

ORDINANCE No. 137/2023
of the Rector of the University of Wrocław
of 26 May 2023

on the introduction of the Procedure of registration in the system of the Internet Registration of Candidates (IRK), the Internet Registration of Foreigners (IRC) and the organisation of the recruitment process for the first year of studies at the Doctoral School of the University of Wrocław 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 2023, item 742, as amended), § 6, section 2 of Resolution No. 146/2022 of the Senate of the University of Wrocław of 21 December 2022 on the rules of admission to the Doctoral School of the University of Wrocław for education programmes commencing in the academic year 2023/2024, it is ordered as follows:

§ 1. The *Procedure of registration in the system of the Internet Registration of Candidates (IRK), the Internet Registration of Foreigners (IRC) and the organisation of the recruitment process for the first year of studies at the Doctoral School of the University of Wrocław*, hereinafter referred to as the recruitment Procedure, constituting the Appendix to this Ordinance, is hereby introduced.

§ 2. Candidates are registered for an education programme in a scientific discipline or disciplines (in the case of a planned preparation of a doctoral dissertation in a field of science) within the Doctoral Colleges established at the Doctoral School of the University of Wrocław.

§ 3. Supervision of the implementation of this Ordinance is entrusted to the Vice-Rector for research.

§ 4. The Ordinance shall enter into force on the date of signature.

R E C T O R

pp. Prof. Dr. Hab. Patrycja Matusz
Vice-Rector for Projects
and International Relations

Procedure of registration in the system of the Internet Registration of Candidates (IRK), the Internet Registration of Foreigners (IRC) and the organisation of the recruitment process for the first year of studies at the Doctoral School of the University of Wrocław in the academic year 2023/2024

I. RECRUITMENT FOR EDUCATION PROGRAMMES CONDUCTED IN POLISH FOR POLISH CITIZENS AND FOREIGNERS AND FOR EDUCATION PROGRAMMES FOR POLISH CITIZENS CONDUCTED IN ENGLISH

§ 1

Candidates who are Polish citizens applying to education programmes at the Doctoral School of the University of Wrocław in Polish or in English, as well as foreigners applying to education programmes in Polish, are obliged to register in the Internet Registration of Candidates (IRK) system. The IRK system is accessible via the websites www.irka.uni.wroc.pl and www.rekrutacja.uni.wroc.pl within deadlines specified in the recruitment schedule determined by a separate Rector's ordinance.

Registration of candidates in the Internet Registration of Candidates (IRK)

§ 2

1. In order to register in the IRK, the candidate:
 - 1) creates an individual registration account using an email address. The system then generates an individual system identifier (ID) for the candidate;
 - 2) fills in and validates the personal data form;
 - 3) provides information about the university they graduated from and the document entitling them to study at the Doctoral School (attaches a scan of the document);
 - 4) selects the education programme corresponding to a specific scientific discipline within a given Doctoral College of the Doctoral School of the University of Wrocław;
 - 5) pays the recruitment fee to an individual account, the number of which is generated by the IRK system (its last digits are the candidate's ID number);
 - 6) if it is not possible for the candidate to submit the original documents directly before the examination or interview (in accordance with § 11, sections 3 and 4 of Resolution No. 146/2022 of the Senate of the University of Wrocław of 21 December 2022 on the rules of recruitment to the Doctoral School of the University of Wrocław for the education programme commencing in the academic year 2023/2024), the candidate attaches scans of the documents required in the recruitment process as specified for a given programme in the Appendices to the aforementioned resolution No. 146/2022; **in that case the candidate is obliged to request in advance from the chairperson or secretary of the recruitment committee permission to attach the documents in an electronic version, stating the reason for not being able to submit the documents directly as a paper copy;**
 - 7) attaches a photograph file to the Electronic Doctoral Student Identity Card, which should be:
 - a) good quality, with a smooth background, clearly visible head outline, natural colours, resolution 500 x 625 pixels, allowing an image size of 2 cm x 2.5 cm to be printed with sufficient quality, in JPG format. A visible shadow of the photographed person in the background or other distracting details are unacceptable;
 - b) current, without headgear and dark glasses, head in frontal position with uniform lighting of the face, it should show the whole head, the image no further than the upper part of the shoulders, the face should occupy 70-80% of the photograph.

If the candidate fails to upload a suitable photograph in the IRK system, any consequences of this will be borne solely by the candidate, in particular those resulting from the impossibility of producing a doctoral student ID card entitling the candidate to doctoral rights, etc.

2. The photograph is subject to approval by an authorised employee of the Secretariat of the Doctoral School, no later than within 3 working days of its upload by the candidate in the IRK system. If the photograph is rejected, the candidate reattaches a correct photograph file within 7 days of receiving information about the reason for the rejection in their individual IRK account.

§ 3

1. The registration shall be considered binding when the candidate:
 - 1) correctly enters all necessary data and selects the education programme within a given Doctoral College of the Doctoral School of the University of Wrocław;
 - 2) pays the recruitment fee referred to in § 5, section 1, subject to § 5, section 8;
 - 3) attaches in the IRK system the required documents referred to in § 2, section 1, item 5.
2. The candidate shall bear the consequences of filling in the fields of the online forms incorrectly, failing to fill them in or providing false information.
3. The candidate is obliged to keep the password to their 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 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 IRK account is used for:
 - 1) carrying out the activities referred to in § 2, section 1, items 2-7;
 - 2) selecting and making changes of the education programme in the Doctoral School of the University of Wrocław;
 - 3) validating by candidate of data concerning Electronic Doctoral Student ID (ELD);
 - 4) informing the candidate on the acceptance or rejection of the provided photograph by an authorised member of staff of the Secretariat of the Doctoral School;
 - 5) communicating information by the recruitment committee related to the recruitment procedure;
 - 6) delivering administrative decisions on the admission to the Doctoral School of the University of Wrocław in an electronic form (concerns foreigners);
 - 7) delivering administrative decisions on the refusal of admission to the Doctoral School of the University of Wrocław in an electronic form (concerns foreigners).
2. The decisions referred to in § 4, section 1, items 6-7 shall be delivered by the IRK system with an official acknowledgement of receipt (UPO).
3. The foreigner candidate may decline their right to receive the decision on their recruitment application in an electronic form until it has been made accessible in the candidate's individual IRK account. They are then obliged to provide in their individual IRK account delivery address in the territory of the Republic of Poland or another member state of the European Union or to identify an attorney or an agent for service in the territory of the Republic of Poland.
4. If one declines their right to receive the decision in an electronic form it shall only be delivered via regular mail (registered letter with an acknowledgement of receipt). The candidate can retract their resignation until the decision has been mailed. The decline/retraction of resignation from electronic delivery option concerns each enrolment separately and can be found in the candidate's individual account in the recruitment application: „Decision -> Details”.
5. The candidate's individual account is the source of information on the results of their recruitment to the Doctoral School of the University of Wrocław, including in particular on the candidate's admission to the Doctoral School of the University of Wrocław by way of entry into the list of doctoral students, subject to § 6, section 4 of this Procedure.
6. Messages posted to the candidate's individual account are considered to be communicated and announced in a binding manner.
7. The IRK system keeps a record of the changes made to the candidate's individual account, along with a record of the date of the next update (message posting).
8. The University is not responsible for the consequences of the candidate's failure to familiarise themselves at the appropriate time with the information placed on their individual account in the IRK system or for the consequences of misreading it.

RECRUITMENT FEE

§ 5

1. The recruitment fee referred to in § 2, section 1, item 6 is PLN 150,00 for each selected education programme in a specific scientific discipline.
2. The candidate pays the total recruitment fee calculated by the IRK system in the amount depending on the number of selected education programmes, taking into account the priority of assigning the recruitment fee to the education programme, at the latest on the day of closing the online registration of candidates, specified in the recruitment schedule.
3. The candidate will not be considered for recruitment if the recruitment fee is paid after the date specified in the recruitment schedule.
4. Proof of payment of the recruitment fee will be visible in the candidate's individual registration account within 5 working days of the transfer being made by the candidate. It is not possible for the candidate to indicate in the system that they have paid the fee.
5. It is the candidate's responsibility to check the correct prioritisation of the allocation of the recruitment fee to the chosen education programmes in the Doctoral School, or to set them up themselves at the latest by the closing date for online registration. In the case of payment of the recruitment fee in the amount lower than it results from the number of selected education programmes and lack of self-determination of priorities, the paid recruitment fee will be credited to education programmes at the Doctoral School of the University of Wrocław in the order of their selection in the IRK.
6. In the case of payment of the recruitment fee in the amount lower than indicated by the number of selected education programmes at the Doctoral School of the University of Wrocław, the candidate is obliged to deregister from the unpaid programme, at the latest by the last day of registration specified in the recruitment schedule, or to pay the missing recruitment fee by the online registration deadline for individual education programmes at the Doctoral School of the University of Wrocław specified in the recruitment schedule.
7. Withdrawal from candidacy for an education programme at the Doctoral School of the University of Wrocław should be preceded by deregistration from the paid programme at the latest by the last day of registration specified in the recruitment schedule.
The rules for refunding the recruitment fee are set out in sections 9 to 13.
8. The recruitment fee is non-refundable, except in the cases referred to in section 9.
9. The candidate may apply for a refund of the recruitment fee (a template application is set out in **Appendix 1** to this recruitment Procedure) by 15 October 2023 in the case of:
 - 1) registration for a smaller number of education programmes at the Doctoral School of the University of Wrocław than indicated by the fee paid to the individual account generated by the IRK system;
 - 2) documented in writing, unforeseeable, exceptionally important reasons for absence from the qualifying examination or interview;
 - 3) unjustified payment of the fee.The signed application should be sent by post to:
University of Wrocław, Secretariat of the Doctoral School, ul. Kuźnicza 46/47, 50-138 Wrocław, or as a scan of the signed application to the email address szkoladoktorska@uwr.edu.pl.
Once the deadline for submission has passed, the candidate loses the right to a refund of the recruitment fee.
10. The decision to refund the recruitment fee is taken by the Vice-Rector in charge of the Doctoral School, authorised by the Rector.
11. Refund of the fee is recorded in the IRK by the Secretariat of the Doctoral School.
12. Refunds are made by the Finance Department on the basis of a request for a refund of the recruitment fee. The recruitment fee shall be refunded to the bank account indicated in the application or by postal order to the address indicated in the application for the refund of the recruitment fee.
13. The refunded recruitment fee is reduced by PLN 15,00 for handling costs incurred by the University.
14. In a particularly justified case, the candidate may apply to the Rector for a waiver of the recruitment fee at least 21 days before the end of the registration for a given education programme.
15. The signed application form, accompanied by documents proving the grounds on which the candidate is applying for a fee waiver, should be sent by post to: University of Wrocław, Secretariat of the Doctoral School, ul. Kuźnicza 46/47, 50-138 Wrocław, or as a scan of the signed application to the email address: szkoladoktorska@uwr.edu.pl.
A template of the application is set out in **Appendix 2** to this recruitment Procedure.
The decision to exempt the candidate from the recruitment fee is taken by the Rector.

STAGES OF THE RECRUITMENT PROCEDURE

§ 6

1. Recruitment Committees conduct recruitment proceedings on the date indicated in the recruitment schedule.
2. In justified cases, the recruitment procedure may be conducted at a distance using commonly available electronic means of communication.
3. If a remote interview is scheduled via instant messenger, the candidate's written consent to the electronic recording of the interview must be sent to the address of the recruitment committee's secretary or chairperson before the interview.
4. On the basis of the recruitment procedure and the documents submitted, the recruitment committee announces the list of candidates admitted to a given Doctoral College by displaying it in the premises of the recruiting unit or on its website. The lists are displayed for at least a month from the closing date for recruitment, and should be removed by the end of the semester at the latest.
5. The final list of persons admitted to the Doctoral School (also including persons without Polish citizenship included in the list of doctoral students of the Doctoral School on the basis of an administrative decision of the Rector or a person authorised by the Rector) shall be published on the website of the University of Wrocław.
6. The candidate for the Doctoral School of the University of Wrocław receives information on the result of their qualification procedure on their individual account in the IRK system, which mean:
 - 1) An **unqualified candidate** is a candidate who did not pay the recruitment fee by the required deadline, did not submit a complete set of necessary documents, taking into account § 2, section 1, item 5, or did not meet the preliminary additional conditions for admission to a given education programme as defined in Resolution No. 146/2022 of the Senate of the University of Wrocław of 21 December 2022 on the rules of recruitment to the Doctoral School of the University of Wrocław for the education programme commencing in the academic year 2023/2024;
 - 2) A **qualified candidate** is a candidate who has been placed by the recruitment committee on the list of candidates admitted to the further stage of the recruitment procedure on the basis of the attached (delivered) set of necessary documents and the fulfilment of the preliminary additional conditions of admission to a given education programme specified in Resolution No. 146/2022 of the Senate of the University of Wrocław of 21 December 2022 on the rules of recruitment to the Doctoral School of the University of Wrocław for the education programme commencing in the academic year 2023/2024 (if applicable);
 - 3) A **reserve candidate** is a candidate who has successfully completed the entire admission procedure, has obtained the required number of points in the qualifying examination or interview to be admitted, but is outside the limit for admission to a given Doctoral College. In the event of a vacancy in the list of doctoral students admitted to a given Doctoral College, a reserve candidate may be entered on the list of doctoral students, taking into account the order of the ranking list from the admission procedure. The inclusion of a "reserve candidate" in the admission list changes their status to "admitted candidate". In other cases, the "reserve candidate" becomes the "non-admitted candidate".
 - 4) An **accepted candidate** is a candidate for the Doctoral School at the University of Wrocław who has successfully completed the entire admission procedure and has been placed by the recruitment committee on the list of those accepted within the limit of places set for a given Doctoral College, subject to the reservation referred to in section 5;
 - 5) A **non-admitted candidate** is a candidate who:
 - a) did not join the recruitment procedure (exam/interview) or
 - b) did not obtain a positive result from the recruitment procedure or
 - c) did not submit documents in paper copies, in the case of uploading documents earlier in an electronic version in the IRK system,
 - d) took place on the ranking list beyond the limit of places fixed for a given Doctoral College;
 - 6) A **candidate resigned** - a candidate who withdrew from taking up studies at the Doctoral School of the University of Wrocław on the basis of a written declaration. The declaration may be made once the status of "accepted candidate" has been achieved. A

scan of the signed statement should be sent to the email address szkoladoktorska@uwr.edu.pl, no later than 5 days after receiving the status "accepted candidate" in the IRK system for the recruitment procedure lasting until 30 July and within 3 days for the procedure lasting until the end of September. A template of the statement is set out in **Appendix 3** to this recruitment Procedure.

7. In the event that the limit of places is not filled, additional recruitment for a given education programme in the Doctoral School may take place at the written request of the chairperson of the recruitment committee, with the opinion of the dean, addressed to the Vice-Rector in charge of the Doctoral School as authorised by the Rector and in accordance with the recruitment timetable set by the recruitment committee.
8. The secretary of the recruitment committee submits a set of recruitment proceeding documents to the head of a given doctoral college, using the template constituting **Appendix 4** to this recruitment Procedure.

LIST OF DOCUMENTS

§ 7

1. Candidates are required to submit the documents specified in the Appendices to Resolution No. 146/2022 of the Senate of the University of Wrocław of 21 December 2022 on the rules of recruitment to the Doctoral School of the University of Wrocław for the education programme commencing in the academic year 2023/2024, concerning a given education programme at the Doctoral School of the University of Wrocław.
2. All documents should be submitted (delivered) at the place and date indicated in the recruitment schedule for a given education programme. The candidate who could not directly submit the original documents before the examination or interview and submitted the documents electronically is required to submit all the required documents in a paper copy by the date specified in the recruitment schedule. **Failure to submit (deliver) paper copies of the documents will result in the candidate not being admitted to the Doctoral School**, subject to the provisions of § 11, sections 3 and 4 of Resolution No. 146/2022 of the Senate of the University of Wrocław of 21 December 2022 on the rules of recruitment to the Doctoral School of the University of Wrocław for the education programme commencing in the academic year 2023/2024.
4. In the case of resignation from taking up studies at the Doctoral School, the submitted documents referred to in section 1 will be handed over to the candidate at their written request or to a person authorised by them, or sent by post with return receipt.
5. The candidate is not required to submit the documents referred to in section 1 in person. If the documents are submitted via third parties, post or courier, a notarised copy of the diploma of completion of second-cycle or uniform master's studies or equivalent studies or, in the case of candidates with outstanding academic record, of the diploma of completion of first-cycle studies is required. The documents may be delivered on the date specified in the recruitment schedule, by a person authorised by the candidate on the basis of a power of attorney, a template of which is attached as **Appendix 5** to this recruitment Procedure.

PROCEDURE FOR APPEALING AGAINST NON-ADMISSION TO DOCTORAL SCHOOL

§ 8

1. The candidate has the right to submit a request for reconsideration within 14 days of the delivery of the decision to refuse admission to the Doctoral School. The candidate may also, within 30 days of the date of delivery of the decision, file a complaint with the Provincial Administrative Court (*Wojewódzki Sąd Administracyjny*) in Wrocław through the recruitment committee (in the case of candidates who are not Polish citizens through the Rector), without having to file a request for reconsideration of the case.
2. The basis for submitting a request for reconsideration - in accordance with § 14, section 3 of Resolution No. 146/2022 of the Senate of the University of Wrocław of 21 December 2022 on the rules of recruitment to the Doctoral School of the University of Wrocław for the education programme commencing in the academic year 2023/2024 - can only be an indication of a violation of the rules and procedures of recruitment to the Doctoral School within a given college. The application shall clearly indicate the provisions laying down the conditions or procedure for recruitment which the candidate considers to have been infringed, and shall contain a brief explanation of the alleged infringement.

3. The written request for reconsideration should be submitted to: University of Wrocław, Secretariat of the Doctoral School, ul. Kuźnicza 46/47, 50-138 Wrocław.
4. The application referred to in section 3 shall be considered by the recruitment committee, and in the case of persons of non-Polish nationality by the Rector, after obtaining the opinion of the recruitment committee.
5. The granting in full of the application referred to in section 3 results in an administrative decision to overturn the decision to refuse admission of the candidate to the Doctoral School and subsequently in the candidate's entry into the list of doctoral students of the respective Doctoral College of the Doctoral School. If the limit of admissions has already been filled, the chairperson of the recruitment committee shall apply to the Vice-Rector in charge of the Doctoral School, authorised by the Rector, for permission to exceed the limit set for a given college.
6. The decision of the recruitment committee, and in the case of non-Polish citizens the Rector, is final. It may be appealed against to the Provincial Administrative Court (*Wojewódzki Sąd Administracyjny*).

II. RECRUITMENT OF FOREIGNERS FOR EDUCATION PROGRAMMES CONDUCTED IN ENGLISH

§ 9

1. Recruitment of foreigners is conducted by the International Cooperation Office of the University of Wrocław, hereinafter referred to as the BWM, through registration in the system of the Internet Registration of Foreigners (IRC) and takes place according to the procedure described in § 10-12 of this recruitment Procedure.
2. Access to the IRC system is available at international-applications.uni.wroc.pl on the dates specified in the recruitment schedule.
3. The timetable for recruitment to the Doctoral School is set out in a separate ordinance by the Rector.

Registration of candidates in the Internet Register of Candidates (IRC)

§ 10

In order to register in the IRC, the candidate:

- 1) creates an individual registration account identified by the email address provided by the candidate;
- 2) fills in and validates the personal data form;
- 3) enters details of the higher education qualification and the document entitling to study at the Doctoral School at the University of Wrocław and attaches its scan;
- 4) attaches proof of payment of the recruitment fee in the amount referred to in § 13, section 1;
- 5) attaches a file with a photograph to the Electronic Doctoral Student Identification Card, in accordance with the requirements specified in §2, section 1, item 7;
- 6) attaches an English proficiency certificate or a certificate confirming the command of English at the level of proficiency specified in the rules for recruitment to the Doctoral School. This requirement does not apply to persons who have completed their education in English and persons for whom English is their mother tongue;
- 7) attaches a photocopy of their passport or other proof of identity of the candidate for the Doctoral School;
- 8) fills in and validates the form confirming a lack of Polish citizenship;
- 9) attaches a scan of the signed data protection information clause;
- 10) selects the education programme corresponding to a specific scientific discipline within a given Doctoral College of the Doctoral School of the University of Wrocław;
- 11) if it is not possible for the candidate to submit the original documents directly before the examination or interview (in accordance with § 11, sections 3 and 4 of Resolution No. 146/2022 of the Senate of the University of Wrocław of 21 December 2022 on the rules of recruitment to the Doctoral School of the University of Wrocław for the education programme commencing in the academic year 2023/2024), the candidate attaches scans of the documents required in the recruitment process as specified for a given programme in the Appendices to the aforementioned resolution No. 146/2022; **in that case the candidate is obliged to request in advance from the chairperson or secretary of the recruitment committee permission to attach the documents in an electronic version, stating the reason for not being able to submit the documents directly as a paper copy.**

§ 11

1. The registration shall be considered binding if the candidate:
 - 1) correctly enters all the necessary data and selects the education programme in a specific scientific discipline;
 - 2) pays the registration fee for each chosen education programme at the Doctoral School of the University of Wrocław;
 - 3) attaches in the IRC system the required documents referred to in § 10, items 6 and 7.
2. The candidate shall 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 their 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 is not responsible for the consequences of creating accounts on behalf of candidates by third parties.
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.

§ 12

1. The candidate's individual IRC account is used to:
 - 1) carry out the activities referred to in § 10, items 2-10;
 - 2) select the training programme at the Doctoral School of the University of Wrocław;
 - 3) provide the candidate with information relating to the recruitment process.
2. The IRC system keeps a record of the changes made to the candidate's individual account, along with a record of the date of the next update (message posting).
3. The University accepts no responsibility for the consequences of the candidate's failure to read in a timely manner or misread information posted on the candidate's individual IRC account.
4. A staff member of the International Cooperation Office accepts the attached photograph if it meets the indicated requirements. Acceptance of the photograph occurs at the latest at the stage of the candidate's admission to the Doctoral School.
5. In the event that the candidate fails to attach an appropriate photograph in the IRC in accordance with §2, section 1, item 7, any consequences thereof shall be borne solely by the candidate, in particular those resulting from the impossibility of producing an Electronic Doctoral Student Identity Card.

RECRUITMENT FEE

§ 13

1. The recruitment fee is EUR 35,00 for each selected education programme in a specific scientific discipline.
2. The recruitment fee should be paid to the foreign currency account of the University of Wrocław: PL 57 1090 2398 0000 0001 0899 3964.
3. Bank commissions are paid by the candidate for the Doctoral School.
4. The candidate will not be considered for recruitment if the recruitment fee is not paid or is paid late. The date of the transfer is decisive.
5. If the fee paid is less than the required amount due to currency conversion, the candidate should pay the missing amount as soon as they are informed about this fact by the International Cooperation Office.
6. The candidate may apply for a refund of the recruitment fee by 15 October 2023 if they:
 - 1) did not register in the IRC system but paid the fee;
 - 2) paid the fee unjustifiedly.
7. The refundable recruitment fee is reduced by EUR 10,00 for handling costs incurred by the University.
8. 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 in the IRC system. The template of the 'Fee Refund Form' is set out in **Appendix 6** to this recruitment Procedure.
9. A scan of the signed form is uploaded to the IRC system in the individual registration account.

10. Refunds are made by the Finance Department on the basis of a request for a refund of the recruitment fee. The recruitment fee shall be refunded to the bank account indicated in the application.

ANNOUNCEMENT OF THE RESULTS OF THE RECRUITMENT PROCEDURE

§ 14

1. The results of the recruitment procedure are communicated to the foreigner via individual candidate account.
2. The decision on admission to the Doctoral School of the University of Wrocław is taken by the Rector.
3. The procedure for appealing against a decision not to admit the foreigner to the Doctoral School is governed by §8, which applies accordingly.

TASKS OF THE INTERNATIONAL COOPERATION OFFICE IN PROVIDING SERVICES TO CANDIDATES FOR DOCTORAL SCHOOL

§ 15

With regard to the service of candidates who are foreign nationals, admitted by the Rector's decision to the Doctoral School for programmes in English, the International Cooperation Office:

- 1) verifies the formal and substantive content of the candidate's online application;
- 2) verifies if the required registration fee has been made into the account of the University of Wrocław;
- 3) verifies whether the diploma or other document presented entitles to apply for admission to the Doctoral School;
- 4) verifies the accreditation of the university the candidate graduated from;
- 5) verifies the language certificate;
- 6) submits a set of documents via the IRC system to the English-language programme Coordinator at the Doctoral School;
- 7) after receiving feedback on the results of the admissions procedure from the coordinator of the English-language programme at the Doctoral School, prepares the documents referred to in items 8-10;
- 8) generates a certificate of admission to the Doctoral School;
- 9) prepares a letter to the Polish consular post with territorial jurisdiction supporting the applicant in the visa process;
- 10) generates a draft of the decision on admission to the Doctoral School of the University of Wrocław;
- 11) upon receipt of the decision by the candidate admitted to the Doctoral School of the University of Wrocław, transfers the complete set of documents to the head of the appropriate Doctoral College and transfers the personal data into the USOS system.

TASKS OF THE ENGLISH-LANGUAGE PROGRAMME COORDINATOR IN PROVIDING SERVICES TO CANDIDATES FOR DOCTORAL SCHOOL

§ 16

1. The dean appoints, from among the staff of the dean's office (faculty), persons responsible for the administrative service of candidates (in the scope of informing the candidate comprehensively about the admission procedure) to the Doctoral School for education programmes in English, hereinafter referred to as coordinators of English-language programmes. The list of appointed coordinators, along with their telephone numbers and email addresses, is forwarded by the Dean to the International Cooperation Office.
2. The responsibilities of the English-language programme coordinator include in particular:
 - 1) assessment of the application of a foreign candidate admitted to the Doctoral School by the Rector's decision (i.a. by attaching individual and collective protocols in the IRC system, on the basis of which the International Cooperation Office can prepare a draft of decision on admission) within 7 days of receiving the application in the IRC system;
 - 2) assistance in finding a supervisor/referral to an appropriate person on the basis of the applicant's scientific interests;

- 3) continuous cooperation with the International Cooperation Office, in particular in the preparation of statistics for reports, confirmation of doctoral student status in connection with enquiries from the Border Guard, and other day-to-day activities concerning education in English at the Doctoral School,
- 4) providing the recruitment committee with information obtained from the International Cooperation Office about candidates of Polish citizenship interested in programmes conducted in English;
- 5) communicating to the International Cooperation Office the agreed replacement for the period of absence;
- 6) monitoring of the education in a given programme in English at the faculty;
- 7) informing the International Cooperation Office of any changes concerning a given English-language programme at the Doctoral School;
- 8) organising an information meeting to communicate the timetable of classes, inform about the rules of training at the Doctoral School and the Regulations of the Doctoral School;
- 9) designating and communicating to the International Cooperation Office the times and place of consultation for candidates and doctoral students in English-language programmes.

III. PROCESSING OF PERSONAL DATA

§ 17

1. The candidate's personal data will be processed for the purpose of the recruitment procedure to the Doctoral School and documenting the course of training and will be 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.
2. 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.
3. The candidate's personal data will be processed for a period of 6 months after the end of recruitment, after which time it will be anonymised and archived with the exception of persons who have agreed in the IRK/IRC system to retain their account for recruitment purposes in future periods. If the candidate is admitted to the Doctoral School, personal data will be processed for the purpose of documenting the course of studies under the provisions of the Law on Higher Education and Science and its implementing acts for the duration of the studies, and then for archival purposes for a period of 50 years.
4. The candidate's personal data and documents are processed by the recruitment committees mainly by means of the IRK/IRC system and additionally by means of other systems supporting the recruitment process indicated by the UWr IT units. It is the responsibility of the recruitment committees to encrypt mobile device hard drives, password protect files, possibly transfer files between the recruitment committee members using SharePoint, Teams or network drives.
5. The recruitment committee is obliged to ensure appropriate security and confidentiality of the processed data, and is obliged to delete the candidate's processed data from the systems supporting the process (excluding the IRK/IRC system) once the process is completed. The faculty IT units are obliged to support faculty recruitment committees in ensuring appropriate protection of the processed data.

.....
(place, date)

.....
(candidate's name and surname)

.....
(residential address)

.....
(PESEL/passport number)

.....
(phone number)

Vice-Rector for
University of Wrocław
through
Secretariat of the Doctoral School
ul. Kuźnicza 46/27
50-138 Wrocław

APPLICATION FOR A REFUND OF THE RECRUITMENT FEE

I request a refund of the recruitment fee due to*:

- 1) registration for a smaller number of education programmes at the Doctoral School of the University of Wrocław than it results from the fee paid to the individual account generated by the IRK system;
- 2) documented in writing, unforeseeable, exceptionally important reasons for my absence from the qualifying examination or interview;
- 3) unjustified payment of a fee (*indicate the reason*)

.....
Please transfer the refunded recruitment fee to my bank account:

bank account:

.....
(name and surname, bank name, account number)

.....
(date, candidate's signature)

NOTICE

The candidate may apply for a refund of the recruitment fee by 15 October 2023.

Decision by the Vice-Rector for

.....

.....

.....
(signature of the Vice-Rector for))

*tick as applicable

.....
(place, date)

.....
(candidate's name and surname)

.....
(residential address)

.....
(PESEL/passport number)

.....
(phone number)

Vice-Rector for
University of Wrocław
through
Secretariat of the Doctoral School
ul. Kuźnicza 46/27
50-138 Wrocław

APPLICATION FOR EXEMPTION FROM THE RECRUITMENT FEE

I request a waiver of the recruitment fee:

Education programme:
(name of scientific discipline)

Doctoral College:
(name of doctoral college)

Doctoral School of the University of Wrocław

Justification:

.....

.....

Attachments:

1.

2.

Name and surname

PESEL

(place, date)

**Secretariat of the Doctoral School
ul. Kuźnicza 46/27
50-138 Wrocław**

**RESIGNATION FROM EDUCATION
AT THE DOCTORAL SCHOOL OF THE UNIVERSITY OF WROCLAW**

I declare that I resign from undertaking education at the Doctoral School of the University of Wrocław in the academic year 2023/2024 (education programme in the scientific discipline

.....

- Doctoral College)

At the same time, I acknowledge that pursuant to § 5, section 7 and § 13, section 6 of the Regulation on the introduction of the *Procedure for Registration in the system of the Internet Registration of Candidates (IRKa)*, the *Internet Registration of Foreigners (IRC)* and the *organisation of the recruitment process for the first year of studies at the Doctoral School of the University of Wrocław in the academic year 2023/2024*, resignation from undertaking studies at the Doctoral School of the University of Wrocław does not constitute grounds for reimbursement of the recruitment fee.

.....

(legible signature)

Wrocław, on

Doctoral School of the University of Wrocław

.....
(name of Doctoral College)

DOCUMENTATION OF THE RECRUITMENT PROCESS

| Item | REQUIRED DOCUMENTS | DELIVERED |
|------|--------------------|-----------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |
| 8 | | |
| 9 | | |
| 10 | | |

Recruitment documents have been delivered by the Secretary of the Recruitment Committee of the Doctoral College of to the Head of the Doctoral College of

.....
Secretary of the Recruitment Committee

.....
Head of the Doctoral College

POWER OF ATTORNEY

Pursuant to Article 32 of the act of 14 June 1960 - *Code of Administrative Proceedings* (consolidated text: Journal of Laws of 2023, item 775, as amended), I, the undersigned

.....
(name, surname)

residing at

holding an ID card/passport*

series.....

no....., issued on

by

grant the following power of attorney

to Ms/Mr
(name, surname)

holding an ID card/passport *

series.....

no....., issued on.....

by

to carry out activities related to the recruitment process to the Doctoral School of the University of Wrocław in the year 2023/2024, in particular to submit in person the documents required to obtain entry into the list of doctoral students.

.....
(handwritten, legible signature of the principal)

* delete the inapplicable



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 <i>Phone</i> | Telefon komórkowy <i>Mobile</i> |
| Email | Fax |
| Adres <i>Address</i> | |

Żądany zwrot / Refund Requested

| |
|--|
| Opłata rekrutacyjna <i>Recruitment fee</i> |
| Rok akademicki <i>Academic 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> |

Wszelkie informacje dotyczące zwrotu opłaty otrzymają Państwo w Sekretariacie Szkoły Doktorskiej lub Biurze Współpracy Międzynarodowej.

All information on fee refund are available in the Secretariat of the Doctoral School or the International Cooperation Office.

INTERNATIONAL STUDENT REFUND POLICY

Refunds are only paid in euro by bank transfer. Full details of UWr refund policy are available at the website www.international.uni.wroc.pl.

Podpis Doktoranta / signature

| |
|--|
| |
|--|

