

RULES FOR RECOGNITION OF COMPLETED COURSES FROM PREVIOUS UNCOMPLETED STUDY

Every student who will successfully pass an entrance examination has an opportunity to apply for the recognition of the completed courses from the previous study* which hasn't been completed upon his/her enrolment, no later than September, 15.

**(The university which is situated out of European Union has to be in the evidence of respective Ministry of education as recognized university and also needs to be approved by our faculty management.)*

Documents required for recognition of completed courses from previous uncompleted study:

- a) [Request for recognition of study subjects from previous study](#)
(please check if all cells are fully readable, if not, adjust the cell accordingly),
- b) original transcript with marks and dates of completion with stamp and signature and grading system,
- c) original syllabus of completed courses with stamp and signature or certified copies,
- d) curriculum of the study programme,
- e) proof of payment for course recognition 20 € (you can find bank details at the end of this document).

The original documents (transcript and syllabus) must be signed and stamped by University and must be officially translated into Slovak or English if they are in other language.

All **documents required for recognition of completed courses** from previous uncompleted study (**a-e**) must be sent by post (in envelope) to the address:

Pavol Jozef Šafárik University in Košice
Faculty of Medicine
Study Department – Ing. Mária Horňáková, PhD.
Trieda SNP 1
040 11 Košice
The Slovak Republic

It is not enough to send only a copy or a scan.

Deadline for submitting above mentioned documents is September, 15.

If the request for recognition does not contain all the requested documents (**a-e**), it will not be considered!

After passing the entrance examination and submitting the course recognition documents, the Dean will decide on the recognition of completed courses and the year into which the student will be accepted. Every accepted student starts from the beginning of the academic year.

Our reaccepted students do not need to submit transcript and syllabus from UPJŠ, Faculty of Medicine, only if she/he has studied at another faculty of medicine.

Applicants/transfers who want to apply for **Dental medicine study programme** can be registered only in the **1st** or **2nd** study year according to recognized courses from previous uncompleted study. There is no possibility to transfer to the 3rd or higher study year. Curriculum of 5year Dental Medicine study programme (DM5) you can find on our website:

<https://www.upjs.sk/lekarska-fakulta/en/current-students/doctoral-studies/curricula/>

(Old 6year Dental medicine study programme (DM6) is available only for UPJŠ LF reaccepted students.)

Please note that:

- The courses may be recognized only if they were completed within the last 5 years from the beginning of the respective academic year.
- Credits earned for the successful completion of a course in the Bachelor's degree programme cannot be transferred in the Magister's degree programme.
- The student may not transfer credits for successful completion of a study subject in a course of study which has been duly completed and was awarded an academic degree.
- The passed study subjects may be validated and the credits and grades may be transferred if they are part of the prescribed study programme as compulsory or compulsory elective study subjects.
- The subjects evaluated at UPJŠ in Košice, FM by grade can be recognized only in case this is evaluated by grade at previous university.
- If the applicant asks for recognition of the study subject which she/he completed in the previous uncompleted study with the assessment of "passed", the study subject will be recognized with the assessment of "passed - E – sufficient".
- For re-admitted students, who after the exclusion from the study or after the leaving from their study at The Faculty of Medicine show again their interest in studying at The Faculty of Medicine UPJŠ, is not recommended to take several semesters at another Medical Universities mainly in states outside of The European Union and/or at other Non-Medical Universities (temporary study). They run the risk of non-recognition of subjects passed from such studies.
- The courses may be recognized only from another Faculty of Medicine with a study programme in the same level and the same or only slightly different study programme as offered by Pavol Jozef Šafárik University in Košice.

The maximum total number of credits that can be recognized as completed compulsory and compulsory elective subjects during previous unfinished studies at medical faculties of universities other than UPJŠ, FM may not exceed 180 credits, while their number obtained in one academic year may not exceed 90 credits. If the period of study in the last academic year at the given university lasted only for one semester, the number of obtained credits for this semester may not exceed the value of 60 credits.

According to the Dean's Directive No. 4/2023 (from December 2023) on the recognition of courses at Pavol Jozef Šafárik University in Košice, Faculty of Medicine (<https://intranet.upjs.sk/op/op.Public.php?documentid=8929>):

1. Courses completed in countries outside the EU, Israel, USA, Canada, Australia, Japan, and South Korea will be recognized only in exceptional and justified cases. The courses completed online in countries outside the EU, Israel, USA, Canada, Australia, Japan, and South Korea will not be recognized without any exception.
2. A student who submits a request for recognition of credits from previous studies in a given academic year will be allowed to have only those credits recognized that were obtained in the order from the first medical faculty in which s/he was enrolled in the given academic year. If a student was enrolled in several medical faculties in one academic year during his/her previous studies, only the credits obtained in the order at the first medical faculty in which s/he was enrolled, will be recognized.

For the entrance examination and the *admissions procedure* is responsible Mgr. Ivana Kövérová. You can contact her at ivana.koverova@upjs.sk.

For the **tuition fees** and **a contract** is responsible Ing. Zuzana Zánická. You can contact her at zuzana.zanicka@upjs.sk.

All the information for an applicant you can find on our website:

<https://www.upjs.sk/en/faculty-of-medicine/applicants/>

Our Study programme you can find in here:

<https://www.upjs.sk/lekarska-fakulta/en/current-students/doctoral-studies/curricula/>

Study rules and regulations you can find on the website, from page 45:

<https://intranet.upjs.sk/op/op.Public.php?documentid=8743>

Bank details for the payment

Bank details for payment from Slovakia:

Beneficiary's bank:	Štátna pokladnica, Radlinskeho 32, 810 05 Bratislava 15, Slovakia
Name of account:	BÚN LF Ke
Account Number:	SK7381800000007000078360
Code of bank:	8180
Variable symbol:	1027 – recognition of courses
Specific symbol:	according to the date of birth – YYMMDD0000, if you are a female - YY50+MMDD0000 (YY is Year, MM is Month, DD is Day of birth)
Payment purpose:	Surname and name of the student + recognition of courses

Bank details for payment from abroad (within European Union):

Beneficiary's bank:	Štátna pokladnica, Radlinskeho 32, 810 05 Bratislava, Slovakia
BIC/SWIFT:	SPSRSKBAXXX
Beneficiary's account number IBAN:	SK7381800000007000078360
Beneficiary's account name:	UPJŠ Lekárska fakulta,
Beneficiary's address:	Trieda SNP 1, 040 11 Košice, Slovakia
Country code:	SK
Remittance information:	Surname and name of the student + recognition of courses

Bank details for payment from abroad (out of European Union):

Beneficiary's bank:	Všeobecná úverová banka, a.s. Mlynské Nivy 1, 829 90 Bratislava, Slovenská republika
BIC/SWIFT:	SUBASKBX
Beneficiary's account number IBAN:	SK7381800000007000078360
Beneficiary	Univerzita Pavla Jozefa Šafárika v Košiciach, Šrobárova 2, 041 11 Košice, Slovenská republika
Payment purpose:	Surname and name of the student + recognition of courses

