



The User's Guide

Education Monitoring System (EMS)

Applications for Physician/Dentist Final Examinations

e-Health Center | Warsaw



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1. Logging on to the system

1.1. Logging on to the application

Logging on to the application SMK is possible after starting the Internet browser and entering the address <https://smk.ezdrowie.gov.pl> in the search bar.

Having logged on to the system correctly, you be asked to select the role you want to have in the system; should you have no authorization to use any role, you be transferred to the home page in “Zero Role”.

To submit the application for Physician/Dentist Final Examinations, you should log on to the system in the role “Physician”, “Dentist” or “Graduate”. The process of applying for the roles “Physician” or “Dentist” is described in the User’s Guide – Physician/Dentist. **The process of applying for the role “Graduate” is described in the User’s Guide – Applications for the role “Graduate”.**



2. Applying for Physician/Dentist Final Examinations

2.1. Application for Physician Final Examination/Dentist Final Examination in the role Physician/Dentist

To submit the application for Physician/Dentist final examination in the role Physician/Dentist, the User should select “Applications for vocational examinations” from among the available options. To generate a new application, the User is obliged to use the function **“New application for vocational examination”**.

The application for Physician Final Examination/Dentist Vocational Examination obliges to:

specify the examination session, number of the right to practise (PWS), number of the university diploma, issuance date of the diploma, unit, registration number in the Chamber of Physicians and Dentists, select the university (if a Polish university is selected, the faculty should be specified) from the list of universities by using the function **“Select”** in the section **“Medical University”**, whereby if a university in a foreign country is selected, the User is obliged to enter the name and address of the university independently.

Furthermore, the User is obliged to specify the preferred place of the examination (by selecting one place from the list next to the field description), type of the examination, and language of the examination.

In specific cases, the User may be obliged to enter:

the name and faculty of the medical university or of the university accrediting the diploma, to be selected from the list of the self-government.

The fee due and the number of former application for examinations will be generated by the system automatically.

Having completed the above mentioned fields, the User is obliged to use the function **“Save”**.

Saving the application for examination is not tantamount to submitting the application to the Centre of Medical Examinations. Once saved, the application must be submitted, i.e. the applicant must use the function “Send”. The correct submission of the application is completed once the system has generated a number of the application and a number of the micro account the fee is to be paid to.

2.2. Application for Physician Final Examination/Dentist Final Examination in the role Graduate

To submit the application for Physician/Dentist final examination in the role Graduate, the User should select **“Applications for vocational examinations”** from among the available options. To generate a new application, the User is obliged to use the function **“New application for vocational examination”**.

The application for Physician Final Examination/Dentist Vocational Examination obliges to:

specify the examination session, number of the university diploma, issuance date of the diploma, unit, select the university (if a Polish university is selected, the faculty should be specified) from the list of universities by using the function **“Select”** in the section **“Medical University”**, whereby if a university in a foreign country is selected, the User is obliged to enter the name and address of the university independently.

Furthermore, the User is obliged to specify the preferred place of the examination (by selecting one place from the list next to the field description), type of the examination, and language of the examination.

In specific cases, the User may be obliged to enter:

the name and faculty of the medical university or of the university accrediting the diploma, to be selected from the list of the self-government.

The fee due and the number of former application for examinations will be generated by the system automatically.

Having completed the above mentioned fields, the Use is obliged to use the function **“Save”**.

Saving the application for examination is not tantamount to submitting the application to the Centre of Medical Examinations. Once saved, the application must be submitted, i.e. the applicant must use the function “Send”. The correct submission of the application is completed once the system has generated a number of the application and a number of the micro account the fee is to be paid to.

2.3. Managing the application for Physician/Dentist Final Examinations

Having submitted the application to the Centre of Medical Examinations, the Users may verify the status of the submitted application on an ongoing basis.

Once the deadline for submitting applications for Physician/Dentist Final Examinations has been set out, the Centre of Medical Examinations will populate the system with fees for examinations, and the persons accepted to take the examination will be informed about the date and place of the National Specialisation Examination through the system SMK and by electronic mail.

