

**ORDINANCE No. 16/2023**  
**of the Rector of the University of Wrocław**  
**of 31 January 2023**

**on the introduction of the *Procedure for Registration of Candidates who are foreigners in the system of the Internet Candidate Registration (IRC) and organisation of the recruitment process for the first year of first-cycle studies and second-cycle studies conducted in English at the University of Wrocław starting in the academic year 2023/2024***

Pursuant to Article 23, sections 1 and 2 of the Act of 20 July 2018 - Law on Higher Education and Science (consolidated text: Journal of Laws of 2022, item 574, as amended [Dz. U. z 2022, poz. 574, z późn. zm.]), § 8, section 2 of the Resolution No. 110/2022 of the Senate of the University of Wrocław of 22 June 2022 on the rules and procedures for the recruitment of foreigners for studies at the University of Wrocław starting in the academic year 2023/2024 (as amended), it is ordered as follows:

§ 1. *The Procedure for registration of candidates who are foreigners in the system of the Internet Candidate Registration (IRC) and organisation of the recruitment process for the first year of first-cycle and second-cycle studies conducted in the English language at the University of Wrocław, starting in the academic year 2023/2024, hereinafter referred to as the "Recruitment Procedure", is introduced and constitutes an Appendix to this ordinance.*

§ 2. Supervision of the implementation of this ordinance is entrusted to the Vice-Rector of Teaching.

§ 3. The ordinance shall enter into force on the date of its signature.

**prof. dr hab. Robert Olkiewicz**  
**R E C T O R**

**The procedure for the registration of candidates who are foreigners in the system of the Internet Candidate Registration (IRC) and the organisation 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 2023/2024**

**I. RECRUITMENT OF FOREIGNERS FOR STUDIES CONDUCTED IN ENGLISH**

**§ 1**

1. Recruitment of foreigners to the first year of first-cycle studies and second-cycle studies conducted in English is conducted by the International Office of the University of Wrocław, hereinafter referred to as BWM, through registration in the system of the Internet Recruitment of Foreigners (IRC), which is carried out according to the procedure described in §2 – §8 of this Recruitment Procedure.
2. The IRC system can be accessed via international-applications.uni.wroc.pl.
3. The schedule of recruitment of foreigners for studies conducted in the English language is specified in **Appendix No. 1** to this Recruitment Procedure.

**IRC REGISTRATION (Internet Recruitment of Foreigners)**

**§ 2**

- a) In order to register with the IRC, the candidate shall, subject to section 2:
  - 1) creates an individual registration account identified by the email address, which is provided by the candidate;
  - 2) fills in and approves the personal data form;
  - 3) encloses a confirmation of payment of the registration fee of EUR 20.00 by the specified deadline, the date of receipt on the UW account is decisive;
  - 4) enters details of the legalised secondary school leaving certificate and attaches a scan of it together with a list of the marks (in the case of first degree candidates);
  - 5) enters details of the legalised diploma or certificate of completion of first-cycle, second-cycle or long-cycle studies and attaches its scan together with a list of marks (in the case of candidates for second-cycle studies);
  - 6) attaches a photo file to the Electronic Student Identity Card, which should be:
    - a) good quality, smooth background, head contour clearly visible, colourful with natural colours, with a resolution of 500 x 625 pixels, which allows the photograph to be printed in a size of 2 cm x 2.5 cm with appropriate quality, in JPG format. A shadow of the photographed person visible in the background or other distracting details are not acceptable,
    - b) current, without headgear and glasses with dark lenses, head in frontal position with even lighting of the face, should present the whole head, image not further than the upper part of the shoulders, face should occupy 70-80% of the photo;
  - 7) encloses a certificate of English language proficiency at the level of language proficiency required for the chosen field of study. This requirement does not apply

to persons who have completed their education in English and persons for whom English is their mother tongue;

- 8) encloses a photocopy of the passport or other identification document of the applicant for study;
  - 9) fills in and approves the confirming lack of Polish citizenship form;
  - 10) attaches a scan of the signed data protection information clause;
  - 11) chooses a course of study/specialisation;
  - 12) attaches scans of the statement of parents/legal guardians (applies to minor candidates). If a declaration is made by one parent, a scan of the death certificate or the document on the termination of parental rights of the other parent must be attached. In the case of guardians, a scan of the court decision confirming the guardianship status must also be attached.
1. Candidates for studies who hold a secondary school leaving certificate (does not apply to International Baccalaureate or European Baccalaureate diplomas), issued in
    - a) other than Member States of the European Union, Member States of the Organisation for Economic Cooperation and Development (OECD), Member States of the European Free Trade Association (EFTA), i.e: Australia, Austria, Belgium, Bulgaria, Canada, Chile, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Israel, Japan, Colombia, Costa Rica, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Mexico, Netherlands, Norway, New Zealand, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey, USA, United Kingdom, Italy,
    - b) countries with which the Republic of Poland does not have agreements international agreements on mutual recognition of certificates and diplomas (the list of international agreements concluded by the Republic of Poland can be found at on the website of the Ministry of Science and Higher Education, i.e.: Belarus, China, Libya, Ukraine),

In addition to the documents listed in section 1, it is required to attach a scan of a document confirming that the secondary school graduation certificate they hold gives them access to higher education in the country of issue or an administrative decision issued by the competent educational authority stating that a certificate issued abroad is recognised as a document giving access to higher education in the Republic of Poland.

### **§ 3**

1. The registration shall be considered binding if the candidate:
  - 1) enter all the necessary data correctly and select the course of study/specialisation;
  - 2) pay the registration fee for the chosen courses and specialisations, subject to § 5, section 6.
2. The candidate will bear the consequences of filling in the fields of the online forms incorrectly, not filling them in or providing false information.
3. The candidate is obliged to keep the password to his/her individual account confidential.
4. The University of Wrocław is not responsible for the consequences of making this password available to third parties, in particular for the changes to the records authorised by this password.

5. The University of Wrocław is not responsible for the consequences of third parties creating accounts on behalf of candidates.
6. The University is not responsible for the impossibility of registration or making changes caused by network failures independent of the University or by periodic overloading of the University of Wrocław servers.

#### **§ 4**

1. The candidate's individual IRC account is used for:
  - 1) carrying out the activities referred to in § 2;
  - 2) choosing fields of study/specialisation and forms of study;
  - 3) providing the candidate with information relating to the recruitment process.
2. The IRC system keeps an archive of changes made to the candidate's individual account with a record of the date of the next update (posting of messages).
3. The University is not responsible for the consequences of a candidate's failure to read in a timely manner the information posted on the candidate's individual account on the IRC system or for the consequences of misreading it.
4. The staff member of the International Office will accept the attached photograph if it meets the indicated requirements. Acceptance of the photograph takes place at the latest at the stage of the applicant's admission.
5. In the event that the applicant fails to include a suitable photo in the IRC in accordance with § 2 section 1 point 6, any consequences thereof shall be borne solely by the applicant, in particular resulting from the inability to produce a student ID card entitling the applicant to exercise student rights, etc.

### **RECRUITMENT FEE**

#### **§ 5**

1. The recruitment fee is EUR 20.00 for registration for each selected course/specialisation, level and form of study.
2. The recruitment fee should be paid to the University's currency account Wrocławski PL57 1090 2398 0000 0001 0899 3964.
3. Bank fees are paid by the candidate.
4. A candidate will not be considered for the recruitment process if the recruitment fee is not paid or is paid after the deadline (the date of its receipt at the UWr bank account is decisive), subject to section 6.
5. In the event that the fee paid due to currency conversion is less than required but more than EUR 15, the candidate should pay the missing amount together with the tuition fee payment for the first year of study. If the fee paid due to currency conversion or bank commissions is less than EUR 15, the missing amount should be paid by the candidate as soon as he/she is informed by the International Office.
6. A candidate applying for the International Visegrad Fund Scholarship does not pay a recruitment fee.
7. A candidate may apply for a refund of the recruitment fee by 13 October 2023, in the case of:
  - 1) not to applying to the IRC system but to paying the fee;
  - 2) failure to start a field of study;
  - 3) unjustified payment.
8. The refundable recruitment fee is reduced by EUR 10.00 for handling costs incurred by the University. In the event that the course is not opened (section 7, point 2), the recruitment fee is refunded in full.

9. Refund of the fee is made on completion of the recruitment on the basis of the 'Fee Refund Form' which is available in the candidate's individual account on the IRC system. The template of the 'Fee Refund Form' is set out in **Appendix no. 2** to this Recruitment Procedure.
10. A scan of the signed form is uploaded to the IRC system in the individual registration account.
11. Refunds are made by the Finance Department on the basis of a request for a refund of the recruitment fee. The recruitment fee is refunded to the bank account indicated in the application.

## **ANNOUNCEMENT OF THE RESULTS OF THE RECRUITMENT PROCEDURE**

### **§ 6**

1. The results of the recruitment procedure are communicated to the foreigner via individual candidate account.
2. Information on admission to degree programmes where the ranking of recruitment points is not decisive *Educational offer (Letter of Offer)* is given within 14 days from the date of submission of complete documents by the candidate.
3. Information on initial admission to courses where the ranking of the *Educational Offer* is decisive (*Letter of Offer*) is given within the timeframe provided in the recruitment schedule.
4. *An Admission Letter* will be issued as soon as the fee for the first year of study has been paid.
5. The Rector takes the decision on recruitment.
6. Decisions on recruitment are delivered in person at the university or by registered mail of the postal operator.

### **§ 7**

1. Candidates for first- and second-cycle studies who have received a *Confirmation of admission (Admission Letter)* are required to deliver the following documents to the International Office, by the dates specified in the recruitment schedule:
  1. a photocopy, together with the original to be inspected, of a secondary school graduation certificate legalised by a Polish Consulate or bearing an apostille (applies to first degree candidates) or a notarised copy;
  2. a photocopy, together with the original to be inspected, of the diploma certified by a Polish Consulate or bearing an apostille (applies to candidates for second-cycle studies) or another document entitling to apply for studies with a list of marks, or their copy certified by a notary, subject to section 2;
  3. a translation into Polish or English of the documents referred to in point 1, made by a sworn translator;
  4. a sworn translation into Polish or English of a document certifying that the secondary school leaving certificate he/she holds gives access to higher education in the country of its issue, if applicable;
  5. a complete personal questionnaire;
  6. a certificate proving the English language skills at the required level, if applicable, in case of a certificate that is not issued in paper form, it will be sufficient to submit an electronic version of the document together with a print-out;

7. a photocopy of an insurance policy in case of illness for the period of education in Poland or the European Health Insurance Card or a photocopy of a 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 hospitalisation in the territory of the Republic of Poland;
  8. a photocopy of the visa/residence permit.
  9. a declaration by each parent/legal guardian (applicable to under-age candidates at the time of submitting the documents) - a specimen declaration is attached as **Appendix no. 3** to the Registration Procedure;
2. Candidates for studies who hold a secondary school leaving certificate (does not apply to International Baccalaureate or European Baccalaureate diplomas), issued in:
    - 1) other than Member States of the European Union, Member States of the Organisation for Economic Cooperation and Development (OECD), Member States of the European Free Trade Association (EFTA), i.e: Australia, Austria, Belgium, Bulgaria, Canada, Chile, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Israel, Japan, Colombia, Costa Rica, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Mexico, Netherlands, Norway, New Zealand, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey, USA, United Kingdom, Italy
    - 2) countries with which the Republic of Poland does not have agreements international agreements on mutual recognition of certificates and diplomas (the list of international agreements concluded by the Republic of Poland can be found on the website of the Ministry of Science and Higher Education, i.e.: China, Libya, Ukraine) in addition to the documents listed in section 1, they are required to submit an administrative decision issued by the competent Superintendent of Education on the recognition of a certificate or other document issued abroad as a document authorising the student to apply for admission to higher education studies in the Republic of Poland.
  3. All the documents specified in sections 1 and 2, together with the originals or copies notarised for inspection, should be submitted to the International Office immediately after the student's arrival, but no later than the date indicated in the recruitment schedule, in person or by post or courier (the date of delivery is decisive).
  4. If documents are submitted by post or courier, a notarised copy of the required documents is required.
  5. Failure to submit documents in accordance with the rules set out above will result in the candidate not being admitted to the programme, subject to sections 6 and 7.
  6. In the case of an excused inability of the candidate to directly submit the required original or notarised documents by the deadline indicated in the schedule, the positive decision on the candidate's admission to the studies will be a conditional decision, specifying the deadline for their submission. An application for the issue of conditional decisions is submitted to the Rector by 30 September 2023. Dean of the faculty where a given field of study is pursued, together with a proposal of the dates in question and a list of persons to whom such decisions are to be issued. By submitting the application, the faculty is committed to ensure that students who receive conditional decisions have full access to educational services. The conditional decision forms the basis for entering the candidate into the University's Student Services System.
  7. In the event of an unintentional failure by the candidate to meet the condition referred to in section 6, the candidate will be refunded the fee paid for the first year of study, less processing fee. In special cases, it is possible to extend the deadlines stipulated in

the conditional decision, but no longer than until the end of the academic year in question.

8. A candidate for whom the visa application process, for reasons beyond his/her control, extends beyond the deadline set in point 6 of Appendix No. 1 to this Procedure for recruitment, and who has not received a conditional decision, may apply to Rector via the IRC with a request to extend the aforementioned deadline indicating the expected date of visa receipt. The application must be accompanied by confirmation of the registration of the visa application with the date of the appointment, which must not take place later than 30 October 2023.

## **PROCEDURE TO APPEAL AGAINST A DECISION NOT TO RECRUIT**

### **§ 8**

1. A candidate who is a foreigner is entitled to appeal against a decision not to be admitted to first-cycle and second-cycle studies:
  - 1) the right to apply to the Rector for reconsideration. The application shall be submitted to the Teaching Department within 14 days of the delivery of the decision or
  - 2) complaint to the Provincial Administrative Court without the need to apply to the Rector for reconsideration. The complaint shall be submitted to the Teaching Department within 30 days of receipt of the decision.
2. The Rector's decision issued as a result of examining the application referred to in section 1 point 1 may be appealed against to the Voivodeship Administrative Court. The complaint shall be submitted to the Teaching Department within 30 days of receipt of the decision.

## **TASKS OF THE INTERNATIONAL OFFICE IN PROVIDING SERVICES TO APPLICANTS FOR STUDIES IN ENGLISH**

### **§ 9**

With regard to the service of candidates who are foreigners, admitted to study in English by decision of the Rector, the International Cooperation Office:

- 1) checks the candidate's electronic application for form and content;
- 2) verifies that the required registration fees have been received into the account of the University of Wrocław;
- 3) verifies whether the certificate presented entitles you to apply for admission to university (applies to candidates for first-cycle studies);
- 4) verifies the accreditation of the programme of study or the university from which the candidate graduated (applies to second-cycle candidates);
- 5) verifies the transcript of marks and the compatibility of education with the recruitment rules;
- 6) verifies the language certificate;
- 7) via the IRC system, forwards the complete set of documents to the Coordinator of the English-language programme at the Faculty/Institute for evaluation of the application;
- 8) in the event of a positive assessment, sends the *Letter of Offer* referred to in § 6 section 2. In the case of a negative *assessment*, he/she attaches to the IRC system *the Application Assessment Sheet* with a negative result and the decision not to recruit;

- 9) informs the candidate of the outcome of the procedure;
- 10) verifies the receipt of the required tuition fees for the first year of study on the account of the University of Wrocław;
- 11) sends the *Admission Letter* referred to in § 6 section 4; 12) generates and sends a certificate of recruitment;
- 12) generates and delivers the decision on admission or non-admission;
- 13) after delivery or collection of the decision in person or by proxy to the candidate accepted for studies, transmits the set of documents to the Dean's Office;
- 14) after receiving a complete set of documents from a candidate, referred to in § 7, sections 1 and 2, transfers the candidate's data to the USOS system, subject to § 7, section 6, last sentence.

### **COORDINATORS OF ENGLISH PROGRAMMES**

#### **§ 10**

1. The Dean's Office appoints, from among the employees of the Dean's Office, persons responsible for administrative support for candidates (in terms of comprehensively informing the candidate about the recruitment procedure) for studies conducted in English. The list of designated persons, together with their telephone and email contact, is forwarded by the Dean to International Office.
2. The Dean/Director of the Institute appoints in writing the Coordinator(s) of English-language programmes at the Faculty/Institute and forwards the information with the telephone and email contact of the Coordinator(s) to International Office.
3. The responsibilities of the Coordinator include, in particular:
  - 1) assessment 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;
  - 2) reasons for the negative assessment of the application;
  - 3) providing the International Office with information from the Faculty Recruitment Committee on the number of admissions in the IRK system after the end of each intake;
  - 4) constant cooperating with the International Office, in particular with regard to preparing statistics for reports, confirming students' participation in classes in connection with enquiries from the Border Guard, as well as other current activities concerning studies in English;
  - 5) permanent cooperating with the people referred to in section 1;
  - 6) providing the Faculty Recruitment Committee with information obtained from the International Office about a candidate of Polish citizenship interested in studying in the field of study/specialisation conducted in English;
  - 7) communicating to International Office the agreed replacement for the period of absence;
  - 8) monitoring English language education in the Faculty, including reporting all concerns and comments to the Dean and the Teaching Department and the International Office;
  - 9) informing the Teaching Department and the International Office about changes concerning the field of study/specialisations;
  - 10) organising an information meeting in order to pass on the timetable of classes, informing about the rules of studying at the University of Wrocław, the Rules and Regulations of the Studies;
  - 11) communicating to the International Office the decision to start or not to start the field of study/specialities by 31.08.2023;
  - 12) designating and communicating to the International Office the times and place of consultation for applicants and doctoral students on English-language programmes



**SCHEDULE FOR RECRUITMENT OF FOREIGNERS FOR STUDIES  
CONDUCTED IN ENGLISH LANGUAGE STARTING IN THE ACADEMIC  
YEAR 2023/2024**

| No.   | Stages of the recruitment procedure stages of the recruitment procedure for the academic year 2023/2024  |   | terminy                                       |
|---|--|---|---|
| 1.  | Rozpoczęcie rekrutacji cudzoziemców w systemie Internetowej Rejestracji Cudzoziemców - IRC na rok 2023/2024  |   | <b>1 February 2023</b>                        |
| 2.  | Last day for submitting applications and paying registration fees (date of receipt in UWr account)   | Data Science  | <b>19.06.2023</b>                             |
|   |  | Biotechnology   | <b>11.07. 2023</b>                            |
|   |  | Medical biotechnology   | <b>13.07.2023</b>                             |
|   |  | DZIENNIKARSTWO I KOMUNIKACJA SPOŁECZNA specjalność JOURNALISM AND SOCIAL COMMUNICATION<br><br>KOMUNIKACJA WIZERUNKOWA specjalność COMMUNICATION MANAGEMENT<br><br>GEOGRAFIA specjalność TOURISM AND HOSPITALITY | <b>15.08.2023</b>                             |
|   |  | <b>Other fields of study:</b>   | <b>31.08. 2023</b>                            |
|   |  | 3.  | Completion of acceptance of missing documents |
| Biotechnology   | <b>18.07.2023</b>  |   |   |
| Medical biotechnology   | <b>20.07.2023</b>  |   |   |
| DZIENNIKARSTWO I KOMUNIKACJA SPOŁECZNA specjalność JOURNALISM AND SOCIAL COMMUNICATION<br><br>KOMUNIKACJA WIZERUNKOWA specjalność COMMUNICATION MANAGEMENT<br><br>GEOGRAFIA specjalność TOURISM AND HOSPITALITY | <b>28.08.2023</b>  |   |   |
| <b>Pozostałe kierunki:</b>  | Data zamieszczenia ostatniego dokumentu, wskazanego w § 2 ust.1 Załącznika do Zarządzenia, w IRC najpóźniej na 2 tygodnie od otrzymania informacji o brakach nie później niż do <b>8.09.2023</b> |   |   |
| 4.  | Announcement of recruitment results  |   |   |

|    |  |  |   |
|----|--|--|---|
|    |  | Biotechnology  | <b>25.07.2023</b>   |
|    |  | Medical biotechnology  | <b>4.08.2023</b>  |
|    |  | DZIENNIKARSTWO I KOMUNIKACJA<br>SPOŁECZNA specjalność JOURNALISM<br>AND SOCIAL COMMUNICATION | <b>4.09.2023</b>  |
|    |  | KOMUNIKACJA WIZERUNKOWA<br>specjalność COMMUNICATION<br>MANAGEMENT                           |   |
|    |  | <b>Other fields of study:</b>  | <b>do 15.09.2023</b>  |
| 5. | Final date of payment of the tuition fee<br>(date of receipt into the UWr account)   | <b>All fields of study:</b>  | 4 weeks after receipt of the<br>"Letter of Offer", but no later<br>than <b>22.09.2023</b> |
| 6. | Final date for submission of original<br>documents or notarised copies (not<br>applicable to persons who have received a<br>conditional decisions) | <b>immediately upon the student's arrival, but no later than<br/>30.10.2023</b>              |   |



Uniwersytet  
Wrocławski

**FORMULARZ ZWROTU OPŁATY**  
**FEE REFUND FORM**

Numer aplikacji  
Application  
Number

**Dane osobowe / Personal Data**

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

**Żądany zwrot / Refund Requested**

|  |  |  |  |
|--|--|--|--|
| Czesne za<br><i>Tuition fee for</i>                        |  | Okres nauki / rok<br><i>Teaching period / year</i> |  |
| Powody zwrotu<br><i>Reason for refund</i>                  |  |  |  |
| Kwota żadanego zwrotu<br><i>Amount of refund requested</i> |  |  |  |


**Metoda zwrotu / Refund Method**

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

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](http://www.international.uni.wroc.pl).*

**Podpis Studenta / Student signature**

|  |
|--|
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|   |  |
|---|--|
|  <p>Uniwersytet<br/>Wrocławski</p>   | <p>Place and date</p>  |
| <p align="center"><b>CONSENT OF PARENTS/LEGAL GUARDIANS FOR A MINOR PERSON TO UNDERTAKE STUDIES AT THE UNIVERSITY OF WROCŁAW</b> (Please complete legibly in CAPITAL LETTERS)</p>   |  |
| <p>I consent to the participation in the recruitment process, commencement of studies and to the conclusion of an agreement on the terms and conditions of charging fees related to the provision of educational services with the University of Wrocław by my <b>under-age child / person located under my legal custody*</b></p>  |  |
| <p align="center">Personal data of a minor</p>  |  |
| <p>Name and surname</p>   |  |
| <p>Date of birth</p>  | <p align="center">day-month-year</p>   |
| <p>Holder of document identity/passport*</p>  | <p align="center">document series and number</p>   |
| <p>I declare that I have familiarised myself with the recruitment rules and the conditions of studying at the University of Wrocław. I am aware that studying at university may involve paying fees for educational services.</p>   |  |
| <p>I consent, within the meaning of Articles 4 and 7 of the RODO, i.e. the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation), to the processing by the University of Wrocław, pl. Uniwersytecki 1, 50-137 Wrocław, of the personal data I have provided, for the purposes related to the university qualification procedure and the future education of my child/ person under my legal guardianship*.</p> <p>I am aware that the consent given may be withdrawn at any time in a manner appropriate to its granting.</p> |  |
| <p align="center">Details of first parent/legal guardian</p>  |  |
| <p>Name and surname of parent / legal guardian</p>  |  |
| <p>Holder of document identity/passport*</p>  | <p align="center"><i>document series and number</i></p>                                      |
| <p>Address of permanent residence</p>   | <p align="center"><i>street, number of house / apartment, postal code, town, country</i></p> |
| <p>Signature of parent / legal guardian/</p>  |  |

| Data of the other parent/legal guardian     |  |
|---|--|
| Name and surname of parent / legal guardian |  |
| Holder of document identity/passport*       | <i>document series and number</i>                                      |
| Address of permanent residence              | <i>street, number of house / apartment, postal code, town, country</i> |
| Signature of parent / legal guardian/       |  |

Information on the processing of personal data.

Pursuant to Article 13, sections 1 and 2 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27.04.2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (hereinafter: RODO), the University of Wrocław informs you that:

1. The controller of your personal data is the University of Wrocław with its seat at pl. Uniwersytecki 1, 50-137 Wrocław;
2. The controller has appointed a Data Protection Officer who can be contacted via email: IOD@uwr.edu.pl;
3. Your personal data will be processed for the purpose of the recruitment procedure and documenting the course of the studies and used for statutory, archival and statistical purposes. The legal basis for processing is the consent given and the fulfilment of a legal obligation incumbent on the controller. Consent may be withdrawn at any time, but this will not affect the lawfulness of the processing already carried out or the processing based on the fulfilment of a legal obligation;
4. The provision of data is voluntary, however, the refusal to provide such data is equivalent to the impossibility of participating in the study recruitment process;
5. Data will not be shared with external entities except as provided by law, including in particular the Law on Higher Education and Science of 20 July 2018 (Journal of Laws of 2022, item 574, as amended);
6. Your personal data will be processed for a period of 6 months after the end of the recruitment process, if you are accepted as a student your personal data will be processed for the purpose of documenting the course of your studies on the basis of the provisions of the Law on Higher Education and Science and its implementing acts for the duration of your studies, and then for archival purposes for a period of 50 years;
7. You have the right of access to the content of your data and, subject to the law: the right to rectification, the right to object;
8. Decisions about you will not be taken by automated means and your data will not be subject to profiling;
9. You have the right to lodge a complaint with the President of the Data Protection Authority.