

**Resolution No. 78/03/2025 of the Council
of the Faculty of Medicine of the Medical College
of the University of Rzeszów
of March 19, 2025**

on an opinion on the terms and conditions for transferring a student to the Faculty of Medicine of the University of Rzeszów from another university, including a foreign university

Pursuant to Article 28 (1) (16) in conjunction with Article 69 (1) (3) of the Act of July 20, 2018 r. *Law on Higher Education and Science* (i.e. Journal of Laws of 2024, item 1571, as amended), hereinafter referred to as the Act, § 136 section 5 of the Statute of the University of Rzeszów, and § 8 section 1 subsection 3 and § 11 section 1 and section 2 of the Rules and Regulations of Studies at the University of Rzeszów (i.e. Annex No. 1 to Resolution No. 222/03/2023 of the Senate of the University of Rzeszów of March 30, 2023), the Council of the Faculty of Medicine of the University of Rzeszów gives its positive opinion on the following terms and conditions for transferring a student from another university, including a foreign university:

§1

1. A student from another university, including a foreign university may apply for transfer to the Faculty of Medicine of the University of Rzeszów (hereinafter referred to as FMED) for the same field of study from the new academic year.
2. A student from another university or a foreign university may apply for transfer to FMED, provided that he or she meets the detailed requirements for transfer to individual fields of study specified in **Annex No. 1** to this Resolution.
3. A student applying for transfer, referred to in §1 (1), must submit an application to the UR together with a complete set of required documents:
 - 1) a certificate from the home university including information on:
 - a) having the status of student of the home university;
 - b) having fulfilled all obligations under the regulations of the university he/she is leaving;
 - 2) documents certifying the previous course of studies (transcript):
 - a) a course of study card (transcript) listing the subjects completed, number of hours, forms of passing the subject/course, number of ECTS credits and the grades earned;
 - b) syllabuses for the subjects/courses referred to in subsection a);

- c) practical training journal;
 - 3) written consent to transfer from the home university's relevant authority;
 - 4) a copy certified at the UR by the Dean's Office of the following documents:
 - a) one of the documents referred to in Article 69 (2) of the Act, in the case of first-cycle studies (bachelor's degree program) or long-cycle studies (master's degree program),
 - b) a graduation diploma, in the case of second-cycle studies;
 - 5) other documents specified in the detailed terms and conditions for transfer to individual fields of study indicated in **in Annex No. 1** to this Resolution.
4. A student applying for transfer from another university or a foreign university to FMED will submit an application to the Dean's Office of the Faculty of Medicine - Section for the Course of Studies responsible for a given field of study, together with a complete set of documents referred to in section 3, within the deadlines set by the Dean of the Faculty of Medicine. The application template is found in **Annex No. 2** to the Resolution.
 5. The date of submission of the application including the complete set of the documents referred to in section 3 will be considered to be the date of receipt by the UR.
 6. A student submitting documents prepared in a foreign language will attach to the application referred to in section 3 a translation of such documents made by a sworn translator entered on the list of sworn translators kept by the Ministry of Justice of the Republic of Poland.
 7. A foreigner applying for transfer from a foreign university to a field of study taught in the Polish language is required to attach to the application referred to in section 3:
 - a) a document confirming knowledge of the Polish language at a minimum of B2 level;
 - b) a photocopy, certified by the UR, of a document stating the right to study without incurring fees in accordance with Article 324 (2) of the Act (e.g. Pole's Card, residence card, administrative decision of a competent authority).
 8. A foreigner applying for transfer to the UR from a foreign university for a field of study taught in English is required to submit a document confirming his/her English language ability at a minimum of B2 level as well as meeting the requirements in **Annex No. 3**.

Administrative support for transfer applications is provided by the Dean's Office of the Faculty of Medicine of the University of Rzeszów.

§3

1. The application, including the documents referred to in § 1, (3)-(8), will be processed within 30 days from the date of its submission.
2. The Dean's Office of FMED will formally evaluate the application referred to in § 1 (3). If the application is deemed incomplete, the Dean's Office of the FMED will request the student in writing to supplement the application within 7 days of receipt the request, under penalty of the application not being processed.
3. In the absence of the complete documents referred to in § 1 (3), the application will remain unprocessed for formal reasons.

§4

1. Applications submitted in accordance with the document submission schedule will be reviewed by a team composed of:
 - a. the head of the field of study and/or a member of the study program team appointed by the head of the field of study;
 - b. the Vice-Dean for Student Affairs and Education;
2. The Dean will decide on the transfer of the student and will enter the student on the list of students of the University of Rzeszów or will refuse the transfer.
3. In the event of the student's refusal to consent to transfer from another university, the Dean will issue a negative decision.

§5

Matters not regulated by regulations will be decided by The Dean of FMED.

§6

This Resolution will come into force on the date of its adoption by the Council of the Faculty of Medicine and will apply to students applying for transfer to FMED from another university or a foreign university.

Dean of the Faculty of Medicine
Medical College
of the University of Rzeszów

dr hab. n. med. Rafał Piedmont, prof. UR

*Annex No. 1 to Resolution No. 78/03/2025
of the Council of the Faculty of Medicine of March 19, 2025*

Detailed requirements for transferring to individual fields of study at the UR Faculty of Medicine from another university or a foreign university

FIELD OF STUDY	DETAILED REQUIREMENTS FOR ADMISSION BY TRANSFER
<p>Electroradiology first-cycle studies</p> <p>Medical studies long-cycle studies master's degree program</p> <p>Medical Analytics long-cycle studies master's degree program</p>	<p>1. Transfer of a student from another university, including a foreign university, to the same or another related field of study may occur in the following instances:</p> <ul style="list-style-type: none"> • not earlier than after completion of the first year of studies if the home university conducts an annual system of accounting for the subject/course hours and an annual system of recognizing learning outcomes; • after a full consecutive year of studies - transfer during the ongoing academic year is not possible • only for the places released, within the limits set by the Ministry of Health or in the Rector's Order, in individual fields of study and years of studies; • only for the next year of studies based on the documents submitted, except for the last one year education – does not apply to students applying for transfer from Polish universities; • within the same mode of study, provided that it was a full-time study mode (tuition-free). In others instances, transfer will occur to a part-time mode. <p>2. A student who has started his/her studies abroad may transfer only to part-time studies or studies taught in English. Transfer of medical students from foreign universities is possible to the maximum third year of studies.</p> <p>3. Admission of a student from another university is possible when the number of program/curriculum differences allows the student to begin his/her studies at least in the third semester, subject to settlement cycles.</p> <p>4. The deadline of making up for the curriculum differences should not exceed one year. Where appropriate, the Dean may, at the student's request, extend the deadline of making up for the curriculum differences, but no longer than for another year.</p> <p>5. In the case of curriculum differences in the core subjects for a given field of study, the student may be admitted to a year lower than that indicated in the application.</p> <p>6. The prerequisite for taking into account the classes that the student passed and the ECTS credits earned is to establish the convergence of the learning outcomes achieved.</p> <p>7. Students may apply for admission from another Polish or foreign university by way of transfer only if they have obtained, on their high school leaving exam (Maturity exam), results (similar) to the cut off criterion used in the admissions mode for the cycle of education and mode of study for which they are applying.</p> <p>8. At the student's request, the Dean may grant consent to take into account the subjects (classes) completed and passed and the ECTS credits earned in another field of study or another university during the current study program in another field of study or specialty as well as after the student's readmission to the University.</p>

*Annex No. 2 to Resolution No. 78/03/2025
of the Council of the Faculty of Medicine of March 19, 2025*

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Applicant's Name

.....
Mailing Address

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Phone Number and Email Address

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Series and Number of ID Card/Passport and
Name of the Authority Issuing the Document

APPLICATION
for consent to transfer from another university or a foreign university to a field of study
at the Faculty of Medicine of the University of Rzeszów
with all the required documents

I request consent for admission by transfer to a degree program at the Faculty of Medicine of the University of Rzeszów to the field of study:,

Year:, Semester:, Specialty: Level ¹
....., Mode of Study ²

I am currently studying

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.....
.....

(Enter: Name of the University, Field of Study, Year, Semester, Specialty, Level and Mode of Study)

^{1.} *Level of Study: First-Cycle Studies, Second-Cycle Studies, Long-Cycle Studies*

^{2.} *Mode of Study: Full-time, Part-Time*

Justification:

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I consent to the processing of personal data provided in this document for the purpose of the UR admissions process in accordance with the Act of May 10, 2018 on the Protection of Personal Data (Journal of Laws of 2018, item 1000) and in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46 / EC (GDPR)

Date of Submission and Handwritten Signature

Justification by the Verification Team:

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By way of substantive verification of the application by the head of the field of study, based on the documents submitted, it is concluded that:

- ☐ there exists a possibility to study;
☐ there does not exist a possibility to study*

DATE, SIGNATURES OF THE VERIFICATION TEAM

* underline as appropriate

Terms and conditions for transferring students from other Universities to study in the English Division at the Faculty of Medicine, University of Rzeszów

1. A student may transfer from another university, including a foreign university with the consent of the Dean, expressed by decision, if he or she has fulfilled all obligations under the regulations of the university he or she is leaving.
2. The transfer may occur only at the beginning of the academic year after the student has completed/passed the previous year of studies.
3. English-language translation of the documentation or the original English documentation must be submitted in person or by proxy between June 16 and August 1 of the given year. If the documentation is received after the deadline, the application will remain unprocessed and the documents will be returned.
4. The transfer may occur only after completing and passing of one year of studies and to the same field of study that was taken at the home university.
5. The transfer is open to students from other universities who meet the admissions requirements in the academic year in which they begin their studies.
6. The Documents that the applicant for transfer must submit at the Dean's Office of the English Division include:
 - An application requesting consent for transfer
 - A written request for consent to transfer, including an opinion of the Faculty Dean from the home university
 - A course of studies (transcript) confirming completion and passing of all subjects and professional internships provided for the study/degree program, including the number ECTS credits earned
 - A certificate of student status with the arithmetic mean of the university grades and the average from the last completed year of studies at the home university
 - A copy of the high school leaving exam/maturity exam (the original for visual inspection)
 - A decision of the Faculty Admissions Committee on admission to the first year of studies
 - A list of learning outcomes obtained (module, syllabus)

SCHEDULE FOR ACCEPTING DOCUMENTS AS PART OF A STUDENT'S TRANSFER TO A FIELD OF STUDY
 AT THE FACULTY OF MEDICINE OF THE UNIVERSITY OF RZESZÓW FROM ANOTHER UNIVERSITY OR
 A FOREIGN UNIVERSITY IN THE ACADEMIC YEAR

SCHEDULE

	STUDIES IN POLISH	STUDIES IN ENGLISH
Deadline for submission of the application and documents	From September 1 to September 12	From June 16 to August 1 From August 25 to September 5
Place to submit the application and documents	Dean's Office of the Faculty of Medicine Section for the Course of Studies and Internships Monday: 9 a.m. – 1 p.m. Tuesday: 11 a.m. – 3 p.m. Thursday: 9 a.m. – 1 p.m. Friday: 9 a.m. – 1 p.m.	Dean's Office of the Faculty of Medicine Section for the Course of Studies and Internships ED Monday: 9 a.m. – 1 p.m. Tuesday: 9 a.m. – 1 p.m. Thursday: 9 a.m. – 1 p.m. Friday: 11 a.m. – 3 p.m.