**Admissions step-by-step**

**First step** – Download the academic achievements questionnaire ,

– complete sections I and II and send for verification to the Medical Library,

informacja.naukowa@cm-uj.krakow.pl **until 26 July 2024** (if you have any questions, contact the Medical Library by phone 12 657-23-10 or by the email above),

– then, complete the academic achievements questionnaire in sections III, IV, V,

– sign and print the completed questionnaire,

– submit the questionnaire into the IRK (Online Application System, see second step)

**Second step** – register in IRK system, [www.irk.uj.edu.pl](http://www.irk.uj.edu.pl)  between **5 August 2024 12:00 and 12 August 2024**,

– complete the required information,

– upload your photo for the future ID card,

– select a research topic from the list (contact with a potential supervisor is recommended before the choice of the research topic to introduce your candidature)

The 1st stage admission ranking list will be published on **2 September 2024**

**Third step –** the interviews will take place between **3 and 6 September 2024**, you will be informed by IRK system about the interview date.

The interview consists of two stages, including:

1. candidate's research interests and the academic achievements so far (evaluation of the candidate's multimedia presentation, a maximum of 5 minutes),

2. assessment of professional competence: interview in Polish or English on one of the five English articles pre-selected by the Admission Committee and chosen by the candidate in the discipline of a given doctoral programme.

**Fourth step** – if you have passed through two stages of admission, you will receive information from IRK system about the necessity to register in JU Doctoral School of Medical and Health Sciences between **10 September 2024 and 13 September 2024.**

Before you submit your documents at the Doctoral School of Medical and Health Sciences, complete in the IRK system the following:

– the details of the diploma (if you did not do so while registering),

– if you have not uploaded your photo for the ID card yet, this is the last moment,

– complete the form with your consent to transfer your personal data to MPK S.A. (cost centre

Next, submit the documents at the Doctoral School of Medical and Health Sciences office at the dates mentioned above: Łazarza Street 16, 31-530 Krakow

Attention! Certificates confirming the education at the Doctoral School for submission to employers will be issued at the candidate's request starting from 1 October 2024.

Certificates shall be issued only in writing at the School Office.

*Each document submitted to the Doctoral School of Medical and Health Sciences, if not in Polish language, must be accompanied by a certified translation into Polish.*

*A certified translation into Polish means a translation that is certified by:*

* *a Polish certified translator (a person included in the list of certified translators in the Polish Ministry of Justice or,*
* *a certified translator registered in a country of the European Union, Iceland, Liechtenstein, Norway or Switzerland, or another OECD country (if there is such institution as a certified translator), or*
* *the consul of the Republic of Poland, competent for the state on which territory or in which education system the document was issued, or*
* *a Polish accredited diplomatic mission or consular office of the country on which territory or in which education system the document was issued.*

*For persons referred to in Art. 186 (2) of the Act, it is necessary to present two opinions confirming the high quality and advanced level of research work, issued by research supervisors with habilitated doctor degrees or employees of a foreign university or research institution who have significant achievements in the field of research issues related to the education programme.*