

Dear All,

We are pleased to inform you that you have been entered in the register of doctoral students of the International Doctoral School. On behalf of the Head of the International Doctoral School of the Medical University of Lodz, we would also like to congratulate you on your admission. We wish you every success hoping that you will be given a chance to develop your scientific passion and obtain the doctoral degree which will pave your way for your future professional career.

The studies at the International Doctoral School begin on

1st October, 2023.

Please find below information on all the formalities that you need to complete.

Beginning from 22nd September 2023, the candidates who are entered in the register of doctoral students of the International Doctoral School in the academic year 2023/2024 are required to:

- collect a **medical examination referral** (with the stamp of the International Doctoral School and a name stamp of the School's employee) and then submit a medical certificate at the Office of Doctoral School **by 13rd October 2023;**
- collect a form of a **supervisor's appointment** and submit it to the Office of Doctoral School **by 13rd October 2023;**
- make a **statement on transfer of proprietary rights** and submit it to the Office of Doctoral School **by 13rd October 2023;**
- sign an **oath form** and submit it to the Office of Doctoral School **by 2nd October 2023;**
- submit a **statement for the purposes of assessment of the quality of scientific activity** (the stamp of the International Doctoral School and a name stamp of the School's employee have to be affixed on the referral) and submit it to the Office of Doctoral Studies **by 13rd October 2023;**
- submit a **declaration of completed secondary school** to the Office of Doctoral School **by 13rd October 2023;**

- submit a form of General Data Protection Regulation **by 22nd September 2023**;
- submit an insurance form by **22nd September 2023**;

SCHOLARSHIPS

Doctoral students are obliged to submit the following documents to the Office of Doctoral Studies **by 22nd September 2023**:

- **statement on the bank account for transfer** of doctoral scholarship at the International Doctoral School;

DOCTORAL STUDENT ID CARD

Doctoral students of the International Doctoral School receive a doctoral student ID card. You may collect the document at the Office of Doctoral School beginning from 10th October 2023. Please call to make an appointment in advance.

ELECTRONIC RESEARCHER IDENTIFIER

Pursuant to the Regulation no. 72/2018 passed by the Rector on 31st October 2018, doctoral students are obliged to obtain the ORCID electronic researcher identifier.

The identifier may be obtained on the website <https://orcid.org/>

On the e-learning platform:

<https://e-learning3.umed.pl/course/view.php?id=2581> (log in using your university e-mail address and password) you will find guidelines on how to get the ORCID identifier.

Please send the obtained ORCID identifier to the Department of Bibliography and Bibliometrics of the Information and Library Center by e-mail to the following address: orcid@umed.lodz.pl. The Department of Bibliography and Bibliometrics will not accept any information on the ORCID identifier provided by phone.

If an employee already has the ORCID identifier, it is not necessary to obtain a new one. The existing identifier should be provided to the Information and Library Center. If you have any questions, do not hesitate to contact us (e-mail address orcid@umed.lodz.pl, phone number 42 272-54-21 or 878-860-647)

- **Declaration on having the electronic researcher identifier** should be submitted to the Office of Doctoral Studies **by 13rd October 2023**;

E-MAIL

The password for logging into the MUL Virtual University system may be collected at the Office of Doctoral School beginning from 3th October 2023. We would also like to inform you that under the Rules and Regulations of the International Doctoral School, you are required to collect your password providing you with access to the doctoral student electronic system, protect the password against disclosure to any third parties and to use your university e-mail address generated by the University IT system when contacting University employees.

WEBSITE OF THE INTERNATIONAL DOCTORAL SCHOOL

Doctoral students are required to regularly visit the website of the International Doctoral School:

<https://doctoralschool.umed.pl/>

Doctoral Student Government:

Doctoral Student Government Board of the Medical University of Lodz

Website: www.doktoranci.umed.lodz.pl

E-mail: rsd.umed@gmail.com

Fanpage fb: <https://web.facebook.com/doktoranci.umed/>

Chairman of the Doctoral Student Government

Piotr Kamola