Warsaw, date……………………………

Student

(name/maes and last name)

(index number) (year of studies and semester)

phone number and e-mail

Assoc. Prof. Jacek Sieńko, MD, PhD

Deputy Dean for English Division Faculty of Medicine

**Application for transfer of credit and grade from classes and exams**

**with assigned ECTS credits**

I kindly ask you to transfer the grade(s)/credit(s) from the subject:…………………………………………………………..…………………………………………………………. ………………………………………………………………………………………………………………………………

 in the academic year ……………………………

My request is motivated by the fact that I attended classes in the above-mentioned subject in the academic year ……….

at the (name of the Univeristy, College etc.)

in the following number of hours: lectures , seminars , classes

amount of ECTS\* points received: Please consider my request positively.

\*if different credits than ECTS please provide other credit information

Kind Regards

……………………………….
*(student’s signature)*

Lecturer's opinion (Department’s opinion):

I agree/do not agree to the assignment of the grade. Justification (in case of disagreement)

…..……………………………
*(Teacher/ Head of the Department signature and stamp)*

**Dean's decision** with signature and stamp

Required attachments:

1. Certified transcript with credits/grades containing the name of the course, the number of hours, the credit/grade and the date of enrolment, ECTS points\* from the university where the course(s) were taken.

\*if different credits than ECTS please attach calculator for ECTS points

1. Syllabus of the course certified by the dean's office from the university where the course(s) were taught.