

Enrollment guide: instructions for online registration in the IRK system

NOTE: The registration guide is a preview, for guidance purposes only. Remember to choose courses and other educational modules conducted in the current semester!

To sign up for a selected educational offer of the 4EU + Alliance go to the website <u>https://irk.uw.edu.pl/pl/</u> and create an account.

1. Click "create an account" in the top right hand corner.



2. Read the **Information about processing of personal data** and select the box "I have read and accept the above information". Then click "Continue".

Rights	related to data processing
We gua	rantee you the exercise of all your rights on the terms set out by the GDPR, namely:
0 1	e right to access your data and receive their copy;
o t	he right to rectification your personal data;
o t	he right to restriction of processing your personal data;
o t	he right to erasure your personal data (subject to Art. 17 s. 3 of the GDPR);
∘t I	he right to lodge a complaint to the President of the Personal Data Protection Office, if you believe that the processing of your personal data violates the law personal data protection.
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3. Enter your email address and password. Then click "Create an account". Please note that you will receive an email containing a link to activate your account.

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			News	Studies	Units	Registration
Create an account						?
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Password						
Confirm password						
		🔐 Create an account				

4. Please click on the link that has been sent to your email to activate your account.

+	no-reply@irk.oferta.uw.edu.pl do ja *	16:18 (1 minutę temu)	☆	*	:
	Dogo uczelni				
	Witamy w serwisie IRK Uniwersytetu Warszawskiego!				
	Twoje konto zostało utworzone i będziesz mógł z niego korzystać po aktywacji. Aby aktywować konto, wejdź w poniższy adres:				
	https://irk.oferta.uw.edu.pl/auth/activate/84d2650b-1120-48bf-9476-87bccf268c56/				
	Kiedy Twoje konto będzie aktywne, będziesz mógł się zalogować.				
	Dziękujemy za wybór naszej uczelni!				

5. Enter your email address and password and click "Log in".

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Login						2
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6. Click on "Personal Forms" in order to complete your personal data.



7. Enter your "Basic personal data", "Address and contact information", optionally "Photo", and click "Save".

NOTE: Skip the section "Education" as it is to be filled out only by degree seeking students.

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8. In order to take part in the enrollment process, click "Studies" in the right top menu.

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9. Select "4EU+ Alliance 2020/2021" registration.





10. In the winter semester of the academic year 2020/2021 you can register for "4EU+ Courses".

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4EU+ Alliance 2020/2021 The list of studies displayed on this page is li	imited to the selected registration. If you want to	see the rest of the offer, select a different re	😂 sv	witch registrations 🗴	cancel selection
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4 • 4EU+ Courses					

11. Click on the "Sign up" button.

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4EU+ Courses					
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Charles University (Czech Republic)		 Phase 1 (1 	8.08.2020 22:15 - 30.	09.2020 23:59) 👁	
Heidelberg University (Germany) Sorbonne Universitv (France)					



12. The system will inform you about the submission of the application and the need to fill out the forms with additional information.

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4EU+ Alliance 2020/2021 The list of studies displayed on this page is lin	nited to the selected registration. If y	ou want to see the rest of the offer,	. select a different reg	₿ sw gistration.	vitch registrations 🏻	cancel selection
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13. Go to the "Enrollment applications" to fill out additional information and documents.



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14. In the "Courses" section, select courses that you want to attend.

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15. You will be redirected to the ECTS catalogue course. Click "I understand, let's begin".

University of Warsaw		See other Course Catalogues in Poland
	ECTS course catalogue	
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Study programmes 🔍 Cou	rse search 🛛 Information for students	
ECTS Course	Catalogue - choose your courses	×
You have be studies and • Find a cc • On the c After you fir upper part c	en redirected to the ECTS Course Catalogue - information site for o courses. In order to add a course to "the selected courses": urse and visit its page. ourse page, click the " <i>Add to the selected courses</i> " button. ish selecting, click the " <i>Finish selecting</i> " button (you will find it in the f the page).	e to ECTS Catalogue! e n you find on this page? tion on didactics, e studies, course s read more
First-	I understand, let's begin Get me out	of here!
Second-cycle studies Studies in foreign language Other studies	American Studies Anthropozoology Applications of Physics in Biology and Medicine	There are only main subjects on the list; there are no specialities nor specializations, but these can be easily found in the <u>search</u>
List of faculties	Applied Animal Psychology Applied Chemistry Applied Geology Applied Hispanic Studies Applied Linguistics	<u>DOX</u> .



16. Select "Courses search".

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Study programmes	rse search 🛛 🖉 Information for studen	ts
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Search for courses:	Course name (optional)	Search
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with attribute value	any value Course dedicated to a programme any value	Did you know: Some course attributes are active only in specific terms, therefore when searching by an attribute it is useful to also select a term.

17. Define search parameters: Course dedicated to a programme - 4EU+ Courses, Selected term - academic year, and semester in the previously selected academic year.

Study programmes Course search Information for students Number of selected courses: 0 Finish selecting • No courses selected • No courses selected Search for courses: Course name (optional) organized by any faculty conducted in any faculty Value • Academic year 2020/21 • Winter semester 2020/21 • Winter semester 2020/21 • Winter semester 2020/21 • Winter semester 2020/21			WYSWIETL PO POLSKU
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Full course list



18. Choose the course that you want to attend from the search results.



19. Click "Add to the selected courses".

University of Warsa	w <<<	See other Course Catalogues in Poland
	ECTS course catalogue	
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Study programmes	ourse search	
	Number of selected courses: 0 Finish selecting	
• N) courses selected	
Conducted in term: 2020Z	German (B2) language practice 3302-RWSJS-OG	
Erasmus code: 09.0	Add to the selected courses	
ISCED code: 0231	This course has not yet been described	
ECTS credits: 3	This course has not yet been described	
Longauge. German	Type of course	
Organized by: Institute of German	elective courses	
Studies (for: University of Warsaw)	general courses	
Related to study programmes:	Mada	
Inter-faculty Studies in Bioinformatics	Mode	
and Systems Biology	(in Polish) zdalnie	
Bachelor's degree, first cycle programme, Computer Science	Prerequisites (description)	
Bachelor's degree, first cycle programme, Mathematics	German: B1+/B2	
Master's degree, second cycle programme, Bioinformatics and	Course coordinators	

20. NOTE: in order to add another a course you need to repeat the whole procedure.



21. Once you have added all the courses, click "Finish selecting".

University of Wars	aw 🔍	See other Course Catalogues in Poland
	ECTS course catalogue	
		WYŚWIETL PO POLSKU
😂 Study programmes 🛛 🔍	Course search	ents
:	Number of selected courses: 2 Descriptive Grammar - German German (B2) language practice	ing
Conducted in term: 2020 Erasmus code: 09.0 ISCED code: 0231 ECTS credits: 4 Language: German Organized by: Faculty of Applied Linguistics	Descriptive Grammar - German 3200-L2-4 This course is now selecter The course in Descriptive Grammar of German as lang introduction to the mainstream approaches in German criteria are combined with a strong functional focus. A major part of the full course, which lasts two semes features of German grammar, such as: 1. the major word classes and the associated phrases word formation too); 2. the structure of basic clause patterns (viewed again predicate-argument structure); 3. the discourse functions of main-clause types; c 4. the grammatical, semantic and pragmatic aspects of coordination, and subordination); 5. the grammatical means involved in information mation induced for the second focus, ellipsis and	OGOBN ed. Undo selection? guage B (parts 1 and 2) is meant as an an descriptive grammar, in which structural sters, is devoted to an overview of the basic (in particular the VP, NP, AdjP and German nst the background of the underlying semantic discussion focusing on the concept of declarative, interrogative, imperative); of clause linking (use of connectives, anagement in the clause and beyond word order).

22. The selected courses will be visible in the "Courses" section.

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23. Provide all required information and documents in the "Additional information" section.

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- Select your Home University and click "Save and return".

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Home University	/					
You are filling this form in connecti	on with: 4EU+ Alliance 2020/2021. Y	ou can answer the questions	only before the end of the	registration phase.		
Information on student's Home Un	iversity and current studies.					
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Home University [*]	Sorbonne Université	~				
Level of study [*]	second cycle (MA)	~				
	Level of study					
Current year of study*	5	~				
	Current year of study					
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- Attach a scan of the student ID card or a certificate of student status in PDF format, click "Save and return".

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24. After providing all required information and documents, the points will be marked in green color and you will be able to submit your application. Click "Submit".

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25. A warning will be displayed that after submitting the application you won't be able to make any changes. Click "OK.".

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26. Your application has been successfully submitted and is waiting to be verified.

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27. Wait for the verification of your application, it will appear in your IRK account.

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28. A user ID will be then sent to your e-mail account, with which you will be able to log in to the Central Authentication Server. When logging in, use the same password as the one used to log in to your IRK account. Through the Central Authentication Server you will be able to access the <u>CAMPUS</u> <u>e-learning platform</u>.

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*	Uniwersytet Warszawski
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