



Faculty rules for the recruitment and implementation of student mobility for studies (SMS) under the Erasmus+ programme (KA131) to EU countries and countries associated with the Erasmus+ KA131 programme 2026-2028

§ 1

GENERAL PROVISIONS

The following faculty rules are a supplement to the university-wide 'Regulations for preliminary recruitment for long-term and short-term study abroad programmes' for the Erasmus+ KA131 2026-2028 project, available at <https://www.umk.pl/wspolpraca/erasmus-plus-2021-2027/studenci-studia/rekrutacja/>

§ 2

QUALIFICATION COMMISSION

The qualification of students of the Faculty of Medicine at Ludwik Rydygier Collegium Medicum (CM NCU) is carried out by a qualification commission appointed by the Vice-Dean for Student Affairs and Didactics. The qualification commission operates under the chairmanship of the Dean's Representative for Mobility and in cooperation with the Erasmus+ Office (CM Department of Projects and Research).

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CRITERIA FOR ELIGIBILITY TO STUDY ABROAD

In order to qualify for the exchange, it is necessary to meet **ALL** of the faculty criteria listed below (in addition to the formal requirements specified in the university-wide 'Regulations for preliminary recruitment for long-term and short-term study abroad' for the Erasmus+ KA131 2026-2028 project):

1. The status of a full-time or part-time student of the Faculty of Medicine.
2. **Completion of at least the first year of studies** (as of the date of signing the scholarship agreement for the study abroad programme; for students transferred from other universities – completion of at least one year at the Faculty of Medicine and compensation of all curricular differences).
3. Knowledge of the language of instruction at the host foreign university – **level B2/C1/C2** (depending on the requirements of the university) – Appendix 1.
4. **GPA for the period of study preceding departure ≥ 4.0 (calculated with failing grades).**
5. Obtaining a credit for all courses completed to date (as of the date of signing the scholarship agreement for the study abroad programme).

It is not possible to participate in the study abroad programme after obtaining conditional enrolment for the next academic year.

6. The so-called 'combined' examinations (Internal Medicine and Surgery examinations) must be taken at CM NCU, which means that students are not allowed to participate in the Erasmus+ programme in the summer semester of the fourth year of study (semester VIII) in the Medicine programme. At the same time, it is possible to go abroad for the winter semester of the fourth year of study (semester VII), but only if all 'partial' courses can be completed by the time the combined examination is held. Failure to complete any 'partial' course is tantamount to not being admitted to the 'combined' examination and failing the year. **Students who decide to go abroad for the winter semester of their fourth year are responsible for ensuring that they can complete all their 'partial' courses within the designated time frame.**

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RECRUITMENT PERIOD

1. Recruitment for study abroad programmes at CM NCU Faculty of Medicine will be open from 2 February 2026 to 2 March 2026.

§ 5

RANKING LIST

1. An English or German language examination for those who do not have the relevant certificate is organised by the Erasmus+ Office of CM Department of Projects and Research. Students are informed about the examination date individually via a message sent to their university email address. The rules for the foreign language examination are set by the Director of the Centre for Specialised Languages in Medicine. Students are required to achieve the level required by the host university, but not lower than: B2/C1/C2. Failure to achieve the required level of language proficiency will result in the student's disqualification from further stages of the qualification process.
2. For other modern foreign languages, a certificate confirming the required language proficiency (B2/C1/C2) must be submitted. The certificates that will be recognised during the qualification process are listed in Appendix 1.
3. The Dean's Office shall forward information on the GPA of candidates for the study abroad programme to the Erasmus+ Office of CM Department of Projects and Research by internal mail within 3 days of the above-mentioned office submitting a list of candidates who meet all formal criteria. If the host university requests a Transcript of Records, the Dean's Office shall prepare it within 14 days.
4. After obtaining the GPA from the course of study, an employee of the Erasmus+ Office of CM Department of Projects and Research draws up a ranking list of candidates applying to study abroad.
5. In the event of identical GPAs throughout the course of study, the order of candidates shall be determined by their level of foreign language proficiency (B2<C1<C2).
6. In the event of identical GPAs and language proficiency, priority will be given to candidates belonging to disadvantaged groups.
7. In the event of GPAs, language proficiency and belonging to a disadvantaged group, priority will be given to candidates applying to study abroad programme for the first time.

§ 6

STUDY PROGRAMME

1. The student prepares an individual Learning Agreement based on the plan of study at CM NCU and the list of courses available at the host university. The Learning Agreement should be as close as possible to the CM NCU plan of study for the given semester.
2. When preparing the Learning Agreement, students should plan their Individual Plan of Study (IPS) in such a way that all courses included in the CM NCU plan of study for a given year of study are completed in the given academic year, i.e. if a student goes abroad in the fifth year of study, all courses scheduled for the fifth year of study should be completed by 30 September of the given academic year.
3. **In exceptional circumstances, it is possible to complete a course in the following academic year, but this requires the individual consent of the Dean's Representative for Mobility and may not apply to more than two courses.** It should be emphasised that this does not exempt students from the requirement to obtain a total of **30 ECTS** credits in a given semester.
4. However, accumulating 30 ECTS points for courses included in the approved Learning Agreement does not automatically guarantee that the semester will be credited. Before departure, students should check with their faculty whether they will be required to pass additional courses upon their return (due to the fact that it will not be possible to achieve certain learning outcomes at the foreign university). In such a situation, it is necessary for the student to prepare an appendix to the Learning Agreement before departure, specifying the course(s) included in the plan for the given semester that must be passed after return/before departure for Erasmus+

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dr hab. Natalia Okleja-Sokołowska, prof. UMK



mobility programme. The appendix is a written agreement concluded in Polish between the student and the Dean/Dean's Representative for Mobility. A template for the appendix is available at <https://www.umk.pl/wspolpraca/erasmus-plus-2021-2027/studenci-studia/dokumenty/>

5. Upon arrival at the foreign university, it may turn out that changes to the Learning Agreement will be necessary (e.g. removal or addition of a course, change in the number of ECTS credits, change in the course code). Changes to the Learning Agreement should be made in USOSweb (instructions available at: <https://www.umk.pl/wspolpraca/erasmus-plus-2021-2027/studenci-studia/dokumenty/>). Any changes to the Learning Agreement must be approved by the Dean's Representative for Mobility and by the coordinator at the host university.

Students have 5 weeks from the start of classes at the foreign university (in accordance with the dates of stay specified in the individual agreement with NCU) to complete the entire procedure of making changes to the Learning Agreement (adding courses, obtaining approval from NCU, approval by the foreign university). After this time, no changes will be accepted.

§ 7

SUBSTANTIVE SETTLEMENT OF THE PROGRAMME

1. The formal settlement of the programme takes place at the Erasmus+ Office of CM Department of Projects and Research. The faculty, on the other hand, settles the programme in terms of its content.
2. The Dean's representative for mobility submits the student's Transcript of Records from the foreign university and their Learning Agreement to the Dean for the purpose of crediting studies completed abroad within 21 days of receipt. The substantive settlement of the study abroad programme period is carried out via the USOS system. The Dean's Office is responsible for entering credits into the USOS system, unless there are exceptional circumstances.
3. All courses listed in the Learning Agreement should be included in the Transcript of Records:
 - a. if the Transcript of Records includes a course that is not listed in the Learning Agreement, the Faculty of Medicine is not obliged to recognise it;
 - b. if a course entered in the Learning Agreement is not included in the Transcript of Records, this will mean that the course has not been completed and the Faculty of Medicine has the right to enforce the missing ECTS points (e.g. the obligation to complete another course at NCU);
 - c. in the event of failure to complete the entire planned programme of study (no Transcript of Records or 0 ECTS in the Transcript of Records), the student's Faculty of Medicine has the right not to settle the semester/year at NCU.
4. All courses studied abroad must be completed with a credit (with a grade) or an examination (with a grade) abroad. If a course completed abroad is credited at CM NCU with a grade for two or three years of study, the student is given only one grade, on the final credit – examination.
5. In the event of failure to obtain a credit for a course abroad:
 - a. First, the student should contact the course coordinator at the host university to arrange an individual retake during the scholarship agreement period (**it is not possible to extend the agreement in order to take part in the retake session at the host university**).
 - b. If it is not possible to organise an individual retake at the host university, and the course at CM NCU ends with a **credit with a grade, it is not possible to sit the retake at CM NCU**, and a fail grade is entered into the USOS system.
 - c. If a course at CM NCU ends with an examination, it is possible to take a **retake examination at CM NCU**, but only after obtaining individual consent from the Dean's Representative for Mobility and the coordinator of the course at CM NCU. In order to obtain the above consent, a certificate from the host university confirming attendance of at least 95% of classes in a given course must be presented. Failure to obtain the consent of the Dean's Representative for Mobility or the coordinator of a given course at CM NCU is tantamount to not obtaining a credit and the need

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to submit an application for conditional enrolment for the next academic year or repeating the given academic year (in which case the student is required to attend classes in the given course in the following academic year; **it is not possible to pass the course solely by participating in the final credit/examination**).

6. After achieving all the required learning outcomes, the student will be finally assessed for the stage of study completed at a foreign university.

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MOBILITY PERIOD

1. A break in mobility is only possible in exceptional unforeseen circumstances or health situations. Each case will be considered individually by the Vice-Rector for International Relations, the Dean and the Dean's Representative upon written request from the student.
2. **There is no provision for breaks in mobility (i.e. returning to and physically staying at CM NCU) for the purpose of completing any component of the study programme at CM NCU.**
A break in mobility for the purpose of physically completing the study programme at CM NCU will constitute grounds for terminating the student's scholarship agreement and requesting the return of the entire Erasmus+ scholarship paid.
3. There are also no provisions for extending mobility, even with a so-called 'zero scholarship'.

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GENERAL PROVISIONS

1. All matters not covered by these Regulations shall be considered individually by the Representative for Mobility upon written request from the student.

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<i>Language</i>	B1	B2	C1	C2
<i>English</i>	B1 Preliminary (PET) / 140-159	B2 First (FCE) / 160-179	C1 Advanced (CAE) / 180-199	C2 Proficiency (CPE) / 200-230
<i>Bulgarian</i>	STBFL B1	STBFL B2	STBFL C1	STBFL C2
<i>Croatian</i>	Certifikat B1	Certifikat B2	Certifikat C1	Certifikat C2
<i>Czech</i>	CCE B1	CCE B2	CCE C1	CCE C2
<i>Danish</i>	Studieprøven B1	Studieprøven B2	Studieprøven C1	Studieprøven C2
<i>Estonian</i>	Eesti Keele Tasameksam B1	Eesti Keele Tasameksam B2	Eesti Keele Tasameksam C1	Eesti Keele Tasameksam C2
<i>Finnish</i>	YKI B1 / 4-5 pts	YKI B2 / 4-5 pts	YKI C1 / 4-5 pts	YKI C2 / 4-5 pts
<i>French</i>	DELFB1 / 50-100 pts	DELFB2 / 50-100 pts	DALFC1 / 50-100 pts	DALFC2 / 50-100 pts
<i>Greek</i>	ΚΠΥ B1	ΚΠΥ B2	ΚΠΥ C1	ΚΠΥ C2
<i>Spanish</i>	DELE B1 / 60-100 pts	DELE B2 / 60-100 pts	DELE C1 / 60-100 pts	DELE C2 / 60-100 pts
<i>Lithuanian</i>	Valstybinis egzaminas B1	Valstybinis egzaminas B2	Valstybinis egzaminas C1	Valstybinis egzaminas C2
<i>Latvian</i>	Valsts valodas prasmes B1	Valsts valodas prasmes B2	Valsts valodas prasmes C1	Valsts valodas prasmes C2
<i>Dutch</i>	CNaVT B1	CNaVT B2	CNaVT C1	CNaVT C2
<i>German</i>	Goethe-Zertifikat B1 / 60-100 pts	Goethe-Zertifikat B2 / 60-100 pts	Goethe-Zertifikat C1 / 60-100 pts	Goethe-Zertifikat C2 / 60-100 pts
<i>Portuguese</i>	CAPLE DIPLE B1 / 55-100 pts	CAPLE DIPLE B2 / 55-100 pts	CAPLE DAPLE C1 / 55-100 pts	CAPLE DUPLE C2 / 55-100 pts
<i>Russian</i>	TRKI B1 / 66-100 pts	TRKI B2 / 66-100 pts	TRKI C1 / 66-100 pts	TRKI C2 / 66-100 pts
<i>Romanian</i>	Certificat B1	Certificat B2	Certificat C1	Certificat C2
<i>Serbian</i>	Sertifikat B1	Sertifikat B2	Sertifikat C1	Sertifikat C2
<i>Slovak</i>	Štátna jazyková skúška B1	Štátna jazyková skúška B2	Štátna jazyková skúška C1	Štátna jazyková skúška C2
<i>Slovene</i>	Državni izpit B1	Državni izpit B2	Državni izpit C1	Državni izpit C2
<i>Swedish</i>	Swedex B1 / 60-100 pts	Swedex B2 / 60-100 pts	TISUS C1	TISUS C2
<i>Hungarian</i>	ECL B1 / 60-100 pts	ECL B2 / 60-100 pts	ECL C1 / 60-100 pts	ECL C2 / 60-100 pts
<i>Italian</i>	CELI 2 B1 / 60-100 pts	CELI 3 B2 / 60-100 pts	CELI 4 C1 / 60-100 pts	CELI 5 C2 / 60-100 pts

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Appendix 1

Confirmation of foreign language proficiency before departure under the ERASMUS+ programme

1. English/German/French – language certificate or examination result organised by CM Department of Projects and International Cooperation in cooperation with NCU Department of Applied Linguistics. The examination rules are set by the Head of NCU Department of Applied Linguistics.
2. Adequate knowledge of a foreign language is also confirmed by:
 - I. a diploma of completion of first or second cycle studies or long cycle studies in the field of philology, cultural studies, applied linguistics, ethnolinguistics or other studies in the area of foreign languages, if during the course of study the number of hours of practical foreign language learning (including translation classes or workshops), confirmed by a diploma supplement or certificate, was at least 720 (level C1)/500 (level B2) – in relation to that foreign language;
 - II. a diploma certifying completion of first cycle or second cycle studies or long cycle studies abroad, together with information that the diploma thesis was written and defended in the language of instruction – with regard to the main language of instruction of the studies. If the diploma does not contain information about the language of instruction, a diploma supplement or certificate containing information about the language of instruction shall be attached. Information about the duration of first cycle, second cycle or long cycle studies shall be attached to the diploma.
 - III. International Baccalaureate Diploma for the primary language or European Baccalaureate Diploma for the first (LI) or second language (LII)
 - IV. a secondary school leaving certificate obtained abroad – in relation to the language in which the examination is taken.
 - V. language certificate:

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