



## REGULATIONS

### Admission of students transferring from other universities in Poland and abroad to Medicine programme (studies in English)

#### §1. Conditions for applying for a transfer

1. Only persons who meet the following criteria may apply for a transfer:

- a) has current student status in Medicine programme (full-time long-cycle studies in English) at another higher education institution in Poland or a foreign higher education institution operating in accordance with the law of the country in which the institution is based ,
- b) has completed at least one year of studies in Medicine programme, has passed all previous years and semesters of study for which they were enrolled,
- c) has an arithmetic mean of all grades achieved so far in studies in Medicine programme of not less than 4.0 (or equivalent in the adopted grading scale), confirmed by an official certificate issued by the home university,
- d) meets the admission criteria for a given field of study, applicable to the admission process for the year in which they are to be admitted.

2. The transfer may only take place:

- a) within the same field of study i.e. Medicine programme (studies in English),
- b) from the beginning of the new academic year,
- c) after completing the first year of study.

3. The university does not consider applications from persons who:

- a) who do not have student status,
- b) who have been required to repeat the semester/year at their home university,
- c) who have been conditionally enrolled in a higher year of study,
- d) who have been suspended from their student rights,
- e) who did not submit a complete set of required documents in the IRK system within the specified deadlines,
- f) against whom disciplinary proceedings are pending or have been concluded with a penalty (§ 50 of the Study Regulations).

4. The university may decline to accept a candidate:

- a) organisational reasons do not allow it (e.g. limits on the number of places in teaching groups, sequence of courses resulting from study programmes),



b) based on the academic performance to date.

## §. 2. Application for admission

1. The candidate registers in the IRK system (Online Candidate Recruitment System).
2. In the IRK system, the candidate fills in an electronic form and attaches scans of all the required documents listed in § 3.
3. Scans of documents must be legible, contain all pages, and include visible signatures and stamps.
4. Applications not submitted via the IRK system, submitted in another form (e.g. e-mail, traditional post) will not be considered.

## §. 3. Required documents

1. The candidate submits a complete set of scanned documents to the IRK system.
2. A complete application is considered to be a set of documents including:
  - a) an application for transfer addressed to the Dean (candidates with Polish citizenship) / Rector (candidates with citizenship other than Polish) indicating the year of study for which the candidate is applying,
  - b) certificate confirming current student status issued by the home university no earlier than 30 days prior to the date of application. The certificate clearly states that at least one year of study has been completed and that all previous years and semesters of study for which the student has been enrolled have been completed,
  - c) a list of completed courses, including in particular: names of courses, number of ECTS credits (or equivalent), form of classes, grades and dates of credits, as well as form of credit (credit, credit with grade, examination), signature and seal of the Dean (or authorised person),
  - d) plans of study applicable in the academic year in which the candidate studied (signed and stamped by the university),
  - e) confirmation of completion of the required holiday work placements,
  - f) documents required from candidates in the IRK system for admission to NCU in a given academic year,
  - g) a document confirming that the person meets the language requirements, i.e. a certificate of English language proficiency at least at B2 level (in accordance with the Regulation Of The Minister Of Science And Higher Education of 30 July 2025 on the types of documents certifying proficiency in the language in which higher education is conducted),
  - h) a certificate from the home university stating the arithmetic mean of all grades obtained so far in the course of studies in Medicine programme, with a clearly indicated mean of not less than



4.0 (in the case of a different grading scale, the candidate shall provide a certificate showing the conversion of the mean based on the grading scale applicable at NCU),

i) certificate of no criminal record from the National Criminal Register, including the juvenile register, issued no earlier than 30 days prior to the date of application (applies to foreigners and Polish citizens who have been residing outside Poland for at least 2 years),

j) certificate confirming that there are no ongoing or completed disciplinary proceedings,

k) certificate confirming that there are no outstanding financial obligations to the home university,

l) if the above documents were issued in a language other than Polish or English, they must be translated into English or Polish by a sworn translator.

3. During the matriculation stage, candidates are required to present the originals of all documents submitted in the IRK system.

#### **§4. Procedure**

1. The deadlines for submitting transfer applications are announced each time on the University's website (study.cm.umk.pl) in Candidate/Transfers section.

2. After the registration deadline in the IRK system, a preliminary formal verification of applications is carried out.

3. Incomplete applications, containing illegible scans, private printouts from IT systems without stamps and signatures, or documents that do not meet formal requirements, will not be considered.

4. Applications that meet the formal requirements are subject to a detailed substantive analysis, in particular with regard to the recognition of previously completed courses and the identification of any differences in the curriculum.

5. After completion of the process, the Dean (for candidates with Polish citizenship) / Rector, after reviewing the Dean's opinion (for candidates with citizenship other than Polish), shall decide on:

a) acceptance of the candidate for the selected year and semester of study, specifying the differences in the curriculum to be made up, or

b) refusal to admit to studies.

6. The candidate is notified of the decision via the IRK system.