

ORDINANCE No. 17/2024
of the Rector of the University of Wrocław
of 31 January 2024

on the introduction of the *Procedure for registration in the online candidate registration system and organisation of the recruitment process of foreigners 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 2024/2025*

Pursuant to Article 23, sections 1 and 2 of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2023, item 742, as amended, and § 8, section 4 of the Resolution No. 172/2023 of the Senate of the University of Wrocław of 21 June 2023 on the rules and procedures for the recruitment of foreigners for studies conducted in English language at the University of Wrocław starting in the academic year 2024/2025 (as amended), it is ordered as follows:

§ 1. *The Procedure for registration in the online candidate registration system and organisation of the recruitment process of foreigners 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 2024/20245*, hereinafter referred to as the "Registration Procedure", is introduced and constitutes an Appendix to this ordinance.

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

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

prof. dr hab. Robert Olkiewicz
RECTOR

Procedure for registration in the online candidate registration system and organisation of the recruitment process of foreigners 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 2024/2025

**I. RECRUITMENT FOR STUDIES CONDUCTED IN ENGLISH FOR FOREIGNERS
INTRODUCTORY PROVISIONS**

§ 1

1. This Procedure for registration sets out:
 - 1) the conditions, procedure and method of recruitment;
 - 2) the recruitment schedule.
2. The terms used in the Procedure for registration have the following meanings:
 - 1) Act on Education System- the Act of 7 September 1991 on the Education System (Journal of Laws of 2022, item 2230);
 - 2) Act - the Act of 20 July 2018. - Law on Higher Education and Science (Journal of Laws of 2023, item 742, as amended);
 - 3) candidate - a person applying for admission for studies,
 - 4) university - the University of Wrocław;
 - 5) rector - the Rector or a person authorised by the Rector;
 - 6) unit - a unit in which studies are conducted;
 - 7) dean - the head of the unit
 - 8) BWM - International Office;
 - 9) coordinator - the coordinator of the programme conducted in English appointed by the dean/director of the institute;
 - 10) foreigner - a person without Polish citizenship;
 - 11) recruitment - the procedure for admission to the first year of studies starting in the academic year 2024/2025;
 - 12) IB - an examination under the International Baccalaureate programme, the passing of which is confirmed by the IB Diploma (the International Baccalaureate Diploma issued by the International Baccalaureate Organization in Geneva) referred to in Article 93, section 1, item 2 of the Act on Education System;
 - 13) EB - an examination whose passing is confirmed by the EB (European Baccalaureate) diploma, issued by European Schools in accordance with the Convention drawn up in Luxembourg on 21 June 1994 on the Statute of the European Schools (Journal of Laws of 2005, No. 3, item 10), referred to in Article 93, section 1, item 3 of the Act on Education System;
 - 14) foreign baccalaureate - a foreign examination confirmed by a certificate or other document recognised in the Republic of Poland as giving entitlement to apply for admission to higher education studies in accordance with Article 93, section 1, item 1, sections 2-4 and Article 93a of the Act on the Education System (other than the IB Baccalaureate and EB Baccalaureate);
 - 15) foreign diploma - a diploma which entitles the student to continue education in second-cycle studies according to the rules described in Article 326 of the Act;
 - 16) system - the electronic system for online registration of candidates available through the website www.irka.uni.wroc.pl;
 - 17) candidate's individual account - candidate's individual account in the system, where information related to the process of registration, candidate's qualification for studies and

the administrative decision (including candidate's personal data, information on the study programme chosen by the candidate, results of the recruitment procedure) is stored;

- 18) recruitment fee - a fee for the recruitment process;
 - 19) Visa documents - a certificate of admission for studies with a confirmation of payment;
 - 20) USOS - University Student Services System;
 - 21) ELS - Electronic Student Identity Card
3. A candidate for first-cycle and second-cycle studies is required to register in the system.
 4. The system can be accessed via the website www.irka.uni.wroc.pl on the dates specified in the recruitment schedule.
 5. Recruitment of foreigners to the first year of first-cycle studies and second-cycle studies conducted in English is handled by BWM through registration in the system, which takes place according to the procedure described in § 2 - 14.
 6. A candidate who holds dual citizenship one of which is Polish citizenship shall be recruited according to the rules applicable to Polish citizens.
 7. A candidate creates one, individual account in the system, in which he/she provides the required personal data and contact details as well as other data required for recruitment for studies, including the data required to determine the result of the qualification indicated in § 6 and 7.
 8. The schedule of recruitment for studies conducted in English is specified in Appendix No. 1 to this Registration Procedure.

REGISTRATION OF CANDIDATES IN THE SYSTEM

§ 2

In order to register a candidate:

- 1) creates an individual registration account in the system using an e-mail address;
- 2) selects study programmes/specialisations;
- 3) fills in and validates the personal data form;
- 4) fills in and approves the forms and declarations included in the system: general clauses and consents, confirmation of lack of Polish citizenship, declaration of insurance;
- 5) uploads a scan with a list of grades of the legalised secondary school graduation certificate, diploma or certificate of completion of first-cycle studies, second-cycle studies or unified master's studies;
- 6) uploads a confirmation of payment of the fees referred to in § 5 section 1;
- 7) uploads a photo file to the ELS referred to in § 9. The photo uploaded to the system should be:
 - a) of good quality, with a smooth non-colourful background, the outline of the head clearly visible, colourful with natural colours, with a resolution of 500 x 625 pixels, which allows the photo to be printed in a size of 2 cm x 2.5 cm with appropriate quality, in JPG format. A visible shadow of the photographed person in the background or other distracting details are not acceptable,
 - b) up-to-date, without headgear and dark glasses, head in frontal position with even lighting of the face, it should present the whole head, the image not further than the upper part of the shoulders, the face should occupy 70-80% of the photograph.

An authorised BWM employee shall accept the photo no later than 14 working days after it has been uploaded by the candidate in the system. If the photo is rejected, the candidate shall reattach a correct photo file within 14 days of being informed on the individual account in the system of the reason for rejection;

- 8) uploads a document confirming his/her knowledge of English at the proficiency level required for the chosen study programme as indicated in the Resolution No. 172/2023

of the Senate of the University of Wrocław of 21 June 2023 on the rules and procedures of the recruitment of foreigners for studies at the University of Wrocław commencing in the academic year 2024/2025. This requirement does not apply to persons who completed their education in English and to persons for whom English is the native language;

- 9) uploads a photocopy of the passport or other document proving the identity of the candidate for studies;
- 10) uploads scans of the statement of parents/legal guardians (applies to candidates who are minors). In the case of a declaration by one parent, a scan of the death certificate or a document on the termination of parental rights of the other parent should be attached. In the case of guardians, a scan of a court decision confirming guardianship status must also be attached.

§ 3

1. The registration shall be considered binding if the candidate:
 - 1) enters all the necessary data correctly and select the study programme/specialisation;
 - 2) pays the registration fee for the chosen study programmes and specialisations, subject to § 5, section 1, 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. 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.
4. The University of Wrocław is not responsible for the consequences of third parties creating accounts on behalf of candidates.
5. 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 account in the system is used for:
 - 1) the candidate to perform the activities referred to in § 2;
 - 2) select and change study programmes/specialisations and forms of study;
 - 3) provide the candidate with information related to the recruitment process;
 - 4) deliver administrative decisions on admission or refusal of admission to studies in electronic form as indicated in § 10.
2. The candidate's individual account is the only source of information provided on the successive stages of the proceedings and on the results of his/her recruitment, in particular on admission for studies.
3. Messages posted on a candidate's individual account are deemed to have been communicated and announced in a binding manner.
4. The University shall not be held responsible for the consequences of a candidate's failure to familiarise himself/herself in appropriate time with the information placed on the candidate's individual account in the system or for the consequences of misreading it.

RECRUITMENT FEE

§ 5

1. The candidate is required to pay a fee of EUR 23. The fee includes the recruitment fee of PLN 85 and the fee for ELS in the amount of PLN 22 - converted according to the exchange rate announced in the Announcement of the President of the Public Procurement Office of 3 December 2023 on the current EU thresholds, their equivalents in PLN, the PLN equivalent of the amounts expressed in Euro and the average PLN exchange rate in relation to the Euro constituting the basis for converting the value of public procurement contracts or competitions for registration for each selected study programme/specialisation, level and form of study (Information on the PLN exchange rate can also be found on the University's BIP website: <https://bip.uni.wroc.pl/516/288/sredni-kurs.html>).
2. The fee referred to in §1 should be paid to the University's foreign currency account PL57 1090 2398 0000 0001 0899 3964.
3. Bank fees shall be paid by the candidate for studies.
4. A candidate will not be considered in the recruitment process if the fee is not paid or is paid after the deadline (the date of receipt into the University's account is decisive), subject to section 6.
5. If the fee paid due to currency conversion is lower than required but higher than EUR 15, the candidate should pay the missing amount together with the tuition fee for the first year of studies. If the fee paid due to currency conversion or bank fees is less than 15 euros, the candidate should pay the missing amount as soon as he/she is informed by BWM.
6. A candidate applying for an International Visegrad Fund Scholarship shall not pay the fee. If the scholarship is not received, the fee shall be added to the tuition fee.
7. A candidate may request a refund of the fee by 15 October 2024, in the case of:
 - 1) unjustified payment of the fee - in this situation, the fee shall be refunded, minus EUR 10 for handling costs incurred by the University (e.g. bank fees, commissions, costs related to the return of funds);
 - 2) failure to start the study programme - in this situation, the fee is refunded in full.
8. The fee is refunded upon completion of the recruitment process on the basis of the "Fee Refund Form", which is available in the candidate's individual account in the system. The template of the "Fee Refund Form" is set out in Appendix No. 2 to this Recruitment Procedure.
9. A scan of the signed form is uploaded to the system in the individual registration account.
10. Fee refunds are made by the Finance Department on the basis of a fee refund request. The fee is refunded to the bank account indicated in the application.

STAGES OF THE RECRUITMENT PROCEDURE

§ 6

1. If the results of an interview are taken into account in the recruitment, the candidate will be informed by the coordinator about the place, date and time of the interview through the system. Failure to attend an interview on the specified date will result in receiving zero (0) points from this examination.
2. Information on qualification for studies in programmes where the recruitment points ranking does not determine (*Letter of Offer*) is given within 14 days from the date of uploading the scans of the required documents indicated in § 7 by the candidate in the system.
3. Information on qualification for programmes where the ranking is decisive (*Letter of Offer*) is given within the time limit specified in the recruitment schedule in the system.
4. Confirmation of qualification for studies (*Admission Letter*) is issued in the system immediately after the booking of the fee for the first year of studies.
5. A candidate receives information on the outcome of his/her qualification procedure to his/her individual account in the system, which has the following meaning:

- 1) **candidate not qualified** is a candidate who has not paid the recruitment fee by the required deadline or who has not fulfilled the conditions set out in the recruitment rules for a particular programme of study;
 - 2) **candidate qualified (to submit documents)** is a candidate who is on the list of candidates qualified to submit documents;
 - 3) **candidate admitted** is a candidate for a first-cycle study programme or a second-cycle study programme who, following the recruitment procedure, has been admitted to the programme and has paid the fee for the first year of study. This status is the basis for entering the candidate into the USOS system;
 - 4) **candidate not admitted** is a candidate who:
 - a) did not submit the required documents by the date specified in the recruitment schedule or
 - b) did not pass the interview, or
 - c) did not join the recruitment procedure (interview),
 - d) did not pay the fee for the first year of studies,
 - e) received a negative assessment from the faculty coordinator;
 - 5) **programme canceled** - the programme has not been started due to the lack of a sufficient number of candidates. The candidate is entitled to a refund of the fee in accordance with § 5, section 7;
 - 6) **candidate resigned** - candidate who, having obtained the status of admitted, resigned from undertaking the studies on the basis of a written statement, the model of which is enclosed as Attachment No. 3 to this Registration Procedure.
6. Foreigner admitted for studies is obliged to indicate a postal address for delivery in the territory of the Republic of Poland or another European Union Member State or indicate a proxy or attorney for delivery in the territory of the Republic of Poland.

LIST OF DOCUMENTS REQUIRED

§ 7

1. Candidates for first- and second-cycle studies who have been granted *candidate qualified (to submit documents) status* are required to deliver the following documents to BWM or the place indicated at <https://international.uni.wroc.pl/en/admission-full-degree-studies/deadlines-admission> for the chosen study programme by the dates specified in the recruitment schedule:
 - 1) a photocopy, with the original for inspection, of the secondary school graduation certificate legalised by a Polish Consulate or bearing an apostille (applies to candidates for first-cycle studies) or a notarised copy;
 - 2) a photocopy, together with the original to be inspected, of the diploma (refers to candidates for second-cycle studies) legalized by the Consulate of the Republic of Poland or bearing an apostille, or of another document entitling the applicant to apply for studies, together with a list of grades, or a notarized copy thereof, subject to section 2;
 - 3) a translation into Polish or English of the documents referred to in item 1 and 2 whose originals are issued in a language other than Polish or English, made by:
 - a) a person entered by the Minister of Justice on the list of sworn translators [Lista tłumaczy przysięgłych / Tłumacze przysięgli / Rejestry i ewidencje / Biuletyn Informacji Publicznej \(ms.gov.pl\)](#) or
 - b) a person registered as a sworn translator in a Member State of the European Union, a Member State of the European Free Trade Association (EFTA) - a Party to the Agreement on the European Economic Area or a Member State of the Organisation for Economic Co-operation and Development (OECD) or
 - c) a consul of the Republic of Poland, competent for the country on whose territory or in whose educational system the certificate was issued [Polskie przedstawicielstwa na świecie – Ministerstwo Spraw Zagranicznych – Portal Gov.pl \(www.gov.pl\)](#) or
 - d) an accredited diplomatic representation or consular post in the Republic of Poland of a state on whose territory or in whose educational system the document was issued [Misje dyplomatyczne, urzędy konsularne i organizacje](#)

- 4) a sworn translation into Polish or English of a document certifying that the secondary school certificate/diploma held by the candidate gives access to higher education studies in the country of its issue, if applicable. The translation should be made by the authorities indicated in section 3;
 - 5) an application form for admission to studies printed from the system and signed by the candidate, together with a declaration that he/she has read the model agreement;
 - 6) a document confirming knowledge of the English language at the required level, if applicable; in the case of a certificate that is not issued in paper form, the presentation of an electronic version of the document together with a printout will be sufficient;
 - 7) a declaration of possession of a sickness insurance policy for the period of education in Poland or a European Health Insurance Card or a contract with the NFZ [Polish National Health Fund]. If the documents listed above are not available at the recruitment stage, it is possible for the candidate to make a commitment to submit these documents at a later date. A model declaration is specified in Appendix No. 4 to this Registration Procedure;
 - 8) a photocopy of a visa/residence permit;
 - 9) statement of parents/legal guardians (applies to candidates who are minors). In the case of a declaration by one parent, a scan of the death certificate or a 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 their guardianship status should also be enclosed. A model statement is attached as Appendix No. 5 to this Registration Procedure;
 - 10) if there is a difference in personal data between the documents specified in items 1 and 2 and item 5 (e.g. change of surname), a certificate of change of personal data is additionally required for inspection.
2. Candidates for studies with a secondary school graduation certificate (does not apply to IB and EB diploma) or a diploma issued in:
 - 1) a country other than Member States of the European Union, Member States of the Organisation for Economic Co-operation and Development (OECD), Member States of the European Free Trade Agreement (EFTA), i.e. from: Australia, Austria, Belgium, Bulgaria, Chile, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Israel, Italy, Japan, Canada, Colombia, Costa Rica, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Mexico, Netherlands, Norway, New Zealand, Portugal, Romania, Slovakia, Slovenia, Spain, Switzerland, Sweden, Turkey, USA, United Kingdom, Italy;
 - 2) countries with which the Republic of Poland does not have international agreements on mutual recognition of certificates and diplomas (a 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)are required, in addition to the documents listed in section 1, to submit an administrative decision, issued by the competent Superintendent of Education, on the recognition of a certificate/diploma or other document issued abroad as a document entitling to apply for admission to higher education studies in the Republic of Poland.
 3. The Rector allows for the possibility of admitting a candidate to studies not requiring the submission of an apostille or legalisation due to objective difficulties in obtaining the certification. The aforementioned circumstance should be indicated in the application. The Rector makes the final decision in this matter.
 4. All the documents referred to in sections 1 and 2, together with the originals or copies notarised by a Polish notary public for inspection, should be submitted to BWM immediately after the candidate's arrival, but no later than on the day indicated in the recruitment schedule, in person or by post or courier (the date of receipt by the University is decisive).
 5. If documents are submitted by post or courier, it is required to send originals or notarised copies drawn up by a Polish notary public of the required documents.
 6. 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 7 and 8.

7. In the case of an excused inability of the candidate to directly submit the required original or notarised documents by the deadline set in the schedule, a positive decision on the candidate's admission to the studies will be a conditional decision, specifying the deadline for their submission. An application for issuing of conditional decisions is submitted to the Rector through BWM by 30 September 2024 by the dean of the faculty in which a given study programme is conducted, together with a proposal of the dates in question and a list of persons to whom such decisions are to be issued. By submitting an application, the faculty is obliged to ensure that students who receive conditional decisions have full access to educational services. The conditional decision is the basis for entering the candidate into USOS.
8. In the event of an involuntary failure by the candidate to meet the condition referred to in section 7, the fee paid for the first year of study, less EUR 150, shall be refunded. In special cases, the deadlines stipulated in the conditional decision may be extended, but no longer than until the end of the academic year in question.
9. A candidate for whom the visa application process, for reasons beyond his/her control, extends beyond the time limit set out in Appendix 1, item 6 to this Registration Procedure, and who has not received a conditional decision, may apply to the Rector via the system for permission to extend the aforementioned time limit, indicating the expected date of visa receipt. The request must be accompanied by a confirmation of the registration of the visa application with the date of the appointment, which must be no later than 30 October 2024.

§ 8

1. In the event of failure to meet the minimum admission limit specified in the relevant Rector's decree, the Rector, at the request of the dean, decides not to open a study programme/specialisation, subject to section 2.
2. The Rector may suspend recruitment to a study programme /specialisation and make a decision not to offer it if the recruitment data indicates there is little likelihood of reaching the minimum admission limit. The Rector consults the head of BWM or his/her deputy before taking a decision. The opinion is given within three working days.
3. The Rector, upon the application of a candidate, may agree to restore the deadline for registration in the system and submission of documents. The applicant shall submit the application, which has been approved by the coordinator, to BWM.

ELECTRONIC STUDENT CARD (ELS)

§ 9

1. Candidates admitted to a study programme shall receive a printed ELS.
2. BWM shall order the printing of the ELS.
3. The provisions of § 5, section 2 and 3 shall apply accordingly.

ADMISSION OR REFUSAL DECISIONS

§ 10

1. Decisions on admission or non-admission for studies are signed by the Rector with a qualified electronic signature and delivered using the system - with an Official Certificate of Receipt (UPO).
2. In order to include a decision made in electronic form in a student's personal file, an employee of BWM or a coordinator of a programme conducted in English prepares a printout of the decision from the system and signs it with their own signature, indicating the date of signature.

PROCEDURE FOR APPEALING AGAINST A REFUSAL OF ADMISSION

§ 11

1. A candidate who is a foreigner and has not been admitted for studies is entitled to:
 - 1) the right to submit an application to the Rector for reconsideration of the case. The application should be submitted to BWM within 14 days of the date of delivery of the decision or
 - 2) a complaint to the Provincial Administrative Court - without the need to submit an application to the Rector for reconsideration. The complaint shall be submitted to the Teaching Department within 30 days from the date of delivery of the decision.

2. A candidate may complain to the Provincial Administrative Court against the decision of the Rector made as a result of considering the application referred to in section 1, item 1. The complaint should be submitted to the Teaching Department within 30 days from the date of the delivery of the decision.

TASKS OF THE INTERNATIONAL OFFICE (BWM) IN PROVIDING SERVICES TO CANDIDATES FOR STUDIES IN ENGLISH

§ 12

1. With regard to the services for candidates who are foreigners, recruited for studies conducted in English, by decision of the Rector, BWM:
 - 1) checks the candidate's electronic application in terms of form and content;
 - 2) verifies that the required registration fees have been received in the University's bank account;
 - 3) verifies that the certificate or diploma presented entitles the candidate to apply for admission to studies based on the provisions indicated in Article 93 of the Act on Education System and Article 326 of the Act;
 - 4) verifies the list of grades and the conformity of the educational background with the recruitment rules;
 - 5) checks the document confirming knowledge of the English language;
 - 6) through the system, forwards the set of documents to the Coordinator of the programme conducted in English at a faculty/institute for his/her assessment of the application;
 - 7) in the case of a positive assessment by the Faculty Coordinator, the BWM employee sends the Letter of Offer referred to in § 6, section 3. In the case of a negative assessment by the Faculty Coordinator, he/she attaches the Application Assessment Sheet with a negative result to the system and generates a decision in the system about non-admission to the programme;
 - 8) supports the candidate in the registration procedure;
 - 9) checks the receipt of the required tuition fees for the first year of study into the University's bank account;
 - 10) generates and provides visa documents through the recruitment system;
 - 11) generates and makes available for delivery signed by the Rector decisions on admission or non-admission to studies;
 - 12) after receiving a complete set of documents from a candidate, referred to in §7, section 1 and 2, and after delivering a decision to a candidate admitted to a programme - forwards the complete set of documents to the dean's office and imports the candidate's data into the USOS system, subject to §7, section 7, last sentence.
2. The Rector, on the request of the dean, may appoint a coordinator at the faculty to perform the tasks of the BWM with regard to the handling of candidates for study programmes in English. The coordinator should be appointed at the latest before the commencement of university registration.

COORDINATORS OF PROGRAMMES IN ENGLISH

§ 13

1. The dean appoints, from among the employees of the dean's office, persons responsible for:
 - 1) administrative services for candidates (in terms of informing the candidate about the recruitment procedure) for studies conducted in English,
 - 2) confirming student status and providing answers to the Border Guard in connection with visa inquiries concerning students of subsequent years of studies,then the dean sends the list of designated employees of the dean's office, along with their telephone and e-mail contact details, to BWM.

2. The dean/director of the institute appoints in writing the Coordinator(s) of programmes conducted in English at the faculty/institute and provides information including the telephone and e-mail contact details of the Coordinator(s) to BWM.
3. The Coordinator's responsibilities include in particular:
 - 1) evaluation of the documents of a foreign candidate admitted to studies by the Rector's decision within 7 days of being uploaded by the candidate in the system;
 - 2) entering the results of the recruitment procedure of preliminary interviews/examinations into the recruitment system along with providing information about the place on the ranking list;
 - 3) generating a decision issued due to a negative formal assessment referred to in item 1;
 - 4) forwarding to BWM information from the Faculty Recruitment Committee on the number of candidates admitted as Polish citizens after the end of each recruitment process;
 - 5) constant cooperation with BWM, in particular in the field of preparing statistics for reports, confirming students' participation in classes in connection with inquiries from the Border Guard, as well as other ongoing activities regarding studies in English;
 - 6) permanent cooperation with the persons referred to in section 1;
 - 7) forwarding to the Faculty Recruitment Committee information obtained from BWM about a candidate with Polish citizenship, interested in study programme/specialization conducted in English;
 - 8) providing BWM with information about the appointed coordinator's replacement for the period of one's absence;
 - 9) monitoring education on the programmes conducted in English at the faculty, including reporting all concerns and comments to the dean, the Teaching Department and BWM;
 - 10) informing the Teaching Department and BWM about changes in a given study programme/specialization (in particular, a change of the programme coordinator);
 - 11) organizing information meetings in order to present the class schedule, inform about the rules of studying at the University and the Study Regulations;
 - 12) submitting to BWM a recommendation on launching or not launching a study programme/specialization by the end date of accepting missing documents;
 - 13) designating and providing BWM with information about the hours and place of consultations for candidates and students of programs conducted in English.

II. PROCESSING OF PERSONAL DATA

§ 14

1. The candidate's personal data will be processed for the purposes of the recruitment procedure for studies and documenting the course of studies and used for statutory, archival and statistical purposes. The legal basis for processing is the consent granted and the fulfillment of the legal obligation imposed on the administrator. Providing data is voluntary, however, refusing to provide it or withdrawing consent to its processing is tantamount to the inability to participate in the recruitment process for studies.
2. Consent may be withdrawn at any time, but this will not affect the lawfulness of the processing that has already been carried out and the processing based on the fulfillment of a legal obligation.
3. The candidate's personal data will be processed for a period of 6 months after the end of the recruitment period, and after this period they will be anonymized and archived, except for persons who have agreed in the system to keep their account for recruitment purposes in future periods. If a candidate is admitted to studies, personal data will be processed for the purpose of documenting the course of studies on the basis of the provisions of the Law on Higher Education and Science and its implementing acts for the duration of studies, and then for archival purposes for a period of 50 years.
4. The candidate's personal data and documents are processed by authorized BWM employees, coordinators and dean's office employees, hereinafter referred to as administrators, mainly by means of the system and additionally by other systems supporting the recruitment process

indicated by the IT units of the University of Wrocław. It is the responsibility of administrators to encrypt hard drives of portable devices, protect files with a password, and possibly transfer files between administrators using the SharePoint and Teams platforms or network drives.

5. The Administrator is obliged to ensure appropriate security and confidentiality of the processed data, and after the process is completed, he is obliged to delete the processed candidate data from the systems supporting this process (excluding the online candidate registration system).

**SCHEDULE OF RECRUITMENT OF FOREIGNERS FOR STUDIES
CONDUCTED IN ENGLISH LANGUAGE STARTING IN THE ACADEMIC
YEAR 2024/2025 first-cycle and second-cycle studies –
FULL-TIME and PART-TIME**

No.	Stages of the recruitment procedure for the academic year 2024/2025	study programme	dates
1.	Commencement of registration of foreigners in the system for 2024/2025	1 February 2024	
2.	Last day for submitting applications and paying registration fees (date of receipt on the University of Wrocław's account is decisive)	Data Science	20th of June 2024
		Biotechnology	9th of July 2024
		Medical biotechnology	11th of July 2024
		Other study programmes:	15th of August 2024
3.	Deadline of acceptance of missing documents	Data Science	1st of July 2024
		Biotechnology	16th of July 2024
		Medical biotechnology	18th of July 2024
		Other study programmes:	The last document should be submitted in the system within a maximum of 2 weeks after receiving information about the deficiencies, but no later than 30th of August, 2024
4.	Announcement of recruitment results	Data Science	1st of August 2024
		Biotechnology	26th of July 2024
		Medical biotechnology	5th of August 2024
		Other study programmes:	up to 14 days from the date of submitting the complete set of documents to the system
5.	Final date of payment of the tuition fee (date of receipt on the University of Wrocław's account is decisive)	4 weeks after receiving the "Letter of Offer", but no later than 13th of September 2024	
6.	Final date for submission of original documents or notarised copies (not applicable to persons who have received a conditional decisions)	immediately after the student's arrival, but no later than 31th of October 2024	



Uniwersytet
Wrocławski

**FORMULARZ ZWROTU OPŁATY/ FEE
REFUND FORM**

Numer aplikacji
Application
Number

Dane osobowe / Personal Data

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

Żądany zwrot / Refund Requested

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

Metoda zwrotu / Refund Method

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

You will receive all information regarding the refund of the fee due to failure to obtain a visa or failure to start studies at the International Cooperation Office and, after starting your studies, at the Dean's Office. *INTERNATIONAL STUDENT REFUND POLICY* Refunds are only paid in euro by bank transfer. Full details of UWr refund policy is available on the web www.international.uni.wroc.pl.

Podpis Studenta / Student signature

Podpis Rektora/ Rector's signature

Appendix no. 3 to the
to the Registration Procedure

.....
(city) (date)

First name and surname

**Biuro Współpracy Międzynarodowej
Uniwersytet Wrocławski
Kuźnicza 35
50-138 Wrocław**

RESIGNATION FROM UNDERTAKING STUDIES

I declare that I resign from taking up first-cycle/second-cycle studies * in the
..... programme of full-time/part-time (extramural/evening*) in the
academic year 2024/2025.

.....
(legible signature)

* delete unnecessary


STATEMENT

I, declare, that:

- I have a health insurance policy / European Health Insurance Card / contract with the NFZ (Polish National Health Fund) for the period of education in Poland*.
- I declare to take out insurance for the period of education in Poland*.

.....
(legible signature)

* delete unnecessary

 <p>Uniwersytet Wrocławski</p>	<p>Place and date</p>
<p align="center">CONSENT OF PARENTS/LEGAL GUARDIANS FOR A MINOR PERSON TO UNDERTAKE STUDIES AT THE UNIVERSITY OF WROCLAW (Please complete legibly in CAPITAL LETTERS)</p>	
<p>I consent to my minor child/person under my legal guardianship taking up studies and concluding an agreement with the University*</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 custody*.</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">document series and number</p>
<p>Address of permanent residence</p>	<p align="center">street, house number / apartment number, postal code, town, country</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, house number / apartment number, 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 2023, item 742, 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.