

The process of subject recognition and transfers of JFMED CU

The Study regulations of JFMED CU directive no [21/2023](#) and directive on admission process at JFMED CU no [35/2023](#) regulate the process.

You can request the subject transfer or recognition in one of the following instances:

1. You have successfully passed the admission exam
2. You are requesting the change of the study programme within Comenius University
3. You are requesting a transfer from another university within the study programme and study level.

The subject from your previous study can be recognised if:

- Your previous study has not been duly completed
- no more than five years have passed since completing the exams
- you achieved grades A to C or equivalent for the given subject(s)
- subjects are included in the study plan and specified in the study programme as compulsory or semi-elective subjects

How to apply?

1. Every student of JFMED who successfully passed the admission exam can apply for recognition of completed subjects from the previous study within the same specialism. To apply, you will need to submit the request form to the JFMED study department and before the start of the winter semester teaching period. Your request must be submitted with the Study results and the Course Unit Information Forms that contains successfully completed subjects (not required for subjects completed at JFMED CU) - both documents officially stamped and sign by the issuing university.

You can find information about the application process at <https://www.jfmed.uniba.sk/en/study/applicants/application-process/>

2. If you are applying to change your study program within the same specialism at Comenius University, must provide proof of completing of the study year in the study programme you are requesting for the change.

The request must be submitted to the JFMED Study department by August 31 together with the following documentation:

- Official documents confirming your previous study
- Your completed Course Information Units of the subjects
- Admission fee payment receipt

Please note, it is not possible to request for the change of study programme within CU, if:

- You have not met and/or completed the required study obligations of the current study year
- You have terminated your studies and are not currently actively studying

- You have been expelled from your studies
- Since the change of study programme is subject to recognition of courses it cannot be approved if subjects from previous study has not been completed with grades A-C (out of A-E grading scale) or their equivalence

3. If you are requesting a transfer from another university within the study programme and study level.

The transfer request must be submitted to the JFMED study department by August 31 together with the following documentation:

- Official documentation confirming your active status of a student and confirmation of satisfactory completion of the given academic year
- Official documents confirming your previous study results
- Your completed Course Information Units of the subjects
- Admission fee payment receipt

Please note, it is not possible to transfer to JFMED, if:

- You have not met and/or completed the required study obligations of the current study year
- You have terminated your studies and are not currently actively studying
- You have been expelled from your studies
- The transfer is conditional on the recognition of the courses, it cannot be allowed if subjects from previous study has not been completed with grades A-C (out of A-E grading scale) or their equivalence

JFMED will only consider a transfer request from a student who currently studies the same study program within the same specialism elsewhere and at the same level.

Based on the recommendations made by teachers of the respective subjects, the Dean will issue the final approval for recognition of completed subjects. (Not applicable for recognition of completed subjects at JFMED CU)

All documents must be original or verified copies and submitted by email and post in either English or Slovak languages, to the address:

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