**ORDER No. 23/2021**

**by the Rector of the University of Wrocław**

**of 25 February 2021**

**on the introduction of the Registration Procedure in the Internet Registration of Foreigners (IRC) system and the organization of the recruitment process for the first year of first-cycle and second-cycle studies conducted in English at the University of Wrocław, starting in the academic year 2021/2022**

Based on Article 23 sec. 1 and 2 of the Act of July 20, 2018 – Law on higher education and science (consolidated text, Journal of Laws of 2020, item 85, as amended), § 8 sec. 2 resolutions No. 93/2020 of the Senate of the University of Wrocław of 24 June 2020 on the rules and procedure for recruiting foreigners for studies at the University of Wrocław starting in the academic year 2021/2022 (as amended) the following is ordered:

§ 1. Introducing the procedure for registration in the Internet Registration of Foreigners (IRC) system and the organization of the recruitment process for the first year of first-cycle and second-cycle studies conducted in English at the University of Wrocław, starting in the academic year 2021/2022, hereinafter referred to as the "Recruitment Procedure ", which is attached to this ordinance.

§ 2. Supervision over the execution of the ordinance is entrusted to the Vice-Rector for Teaching.

§ 3. The regulation comes into force on the day of its signing.

**prof. dr hab. Przemysław Wiszewski**

**R E C T O R**

Attachment

 to the regulation No. 23/2021

 of 25 February 2021

**Registration procedure in the Internet Registration of Foreigners (IRC) system and organization of the recruitment process for the first year of first and second cycle studies conducted in English at the University of Wrocław, starting in the academic year 2021/2022**

1. **RECRUITMENT OF FOREIGNERS FOR STUDIES CONDUCTED**

**IN THE ENGLISH LANGUAGE**

**§ 1**

1. The recruitment of foreigners for the first year of first-cycle and second-cycle studies conducted in English is conducted by the International Office of the University of Wrocław, hereinafter referred to as BWM, by registration in the Internet Recruitment of Foreigners (IRC) system, which takes place in the manner described in § 2 - § 7 of this Recruitment Procedure.
2. Access to the IRC system is possible via website [international-applications.uni.wroc.pl](http://international-applications.uni.wroc.pl/).
3. The schedule of recruiting foreigners for studies conducted in English is set out in Appendix No. 1 to this Recruitment Procedure.

**REGISTRATION IN THE IRC SYSTEM**

**(Internet Registration of Foreigners)**

**§ 2**

1. In order to register in the IRC, the candidate, subject to paragraph 2:
2. creates an individual registration account, the identifier of which is the LOGIN, selected by the candidate;
3. fills out and accepts the personal data form;
4. enters the high school leaving certificate data and encloses its scan along with the grade list (in the case of candidates for first-cycle studies);
5. enters the data concerning the diploma or the certificate of completion of first-cycle, second-cycle or long-cycle studies and encloses its scan along with the list of grades (in the case of candidates for second-cycle studies);
6. encloses the payment confirmation of the registration fee in the amount of EUR 20.00 within the established deadline, the date of receipt on the account of the University of Wrocław is decisive;
7. attaches a photo file for the Electronic Student ID, which should be:
	1. good quality, smooth, vague background, clearly visible head contour, colored with natural colors, with a resolution of 500 x 625 pixels, which allows you to print a 2 cm x 2.5 cm photo in the appropriate quality, in JPG format. The shadow of the photographed person or other distracting details are not allowed,
	2. current, without a hat and glasses with dark lenses, head in the frontal position, with uniform illumination of the face, it should show the entire head, the image not further than the top of the shoulders, the face should cover 70-80% of the photo;
8. attaches a certificate confirming the knowledge of the English language at the level of language proficiency required for the selected field of study. This requirement does not apply to people who have completed their education in English and those for whom English is their mother tongue;
9. attaches a photocopy of the passport or other document confirming the candidate’s identity;
10. fills out and approves the form confirming the lack of Polish citizenship;
11. encloses a scan of the signed information clause on the protection of personal data;
12. choses a field of study / specialization.
13. Candidates for studies with a high school leaving certificate (not applicable to International Baccalaureate and European Baccalaureate diplomas), issued in:
	1. countries other than the European Union member states, the member states of the Organization for Economic Co-operation and Development (OECD), member states of the European Free Trade Association (EFTA), i.e. from: Australia, Austria, Belgium, Bulgaria, Chile, China, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Greece, Spain, Ireland, Iceland, Israel, Japan, Canada, South Korea, Liechtenstein, Lithuania, Luxembourg, Latvia , Malta, Mexico, the Netherlands, Germany, Norway, New Zealand, Portugal, Romania, Slovakia, Slovenia, Switzerland, Sweden, Turkey, USA, Hungary, Great Britain, Italy,
	2. countries with which the Republic of Poland does not have concluded international agreements on the mutual recognition of certificates and diplomas (the list of international agreements concluded by the Republic of Poland is available on the website of the Ministry of Science and Higher Education),

are required, in addition to the documents listed in section 1, to attach a scan of the document confirming that the high school leaving certificate they hold gives access to higher education in the country of issue.

**§ 3**

1. Registration is binding if the candidate:
2. correctly enters all the necessary data and choses a field of study / specialization;
3. pays the registration fee for the selected courses and specialties, subject to§ 5 clause 6.
4. The candidate bears the consequences of incorrectly filling out the fields of the web forms, failing to complete them or providing false information.
5. The candidate is obliged to keep the password to access his individual account secret. The University of Wrocław is not responsible for the consequences of making this password available to third parties, in particular for changes to entries authorized by this password.
6. The University is not responsible for the inability to register or make changes caused by network failures independent of the University or periodic overload of the University of Wrocław's servers.

**§ 4**

1. An individual candidate's account in the IRC system is used for:
2. performing the activities referred to in § 2;
3. selecting the fields of study / specialization and forms of study;
4. providing the candidate with information related to the recruitment process.
5. The IRC system archives changes made to the individual candidate's account along with the date of the next update (posting the message).
6. The University is not responsible for the consequences of the candidate's failure to read the information on the candidate's individual IRC account in the right time or for the consequences of their incorrect reading.
7. An employee of the International Office accepts the attached photo if it meets the indicated requirements. The approval of the photo takes place at the latest at the stage of admitting the candidate to studies.
8. In the event that the candidate does not submit a proper photo in the IRC in accordance with § 2 point 7, all the related effects shall be borne only by the candidate, in particular resulting from the inability to draw up a student ID entitling to use student rights, etc.

**REGISTRATION FEE**

**§ 5**

1. The registration fee is EUR 20.00 for registration for each selected field of study, level and form of study.
2. The registration fee should be paid to the currency account of the University of Wrocław PL57 1090 2398 0000 0001 0899 3964.
3. Banking fees are covered by the candidate for studies.
4. The candidate will not be taken into account in the recruitment process if the registration fee is not paid or is paid after the deadline (the date of receipt on the UWr account is decisive), subject to paragraph 6.
5. In the event that the fee paid due to currency conversion is lower than the required one, but more than 15 Euro, the candidate should pay the missing amount together with the payment of the tuition fee for the first year of study. If the fee paid due to currency conversion or bank fees is lower than 15 Euro, the missing amount should be paid by the candidate immediately after receiving the information from the International Cooperation Office.
6. A candidate applying for the International Visegrad Fund Scholarship does not pay the registration fee.
7. The candidate may apply for a reimbursement of the registration fee within 30 days of completing the registration for the field / specialization to which the fee applies, in the event of:
	1. not registering in the IRC system and making the payment;
	2. failure to start a field of study.
8. The returned registration fee is reduced by EUR 4.00 for the handling costs incurred by the University. In the event of failure to start the field of study (section 7 point 2), the enrollment fee will be fully refunded.
9. The fee is reimbursed after the recruitment is completed on the basis of the "Fee Refund Form", which is available in the individual account of the candidate in the IRC system. The template of the "Fee Refund Form" is set out in Appendix 2 to this Recruitment Procedure.
10. A scan of the signed form is placed in the IRC system in the individual registration account.

**ANNOUNCING THE RESULTS OF THE RECRUITMENT PROCEDURE**

**§ 6**

1. The results of the recruitment procedure are communicated to foreigners through the candidate's individual account.
2. Information about the initial admission to studies, for fields of study where the *Letter of Offer* ranking does not decide, is provided within 14 days from the date of submitting a complete set of documents by the candidate.
3. Information about the initial admission to studies, where the *Letter of Offer* ranking decides is provided within the schedule (Appendix No. 5 to the Recruitment Procedure).
4. *The Final Acceptance Letter* is issued immediately upon payment of the first year of study.
5. The decision on admission to studies is made by the Rector.

**§ 7**

1. Candidates for first and second cycle studies who have received the Final Acceptance Letter are required to provide the International Office with originals and photocopies of the originals or copies of the notarized documents referred to in points 1, 2, 5 and other mentioned documents:
2. high school leaving certificate legalized by the Consulate of the Republic of Poland or endorsed with an apostille (applies to candidates for first-cycle studies), diploma (applies to candidates for second-cycle studies) or another document entitling them to apply for admission to studies, along with a list of grades, subject to paragraph 2;
3. translations into Polish or English of the documents referred to in point 1, performed by a sworn translator;
4. sworn translation into Polish of documents that are subject to the recognition process, if applicable;
5. a complete personal questionnaire;
6. English language proficiency certificate at the required level, if applicable;
7. a photocopy of your sickness insurance policy for the duration of your studies in Poland or the European Health Insurance Card, or a photocopy of the contract with the National Health Fund, certified by the person accepting the documents at the University of Wrocław, or other health insurance covering the costs of treatment and hospitalization in the territory of the Republic of Poland;
8. a photocopy of a copy of the visa / residence permit.
9. Candidates for studies with a high school leaving certificate (not applicable to International Baccalaureate and European Baccalaureate diplomas), issued in:
10. countries other than the European Union member states, the member states of the Organization for Economic Co-operation and Development (OECD), member states of the European Free Trade Association (EFTA), i.e. from: Australia, Austria, Belgium, Bulgaria, Chile, China, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Greece, Spain, Ireland, Iceland, Israel, Japan, Canada, South Korea, Liechtenstein, Lithuania, Luxembourg, Latvia , Malta, Mexico, the Netherlands, Germany, Norway, New Zealand, Portugal, Romania, Slovakia, Slovenia, Switzerland, Sweden, Turkey, USA, Hungary, Great Britain, Italy;
11. countries with which the Republic of Poland does not have concluded international agreements on the mutual recognition of certificates and diplomas (the list of international agreements concluded by the Republic of Poland is available on the website of the Ministry of Science and Higher Education),

are obliged, apart from the documents listed in sec. 1, to additionally submit an administrative decision, issued by the competent Superintendent of Education, on recognition of a certificate or other document issued abroad as a document entitling to apply for admission to higher education in the Republic of Poland.

1. All documents specified in sec. 1 and 2, together with originals or notarized copies for inspection, should be submitted to the International Office immediately after the student's arrival, but not later than on October 29, 2021, in person or by post.
2. In the event of resignation from taking up studies, the submitted documents referred to above in sec. 1 shall be issued to the candidate on his / her written request or to a person authorized by him or her or sent by post with acknowledgment of receipt.

**TASKS OF THE INTERNATIONAL COOPERATION OFFICE IN THE FIELD OF SERVICING CANDIDATES FOR STUDIES in English**

**§ 8**

In the field of servicing foreign candidates admitted to studiesin English, by the Rector's decision, the International Office:

1. checks the candidate's electronic application in terms of form and content;
2. checks whether the required registration fees have been received on the account of the University of Wrocław;
3. checks whether the presented certificate gives the right to apply for admission to studies (applies to candidates for first-cycle studies);
4. checks the accreditation of the university that the candidate has completed (applies to candidates for the second degree of studies);
5. checks the list of grades and the compliance of education with recruitment rules;
6. checks the language certificate;
7. transmits a set of documents to the English-language Program Coordinator at the Faculty / at the Institute via the IRC system, in order to evaluate the application;
8. in the case of a positive evaluation, sends the Letter of Offer referred to in § 6 sec. 2. In the event of a negative evaluation, the application evaluation sheet is attached to the IRC systemwith a negative result and the decision not to enroll to studies;
9. informs the candidate about the result of the procedure;
10. checks the receipt of the required tuition fees for the first year of studies on the account of the University of Wrocław;
11. sends the *Final Acceptance Letter* referred to in § 6 sec. 4;
12. prepares a letter to the Polish consular office, territorially competent, supporting the candidate in the visa process;
13. issues a certificate of admission to studies;
14. issues a decision on admission to studies;
15. after the decision is received by the admitted candidate, provides the complete set of documents to the dean's office.

**ENGLISH-LANGUAGE PROGRAMME COORDINATORS**

**§ 9**

1. The dean appoints, from among the employees of the dean's office, persons responsible for administrative services for candidates (in terms of providing the candidate with comprehensive information about the recruitment procedure) for studies conducted in English. The list of designated persons, including telephone and e-mail contacts, is sent by the Dean to the International Office.
2. The Dean / Director of the Institute appoints the Coordinator (s) of English-language programs at the Faculty / Institute in writing and provides information including telephone and e-mail contact of the Coordinator (s) to the International Cooperation Office.
3. The duties of the Coordinator include in particular:
4. evaluation of the application of a foreign candidate admitted to studies by the Rector's decision within 7 days of receiving the application in the IRC system;
5. providing the International Office with information from the Faculty Recruitment Committee on the number of persons accepted in the IRKa system;
6. constant cooperation with the International Office, in particular in the field of preparing statistics for reports, confirming the participation of studentsin classes in connection with inquiries from the Border Guard, as well as other ongoing activities regarding studies in English;
7. constant cooperation with the persons referred to in sec. 1;
8. providing the Faculty Recruitment Committee with information obtained from the International Office about a candidate with Polish citizenship interested in studies / specializations conductedin English language;
9. providing the International Office with information about the agreed replacement for the time of absence;
10. monitoring education in English at the Faculty, including reporting all reservations and comments to the Dean, the Teaching Department and the International Office;
11. informing the Teaching Department and the International Office about any changes concerning a given major / specialization of studies undertaken by the Faculty / Institute Council;
12. organizing an information meeting in order to provide the class schedule, inform about the rules of studying at the University of Wrocław, Study Regulations;
13. designating and submitting information to the International Office about the hours and place of consultations for candidates and students of English-language programs.

Appendix No. 1

to the Recruitment Procedure

**SCHEDULE FOR RECRUITMENT OF FOREIGNERS FOR STUDIES IN ENGLISH**

 **STARTING IN THE ACADEMIC YEAR 2021/2022**

**I and II degree studies – FULL-TIME and PART-TIME**

|  |  |  |  |
| --- | --- | --- | --- |
| **L.p.** | **Stages of the recruitment procedure for the academic year 2021/2022** |  | **deadlines** |
| 1. | Commencement of recruitment of foreigners in the Internet Registration of Foreigners - IRC system for 2021/2022 | **February 26, 2021** |
| 2. | The last day of submitting applications and paying registration fees (the date of receipt on the UWr account is decisive) | Data Science | **June 21, 2021** |
| Biotechnology | **July 13, 2021** |
| Medical biotechnology | **July 13, 2021** |
| **Other fields of study:** | **August 31, 2021** |
| 3. | Termination of admission of the missing documents | Data Science | **July 5, 2021** |
| Biotechnology | **July 20, 2021** |
| Medical biotechnology | **July 20, 2021** |
| **Other fields of study:**  | Date of placing the last document in the IRC at the latest 2 weeks from the receipt of information about deficiencies no later than by **September 10, 2021**  |
| 4. | Announcement of the recruitment results | Data Science | **July 31, 2021** |
| Biotechnology | **July 26, 2021** |
| Medical biotechnology | **July 26, 2021** |
| **Other fields of study:**   | up to 14 days from the date of submitting a complete set of documents in the IRC system |
|  5.  | The final date of payment of the tuition fee (the date of receipt on the account of the University of Wrocław is decisive) | 4 weeks from the receipt of the "Letter of Offer", but not later than **September 24, 2021** |
| 6. | Final date for submission of original documents or notarized copies | **immediately after the student's arrival, but notlater than 10/29/2021** |

Appendix No. 2

to the Recruitment Procedure

|  |  |  |
| --- | --- | --- |
|  | **FORMULARZ ZWROTU OPŁATY****FEE REFUND FORM** | Numer aplikacji*Application Numbe* |

**Dane osobowe / *Personal Data***

|  |  |  |  |
| --- | --- | --- | --- |
| Imię*First name* |  | Obywatelstwo*Nationality* |  |
| Nazwisko*Family name* |  | Płeć*Gender* |  |
| Data i miejsce urodzenia*Date and place of birth* |   | Numer paszportu*Passport number* |  |
| Telefon*Phone* |  | Telefon komórkowy*Mobile* |  |
| Email |  | Fax |  |
| Adres*Address* |  |

**Żądany zwrot / Refund Requested**

|  |  |
| --- | --- |
| Czesne za*Tuition fee for* |  |
| Okres nauki / rok*Teaching period / year* |  |
| Powody zwrotu*Reason for refund* |  |
| Kwota żądanego zwrotu*Amount of refund requested* |  |

**Metoda zwrotu / Refund Method**

|  |  |
| --- | --- |
| Nazwa banku*Bank name* |  |
| Adres banku*Bank address* |  |
| Numer konta (IBAN)*Account number (IBAN)* |  |
| Numer BIC/SWIFT*BIC/SWIFT number* |  |
| Posiadacz konta*Account holder* |  |
| Adres posiadacza konta*Account holder address* |  |

Wszelkie informacje dotyczące zwrotu opłaty w związku z nieotrzymaniem wizy lub niepodjęciem studiów otrzymają Państwo w Biurze Współpracy Międzynarodowej a po rozpoczęciu studiów w Dziekanacie .
*INTERNATIONAL STUDENT REFUND POLICY*
*Refunds are only paid in euro by bank transfer. Full details of UWr refund policy is available from the web www.international.uni.wroc.pl.*

|  |  |
| --- | --- |
| **Podpis Studenta / Student signature** |  |