



NICOLAUS COPERNICUS
UNIVERSITY
IN TORUŃ
Collegium Medicum in Bydgoszcz

Meet the English Division Team





Director of the Centre for Medical Education in English

prof. dr hab. Arkadiusz Jawień





Office Manager

Ms. Natalia Gliniecka-Kucybała

- supervision of the office's work;
- participation in the recruitment process for foreign nationals;
- recruitment applications management (the IRK system);
- Centre's financial matters;
- WorkFlow applications management;
- human resources matters;
- administrative support for the Centre's council.





Deputy Manager

Ms. Ewa Grabowska-Kutowińska

- providing information on recruitment to studies in English (for foreign nationals);
- participation in the recruitment process for foreign nationals;
- administrative management of applications for transfer from another university;
- recruitment applications management (the IRK system);
- coordinating social media content;
- matters related to English Division alumni.





Ms. Aleksandra Filińska

- translating documents related to the completion of studies;
- performing minor translations from and into English for the day-to-day needs of Collegium Medicum administrative units;
- managing and recording changes in schedules;
- posting information on the website (study.cm.umk.pl);
- providing information on legalisation of foreign nationals' residence in Poland and arranging medical appointments;
- managing Director's foreign travels;
- managing students' official travels





Ms. Anna Krupa

- student management of Medicine programme (studies in English): year 1, year 4;
- student management of Pharmacy programme (studies in English);
- preparing reports on the number of students and their nationality.





Ms. Karolina Kurnatowska

- participation in the organisation of holiday work placements (studies in English);
- schedules for the following programmes: Nursing, Physiotherapy, Pharmacy (studies in English)
- administrative management of the Practical Training for Medicine programme graduates





Ms. Kamila Piekarska

- student management of Medicine programme (studies in English): year 3, year 6;
- student management of Physiotherapy programme (studies in English).





Ms. Oliwia Rezmer

- providing information on recruitment to studies in English (for foreign nationals);
- participation in the recruitment process for foreign nationals;
- social media profiles management;
- recruitment applications management (the IRK system);;
- organising recordings, photo shoots;
- ordering promotional materials;
- providing information on scholarships





Ms. Aleksandra Sakwińska

- obtaining and compiling study programmes (syllabi), teaching regulations for individual courses, protocols from relevant teaching units;
- entering the teaching offer into the USOS system;
- preparing teaching unit workloads in the UFI system;
- matters related to the circulation of documents concerning contracts of mandate;
- elective courses (Medicine programme).





Ms. Dominika Żywica

- student management of Medicine programme (studies in English): year 2, year 5;

