

## **RULES FOR RECOGNITION OF COMPLETED COURSES FROM PREVIOUS UNCOMPLETED STUDY**

1. An accepted student can apply for the recognition of completed courses from a previous uncompleted study until 15th September. The Request for recognition will not be accepted after this deadline.
2. The student may apply for recognition of completed compulsory and compulsory elective subjects if no more than 5 years have elapsed since the completion of the course ( according to the Art.6, paragraphs 20 and 21 of the UPJŠ, FM Study Regulations ).
3. The Request for recognition of completed courses must be submitted on the prescribed form and the Request must include documents issued and confirmed by the university:
  - [Request for recognition of study subjects from previous study](#) - send it as an attached file in Excel form by e-mail and a printed version by post too,
  - original transcript with marks and dates of completion,
  - original syllabus of completed courses or certified copies,
  - proof of payment for course recognition (2 €/subject, 15 € maximum).

The original documents must be signed and stamped by the university.

4. If the subjects were completed at another university than the UPJŠ, Faculty of Medicine, after the opinion of the guarantor of the study programme, the Dean may recognize the completed subjects if they are part of the prescribed study programme. The Dean will issue a decision of the recognition of subjects which is made in writing, contains a justification and is delivered to the student. The Dean's decision is final.
5. Credits for recognized subjects are not included in the fulfillment of the condition of obtaining 40 credits for progression to the 2nd year of study according to Art.14, paragraph 2 of the UPJŠ, FM Study Regulations.
6. The student will be informed about the subjects whose completion from the previous studies will be validated by the Dean and the guarantor within 30 days from the delivery of all required documents.

Please note that:

- 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.

The address for sending all the required documents:

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

### Bank details for 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