

University of Rzeszów Medical College Teaching Council

**Resolution No. 11/02/2024**

**Teaching Council of** **the Medical College of the**

**University of Rzeszów of February 15, 2024**

*Regarding the opinion on the conditions and rules of transferring a student to the* *Medical College of the University of Rzeszów from another university, including a foreign university*

Based on Article. 28 section 1 point 16 in connection with Art. 69 section 1 point 3 of the Act of July 20 2018 Law on Higher Education and Science (consolidated text: Journal of Laws of 2021, item 478, as amended), hereinafter referred to as the Act, § 136 section 5 of the Statute of the University of Rzeszów and § 8 section 1 point 3 and § 11 section 1 and section 2 of the 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 Teaching Council of the Medical College, University of Rzeszów gives a positive opinion on the following conditions and rules for student transfer from another university, including a foreign university:

§1

1. A student of another university, including a foreign university, may apply for transfer to the Medical College of the University of Rzeszów (hereinafter referred to as MCUR) to the same field of study from the new academic year.
2. A student of another university or a foreign university may apply for transfer to MCUR, provided that he or she meets the detailed conditions for transfer to individual fields of study specified in Annex 1 to this resolution.
3. A student applying for a transfer referred to in section 1, submits to the UR an application together with a set of required documents:
	1. a certificate from your home university containing information about:
		1. having the status of a student of the home university;
		2. fulfilling all obligations arising from the regulations of the university from which he or she leaves;
	2. documents confirming the course of studies so far:
		1. study progress record containing a list of completed courses, number of hours, form of completing the course, number of ECTS points and grades received;
		2. syllabuses of the subjects referred to in point a);
		3. practical training journal;
	3. written approval of the transfer by the relevant body of the home university;;
	4. certified at UR by the Dean's Office accepting the application as a true copy of the original:
		1. one of the documents referred to in Art. 69 section 2 of the Act, in the case of studies 1st cycle or uniform master's degrees,
		2. diploma of completion of studies, in the case of second-cycle studies;
	5. other documents specified in the detailed conditions for transfer to individual fields of study indicated in Annex No. 1 to this resolution.
4. A student applying for a transfer from another university or a foreign university to MCUR submits an application to the Dean's Office of the Medical College of the University of Rzeszów - the Study Course Section supporting a given field of study, together with a complete set of documents referred to in section 3, within the dates specified by the Dean of the MCUR. The application template is set out in Annex No. 2 to the resolution.
5. The date of submission of the application together with the complete set of documents referred to in section 3, the date of receipt in the UR is deemed to be the date.
6. A student who submits documents prepared in a foreign language attaches to the application referred to in section 3, translation of these 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 Polish is obliged to attach to the application referred to in section 3:
	* 1. a document confirming knowledge of the Polish language at least B2 level;
		2. a photocopy of the document confirming the entitlement to undertake studies without incurring fees, confirmed by the UR, in accordance with Art. 324 section 2 of the Act (e.g. Pole's Card, residence card, administrative decision of the competent authority).
8. A foreigner applying for transfer to UR from a foreign university to a field of study conducted in English is obliged to submit a document confirming knowledge of English at a minimum level of B2 and meet the requirements contained in Annex No. 3.

§2

Administrative processing of transfer applications is provided by the Dean's Office of the Medical College of the University of Rzeszów.

§3

1. The application together with the documentation referred to in § 1 section 3-8, is considered within 30 days from the date of its submission.
2. The Dean's Office of the MCUR formally evaluates the application referred to in § 1 section 3. If the application is deemed incomplete, the Dean's Office of the Student Council requests the student in writing to complete it within 7 days of receiving the request, otherwise the application will not be considered.
3. In the absence of complete documents referred to in § 1 section 3, the application remains without consideration for formal reasons.

§4

1. Applications submitted in accordance with the document acceptance schedule are reviewed by a team composed of:
2. head of the field of study/or a member of the program team appointed by the head of the field of study;
3. vice-dean responsible for a given field of study;
4. The Dean decides to transfer the student and enters the student on the list of students of the University of Rzeszów or refuses to transfer.
5. If there is no agreement to transfer from another university, the dean issues a negative decision.

§5

In matters not regulated by regulations, decisions are made by the Dean of the MCUR.

§6

This resolution comes into force on the day of its adoption by the MCUR Teaching Council and applies to students applying for transfer to MCUR from another university or a foreign university from the academic year 2024/2025.

Chairwoman of the Teaching Council

Medical College of the

University of Rzeszów

Dean

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