

COLLEGIUM MEDICUM
FACULTY OF MEDICINE

ORDINANCE
NO. 07/2025/2026
OF THE DEAN OF THE FACULTY OF MEDICINE
OF ANDRZEJ FRYCZ MODRZEWSKI KRAKOW UNIVERSITY

dated 21st December 2025
regarding the implementation of rules for transferring students to Medicine at
Andrzej Frycz Modrzewski Krakow University

Pursuant to Andrzej Frycz Modrzewski Krakow University Statute, Study Regulations at Andrzej Frycz Modrzewski Krakow University (Annex to the Resolution of the Senate No. 9/2025 dated 30th September 2025) and Andrzej Frycz Modrzewski Krakow University Rector's Ordinance No. ZR/06/07/2025 dated 2nd July 2025 on the principles governing admission to studies by way of transfer from another higher education institution and the principles governing transfer to another higher education institution, I hereby order as follows:

§1.

1. This Ordinance sets out the detailed rules for admission to Medicine (long-cycle Master's degree studies) at the Faculty of Medicine at Andrzej Frycz Modrzewski Krakow University by way of transfer from another higher education institution (hereinafter referred to as a *transfer*).
2. This Ordinance constitutes a special regulation in relation to the general principles set out in ZR/06/07/2025; in matters not regulated herein, ZR/06/07/2025 and Study Regulations of Andrzej Frycz Modrzewski Krakow University of shall apply.

§2.

Whenever this Ordinance refers to:

1. *a candidate* – this shall mean a person applying for admission to Medicine by way of transfer;

2. *the home institution* – this shall mean the higher education institution at which the candidate has pursued studies to date;
3. *curricular differences* – this shall mean differences in learning outcomes, curriculum content, number of contact hours and/or ECTS credits between the programme at Andrzej Frycz Modrzewski Krakow University and the programme at the home institution;

§3.

1. A student of another higher education institution, including a foreign institution, may apply for transfer to the University provided that:
 - a. they hold the status of a student enrolled in a programme corresponding to medical education leading to the qualification of a physician at the home institution;
 - b. they have successfully completed at least the first year of studies and have not been removed from the student register of their home institution;
 - c. they have achieved learning outcomes that are equivalent at both higher education institutions;
 - d. they meet the recruitment criteria applicable at Andrzej Frycz Modrzewski Krakow University in the academic year in which they were admitted to their home institution;
 - e. they have fulfilled all obligations arising from the regulations in force at the higher education institution they are leaving.
2. A student may apply for a transfer to the second through fifth year of studies.
3. Student transfers may not result in an increase in the number of students in a given year beyond the established limit for individual degree programmes. Students repeating a year are not included in this limit.
4. If the number of students meeting the conditions set out in these rules exceeds the number of available places, the Dean shall establish a ranking list for a given cohort and mode of study based on the arithmetic mean of grades obtained during the course of studies to date. If this proves insufficient to determine priority, the result of the secondary school-leaving (Matura) examination in the subject with the highest score (advanced level from among the subjects required for admission to Andrzej Frycz Modrzewski Krakow University) shall be taken into account.

5. Students who have been removed from the student register at another higher education institution may commence studies at Andrzej Frycz Modrzewski Krakow University exclusively through recruitment to the first year of studies.

§4.

1. As a rule, transfers take place in the winter semester, and applications along with the required documents are accepted from 1st August to 30th August each year, subject to the provisions of subsection 2.
2. In justified cases, the Dean may announce an additional application round for the summer semester. The launch of the additional round is dependent on the availability of places and the organisational capabilities of the Faculty. Applications are accepted from 1st December to 15th January.
3. The date of submission of the application along with the complete set of documents is considered to be the date of receipt by Andrzej Frycz Modrzewski Krakow University through the Extranet electronic registration system.

§5.

1. The candidate applying for transfer must complete electronic registration in the Extranet system via the Andrzej Frycz Modrzewski Krakow University website, under the *Admission* tab, by filling in personal details and uploading scans of all required documents.
2. Documents required to submit a transfer application:
 - a. a transfer application, personally signed by the applicant, including a justification, submitted on the required Andrzej Frycz Modrzewski Krakow University form;
 - b. a photocopy of the secondary school-leaving certificate (original to be presented for inspection) or a notarised copy. In the case of foreign certificates, additional requirements specified in Appendix 1, *Additional requirements for certificates issued abroad*, must be met;
 - c. an opinion issued by the competent authority of the home university regarding the student's academic progress to date;
 - d. documentation of the completed course of studies (transcript / record of studies), including the applicable grading scale and information on the number of contact hours (with instructor involvement), broken down by forms of instruction (lectures, seminars, classes, etc.);

- e. the study plan for the entire course of studies (years 1-6) applicable to the cohort in which the student was enrolled at the time the transfer procedure was initiated;
 - f. syllabi of courses completed at the home institution, as well as others that may be requested;
 - g. in cases where the documentation is in a language other than Polish or English, the required documents must be submitted in a version translated into Polish by a sworn translator listed on the register of sworn translators maintained by the Minister of Justice of the Republic of Poland.
3. In the cases of submitting an incomplete application, the candidate will be requested to correct the formal deficiencies within 7 days from the date the request is delivered. Failure to correct the deficiencies within the aforementioned period will result in the issuance of a *Notice of Leaving the Application Unexamined for Formal Reasons*.

§6.

1. The Dean, when making a decision, evaluates the learning outcomes achieved and takes into account the requirements arising from the study programme and the applicable educational standards, while also acting with concern for maintaining proper quality of education.
2. The Dean's decision regarding admission through transfer is always subject to the organisational capacity of the Faculty, in particular the number of available places, the availability of teaching staff, and the fact that the relevant year of the medical programme has been launched in the academic year to which the application pertains.
3. The decision to transfer a student is made by the Dean, who determines the year of study to which the candidate may be admitted, as well as the number of ECTS credits eligible for transfer, the number and names of courses to be recognised (credited), and the courses that the student must complete to cover any curriculum differences.

§7

1. In the case of a student applying for admission to the medical programme through transfer from a higher education institution located in a third country (outside the UE/EEA), including Ukraine, there is no presumption of compliance of the study programme:
 - a. with Polish educational standards preparing for the medical profession,

- b. with the requirements arising from Directive 2005/36/EC of the European Parliament and of the Council.
2. If, based on the submitted documentation, it is not possible to unambiguously confirm that the learning outcomes required by the study programme in force at the University have been achieved, the student may be required to take a verification exam or exams.
3. This particularly applies to situations where the documentation does not allow for a reliable assessment of:
 - a. the educational content and syllabi,
 - b. the number of contact hours, including clinical and practical classes,
 - c. the forms of instruction,
 - d. completed professional internships,
 - e. the methods of verifying practical and clinical skills.
4. Verification exams are conducted in selected areas of study, to the extent necessary to confirm the achievement of the learning outcomes required for the semester for which the student is seeking enrollment.
5. The purpose of the verification exams is to ensure:
 - a. compliance of the course of study with the medical education standards in force in the Republic of Poland,
 - b. proper implementation of the study programme,
 - c. the safety of the educational process in clinical areas.
6. The scope, format, and procedure for conducting verification exams are specified in Appendix No. 2, *Regulations on Verification Examinations for Students Transferring to the Medical Programme at Andrzej Frycz Modrzewski Krakow University from Higher Education Institutions outside the EU/EEA.*

§8.

1. A condition for enrollment on the list of students of the medical programme at Andrzej Frycz Modrzewski Krakow University is the fulfillment of formal requirements of Andrzej Frycz Modrzewski Krakow University, including the conclusion of the *Agreement on the Terms of Payment*.
2. Before signing the agreement, it is required that the candidate
 - a. submit or present the originals of the documents specified in §5(2), as well as all additional documents that the candidate was asked to provide during the stage of issuing the transfer decision,

- b. submit the materials specified in Appendix 3. *Materials that must be provided after a positive decision has been obtained.*
3. The conditions specified in subsections 1 and 2 must be fulfilled by the candidate no later than the first day of the semester from which they are to begin their studies at Andrzej Frycz Modrzewski Krakow University, in accordance with the Dean's transfer decision.
4. The Dean may, upon justified written request from the candidate, extend the deadline for submitting the documents specified in subsection 2b. Failure to submit any of the documents within the deadline set by the Dean may result in being denied access to classes, in particular clinical classes.

Appendix 1. Additional requirements for certificates issued abroad

1. Apostille. In the case where the country that issued the education document is a party to the Convention Abolishing the Requirement of Legalisation for Foreign Public Documents, drawn up in The Hague on 5th October 1961 (Journal of Law of 2005 No. 112, position 938) an Apostille is required. The student must provide:
 - a. the secondary school leaving certificate (original) with an Apostille,
 - b. a translation of the secondary school leaving certificate into Polish (prepared by a sworn translator),
2. Legalisation. If, on the other hand, the country that issued the document is not a party to the above-mentioned Convention, legalisation by the Polish consular post in that country is required. Without the requirement of nostrification, the candidate must provide:
 - a. the secondary school leaving certificate (original) with legalisation,
 - b. a translation of the secondary school leaving certificate into Polish (prepared by a sworn translator),
 - c. a certificate issued by the secondary school / the competent authority confirming that the presented secondary school leaving certificate entitles the holder to undertake higher education studies in the country where the document was issued.
3. In justified cases, as specified in the recruitment procedure, it is possible to grant an exemption from the requirement to attach an Apostille / Legalisation.
4. Nostrification. In the case of candidates who completed secondary education outside the EU, nostrification of secondary school leaving certificate is required, unless

otherwise provided by an international agreement concluded by the Republic of Poland. Where nostrification is required, the candidate must submit:

- a. the secondary school leaving certificate (original),
- b. a translation of the secondary school leaving certificate into Polish (prepared by a sworn translator),
- c. an administrative decision issued by the Superintendent of Education.

Appendix No. 2, Regulations on Verification Examinations for Students Transferring to the Medical Programme at Andrzej Frycz Modrzewski Krakow University from Higher Education Institutions outside the EU/EEA.

§1. Scope of the regulations

1. The Regulations define the additional requirements and rules for conducting verification examinations for students applying for admission to the medical programme at Andrzej Frycz Modrzewski Krakow University by way of transfer from a higher education institution based in a third country (outside the EU/EEA).
2. Verification exams are intended to confirm the achievement of learning outcomes required by the study programme in force at the University.
3. Examination committees are appointed by the Dean of the Faculty of Medicine. The committees consist of representatives of relevant scientific disciplines corresponding to the scope of the verification exams.
4. The required literature is specified in the syllabi of the courses assigned to individual areas of education and constitutes the basis for the scope of the verification exams.

§1. Enrollment for the third year of studies

1. The condition for enrollment in the third year of studies is passing the theoretical exam in the form of a multiple-choice test (MCQ) with a minimum of 100 questions.
2. The exam referred to in subsection 1 verifies the achievement of learning outcomes in the following areas:
 - a. Course group A – Morphological Sciences,
 - b. Course group B – Scientific Foundations of Medicine,
 - c. Course group c – Preclinical Sciences.

3. The scope of the exam corresponds to the learning outcomes specified in the University study programme for the courses completed by the end of the second year studies.
4. The required literature is specified in the syllabi of the courses assigned to the individual areas of education and constitutes the basis for the scope of the verification exams.

§3. Enrollment for the Fourth and Fifth Year of Studies

1. The condition for enrollment in the fourth or fifth year of study is:
 - a. passing the theoretical examination referred to in § 2, with the number of questions in the multiple-choice test increased to 150,
 - b. passing a theoretical examination covering: the propaedeutics of internal medicine, the propaedeutics of pediatrics, and the propaedeutics of surgery, conducted as part of the course *Introduction to Clinical Medicine*,
 - c. passing a practical OSCE examination in the propaedeutics of the above-mentioned clinical subjects, covering basic clinical skills appropriate to the stage of education, and intended to be completed within the course *Introduction to Clinical Medicine*.
2. The scope of the examination corresponds to the learning outcomes specified in the University study programme for the courses completed by the end of the fifth semester of study.
3. The required literature is specified in the syllabi of the courses assigned to the individual areas of education and constitutes the basis for the scope of the verification exams.

§4. Rules for Conducting Examinations

1. Verification examinations are held twice during the academic year, scheduled for the winter and summer examination sessions, in accordance with the timetable established by the Dean of the Faculty of Medicine.
2. Verification examinations are conducted prior to the decision on enrollment in a given year of study.
3. Failure to pass any of the required verification examinations results in either a refusal of enrollment in the requested year of study or enrollment in a lower year, in accordance with the Dean's decision.

§5. Final Provisions

1. The results of the verification exams serve as the basis for making decisions regarding transfer and determining the year of enrollment.
2. The regulations apply accordingly to all students transferring from universities outside the EU/EEA, regardless of their country of origin.

Appendix No. 3. Additional materials to be submitted after obtaining a positive decision.

1. One colour photograph measuring 35 x 45 mm (taken against a uniform light background, with good sharpness and natural skin colour rendering, showing the image from the top of the head to the upper part of the shoulders, so that the face occupies 70-80% of the photograph, clearly showing the eyes – especially the pupils – and the eyebrows, and depicting the person in frontal position, without head covering and without glasses with dark lenses, looking straight ahead with eyes open and not covered by hair).
2. Required medical and sanitary-epidemiological certificates, in particular:
 - a. a medical certificate issued by a physician authorised to conduct preventive medical examinations, confirming the absence of contraindications to undertaking studies in the field of medicine,
 - b. documents confirming completion of the required protective vaccinations, in accordance with applicable regulations, in particular vaccination against hepatitis B;
 - c. a medical certificate for sanitary-epidemiological purposes.
3. Due to amendments to the Act dated 13th May 2016 on Counteracting Sexual Crime Threats (uniform text Journal of Law of 2023, position 1304 with amendments), individuals qualified for transfer from another higher education institution will be required to submit the indicated documents:
 - a. A certificate from the National Criminal Register – Polish citizens and foreign nationals.
 - b. A declaration of the country or countries in which the student resided during the last 20 years, other than the Republic of Poland and the country of citizenship, together with criminal record information from the registers of those countries,

obtained for purposes of professional or volunteer activities involving contact with children – Polish citizens and foreign nationals;

- c. Criminal record information from the register of country of citizenship, obtained for the purposes of professional or volunteer activities involving contact with children, together with a sworn translation – applicable to foreign nationals and students who have resided in countries other than the Republic of Poland or their country of citizenship. In the event that: 1) the law of the country of citizenship, 2) the law of the country / countries of residence during the last 20 years, other than the Republic of Poland and the country of citizenship, from which criminal record information obtained for the purposes of professional or volunteer activities involving contact with children, or criminal record information from that country, is to be submitted, does not provide for the issuance of such information, or if no criminal register is maintained in a given country, a declaration must be submitted.