

**CONDITIONS, PROCEDURES, START AND END DATE OF
RECRUITMENT OF FOREIGNERS FOR FULL-TIME STUDIES
CONDUCTED IN ENGLISH AT THE MEDICAL UNIVERSITY OF
LUBLIN IN THE ACADEMIC YEAR 2025/2026
ON THE BASIS OF AGREEMENTS WITH FOREIGN ENTITIES**

§ 1

This resolution defines the rules and procedure for the recruitment process for the first year of uniform master's studies in the field of medicine and dentistry for foreigners applying for admission to studies conducted in English on the basis of agreements concluded with foreign entities referred to in art. 323 sec. 1 point 2 of the Act of 20 July 2018 The Law on Higher Education and Science (Journal of Laws 2023, item 742 as amended):

§ 2

Wherever in this resolution mention is made of:

- 1) **"Act"** – it is understood as the Act of 20 July, 2018 - Law on Higher Education and Science;
- 2) **"University"** – it is understood as the Medical University of Lublin;
- 3) **"candidate"** – it is understood as a person who applies for admission to study a given major;
- 4) **"nowa matura"[new school-leaving examination]** – it is understood as the maturity exam, conducted for graduates of: high schools, vocational high schools, high schools of technology, supplementary high schools, supplementary high schools of technology, taken since 2005;
- 5) **"stara matura" [old school-leaving examination]** – it is understood as the maturity exam for secondary schools graduates taken before 2005;
- 6) **"IB" (International Baccalaureate)** – it is understood as a certificate issued by the International Baccalaureate Organization in Geneva;
- 7) **"EB" (European Baccalaureate)** – it is understood as a certificate issued by European Schools according to Convention defining the statute of the European Schools, issued in Luxembourg on 21st of June, 1994 (Journal of Laws 2005, no 3, item 10);
- 8) **"foreign maturity exam"** – it is understood as a document, other than European Baccalaureate and International Baccalaureate, obtained outside the Republic of Poland that confirms high school completion and entitles to applying to higher education institutions;
- 9) **"Entrance interview"** – it is understood as oral entrance exam, conducted in English, checking the ability to use proficiently life and mathematical sciences terminology;

- 10) **“Qualification test”** – it is understood as written entrance exam, conducted in English, checking the knowledge of life and mathematical sciences terminology;
- 11) **“OKE certification”** – it is understood as **a certification of maturity exam results** issued by a Regional Examinations Board (OKE) to a graduate who holds a maturity certificate issued after passing the maturity exam (stara matura) and who passed the written and spoken parts of the maturity exam in a chosen subject/subjects included in maturity exam in accordance with the legislation binding during a year of attempting this exam,
- 12) **“transcript of grades from college/university”** – it is understood as a confirmation of passing the required subjects including practical classes listed in art. 11, attended full time for at least one semester,
- 13) **“decision”** – it is understood as an administrative decision on refusal of admission issued by the entity conducting the recruitment process,
- 14) **“entry to the list of students”** – it is understood admission to the first year of studies for persons who have been qualified by meeting the recruitment conditions.

§ 3

1. Only foreigners, i.e. people who do not have Polish citizenship, to whom rules of study for citizens of the Republic of Poland shall not apply, may be admitted to studies conducted in English.
2. Enrollment process for studies conducted in English is conducted once during the academic year, during the spring semester, subject to sec. 3 and 4.
3. In case the limit of seats is not exhausted, supplementary recruitment may be carried out.
4. In case the limit of seats is not exhausted during recruitment and supplementary recruitment, recruitment may be carried out during fall semester and academic year will commence in spring semester 2025/2026.
5. The limits of seats for medical and dentistry studies conducted in English are determined by the minister competent for health in consultation with the minister competent for higher education and science.
6. University reserves the right to not opening the studies on the major mentioned in sec. 5 if the number of candidates recruited for it is less than 5.

§ 4

1. Results of the recruitment process are open.
2. Studies conducted in English are tuition-based.
3. The University charges fees for studies conducted in English and for educational services provided at these studies in accordance with the provisions of the Act, based on rules determined by a separate Resolution by the Senate.

4. After making an entry to the list of students referred to in § 9, sec. 1 point 7) and not later than within the due date for signing the students' oath, the person admitted to the studies is obliged to sign a declaration on conditions of studies at the Medical University of Lublin and on principles of collecting fees within an International Program.

§ 5

1. Recruitment begins with an electronic registration on 17 April 2025 and ends no later than 7 October 2025, provided that in case referred to in § 3, sec. 4 the recruitment begins on the first day of the fall semester 2025/2026 and ends on the last day of this semester.
2. A detailed timetable of the recruitment procedure will be established by the Rector in the form of a regulation and announced no later than on 31st of March 2025.

§ 6

1. Taking up studies conducted in English is allowed for foreigners who submitted on time an original, a certified copy or a copy certified by the University or a notary public of the following documents:
 - 1) certificate of maturity or a certificate of maturity and a certificate of maturity exams results obtained in each subject as referred to in Act on Education System of 7 September 1991 (Journal of Laws 2024, item 750 as amended);
 - 2) certificate of maturity and professional diploma confirming vocational qualifications in the profession taught on the technician level, as mentioned in the regulations about the education system;
 - 3) certificate of maturity and a professional diploma in the profession taught on the technician level, as mentioned in the regulations about the education system;
 - 4) certificate, other document, or a diploma as referred to in art. 93, sec. 1 of Act on Education System, entitling to study at higher education institutions, recognized on the territory of the Republic of Poland if required by law;
 - 5) certificate of maturity and a certificate of maturity exams results obtained in each subject and professional diploma confirming vocational qualifications in the profession taught on the technician level as referred to in the regulations about the education system;
 - 6) certificate of maturity and a certificate of maturity exams results obtained in each subject and professional diploma in the profession taught on the technician level, as mentioned in the regulations about the education system;
 - 7) certificate or other document approved in the Republic of Poland as a

document entitling to apply to higher education institutions as referred to in art. 93, sec. 3 of the Act on Education System of 7 September 1991 recognized on the territory of the Republic of Poland if required by law;

8) certificate or diploma recognized in the Republic of Poland as a document entitling to apply for studies in accordance with a bilateral agreement on mutual recognition of education;

9) certificate or other document recognized as equivalent to the Polish certificate of maturity on the basis of the provisions in force until 31 March 2015.

2. In justified cases, a foreigner may submit the decision referred to in sec. 1 points 4 and 7, at a later date, provided that they present a proof of applying for recognition of documents to the recruitment office no later than within 30 days after receiving information about the conditional entry on the list of students.
3. After positive verification of application documents and paying the application fee, candidates participate in the entrance interview and the qualification test, during which the candidate's knowledge of life science and mathematics terminology in English is assessed. The date shall be set up by the entity conducting the recruitment procedure.
4. Candidates who present a Bio Medical Admissions Test (BMAT) result of at least 320 qualification points obtained no earlier than 2022 within the date referred to in the Rector's Regulation as mentioned in § 5, sec. 2, are not obligated to take the entrance interview and the qualification test, subject to § 12, sec. 3, item 2.
5. Candidates are required to have mastered the English language at an advanced level.
6. Candidates are obligated to submit a document confirming their level of English listed in Attachment B to this Resolution, unless they graduated from a secondary school where classes were conducted in English, confirmed by a certificate, a diploma or other document confirming graduation from the secondary school abroad not earlier than in 2022.

§ 7

1. Candidates applying for admission to studies conducted in English who hold school certificates or maturity certificates or transcripts of grades from higher education issued outside the Republic of Poland (other than IB and EB) will be qualified based on the maturity exam or final exam results in subjects

included in the recruitment process converted to qualification points as well as entrance interview and qualification test results or BMAT results.

2. Candidates referred to in sec. 1 for the majors: medicine or dentistry will not be qualified if they have not obtained a minimum of 60% of qualification points from the certificate, a minimum of 60% points from the entrance interview and a minimum of 60% points from the qualification test, subject to sec. 3 and § 6 sec. 4.
3. If, as a result of the recruitment process, the limit of seats is not exhausted, the entity conducting the recruitment process referred to in § 13 of this resolution may announce a supplementary recruitment, in which candidates who have obtained a minimum of 50% of qualification points from the certificate, a minimum of 50% points from the entrance interview and a minimum of 50% points from the qualification test, subject to § 6 sec. 4, will be qualified.
4. A candidate being a student of the University is not allowed to apply for admission to the major they are enrolled in on the day of electronic registration.

§ 8

1. Secondary education and entitlement to applying to higher education institutions is confirmed in the Republic of Poland by the following documents:
 - 1) certificates and other documents issued by a school or an educational institution operating within an educational system of a member state of the European Union, Organization for Economic Co-operation and Development (OECD), European Free Trade Association (EFTA) – being a party to the Agreement on the European Economic Area or the Swiss Confederation entitling to applying for admission to higher education institutions in these countries;
 - 2) IB diplomas (International Baccalaureate) issued by the International Baccalaureate Organization with its seat in Geneva;
 - 3) EB diplomas (European Baccalaureate) issued by the European Schools according to the Convention defining the Statute of the European Schools issued in Luxembourg on 21st of June, 1994 (Journal of Laws 2005, no 3, item 10).
2. Certificates and other documents issued abroad by a school or an educational institution, recognized by the country on whose territory it is located or in whose educational system it operates are recognized based on rules laid down in international agreements.
3. Unless international agreements provide otherwise, certificates and other documents issued abroad by schools or educational institutions recognized by the country in whose territory or in whose education system they operate, may be recognized by way of an administrative decision as a document confirming in the Republic of Poland primary, lower secondary education, basic

vocational, basic industry, secondary industry or secondary, or the right to continue education, including the right to apply for admission to higher education, taking into account the scope of the rights in the country where the certificate or other document was issued.

4. If a given certificate or other document referred to in sec. 1 point 1 or in sec. 3 entitles to admission to higher education institutions to the specific majors in the country of its issuance, then this certificate or other document confirms the entitlement to application to higher education institutions in the Republic of Poland to the same majors or majors with similar curriculum or it may be recognized as a document confirming entitlement to application to higher education institutions in the Republic of Poland to the same majors or majors with similar curriculum.

5. If submission of the original or duplicate of the certificate or other document referred to in sec. 3 or authentication of this certificate or other document encounters obstacles difficult to remove for the person, who:

1) received the status of refugee or complementary protection or who has the approval for temporary stay provided within the circumstances mentioned in art. 159 sec. 1 point 1 letter c or d

of the Act of the 12th of December 2013 on foreigners (Journal of Laws 2024 item 769),

or

2) has been a victim of armed conflicts, natural disasters or other humanitarian crises, caused by nature or people

-education obtained by this person abroad or the qualifications for continuation of education obtained abroad, including qualifications to apply for admission to higher education, may be confirmed in the Republic of Poland, as an administrative decision issued by the relevant chief educational officer as primary, lower-secondary, basic vocational, basic industry, secondary industry or secondary education or entitlement to continue education in the Republic of Poland.

§ 9

1. Admission for studies is done by recruitment procedure which includes the following:

1) electronic registration of the candidate;

2) payment of the application fee referred to in § 10;

3) qualification procedure:

1) verification of documents submitted on-line,

2) converting the maturity/final exam results in subjects included in the recruitment process or BMAT results to qualification points,

3) entrance interview and qualification test subject to § 6,

sec. 4;

- 4) submission of required documents within the time indicated by the University;
 - 5) entry into the list of students or issuing the decision on the refusal of admission to studies.
2. Candidate who registers on-line to the electronic recruitment system of the University, fills out a registration form and attaches copies of the following:
- 1) relevant document confirming the exam referred to in § 2, point 4 – 5;
 - 2) relevant document referred to in § 2, point 6 – 8 and 11 – 12;
 - 3) document confirming proficiency in English referred to in § 6, sec. 6;
 - 4) identity document/passport.
3. The following persons are not subject to further qualification proceedings:
- 1) persons who failed to download documents referred to in sec. 2 to the electronic recruitment system within the time limit;
 - 2) persons who scored zero points in the subject that is the basis for qualification;
 - 3) persons who have not obtained a minimum of 60% of the qualification points for the certificate, a minimum of 60% of the qualification points for the entrance interview and a minimum of 60% of the qualification points for the qualification test subject to § 7, sec. 3;
 - 4) persons who have not taken the entrance interview;
 - 5) persons who have not taken the qualification test.
4. Candidates referred to in sec. 3 make up a list of persons not admitted to further qualification proceedings - a "list of unclassified persons".

§ 10

1. The amount of the application fee paid by a candidate for admission to studies in 2025/2026 academic year is established through a regulation by the Minister responsible for higher education and science.
2. The types and amounts of fees collected from students during 2025/2026 academic year are set through a regulation by the Rector issued before the recruitment starts and after requesting student board's opinion.

§11

1. The basis for admission to uniform master's studies in the field of medicine and dentistry are the combined results obtained from:
 - 1) the following subjects:
 - a) obligatory – biology
 - b) obligatory - two subjects to choose from: chemistry or physics

- or mathematics;
 - 2) entrance interview;
 - 3) qualification test.
2. Provided the candidate has BMAT exam results, the basis for admission are the results of BMAT and of the entrance interview and the qualification test, if the candidate participates in them.

§12

1. Candidates who hold nowa matura and matura with OKE certification will be qualified based on the maturity exam or final exam results as well as the entrance interview and the qualification test according to the following rules:
 - 1) maturity exam results expressed as a percentage will be converted to points as per the following rule: 1% = 1 point;
 - 2) entrance interview result, expressed as a percentage will be converted to points as per the following rule: 1% = 1 point;
 - 3) qualification test result, expressed as a percentage will be converted to points as per the following rule: 1% = 1 point
 - 4) the maximum number of points that can be obtained is 500 (100 points for each subject, 100 points for the entrance interview and 100 points for the qualification test).
2. Candidates who hold an EB or IB diploma or who received school leaving certificate, maturity certificate or have the higher education transcript of grades from countries referred to in § 7, sec. 1, will be qualified according to the following rules:
 - 1) maturity exam result will be converted according to the rules specified in Attachment A;
 - 2) entrance interview result, expressed as a percentage will be converted to points as per the following rule: 1% = 1 point;
 - 3) qualification test result, expressed as a percentage will be converted to points as per the following rule: 1% = 1 point;
 - 4) the maximum number of points that can be obtained is 500 (100 points for each subject, 100 points for the entrance interview and 100 points for the qualification test).
3. Candidates who hold BMAT exam results, will be qualified according to the following rules:
 - 1) BMAT exam results will be calculated in accordance with the regulations as stated in Attachment A, stating that the maximum number of points possible to be obtained is 500;
 - 2) A candidate who takes the entrance interview and the qualification test may complete his or her total score by earning no more than 200 points to the total score of 500.
4. Entrance interview and qualification test shall be conducted by the members of the Commission as mentioned in §13.
5. Detailed requirements for the entrance interview and the qualification test

shall be established and announced by the head of the commission as mentioned in § 13, as agreed with the Dean of the appropriate faculty not later than on December 15, 2024.

§13

1. The recruitment procedure is performed by the Rector or Recruitment Commission, constituted on the basis of the Rector's regulation.
2. The tasks of the entity conducting the recruitment procedure include conducting the recruitment procedure, in particular: verification of the documents being the basis for applying for admission to studies, converting grades from certificates, conducting the entrance interview, conducting the qualification test, announcing the results of the recruitment procedure at individual stages of the procedure and accepting documents of candidates qualified for studies.
3. The recruitment procedure concludes with:
 - 1) Entry into the list of students;
 - 2) Issuance of refusal of admission to studies decision.
4. Decisions referred to in sec. 3 point 2, are issued to candidates from the list of initially qualified candidates and are delivered to every candidate in person or to the address indicated by the candidate. Decisions are signed by the Head of the Commission.
5. A candidate may apply to the Rector for reconsideration the Recruitment Commission's decision on refusal of admission to studies within 14 days of receiving the decision.
6. The Rector's decision issued as a result of the application for reconsideration is final.
7. An appeal against the Rector's decision referred to in sec. 6 may be lodged to the Voivodship Administrative Court in Lublin. The appeal is made through the Rector within 30 days of receiving the decision.
8. The only legal ground for the appeal is infringement of the conditions and procedures for admission to studies.
9. The University considers the possibility to conduct the complementary recruitment for candidates who applied for admission to uniform master studies in the particular academic year to the major, which recruits students, whose maturity exam results in the particular subject or subjects has been raised based on the verification of the sum of points or the appeal, as mentioned in art. 44zzz of the Act on the education system.
10. The complementary recruitment is conducted at the University simultaneously with the major recruitment and consists of candidate's written application to the recruitment entity, along with the document confirming the corrected result of the maturity exam issued by appropriate OKE; i.e. amended certificate of maturity or annex to the maturity certificate or the certificate confirming results of maturity exam.

11. A candidate whose score was changed to a more favorable one by the decision of the appropriate OKE has the right to change the position on the ranking list. The change will be taken into account when the next list is announced, unless the limit of seats has been exhausted in a given field of study.

§14

1. Candidates with disabilities and special needs as defined by the Rector's Regulation No. 39/2023 dated March 27, 2023 on "Regulations and forms of support for persons with special needs, including with disabilities, at the Medical University of Lublin" undergo the same procedure as other candidates applying for admission to studies at the University.
2. The University provides candidates with special needs due to health condition, including candidates with disabilities, conditions for full participation in the life of the University and the academic community, including conditions for full participation in the process of recruitment to the University.
3. Support and coordination of activities for people with special needs due to health conditions, including persons with disabilities, is carried out in accordance with the procedure and principles set forth in the in the Rector's Regulation No. 39/2023 dated March 27, 2023 on "Regulations and forms of support for persons with special needs, including with disabilities, at the Medical University of Lublin".
4. Recruitment Commissions are responsible for the implementation of support for recruitment. The Rector's Representative for Students with Disabilities coordinates activities regarding the support.
5. At the request of a candidate taking the entrance interview and qualification test, notified to the recruitment office at least 7 days prior to the date of this examination, the University will, to the best of its technical and accommodation capabilities, take into account the requests of persons with special needs due to health conditions, including persons with disabilities.
6. The candidate may apply to adapt the method of the entrance interview and qualification test to suit his/her needs based on disability and special needs, while the adapted form must not lead to exemption from these exams - it is only intended to equalize opportunities.
7. The method of adoption of the examinations referred to in § 2 points 9 and 10 is determined on an individual basis, after a detailed conversation with the candidate and based on the current documentation provided by the candidate confirming the specifics of the disability and special needs.
8. Candidate with special needs due to health condition, including a candidate with a disability, if is justified by his or her special needs, is entitled to rights and services, including the following:

- 1) to ensure that the form of the exam is accessible, including ensuring the equivalence of form and objectivity of assessment,
- 2) to ensure the accessibility of examination materials,
- 3) to ensure the accessibility of the examination site such as:
 - a) architectural accessibility of the building where the exam is held,
 - b) accessibility of the surroundings of the place where the exam is held (concerns at least: examination rooms, toilets, secretariat, changing rooms, access to the building, parking),
 - c) ensuring the availability of the conditions of the exam and its appropriate organization, such as:
 - adequate sound system, muted exam room equipped with an induction loop or other solutions to support hearing,
 - appropriate lighting,
 - reduction of factors negatively affecting the candidate during the exam (for example: noise intensity, number of people in the room),
 - sufficiently long duration of the exam,
 - provision of a teaching assistant,
 - providing a sign language interpreter or a lipspeaker.
- 4) requesting the reduction or elimination of factors disruptive or hazardous to health occurring in the course of education. List of harmful, disruptive and hazardous to health that occur during studies can be found at www.umlub.pl.
9. Applications of a candidate with special needs, including a candidate with a disability, referring to health conditions – are considered in cooperation with the Rector's Plenipotentiary for Students with Disabilities.
10. Medical documentation, certificates, etc. go to the file of the Rector's Plenipotentiary for Students with Disabilities and are not included in the documentation of the recruitment procedure.
11. The Vice-Rector for Education and Didactics supports the implementation of the granted rights and services.
12. Information for candidates with special needs due to health conditions, including candidates with disabilities, regarding recruitment is presented on the website for candidates.

§ 15

1. The recruitment procedure is conducted in order to establish a list of candidates admitted to studies within the set limit of seats.
2. The University reserves the right to admit fewer candidates if admitting all candidates who obtained an equal number of points would result in exceeding the limit of seats set for a given major. The final decision belongs to the Rector

of the University.

3. If the limit of seats is not exhausted, complementary recruitment can be carried out. Information on the course of the recruitment procedure will be announced on the University website. Candidates are required to familiarize themselves with the information provided by the University on an ongoing basis, under pain of negative consequences for the candidate.

§ 16

1. Admission to studies is based on the number of points obtained by a candidate.
2. A list of candidates initially qualified for admission to the first year of studies will be prepared with consideration of candidates who obtained the highest scoring falling with the set limit for a given major.
3. Candidates will be admitted according to the joint ranking list. The position on the ranking list will be based on the number of points received by the candidate.

§ 17

1. Initially qualified candidates are obligated to submit the following documents within the deadline indicated by the entity conducting the recruitment procedure:
 - 1) personal questionnaire printed out from the electronic registration system,
 - 2) a photocopy of the identity document certified as a true copy,
 - 3) legalized original certificate (apostille or consular legalization), validated, if required by law,
 - 4) a legalized list of grades or an original transcript of grades from a secondary school entitling to study, validated in the territory of the Republic of Poland, if the certificate does not contain a list of grades, and it is required by law,
 - 5) document confirming that the certificate entitles its holder to admission to higher education institutions in compliance with the law of the country where issued, if applicable,
 - 6) authenticated English or Polish translation of a certificate referred to in § 2 point 8, if it was issued in other language than Polish or English,
 - 7) medical certificate confirming the absence of medical contraindications to study a given major (in case it was issued in foreign language other than English, it is obligatory to provide an English or Polish translation),
 - 8) health insurance policy, European Health Insurance Card, confirmation of having universal health insurance within the meaning of the Act of 27 August 2004 on health care services

financed from public funds (i.e. Journal of Laws of 2024 item 146) or a proof of the costs of treatment coverage by the insurer on the territory of the Republic of Poland. Any of the above mentioned documents confirming insurance should cover the period of a given academic year when a student is on the

territory of the Republic of Poland,

- 9) hepatitis B vaccination certificate,
 - 10) a document confirming knowledge of English, referred to in § 6 section 6,
 - 11) 1 photo in printed form and a photo in electronic version with a size of 237 × 297 pixels and a resolution of 300 DPI,
 - 12) original transcript of grades from college for candidates who completed it,
 - 13) original college diploma or a copy certified by a notary public for candidates who completed it,
 - 14) certificate of current MCAT examination score passed no earlier than 2022 for candidates who are US citizens or have permanent resident status in the US (does not waive the obligation to present the documents listed in § 6 sec. 1),
 - 15) certificate of current NEET examination score passed no earlier than 2022 for candidates who took this exam (does not waive the obligation to present the documents listed in § 6 sec. 1).
2. Documents being a basis for the recruitment procedure shall be submitted as originals or copies certified by the University or a notary public.
 3. Failure to submit the required documents within the time limit indicated by the entity conducting the recruitment results in preventing the qualification procedure for the first year of study at the University.
 4. Candidates submit documents in person or by post to the recruitment office or to the registered office of the foreign entity with which the University had signed a cooperation agreement.
 5. The date of receipt of the documents at the recruitment office or at the registered office of the foreign entity with which the University had signed a cooperation agreement determines whether the deadline for submitting documents in the qualification procedure has been met.
 6. Documents submitted or received after the set deadline shall be left without consideration.

§ 18

1. In case of resignation from studies, a candidate shall submit a written and signed resignation following the instructions in art. § 17 sec. 4 or shall send a scanned copy of the signed resignation letter from an e-mail address used during recruitment.
2. In the event of resignation, the certificate collection is accepted in the manner specified in § 17 sec. 4 or upon candidate's request via registered mail with acknowledgement of receipt.