

**ORDINANCE No. 50/2025**  
**of the Rector of the University of Wrocław**  
**of 28 February 2025**

**on the introduction of the Procedure for registration of candidates in the system  
of the online registration of foreigners 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  
2025/2026**

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 2024, item 1571, as amended), § 8, section 4 of the Resolution No. 108/2024 of the Senate of the University of Wrocław of 19 June 2024 on the rules and procedures for the recruitment of foreigners for studies at the University of Wrocław starting in the academic year 2025/2026 (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 2025/2026, 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 for Teaching.

§ 3. The ordinance shall come into effect as of the date of signature.

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

**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 2025/2026**

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

**GENERAL PROVISIONS**

**§ 1**

1. This Registration Procedure specifies:
  - 1) conditions, procedure and method of recruitment;
  - 2) recruitment timetable;
2. The terms used in the Registration Procedure have the following meanings:
  - 1) law on the Education System – Law of 7 September 1991 on the Education System (Journal of Laws 2024, item 750, as amended);
  - 2) law – Law of 20 July 2018 – Law on Higher Education and Science (Journal of Laws 2024, item 1571, as amended);
  - 3) candidate – a person applying for admission to a university;
  - 4) University – University of Wrocław;
  - 5) Rector – the Rector or a person authorised by him;
  - 6) unit – the unit in which the studies are conducted;
  - 7) BRS – Admissions and Promotion Coordination Office;
  - 8) Faculty Coordinator (FC) – the coordinator of the English language programmes offered in the Faculty appointed by the Dean;
  - 9) Course Coordinator (CC) – the coordinator of the English language programme appointed by the Dean;
  - 10) foreigner – a person without Polish citizenship;
  - 11) IB International Baccalaureate – an examination under the International Baccalaureate programme, the passing of which is confirmed by the IB Diploma (International Baccalaureate Diploma issued by International Baccalaureate Organization in Geneva), referred to in Article 93 section 1, point 2 of the Law on the Education System;
  - 12) EB Baccalaureate – an exam, the passing of which is confirmed by the EB diploma (European Baccalaureate), issued by the 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), cited in Article 93 section 1 point 3 of the Law on the Educational System;
  - 13) foreign baccalaureate – a foreign examination confirmed by a certificate or other document recognised in the Republic of Poland as entitling to apply for admission to higher education in accordance with Article 93, section 1, point 1, sections 2-4 and Article 93a of the Law on the Educational System (other than IB baccalaureate and EB baccalaureate);
  - 14) foreign diploma – a diploma that entitles to education in a second-cycle studies under the rules described in Article 326 of the Law;
  - 15) system – electronic system of candidate online registration available through the website [www.irka.uni.wroc.pl](http://www.irka.uni.wroc.pl) along with the Internet Candidate Registration application – a module supporting the recruitment process, available through the website [www.international-applications.uni.wroc.pl](http://www.international-applications.uni.wroc.pl);
  - 16) individual candidate account – an individual candidate account in the system, in which information related to the process of registration, candidate qualification for studies and the administrative decision (including personal data of the candidate,

- information about the fields of study chosen by the candidate, the results of the recruitment procedure) is stored;
- 17) recruitment fee – the fee for conducting the recruitment process;
  - 18) USOS - University Study-Oriented System;
  - 19) ELS – Electronic Student Legitimation.
3. Candidate for first-cycle studies, long-cycle studies and second-cycle studies are required to register in the system.
  4. The system can be accessed through the website [www.international-applications.uni.wroc.pl](http://www.international-applications.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 conducted by the Faculty Coordinator through registration in the system, which is described in §2 - §14.
  6. Candidates with Polish citizenship are recruited under the rules applicable to Polish citizens regardless of whether they also hold other citizenships.
  7. The candidate creates a single, individual account in the system, in which he/she provides the required personal and contact details as well as other data required for the recruitment process, including the data required to determine the qualification result indicated in § 6 and 7.
  8. The timetable of recruitment of foreigners for studies conducted in the English language is specified in Appendix No. 1 to this Recruitment Procedure.

## **REGISTRATION OF CANDIDATES IN THE SYSTEM**

### **§ 2**

In order to register in the system, the candidate:

- 1) creates an individual candidate account in the system using an email address;
- 2) makes a choice of fields of study/specialisation;
- 3) fills in and validates the personal data form;
- 4) fills in and approves the forms and statements included in the system: general clauses and consents, confirmation of lack of Polish citizenship, insurance statement;
- 5) uploads a scan, together with a list of the grades, of the legalised secondary school leaving certificate, diploma or certificate of completion of a first-cycle, second-cycle or long-cycle studies;
- 6) includes the decision of the Superintendent of Education to recognise the secondary school leaving certificate or any other equivalent document. In the absence of a decision from the Superintendent of Education at the registration stage, he/she attaches the documents required for this process. A list of countries from which recognition of the certificate is not required can be found at the following link <https://www.gov.pl/web/edukacja/recognition-of-foreign-school-certificates-and-diplomas-in-poland>. A list of documents required for the recognition of the certificate can be found at the following link <https://www.kuratorium.wroclaw.pl/recognition-by-lower-silesia-authority-of-education-of-certificates-and-other-documents-which-were-obtained-in-foreign-system-of-education-3/>;
- 7) includes confirmation of payment of the fees referred to in § 5, section 1;
- 8) uploads a photo file to the ELS in accordance with the requirements indicated in the system. If the photograph is rejected, the candidate reattaches a correct photograph file within 14 days from the date of receipt on the individual account in the system of information about the reason for rejection.
- 9) includes a document confirming knowledge of English at the level of proficiency required for the chosen field of study as indicated in the Resolution No. 108/2024 of the Senate of the University of Wrocław of 19 June 2024 on the rules and procedures for the recruitment of foreigners to study at the University of Wrocław starting in the academic year 2025/2026. This requirement does not apply to persons who have completed their education in English at a level which entitles

them to undertake a field of study or have a degree at that level obtained in English and persons for whom English is their mother tongue;

- 10) attaches a photocopy of his/her passport or other document proving the identity of the candidate for studies;
- 11) attaches scans of the statement of parents/legal guardians (applies to minor candidates).

### **§ 3**

1. The registration shall be considered binding if the candidate:
  - 1) enters all the necessary data correctly and selects the field of study/specialisation;
  - 2) pays the recruitment fee referred to in § 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.
4. The University is not responsible for the consequences of sharing this password with third parties, in particular for changes to records authorised by this password. The University is not responsible for the consequences of creating accounts on behalf of candidates through third parties.
5. The University is not responsible for the inability to register or make changes due to network failures beyond the control of the University or periodic overloading of the University's servers.

### **§ 4**

1. The candidate's individual account is used for:
  - 1) the candidate's performance of the activities referred to in § 2;
  - 2) choosing and changing fields of study/specialisations and forms of study;
  - 3) providing the candidate with information relating to the recruitment process;
  - 4) delivering in electronic form administrative decisions on admission or refusal of admission to studies in the manner indicated in § 9.
2. The candidate's individual account is the only source of information on the successive stages of the procedure and on the results of his/her enrolment, in particular his/her admission.
3. Messages posted to a candidate's individual account are considered to be communicated and announced in a binding manner.

### **FEES**

1. The candidate is required to pay a fee of EUR 23. <https://bip.uni.wroc.pl/516/288/sredni-kurs.html>.
2. The fee referred to in section 1 shall be paid to the University's currency account PL57 1090 2398 0000 0001 0899 3964.
3. Bank fees are paid by the candidate.
4. The payment in question can be made by bank transfer, credit card payment or via the online payment gateway provided in the student recruitment system.
5. 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.
6. 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.
7. A candidate applying for the International Visegrad Fund Scholarship does not pay a recruitment fee. In the case of non-receipt of a scholarship after the announcement of the International Visegrad Fund results, the Faculty Coordinator contacts the candidates who did not receive a scholarship to ask if they are undertaking their studies on a fee-paying basis. If the declaration of enrolment is sustained, the Faculty Coordinator will

draw up a new Letter of Offer with full payment, and the fee referred to in section 1 will be added to the tuition fee.

8. A candidate may apply for a refund of the recruitment fee by 12 October 2025, in the case of:
  - 1) unjustified payment of a fee – fee shall be reimbursed, less EUR 10.00 for handling costs incurred by the University (e.g. bank charges, commissions, costs related to the return of funds);
  - 2) not starting the field of study – in which case the 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. A model of the 'Fee Refund Form' is set out in the Appendix No. 2 to this Registration Procedure. The candidate attaches a scan of the signed form to the system in the candidate's individual account.
10. The Faculty Coordinator considers the validity of the request, attaches the documents (fee refund form, letter to the Finance Department, confirmation of the transaction and supporting documents confirming entitlement to the refund) to the EZD system, approves the refund form and the letter to the Finance Department, submits to the Dean and then to the Vice-Rector for Teaching for approval. Once the required approvals have been received, it forwards the documents via EZD to the Finance Department for processing of the return.

## **STAGES OF THE RECRUITMENT PROCEDURE. CANDIDATE STATUS IN THE SYSTEM**

### **§ 6**

1. If the results of the interview are taken into account in the recruitment process, the candidate will be informed by the Faculty Coordinator/Course Coordinator of the place, date and time of the interview via the system. Failure to take an interview, exam or test by the deadline will result in zero (0) points.
2. Information on qualification for studies (*Letter of Offer*) in fields of study where the ranking of recruitment points is not decisive is provided within 14 days of the candidate uploading in the system scans of the required documents indicated in § 7.
3. Information on qualification for studies (*Letter of Offer*) for fields of study where the recruitment points ranking is decisive is provided in the system 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 candidate receives to his/her individual account in the system information about the result of his/her qualification procedure, which means:
  - 1) **a non-qualified candidate** 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 given field of study;
  - 2) **a qualified candidate** (for the submission of documents) is a candidate on the list of candidates qualified to submit documents;
  - 3) an n admitted candidate is a candidate for a first-cycle or second-cycle studies who, following the admissions procedure, has been admitted to studies and has paid the fee for the first year of study. This status forms the basis for entering the candidate into the USOS system;
  - 4) **a non-admitted candidate** is a candidate who:
    - a) failed to submit the required documents by the deadline specified in the recruitment timetable or
    - b) failed to pass the interview or
    - c) failed to attend the recruitment procedure (interview),
    - d) failed to pay the fee for the first year of study,
    - e) received a negative evaluation from the Faculty Coordinator;

- 5) **the field of study has not been launched** – the field of study has not been launched due to insufficient candidates. The candidate is entitled to a refund of the recruitment fee in accordance with § 5, section 8;
  - 6) **a resigned candidate** – a candidate who, having been admitted, resigns from undertaking a field of study on the basis of a written declaration, a specimen of which is attached as Appendix No. 3 to this Registration Procedure..
6. A foreigner admitted as a student is obliged to indicate an address for service in the territory of the Republic of Poland or another Member State of the European Union or to indicate a proxy or attorney for service in the territory of the Republic of Poland.

## **LIST OF REQUIRED DOCUMENTS**

### **§ 7**

1. Candidates for first- and second-cycle studies who have received *a qualified status for submission of documents* are required to deliver the following documents indicated on the website <https://international.uni.wroc.pl/en/admission-full-degree-studies/deadlines-admission> for the chosen field of study by the deadlines specified in the recruitment timetable of the following documents:
  - 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 points 1 and 2, the originals of which are in a language other than Polish or English, carried out by:
    - a) a person entered in the register of sworn translators by the Minister of Justice [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 Cooperation and Development (OECD), or
    - c) the 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) a diplomatic representation or consular post accredited in the Republic of Poland of a country on whose territory or in whose educational system the document was issued [Misje dyplomatyczne, urzędy konsularne i organizacje międzynarodowe w Polsce – Ministerstwo Spraw Zagranicznych – Portal Gov.pl \(www.gov.pl\)](#);
  - 4) a sworn translation into Polish or English of a document certifying that the secondary education diploma/diploma the candidate holds gives access to higher/secondary education in the country of issue, if applicable. The translation should be carried out by the authorities indicated in point 3;
  - 5) the application form printed from the system and signed by the candidate, together with a declaration that he/she is not a Polish citizen, that he/she has read the GDPR clause, a declaration that he/she has read the model contract and a declaration on insurance against illness for the period of education in Poland;
  - 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 the visa/residence permit;
  - 8) a declaration by the parents/legal guardians (applies to under-age candidates). In the case of an affidavit from 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. A model declaration is attached as Appendix No. 4 to this Registration Procedure;
  - 9) if there is a difference in the personal data between the documents referred to in points 1 and 2 and point 5 (e.g. change of name), a certificate of change of personal data is also required for inspection.
2. Candidates for studies who hold a secondary school leaving certificate (does not apply to International Baccalaureate or European Baccalaureate diplomas) or diploma 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 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 obliged, 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 or other document issued abroad as a document entitling to apply for admission to higher education studies in the Republic of Poland.
3. It is permissible for a candidate to be admitted to studies without the requirement to submit an apostille or legalisation, due to objective difficulties in obtaining certification.
  4. The candidate shall indicate this circumstance in the application. All the documents specified in sections 1 and 2, together with originals or notarised copies for inspection, should be submitted to the place indicated by the Faculty Coordinator immediately after the candidate's arrival, but no later than the date indicated in the recruitment timetable, in person or by post or courier (the date of receipt at the University is decisive).
  5. The submission of documents is subject to enrolment in the tab provided in the candidate's individual application, once the arrival data (Arrival status) has been completed.
  6. If documents are submitted by post or courier, a notarised copy of the required documents is required.
  7. Failure to submit documents in accordance with the rules set out above will result in the candidate not being admitted to the studies, subject to sections 7 and 8. 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 timetable, the positive decision on the candidate's admission to the studies will be a conditional decision, specifying the deadline for their submission. By 30 September 2025, the dean of the faculty in which the field of study is pursued submits a letter to the Rector, via the Admissions and Promotion Coordination Office, with a list of persons to whom conditional decisions may be issued, together with a proposal for the term in question. Any additions to the list may be made no later than 31 October 2025. The submission of the letter is equivalent to a commitment by the faculty to ensure that students who receive conditional decisions have full access to educational services. The conditional decision is the basis for entering the candidate's data 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 the event of an unintentional 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.
9. A candidate for whom the visa application process extends beyond 31 October 2025 for reasons beyond their control, and who has not received a conditional decision, may apply to the Rector, via the Course Coordinator, for permission to extend the arrival date, indicating the expected date of receipt of the visa. The application must be accompanied by a confirmation of the visa application registration with an appointment date. Arrival cannot take place later than 15 November 2025.

### **§ 8**

1. If the minimum enrolment limit specified in the relevant Rector's ordinance is not met, the Rector, at the request of the dean, decides not to open a field of study/specialisation, subject to section 2.
2. The Rector may suspend recruitment to a field of study and decide not to open it if the recruitment data collected shows that the minimum enrolment limit is unlikely to be reached. The Rector shall consult with the Faculty Coordinator or his/her deputy before making a decision. The opinion is given within three working days.
3. The Rector, upon a reasoned request of the candidate, may agree to restore the deadline for registration in the system and submission of documents.

## **ADMISSION OR REFUSAL DECISIONS**

### **§ 9**

1. Decisions on enrolment or refusal of enrolment are affixed 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 the decision made in electronic form in the student's personal file, the Faculty Coordinator or the Course Coordinator of the English-language field of study shall make a printout of it from the system and affix his/her own signature indicating the date of signature.

## **REQUEST FOR RECONSIDERATION**

### **§ 10**

1. A candidate who is a foreigner is entitled to appeal against a decision to refuse admission:
  - 1) the right to apply to the Rector for reconsideration. An application is submitted to the Faculty Coordinator within 14 days of the date of delivery of the decision, or
  - 2) a complaint to the Provincial Administrative Court - without the need to apply to the Rector for reconsideration. The complaint shall be submitted to the Admissions and Promotion Coordination Office within 30 days from the date of delivery 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 Admissions and Promotion Coordination Office within 30 days from the date of delivery of the decision.

## **COORDINATORS OF ENGLISH-LANGUAGE PROGRAMMES (Faculty Coordinators and Course Coordinators)**

### **§ 11**

1. The Dean shall appoint in writing:
  - 1) The Faculty Coordinator and his/her deputy;
  - 2) Course Coordinator (or Coordinators).



2. The list of persons referred to in section 1 or information about the change of the coordinator, together with the telephone and e-mail address and a copy of the authorisation to process personal data shall be forwarded immediately to the Admissions and Promotion Coordination Office.

## **TASKS OF FACULTY COORDINATORS AND COURSE COORDINATORS IN HANDLING CANDIDATES FOR STUDIES IN ENGLISH**

### **§ 12**

In terms of dealing with candidates who are foreigners admitted to study in English,  
**the Faculty Coordinator:**

- 1) formally checks the candidate's application;
  - 2) verifies that the required fees have been received in the University's bank account;
  - 3) accepts the photograph for the ELS no later than 14 working days after it has been uploaded to the system by the candidate;
  - 4) verifies that the certificate or diploma presented confers the right to apply for admission to studies based on the provisions indicated in Article 93 of the Education System Act and in Article 326 of the Act;
  - 5) verifies the transcript of marks and the compatibility of education with the recruitment rules;
  - 6) verifies a document proving English language skills;
  - 7) forwards the candidate's application via the system to the Course Coordinator for a merit-based assessment;
  - 8) in the event of a positive assessment by the Course Coordinator, the Faculty Coordinator provides the candidate with a Letter of Offer signed by the Dean in the system. In the case of a negative assessment, the Course Coordinator attaches the refusal in the system and generates a template for the non-admission decision in the system. The Dean may authorise the Faculty Coordinator to sign the *Letter of Offer*;
  - 9) supports the candidate in the registration procedure;
  - 10) verifies the receipt of the required tuition fees for the first year of study into the University's bank account;
  - 11) provides answers to the Border Guard in relation to visa consultations;
  - 12) makes the signed admission certificate and *Admission Letter* available on the system;
  - 13) generates a model decision and makes available for delivery signed by the Rector decisions on admission or refusal of admission;
  - 14) upon receiving a complete set of documents from a candidate, referred to in § 7, sections 1 and 2, and upon delivery of the decision to a candidate accepted for studies, exports the candidate's data to the USOS system and has the ELS printed, subject to § 7, section 7, last sentence;
  - 15) is obliged to provide the Faculty Recruitment Committee with information on a candidate of Polish citizenship who is interested in studying a field of study/specialisation conducted in English;
  - 16) is obliged to provide the Admissions and Promotion Coordination Office with information on the number of candidates accepted for studies in English after the end of each intake (including candidates accepted on the basis of Polish citizenship);
  - 17) continuously cooperates with the Course Coordinator, the Faculty Recruitment Committee and the Admissions and Promotion Coordination Office.
1. In terms of dealing with candidates who are foreigners admitted to study in English,  
**the Course Coordinator:**
    - 1) makes a substantive assessment of the application within 7 days of receipt;
    - 2) enters into the system the result of the recruitment procedure and of the admission interviews/examinations, together with the place on the ranking list;
    - 3) provides a written justification for a negative assessment of the merits;

- 4) continuously cooperates with the Faculty Coordinator and the Admissions and Promotion Coordination Office, in particular with regard to the preparation of statistics for reports, confirmation of students' participation in classes, and other day-to-day activities concerning studies in English;
- 5) provides the Faculty Coordinator and the Admissions and Promotion Coordination Office with information about the agreed replacement for his/her absence at least 7 days in advance;
- 6) informs the Teaching Department and the Admissions and Promotion Coordination Office of changes concerning the field of study/specialisation in question (in particular the change of the Course Coordinator);
- 7) organises information meetings to provide a timetable of courses, information on the rules of study and the University's Rules and Regulations;
- 8) forwards to the Faculty Coordinator and the Admissions and Promotion Coordination Office recommendations on whether or not to launch the field of study/specialisation by the closing date for receipt of missing documents specified in the timetable;
- 9) designates and provides the Faculty Coordinator with information on the times and location of consultations for candidates and students on English-language programmes;
- 10) continuously cooperates with the Faculty Coordinator, the Faculty Recruitment Committee and the Admissions and Promotion Coordination Office.

## **II. PROCESSING OF PERSONAL DATA**

### **§ 14**

#### **Purposes and legal basis for processing**

1. Your personal data will be processed in connection with your participation in the recruitment process. The processing of your personal data is necessary for the fulfillment of legal obligations incumbent on the Administrator in connection with the performance of tasks set forth, among others, in the Act of 20 July 2018 - Law on Higher Education and Science, executive acts issued on its basis and internal executive acts of the University of Wrocław (Article 6, section 1, letter c of the GDPR) in connection with the fact that the processing is necessary for the performance of a task carried out in the public interest or in the exercise of authority vested in the Administrator (Article 6, section 1, letter e of the GDPR).
2. Your data may be processed for the purpose of concluding a contract for the organisation of studies (Article 6, section 1, letter b of the GDPR).
3. Your personal data may also be processed on the basis of the controller's legitimate interest, which is the right to establish, assert and defend claims (Article 6, section 1, letter f of the GDPR).
4. Your data will also be processed for statistical purposes in order for the university to fulfill its reporting obligations in connection with the provisions of the Public Statistics Act of 29 June 1995 and the provisions of the Act of 20 July 2018 - Law on Higher Education and Science (Article 6, section 1, letter c of the GDPR).
5. Data will be processed in the IRC system for the duration of the student recruitment process and for a period of 24 months thereafter. When applicable, your personal data will be processed for the period necessary to establish, assert and defend claims. If you have given your consent to be informed about future recruitments, your personal data will be processed for this purpose until you revoke your consent.
6. In the case of admission, your personal data will be recorded in the USOS system (University Study-Oriented System) and will also be processed for the purpose of documenting the course of your studies under 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, in accordance with applicable laws (as of today: for a period of 50 years).

#### **Data recipients**

1. Only authorised employees or associates of the Administrator, including members of recruitment committees, who process your data in connection with the university recruitment process, will have access to your personal data.
2. Recipients of your personal data may also be entities to which the Administrator orders the performance of certain activities that involve the processing of personal data. In order to ensure the highest possible standard of personal data protection, a personal data processing entrustment agreement will be signed with such entities.
3. In addition, recipients of your personal data may be entities and institutions authorised to access them under the law.

#### **Obligation to provide data and the consequence of not providing data**

Provision of personal data is necessary to the extent that the Administrator's obligation to process such data arises from the law or it is indispensable for the recruitment process. Failure to provide the required personal data prevents participation in the recruitment. Provision of other data that is not necessary for participation in the university recruitment process is voluntary.

#### **Additional information**

1. A summary of the processed data is presented in the IRC system when the user logs in.
2. Decisions will not be taken by automated means and data will not be subject to profiling.
3. Personal data may be processed through other systems supporting the recruitment process as designated by the University's IT units. It is the responsibility of those authorised to process data to encrypt the hard drives of mobile devices, secure files with passwords, possibly transfer files between administrators using the SharePoint platform, Teams or network drives, ensure adequate security and confidentiality of the processed data and, once the recruitment process is complete, to delete the processed candidate data from the systems supporting the process (excluding the IRC system).
4. Documentation from the recruitment process in the paper version of candidates admitted and not admitted is stored according to the archival category of files indicated in the Uniform Material List of Files of the University of Wrocław.
5. Information on the processing of personal data is posted on the IRC system.

**RECRUITMENT TIMETABLE OF FOREIGNERS FOR STUDIES CONDUCTED IN ENGLISH  
STARTING IN THE ACADEMIC YEAR 2025/2026 – FIRST-CYCLE, SECOND-CYCLE  
STUDIES - FULL-TIME AND PART-TIME**

No.	Stages of the recruitment procedure for the academic year 2025/2026	fields of study	dates
1.	Commencement of recruitment of foreigners in the Online Registration of Candidates – IRK system for the year 2025/2026	<b>3.03.2025</b>	
2.	Final day for submitting applications and paying recruitment fees (date of receipt into the UWr account)	BIOTECHNOLOGY	9.07.2025
		MEDICAL BIOTECHNOLOGY	10.07.2025
		<b>Other fields of study:</b>	<b>31.08.2025</b>
3.	Completion of acceptance of missing documents in the system	BIOTECHNOLOGY	16.07.2025
		MEDICAL BIOTECHNOLOGY	17.07.2025
		<b>Other fields of study:</b>	<b>at the latest 2 weeks after receipt of notification of defects, but no later than 7.09.2025</b>
4.	Announcement of shortlist for interview – 1st stage	MEDICAL BIOTECHNOLOGY	22.07.2025
5.	Recruitment procedure – interviews	MEDICAL BIOTECHNOLOGY	24-25.07.2025 and 28-29.07.2025
6.	Announcement of admission list	BIOTECHNOLOGY	28.07.2025
		MEDICAL BIOTECHNOLOGY	6.08.2025
		<b>Other fields of study:</b>	<b>up to 14 days from the date of submission of the complete set of documents in the system, but no later than 15.09.2025</b>
7.	Final date for payment of the tuition fee (date of receipt into the UWr account)	4 weeks after receipt of the "Letter of Offer", but no later than 19.09.2025	
8.	Final date for submission of original documents or notarised copies (not for people who have received conditional decisions)	immediately after the student's arrival, but no later than 31.10.2025	

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**

Zwrot	Opłata rejestracyjna / Czesne	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>	

**Podpis wnioskodawcy / Applicant's signature**

**Podpis Rektora / Rector's signature**

.....  
(city) (date)

Name and surname .....

**Dean's Office  
Faculty ...  
University of Wrocław  
pl. Uniwersytecki 1  
150-137 Wrocław**

**WITHDRAWAL FROM STUDIES**

I declare that I am resigning from undertaking the first-cycle/second-cycle/long-cycle studies\* in the field of study ..... in the full-time / part-time (extramural/evening\*) form in the academic year 2025/2026.

.....  
(legible signature)

\*delete as appropriate

**CONSENT OF PARENTS/LEGAL GUARDIANS FOR A MINOR TO STUDY AT THE UNIVERSITY OF WROCLAW**

(Please complete legibly in CAPITAL LETTERS)

*In the case of parental responsibility being exercised by one parent or legal guardian, only Statement II (below) must be submitted. In the case of parental authority being exercised by both parents, Statement II is not required.*

.....  
City, date

**I. STATEMENT**

**consent of parents/legal guardians**

I consent to my minor child/ward under my legal guardianship\* taking up studies and entering into a contract with the University of Wrocław.\*

Personal data of a minor:

Name and surname .....  
Date and place of birth.....  
Holder of identity card/passport .....

I declare that I am familiar 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.

In accordance with Article 13 of the General Data Protection Regulation (EU) 2016/679 of 27 April 2016 (GDPR) we inform you that:

1. The administrator of your personal data is the University of Wrocław based in Wrocław, pl. Uniwersytecki 1, 50-137 Wrocław.
2. Your personal data will be processed due to the obligation to give your consent, for a minor to study, which is required by law (Art. 6 (1)(c) GDPR).
3. Without your declaration, the minor will not be allowed to take up studies. The statement will be kept for the time indicated by the law for the retention of student records.
4. In accordance with the provisions of the GDPR, you have the right of access to your data, the possibility to correct and restrict the processing of your data, as well as the right to lodge a complaint with the President of the Data Protection Authority.
5. The controller has appointed a Data Protection Officer who can be contacted via email: [IOD@uwr.edu.pl](mailto:IOD@uwr.edu.pl) or by mail to: pl. Uniwersytecki 1, 50-137 Wrocław.
6. The DPO can be contacted on all matters relating to the processing of your personal data by the University of Wrocław and your exercise of rights related to the processing of your personal data.
7. Personal data will only be processed by authorised persons and those supporting the recruitment and teaching process.

.....  
Name and surname name of mother/legal guardian

.....  
Name and surname of father/legal guardian

.....  
ID card series and number  
or passport

.....  
ID card series and number  
or passport

.....  
Signature of mother/legal guardian

.....  
Signature of father/legal guardian

\* \* a minor is defined as a person **under the age of 18**

---

.....  
City, date

## **II. STATEMENT\*\***

### **consent of a single parent/legal guardian**

I consent to my minor child/ward under my legal guardianship\* taking up studies and entering into a contract with the University of Wrocław.\*

Personal data of a minor:

Name and surname.....  
Date and place of birth.....  
Holder of identity card/passport.....

I declare that I am familiar 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.

In accordance with Article 13 of the General Data Protection Regulation (EU) 2016/679 of 27 April 2016 (GDPR) we inform you that:

1. The administrator of your personal data is the University of Wrocław based in Wrocław, pl Uniwersytecki 1, 50-137 Wrocław.
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3. Without your declaration, the minor will not be allowed to take up studies. The statement will be kept for the time indicated by the law for the retention of student records.
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7. Personal data will only be processed by authorised persons and those supporting the recruitment and teaching process.



.....  
Name and surname of mother/father/legal guardian

.....  
ID card series and number or passport

.....  
Signature of mother/father/legal guardian

\* a minor is defined as a person **under the age of 18**

\*\* \*\* Pursuant to Article 233 § 1 of the Penal Code, whoever, while giving testimony intended to serve as evidence in court proceedings or other proceedings conducted pursuant to the Act, gives false testimony or conceals the truth shall be subject to a penalty of deprivation of liberty for a term of between 6 months and 8 years.