of the dean's offices of the recruiting units, indicated by the heads of recruiting units.
2. Administrative support for UKR is provided by the Office for Education Organization and Student Affairs, whose tasks include in particular:
 - 1) providing information and assistance to candidates in matters relating to the recruitment procedure and IRK,
 - 2) administration of the website www.rekrutacja-info.wum.edu.pl
3. Technical support related to the functioning of IT systems is provided by the IT Center of the Medical University of Warsaw.

General conditions of the qualification procedure

§ 6

The University conducts separate qualification procedures for the field/level/form of studies conducted in Polish and English.

§ 7

1. In the recruitment proceeding may take part a person who has:
 - 1) in the case of applicants for admission to first-cycle studies or uniform master's studies:
 - a) a secondary school-leaving certificate or a secondary school-leaving certificate and a certificate of the results of the matriculation examination in individual subjects referred to in the provisions on the education system;
 - b) a certificate or other document recognized by way of an administrative decision in the Republic of Poland as a document entitling to apply for admission to studies in accordance with Art. 93 sec. 3 of the Act of 7 September 1991 on the education system;
 - c) the certificate and other document or diploma referred to in Art. 93 sec. 1 of the Act of September 7, 1991 on the education system, i.e.:
 - a certificate or other document issued by a school or educational institution operating in the education system of a Member State of the European Union, a Member State of the Organization for Economic Cooperation and Development (OECD), a Member State of the European Free Trade Association (EFTA) - parties to the Agreement on the European Economic Area, entitling to apply for higher education in these countries;
 - IB (International Baccalaureate) diploma issued by the International Baccalaureate Organization in Geneva;

- EB (European Baccalaureate) diploma issued by European Schools in accordance with the Convention on the Statute of European Schools, drawn up in Luxembourg on June 21, 1994 (Journal of Laws of 2005, item 10).

d) a certificate or diploma recognized in the Republic of Poland as a document entitling to apply for admission to studies in accordance with the bilateral agreement on mutual recognition of education;

e) a certificate or other document recognized as equivalent to the Polish secondary school-leaving certificate under the provisions in force until March 31, 2015;

2) in the case of a person applying for admission to second-cycle studies - a diploma of graduation;

3) registered in the IRK system;

4) made the recruitment fee in the amount specified in the Rector's order;

5) submitted a complete application through IRK for the selected field/level/form of studies conducted in Polish or English.

2. The University recognizes the results of University Entrance Examinations conducted at other universities on exam papers for the matriculation examination prepared by the CKE and assessed according to the rules established by the CKE in subjects that are the basis for qualification for the selected field of study. The UEW score is only valid for the year of recruitment.

3. In the case of candidates who have passed the IB or EB examination or receive a certificate/diploma/other document issued outside the Republic of Poland - entitling them to apply for admission to higher education in the Republic of Poland in the year of recruitment and are waiting for the certificate to be issued, persons who have a certificate of the results of the matriculation examination or grades on a certificate/diploma/other document issued outside the Republic of Poland - entitling to apply for admission to higher education in the Republic of Poland, issued by authorized bodies:

a) on the date of closing the system before the announcement of the first list of qualified candidates in the case of recruitment for a field of study conducted in Polish or

b) within the deadline set by the WKR for submitting documents in the case of recruitment for a major conducted in English.

The qualification of these candidates will be conditional until the presentation of the original IB or EB diploma or certificate/diploma/other document issued outside the Republic of Poland - entitling them to apply for admission to higher education in the Republic of Poland.

4. Foreigners who undertake studies in Polish on the basis of a decision of the competent Minister shall not join the recruitment procedure.

§ 8

1. Detailed rules of qualification for fields of study taught in Polish are set out in **Appendixes 2 - 17**.

2. Detailed rules of qualification for fields of study taught in English are set out in **Appendixes 18 - 19**.

3. The rules for admission to studies of winners and finalists of central level contests and the list of recognized contests are set out in **Appendix 21**.

§ 9

1. Instructions for submitting applications in IRK are available on the University's website.

2. The Candidate is responsible for the authenticity and correctness of the data entered by the Candidate into the IRK application.

3. Candidates are required to independently check the current information and their position on the ranking list in the IRK application until the end of recruitment. Candidates are responsible for the consequences of failure to comply with this obligation, as well as for the consequences of making their login and password available to third parties.

§ 10

1. There is a separate recruitment fee for each field of study, level and form of study in the amount specified in the Rector's order.
2. The recruitment fee is non-refundable, subject to section 3.
3. The fee is refunded if the field of study is not launched due to a small number of candidates. The refund of the fee and the refund of the overpayment is made by the Financial Department, at the request of UKR, to the bank account indicated by the Candidate.

§ 11

1. A candidate may enroll in more than one field of study, provided that a separate recruitment fee is paid for each field/level/form and separate applications are submitted for selected fields of study, subject to section 2 and 3.
2. It is not possible to apply simultaneously for full-time studies in the following fields of study: medicine, medicine and dentistry, pharmacy, medical analytics, physiotherapy. It is not possible to apply simultaneously for full-time studies for more than one field of study conducted in English.
3. The following persons may not apply for a given field of study/level/form of study:
 - 1) currently studying in this field/level/form offered in a given language,
 - 2) persons who have a diploma of a graduate of this field/level/form of studies conducted in a given language.
4. The candidate may be admitted to only one field of study starting in a given academic year. In the case of a candidate who has been qualified for admission to several fields of study, submitting documents for one selected field of study prevents the simultaneous submission of documents for another field of study. The choice made can be changed after resignation from the originally chosen major.

Ranking lists

§ 12

1. Once the application is closed in IRK, the candidate cannot edit it. The candidate can only-independently, and if this function is not available in the system - via WKR- delete the application, resigning from admission to studies.
2. Persons who:
 - a. in the subject which is the basis for qualification, they obtained zero qualification points or
 - b. did not complete or correctly complete the application or
 - c. did not pay the recruitment fee in accordance with the applicable deadlines.
3. The persons referred to in par. 2 form a list of persons not admitted to the qualification procedure.

§ 13

1. For each field/level/form and language in which studies are conducted, separate ranking lists are created, on which persons admitted to the selection procedure are entered.
2. Candidates are ranked on the ranking list based on the results obtained in the selection procedure in descending order of the number of points obtained, taking into account the detailed rules set out in the Appendixes No. 2 - 19.
3. Candidates admitted on the basis of a diploma of a laureate/finalist of a nationwide Contest are ranked at the top of the ranking list in alphabetical order.

4. A cut-off threshold is determined on the ranking list, taking into account the limit of places for a given field of study and the principle that:
 - 1) the candidate's minimum number of points may not be lower than 66% of the maximum possible number of points,
 - 2) the cut-off threshold may not divide the group of candidates who have obtained the same number of ranking points into parts.
5. The cut-off threshold may be lowered if the admission limit is not met.
6. The decision on lowering the cut-off threshold is made by the Chairman of the WKR.
7. Candidates above the cut-off threshold are eligible for admission to studies.
8. Candidates below the cut-off make up a reserve list.
9. After lowering the cut-off threshold, candidates from the reserve list are qualified for admission to studies in the ranking order.
10. If, as a result of the main recruitment procedure, the limit of places for a given field/level/form of studies conducted in Polish or English has not been filled, and there are no more Candidates on the reserve list, or when a decision has been made to end this procedure, The chairman of the WKR may launch supplementary recruitment by setting and announcing the dates of supplementary recruitment.
11. In the event of an insufficient number of candidates eligible for admission to a given field of study/level/form of studies conducted in Polish or English, the decision on starting these studies is made by the head of the recruiting unit.
12. A protocol is drawn up from the course of the qualification procedure. The protocol is signed by all members of the WKR. All deletions and changes made in the minutes should be initialed by the Chairman of the WKR.

§ 14

1. Candidates with disabilities are subject to the same recruitment process as all candidates for studies at the Medical University of Warsaw.
2. If the detailed conditions and recruitment procedure provide for an entrance examination, the candidate may apply for the examination to be adjusted to the needs resulting from his/her disability.
3. The manner and possibility of adapting the exam is determined on an individual basis, on the basis of a detailed conversation between the Chairperson or the secretary of the RCC with the candidate and the current documentation provided by him confirming the specificity of the disability.

Resignation from applying for studies

§ 15

1. At each stage, the candidate has the right to resign from the recruitment for the selected field of study.
2. The candidate submits his/her resignation from studies in the WKR and marks this fact in the IRK application.
3. The submission of documents by the candidate for the selected field of study is not tantamount to the candidate's resignation from applying for the other fields for which he/she applied. In order to resign, it is necessary to take the actions specified in par. 2.
4. A candidate who resigned from the selected field of study after submitting the documents should collect the documents from the WKR or the Dean's Office; uncollected documents will be transferred to the archives, and after the expiry of their storage period - destroyed.

Admission to studies and required documents

§ 16

1. After the completion of the admission procedure, the WKR makes decisions on qualifying candidates for admission to studies.

2. The WKR informs about the completion of the recruitment procedure (by sending appropriate messages to recruitment accounts):
 - 1) candidates invited to submit documents,
 - 2) candidates on the reserve list,
 - 3) candidates who have not been admitted to the qualification procedure.
3. The basis for admission to studies is the candidate's fulfillment of the condition specified in § 13 sec. 7 and submitting a set of required documents.
4. Deadlines for the submission of documents are determined by the Chairman of the WKR.

§ 17

1. The candidate submits photocopies of documents and presents the originals for inspection, except for the statement referred to in § 18 sec.1 point 8, which is submitted in the original.
2. When submitting documents to the WKR, the candidate (in the case of minor candidates – his/her statutory representative or the candidate, with the written consent of the legal representative) or a person authorized by him/her, shows:
 - 1) identity card or passport or residence card for data verification;
 - 2) the originals of the submitted documents listed in § 18 and § 19 or their officially certified copies, with the exception specified in § 18 sec. 1 point 8.
3. The documents referred to in par. 1 may be submitted on behalf of the candidate by a person authorized by him/her or by the legal representative of the minor candidate who presents a written authorization with the signature of the candidate or the legal representative of the minor candidate and the original or an officially certified copy of the identity card or passport or residence card of the candidate and the legal representative of the minor candidate.
4. The authorization referred to in section 3 must be notarized or submitted in person by the candidate or legal representative of the minor candidate to the WKR.
5. Failure to submit documents within the prescribed period results in **refusal of admission to studies**.
6. Disclosing discrepancies between the content of the documents submitted by the candidate and the data entered by the candidate into the IRK by the WKR may result in **refusal of admission to studies**.
7. Data entered incorrectly by the candidate into the IRK may be corrected by the WKR upon his/her written request. The WKR draws up a report on the changes made.

§ 18

1. Candidates for studies conducted in the Polish language shall submit the following documents:
 - 1) Matura certificate/Matura certificate and certificate, and in the case of a certificate/other document obtained abroad confirming the right to apply for admission to higher education in the Republic of Poland - also the documents listed in § 19 (applies to candidates for first-cycle studies and uniform Master's studies) ;
 - 2) graduation diploma (applies to candidates for second-cycle studies);
 - 3) visa or residence card or other document entitling to stay in the territory of the Republic of Poland (for foreigners);
 - 4) a document confirming the knowledge of the Polish language listed in § 18 sec. 4 (concerns foreigners);
 - 5) diploma of a laureate/finalist of a subject contest (applies to candidates who are winners/finalists of a subject contest);
 - 6) additional documents referred to in Annexes 2 - 20;
 - 7) candidate's birth certificate or other document confirming the right to care for the candidate by his legal representative (applies to minor candidates);
 - 8) declaration of consent by the statutory representative for the candidate to take up and pursue studies, consent to the processing of personal data and sign information on the processing of personal data and incurring a commitment to pay fees related to pursuing studies (applies to underage candidates); the statement should be signed by

a statutory representative in the presence of the member of the Committee accepting the documents, or it is possible to submit the original statement with a notarized signature.

2. Candidates for studies conducted in English, in addition to the documents listed in sec. 1 point 1-3, 7 and 8 and in § 19 sec. 1-3 and 5, submit the certificates listed in Appendixes 18-19, if they are required in the recruitment process.
3. In the case of a bilingual matura exam taken in Poland, only the results of exams taken in Polish will be taken into account.

§ 19

1. Candidates applying for admission to the field of study for which the result of the secondary school-leaving examination in a foreign language is one of the qualification criteria and who were exempted from the secondary school-leaving examination in a foreign language, present a certificate on the basis of which the examination was exempted. The rules for converting certificates into qualification points are set out in Annex 22.
2. Certificates and other documents issued abroad (except for IB and EB diplomas) should bear an apostille or be legalized in the country of issue.
3. Certificates and other documents drawn up in a language other than Polish should be translated by a sworn translator entered on the list kept by the Minister of Justice, or the translation should be certified by a Polish consul. This does not apply to certificates and other documents confirming the right to apply for admission to higher education in the Republic of Poland, if they are drawn up in English and the candidate applies for admission to studies conducted in English. This does not apply to certificates and other documents confirming the right to apply for admission to higher education in the Republic of Poland, if they are drawn up in English and the candidate applies for admission to studies conducted in English.
4. Foreigners applying for admission to studies conducted in Polish must present a document confirming their knowledge of the Polish language. This document is:
 - 1) a secondary school-leaving certificate issued in the Polish education system or
 - 2) a diploma of higher education in Polish at a Polish university or
 - 3) a certificate confirming knowledge of the Polish language at the language proficiency level of at least B2 issued by:
 - a) the State Commission for the Certification of Proficiency in Polish as a Foreign Language, or
 - b) Medical University of Warsaw.
5. Candidates applying for admission to studies conducted in English, whose mother tongue is not English or did not pass the matura exam in English or exams in English as a result of which they obtained a certificate/diploma/other document issued outside the Republic of Poland - entitling to apply for admission to higher education in the Republic of Poland, must present a certificate (IELTS or TOEFL or TOEIC or CEFR) or another document confirming the knowledge of English at a level enabling them to pursue studies.

§ 20

1. Candidates who applied at the Medical University of Warsaw for admission to first-cycle studies or uniform master's studies and whose result of the matriculation exam in a given subject or subjects was changed as a result of the appeal referred to in art. 44 zzz sec. 7 of the Act of September 7, 1991 on the education system, may submit an application to the competent WKR to include the corrected results of the matriculation examination by September 25, 2023.
2. No later than on the next working day, the competent WKR accepts the application and enters the changed results of the matura exam in the IRK.

§ 21

1. Admission to studies takes place by way of entry on the list of students, and in the case of foreigners - by way of an administrative decision of the Rector.
2. The administrative decision on the refusal of admission to studies is signed by the Chairperson of the Academic Committee, and in the case of foreigners - by the Rector.
3. Unclassified candidates do not receive an administrative decision.
4. Administrative decisions shall be delivered to candidates in writing with acknowledgment of receipt.
5. A candidate may appeal against the decision of the Academic Committee on refusal of admission to studies to the Rector. The appeal should be submitted to the WKR within 14 days from the date of receipt of the decision.
6. A foreigner may apply for reconsideration of the Rector's decision issued to a foreigner. The application should be submitted to the WKR within 14 days from the date of receipt of the decision.
7. The Rector's decision issued after considering the appeal, and in the case of foreigners - after reconsidering the case, is final.
8. If the Rector accepts the appeal referred to in sec. 5 or the request referred to in par. 6, WKR:
 - 1) introduces appropriate changes in the candidate's IRK application (movement on the ranking list),
 - 2) notify the candidate of the individual deadline for submitting documents, if the candidate has been qualified as a result of accepting the appeal/application to be admitted to study.

Completion of the recruitment procedure

§ 22

1. The decision to close the recruitment procedure is made when the limit of places is fulfilled or in the event of the impossibility of meeting it:
 - 1) without violating the principle of equal treatment of candidates with the same ranking score;
 - 2) due to the lack of candidates meeting the minimum qualification for admission.
2. The decision referred to in section 1 is made by the Chairman of the WKR.
3. After the completion of the recruitment procedure, the WKR:
 - 1) generates from the IRK and publishes on the website www.rekrutacja-info.wum.edu.pl a list of persons admitted to a given field of study (the list includes the ID and the score of the candidate's recruitment),
 - 2) submits the list and files of persons admitted to studies to the relevant dean's office.
4. Upon completion of the WKR recruitment procedure:
 - 1) draw up in two copies:
 - a) protocol from the recruitment procedure,
 - b) a report on the recruitment process,
 - 2) submits the protocol and report to UKR,
 - 3) archives the documentation from the recruitment procedure, which consists of:
 - a) lists of persons admitted to studies,
 - b) lists of submitted files of persons admitted to studies, confirmed by the dean's office,
 - c) protocols from the recruitment procedure,
 - d) recruitment progress reports,
 - e) confirmation of sending administrative decisions,
 - f) documents and correspondence not collected by the candidate.
5. Upon completion of the recruitment procedure for all UKR majors:
 - 1) prepares:
 - a) summary report,

- b) conclusions from the recruitment procedure,
- 2) submits the report and conclusions to the Rector,
- 3) submits the applications to the heads of recruiting units,
- 4) archives UKR documentation.

Final provisions

§ 23

These rules are made public by their announcement in the Public Information Bulletin and on the website of the Medical University of Warsaw.