

**Regulation No. 99/2022
of the Rector of the Medical University of Lublin**

dated June 3, 2022

regarding the Rules for Submitting and Reviewing Applications for Transfer from Different University

Pursuant to § 57 section 1, subsection 3 of the Statutes of the Medical University of Lublin and § 11 section 2 of the Study Regulations of the Medical University of Lublin, constituting an Appendix to Resolution No. LXXII/2021 of the Senate of the Medical University of Lublin dated April 28, 2021, on the adoption of the Study Regulations of the Medical University of Lublin, as amended by Resolution No. 162/2022 of the Senate of the Medical University of Lublin dated March 30, 2022, Resolution No. 179/2022 of the Senate of the Medical University of Lublin dated April 27, 2022, and Resolution No. 187/2022 of the Senate of the Medical University of Lublin dated May 25, 2022, I hereby order the following:

§ 1

1. A student may transfer from another university only to a vacant spot within the applicable enrollment limits referred to in § 2, subject to the following rules:
 - 1) a full-time student may transfer to a full-time program no later than the third year of a long-cycle master's program, the second year of a first-cycle program, or—after successfully completing the first semester—to the second semester of a second-cycle program, except in cases justified by personal circumstances, in which a transfer at a different time is permitted,
 - 2) a full-time student and a part-time student may transfer to part-time studies no later than the third year of a long-cycle master's program—except in cases justified by personal circumstances, in which a transfer at a different time is possible.
2. A student may transfer from another institution no earlier than after successfully completing the first year, or after successfully completing the first semester in the case of a second-cycle program.
3. A transfer may only take place at the beginning of the academic year for first-cycle programs and long-cycle master's programs, with the exception of programs that begin in the summer semester or, in the case of second-cycle programs, in a specific semester.
4. A student who has not successfully completed the academic year (for first-cycle and long-cycle master's programs) or the semester (for second-cycle programs) is not eligible to receive approval for a transfer.
5. A student cannot be granted permission to transfer if the Medical University of Lublin is unable to provide the courses required to address the program differences in the curriculum—as determined by a comparative analysis of the study programs—due to the extent of the identified differences.
6. A student has the right to transfer and have the credits for courses he or she has completed at the Medical University of Lublin or another institution of higher education, including a foreign one, recognized.
7. The decision regarding the transfer and recognition of courses is made by the Dean upon a student's request submitted no later than 14 days after the start of the semester or academic year in which the courses are to be taken. The request is reviewed by the course or module coordinator at the department responsible for conducting the courses.
8. If the Dean makes the decision referred to in paragraph 7, the student is awarded the number of ECTS credits and hours corresponding to the learning outcomes achieved through the completion of the relevant courses and clerkships specified in the study program for the field of study in which the student is enrolled.

9. If a course that was previously passed without a grade is recognized and assigned to a course in the study program that requires a grade, that course is credited with a “satisfactory” grade.

§ 2

A student may transfer from another institution to fields of study offered at the Medical University of Lublin only if there are available spots within the applicable enrollment limits set by:

- 1) The Minister of Health for the medical and medical dentistry programs,
- 2) The Senate of the Medical University of Lublin—for all other fields of study and years of study.

§ 3

A student who began their studies abroad may transfer only to a part-time studies, provided that the University offers part-time studies in the given academic year for the field of study the student is applying for. This rule does not apply to students transferring to programs taught in English.

§ 4

1. A student applying for a transfer is required to submit a high school diploma certifying that they took the entrance exams in the subjects covered by the admissions process at the Medical University of Lublin for the specific field of study, in accordance with the admissions resolution setting forth the conditions and procedures for admission to the Medical University of Lublin for the academic year, in which the candidate is applying.
2. Students applying to the medical and medical dentistry programs who do not achieve at least 50% of the total possible score on the admission exams will not be admitted.
3. A student applying to transfer to a field of study for which an additional exam assessing specific aptitudes was required during the admissions process must pass that exam.
4. A student who intends to transfer to the Medical University of Lublin is required to:
 - 1) pass all years of study at the institution from which the student intends to transfer, including the year or semester in which the student is currently enrolled,
 - 2) to complete all clerkships required by the curriculum.
5. A student may apply for a transfer only to the next academic year as indicated in the submitted documentation.

§ 5

A student may apply to transfer to only one field of study.

§ 6

1. Students applying for transfer from another university must submit their documents between the first and last business day of August if the academic program begins in the winter semester, and between the first and last business day of January if the academic program begins in the summer semester. The date of submission of documents is considered to be the date they are received at the office of the relevant Dean's Office.
2. Documents should be submitted to the Dean's Office of the faculty offering a given field of study.
3. The list of required documents is set forth in Appendix 1 to this regulation.

4. Only the complete set of documents will be considered.

§ 7

1. If the number of students applying for transfer exceeds the enrollment limit for a given academic year, admission is based on two criteria:
 - 1) a grade point average that includes all grades received on exams and for courses completed with a grade (excluding courses that do not end with an exam), including failing grades, calculated relative to the highest possible grade point average and multiplied by a weight of 75%,
 - 2) the score on the high school graduation exam in the subjects that form the basis for admission to a given field of study, calculated in relation to the highest possible exam score and multiplied by a weight of 25%.
2. If more than one applicant for transfer receives the same score, the order of transfer is determined by the average of all grades from the final year of study, i.e., from exams and graded coursework.
3. If several candidates have the same overall grade point average for their final year of study—that is, from exams and graded courses—the order of transfer will be determined by the grade point average from exams and graded courses in the final semester of study.

§ 8

1. The estimated number of vacancies within the available limit for each field of study and academic year will be posted on the University's website immediately after the end of the retake examination session, in accordance with the academic calendar.
2. A student applying for a transfer is required to regularly check the information referred to in paragraph 1 on the website of the relevant Dean's Office.

§ 9

1. A student who has been granted permission to transfer must also complete the courses covering the curriculum differences during the next semester or academic year in which classes for a given course are offered. Part-time students and students enrolled in programs taught in English are required to pay fees to cover these curriculum differences.
2. If the program differences exceed a total of 10 ECTS credits to be completed in a given semester, the student is granted permission to transfer, provided that they submit an application for a leave of absence from the Dean's Office and declare that they will complete the courses covered by the program differences during that period.
3. A student who has been enrolled on the student list shall submit the documents listed in Appendix 2 to this order to the relevant Dean's Office.

§ 10

1. Decisions regarding a student's transfer are made by the Dean by adding the student to the register of students.
2. Admission to a field of study is denied by means of an administrative decision issued by the Dean on behalf of the Rector.
3. An appeal may be filed with the Rector for reconsideration of the decision referred to in paragraph 2, or a complaint may be filed with the Voivodeship Administrative Court in Lublin.

§ 11

Deans of all faculties of the Medical University of Lublin are hereby tasked with implementing this regulation.

§ 12

1. Regulation No. 70/2019 of the Rector of the Medical University of Lublin, dated July 10, 2019, regarding the rules for submitting and reviewing applications for transfer from another university to programs taught in Polish, as amended by Order No. 105/ 2021 of the Rector of the Medical University of Lublin dated July 8, 2021 is hereby declared invalid.
2. This regulation comes into effect on the date of its signing.

on behalf of the Rector
of the Medical University of Lublin

Vice-Rector for Scientific Affairs
Prof. dr hab. Andrzej Stepulak

**LIST OF DOCUMENTS
to be submitted as part of the application process**

- 1) An application to the Dean of the relevant faculty,
- 2) A document verified by the Dean's Office detailing the course of study: courses completed, including the number of hours, the form of course completion, the grade received, and the ECTS credits assigned to each course,
- 3) A certificate from the relevant Dean's Office confirming promotion to the next year/semester of study, as indicated in the academic transcript of grades,
- 4) High school diploma,
- 5) Course syllabi—in accordance with the presented curriculum.

It is permissible to submit photocopies of the above-mentioned documents, provided they are certified by the Dean's Office of the institution from which the student is transferring or notarised. The student must submit the documents in a white A4-size cardboard folder.

Please note

A student submitting documents issued in a foreign language is required to include a translation into Polish prepared by a sworn translator listed on the register of sworn translators maintained by the Minister of Justice of the Republic of Poland.

High school diplomas issued abroad are recognized on the basis of international agreements or through nostrification.

Information regarding, among other things, the list of recognized universities, a table to assist in the evaluation of foreign diplomas under Polish law, and examples of such diplomas and accompanying documents is available on the website of the Polish National Agency for Academic Exchange:

<https://nawa.gov.pl/uznawalnosc/opisy-zagranicznych-systemow-edukacji>

LIST OF DOCUMENTS

**the original copies of which must be submitted if the
student is approved for transfer:**

- 1) A document certifying the student's current academic record (if a photocopy was previously submitted),
- 2) High school diploma
- 3) One photograph—meeting the requirements for an ID card,
- 4) Certificate of hepatitis vaccination and a medical certificate for sanitary and epidemiological purposes,
- 5) Proof of payment of the ID card fee,
- 6) For part-time students, proof of payment of tuition,
- 7) Certificate from an occupational health physician
- 8) A certificate confirming proficiency in English (for programs taught in English)
- 9) The information clause regarding the processing of students' personal data, in accordance with the template set forth in Appendix No. 2 to the Academic Regulations.