

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 <https://irk.uw.edu.pl/pl/> 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".

Your personal data may also be processed by our provider of G-Suit for education service, Google (with whom we have a signed agreement entrusting personal data processing) in their data processing centres². In addition, your data will be protected by the standards set out in the Privacy Shield, approved by the European Commission³. This will provide you data with the appropriate level of security.

Rights related to data processing

We guarantee you the exercise of all your rights on the terms set out by the GDPR, namely:

- o the right to access your data and receive their copy;
- o the right to rectification your personal data;
- o the right to restriction of processing your personal data;
- o the right to erasure your personal data (subject to Art. 17 s. 3 of the GDPR);
- o the 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 on personal data protection.

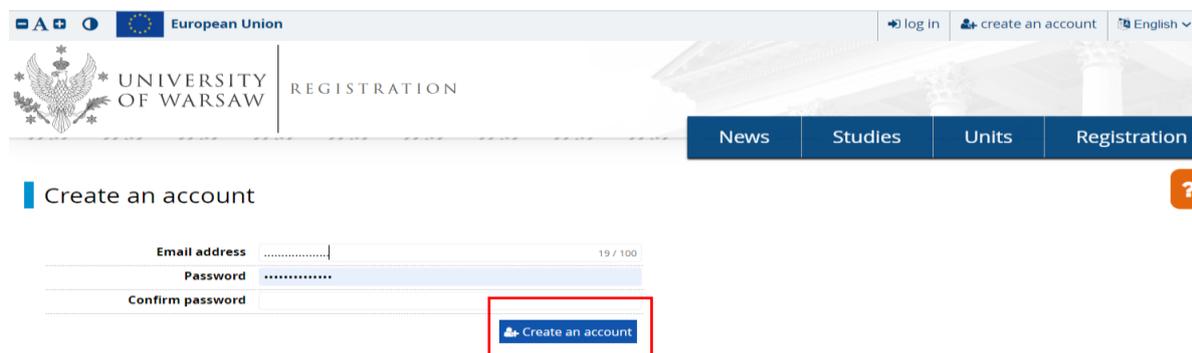
Obligation to provide data and the consequence of not providing data

Providing data is necessary to take part in the recruitment process. Providing other data which is not necessary to participate in the recruitment process is voluntary.

I have read and accept the above information

¹ Regulation of the European Parliament and the Council of Europe (EU) 2016/679 of 27 April 2016 on the protection of individuals with regard to processing of personal data and on free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation)
² <https://www.google.com/about/datacenters/inside/locations/index.html>
³ <https://www.privacyshield.gov>

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.



European Union log in create an account English

UNIVERSITY OF WARSAW REGISTRATION

News Studies Units Registration

Create an account

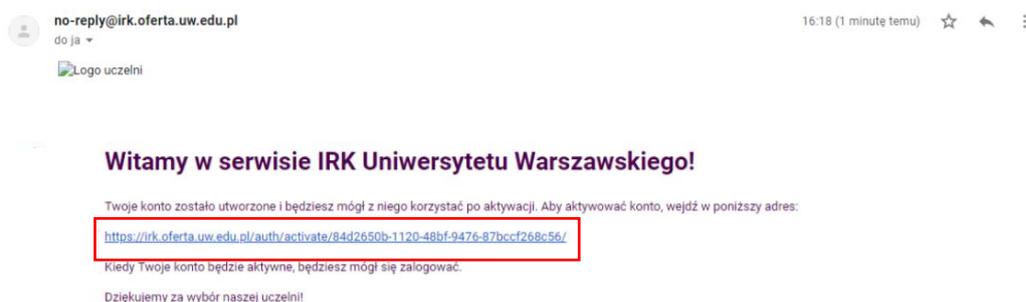
Email address 19 / 100

Password

Confirm password

Create an account

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



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



European Union log in create an account English

UNIVERSITY OF WARSAW REGISTRATION

News Studies Units Registration

Login

Email address 23 / 100

Password

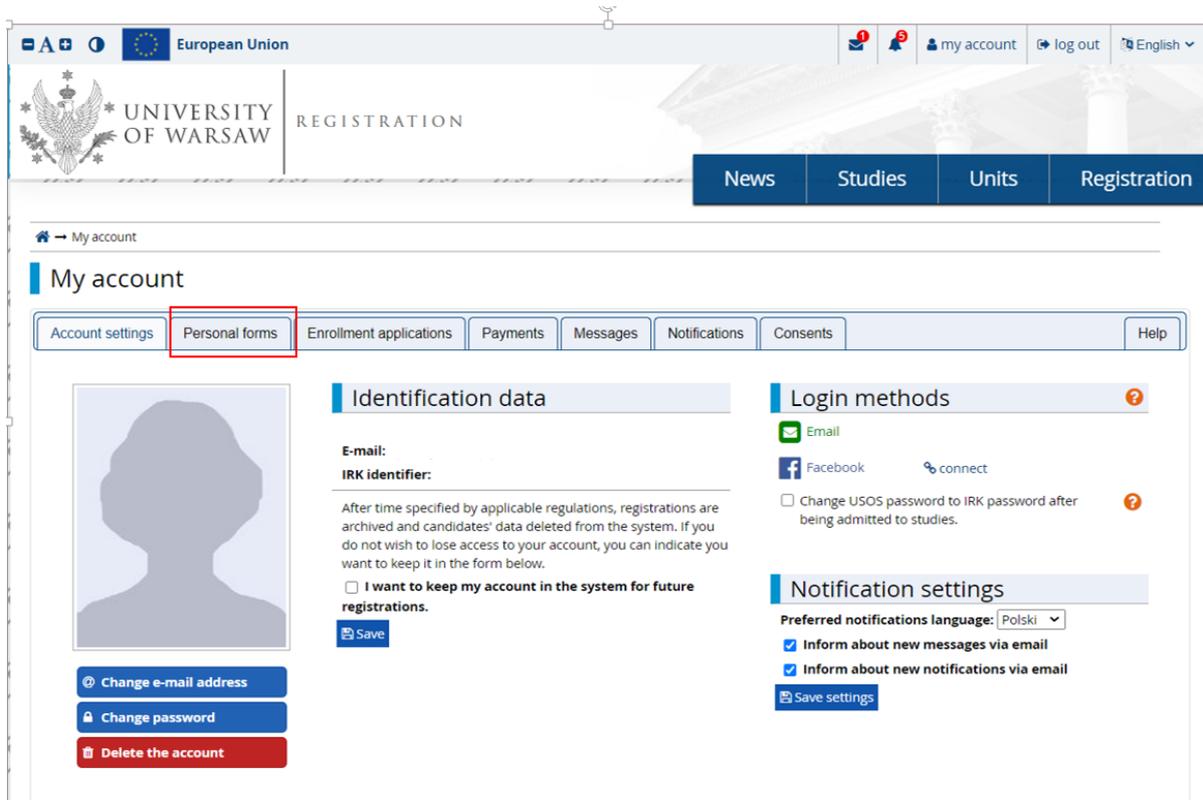
forgot password

create an account

Log in

Facebook account

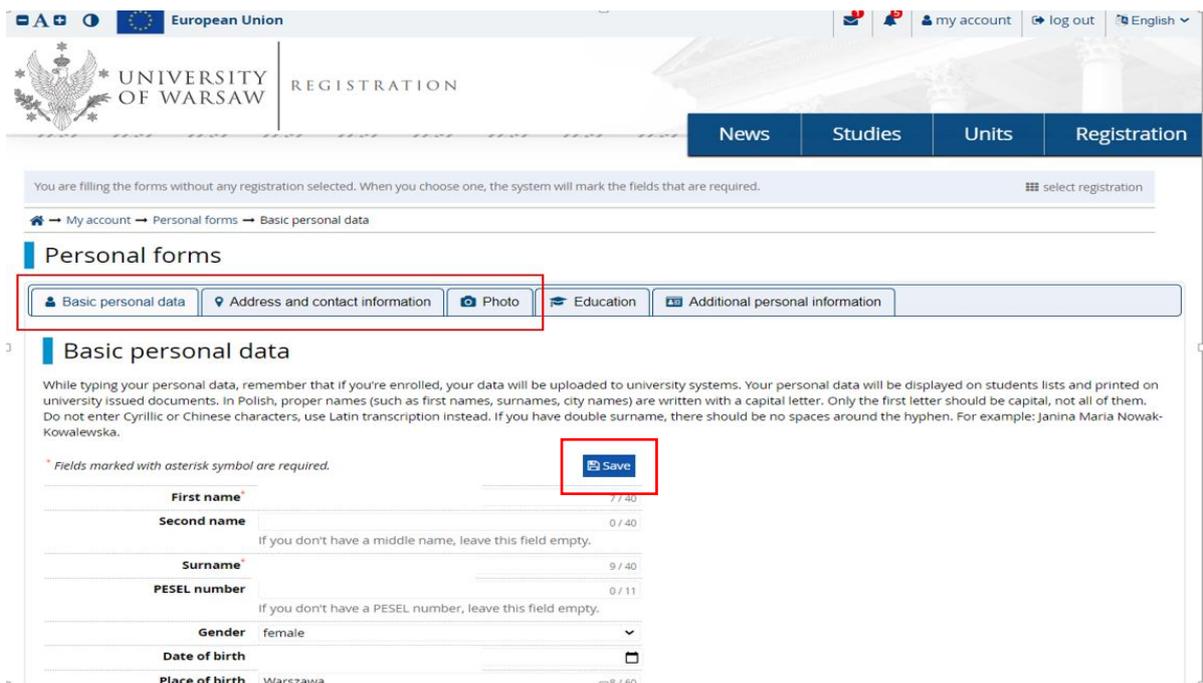
6. Click on "Personal Forms" in order to complete your personal data.



The screenshot shows the 'My account' page. At the top, there is a navigation bar with 'News', 'Studies', 'Units', and 'Registration'. Below this, a sub-navigation bar contains 'Account settings', 'Personal forms' (highlighted with a red box), 'Enrollment applications', 'Payments', 'Messages', 'Notifications', 'Consents', and 'Help'. The main content area is divided into three columns: 'Identification data' (with fields for E-mail and IRK identifier), 'Login methods' (with options for Email and Facebook), and 'Notification settings' (with checkboxes for email notifications and a 'Save settings' button). On the left side, there is a profile picture placeholder and three buttons: 'Change e-mail address', 'Change password', and 'Delete the account'.

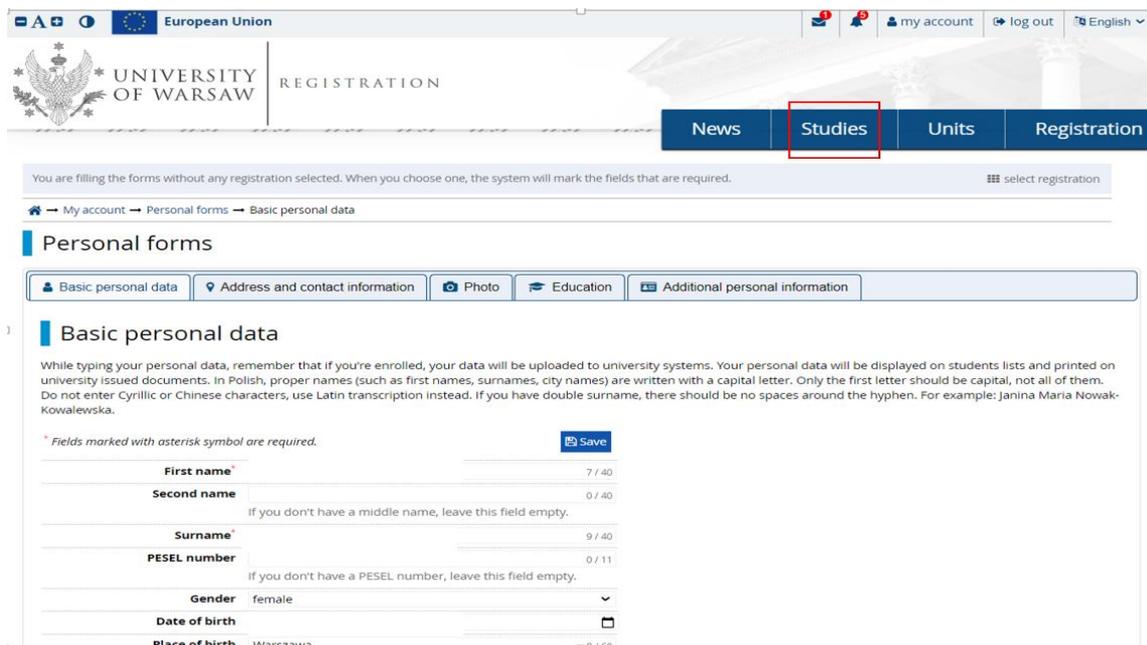
7. Enter your "Basic personal data", "Address and contact information", optionally "Photo", and click "Save".

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



The screenshot shows the 'Basic personal data' form. At the top, there is a navigation bar with 'News', 'Studies', 'Units', and 'Registration'. Below this, a sub-navigation bar contains 'Basic personal data' (highlighted with a red box), 'Address and contact information', 'Photo', 'Education', and 'Additional personal information'. The main content area is titled 'Basic personal data' and contains a form with the following fields: 'First name' (7 / 40), 'Second name' (0 / 40), 'Surname' (9 / 40), 'PESEL number' (0 / 11), 'Gender' (female), 'Date of birth', and 'Place of birth' (Warszawa). A 'Save' button is highlighted with a red box. A note at the top of the form states: 'Fields marked with asterisk symbol are required.'

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



European Union

UNIVERSITY OF WARSAW REGISTRATION

News **Studies** Units Registration

You are filling the forms without any registration selected. When you choose one, the system will mark the fields that are required. [select registration](#)

My account → Personal forms → Basic personal data

Personal forms

Basic personal data Address and contact information Photo Education Additional personal information

Basic personal data

While typing your personal data, remember that if you're enrolled, your data will be uploaded to university systems. Your personal data will be displayed on students lists and printed on university issued documents. In Polish, proper names (such as first names, surnames, city names) are written with a capital letter. Only the first letter should be capital, not all of them. Do not enter Cyrillic or Chinese characters, use Latin transcription instead. If you have double surname, there should be no spaces around the hyphen. For example: Janina Maria Nowak-Kowalewska.

* Fields marked with asterisk symbol are required. [Save](#)

First name* 7 / 40

Second name 0 / 40

If you don't have a middle name, leave this field empty.

Surname* 9 / 40

PESEL number 0 / 11

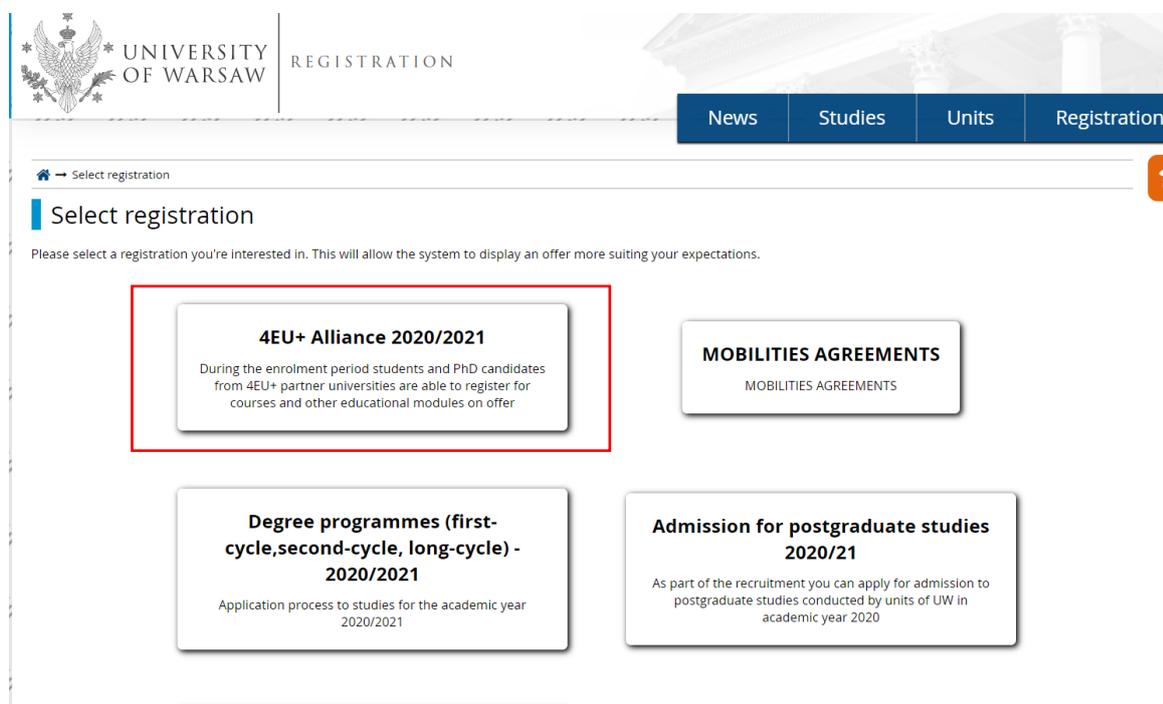
If you don't have a PESEL number, leave this field empty.

Gender female

Date of birth

Place of birth Warszawa 8 / 60

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



UNIVERSITY OF WARSAW REGISTRATION

News Studies Units Registration

Select registration [?](#)

Select registration

Please select a registration you're interested in. This will allow the system to display an offer more suiting your expectations.

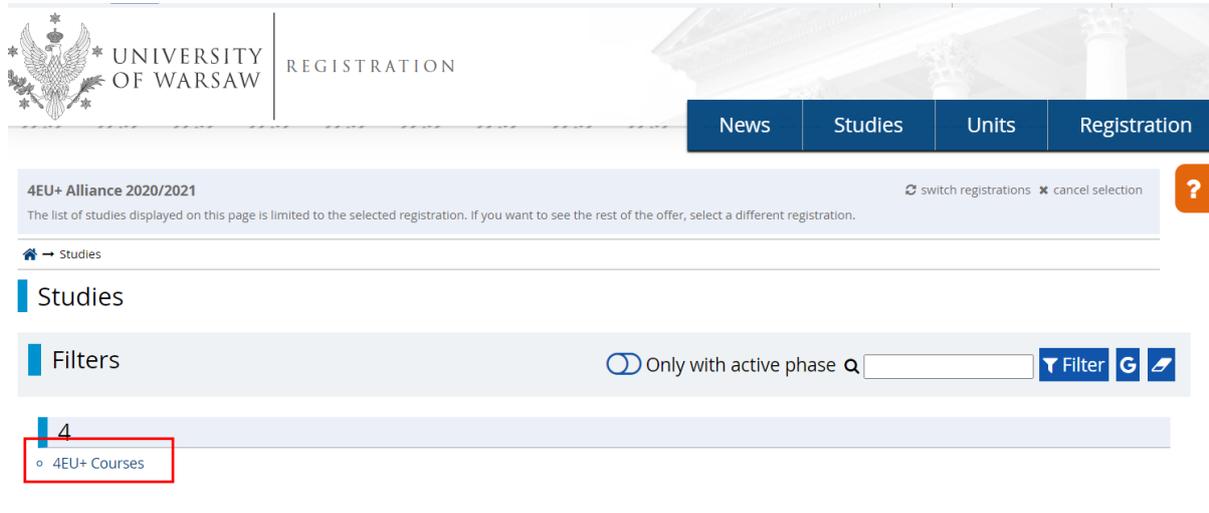
4EU+ Alliance 2020/2021
During the enrolment period students and PhD candidates from 4EU+ partner universities are able to register for courses and other educational modules on offer

MOBILITIES AGREEMENTS
MOBILITIES AGREEMENTS

Degree programmes (first-cycle, second-cycle, long-cycle) - 2020/2021
Application process to studies for the academic year 2020/2021

Admission for postgraduate studies 2020/21
As part of the recruitment you can apply for admission to postgraduate studies conducted by units of UW in academic year 2020

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



UNIVERSITY OF WARSAW REGISTRATION

News Studies Units Registration

4EU+ Alliance 2020/2021 switch registrations cancel selection ?

The list of studies displayed on this page is limited to the selected registration. If you want to see the rest of the offer, select a different registration.

→ Studies

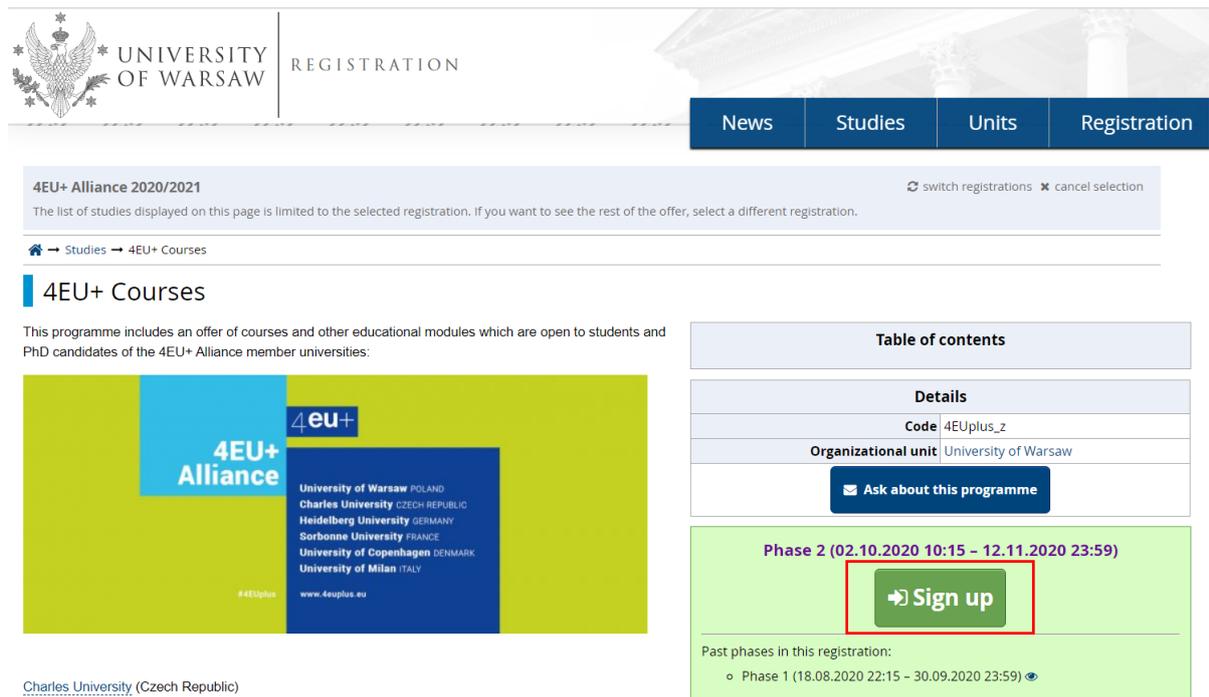
Studies

Filters Only with active phase Filter G

4

- 4EU+ Courses

11. Click on the "Sign up" button.



UNIVERSITY OF WARSAW REGISTRATION

News Studies Units Registration

4EU+ Alliance 2020/2021 switch registrations cancel selection

The list of studies displayed on this page is limited to the selected registration. If you want to see the rest of the offer, select a different registration.

→ Studies → 4EU+ Courses

4EU+ Courses

This programme includes an offer of courses and other educational modules which are open to students and PhD candidates of the 4EU+ Alliance member universities:



4EU+ Alliance

University of Warsaw POLAND
Charles University CZECH REPUBLIC
Heidelberg University GERMANY
Sorbonne University FRANCE
University of Copenhagen DENMARK
University of Milan ITALY

#4EUplus www.4euplus.eu

Table of contents	
Details	
Code	4EUplus_z
Organizational unit	University of Warsaw
Ask about this programme	

Phase 2 (02.10.2020 10:15 – 12.11.2020 23:59)

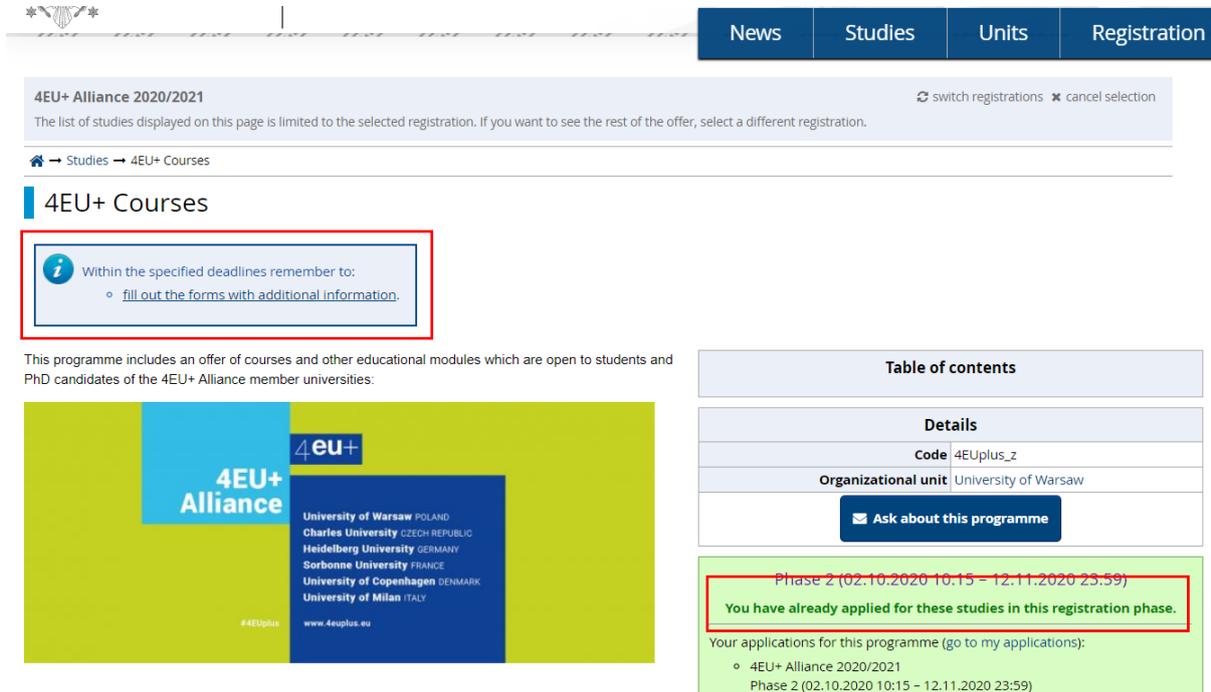
[→ Sign up](#)

Past phases in this registration:

- Phase 1 (18.08.2020 22:15 – 30.09.2020 23:59) ↻

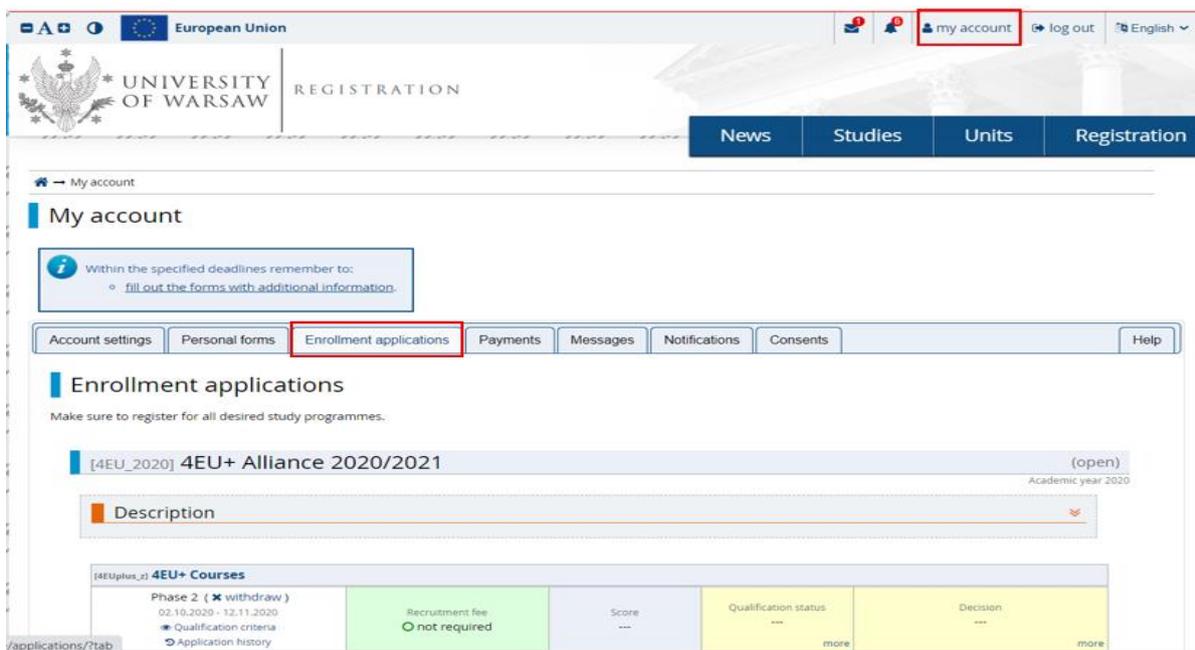
[Charles University \(Czech Republic\)](#)
[Heidelberg University \(Germany\)](#)
[Sorbonne University \(France\)](#)

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

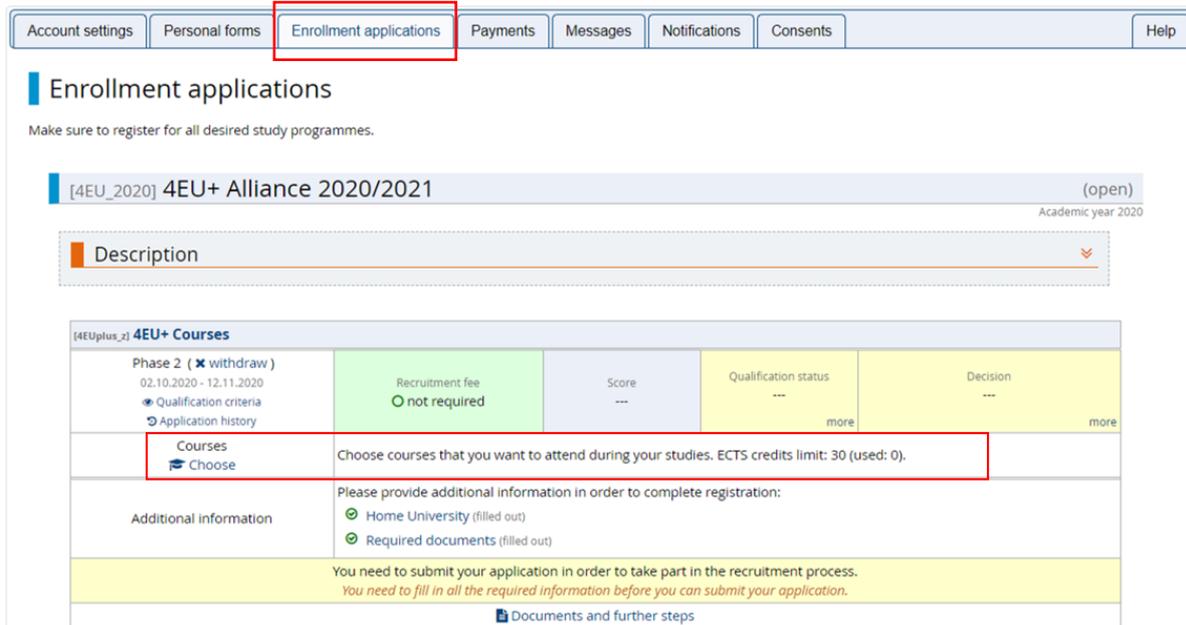


13. Go to the "Enrollment applications" to fill out additional information and documents.

To this end, follow the link  Within the specified deadlines remember to: [fill out the forms with additional information.](#) or click "My account" and then "Enrollment applications".



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



Account settings Personal forms **Enrollment applications** Payments Messages Notifications Consents Help

Enrollment applications

Make sure to register for all desired study programmes.

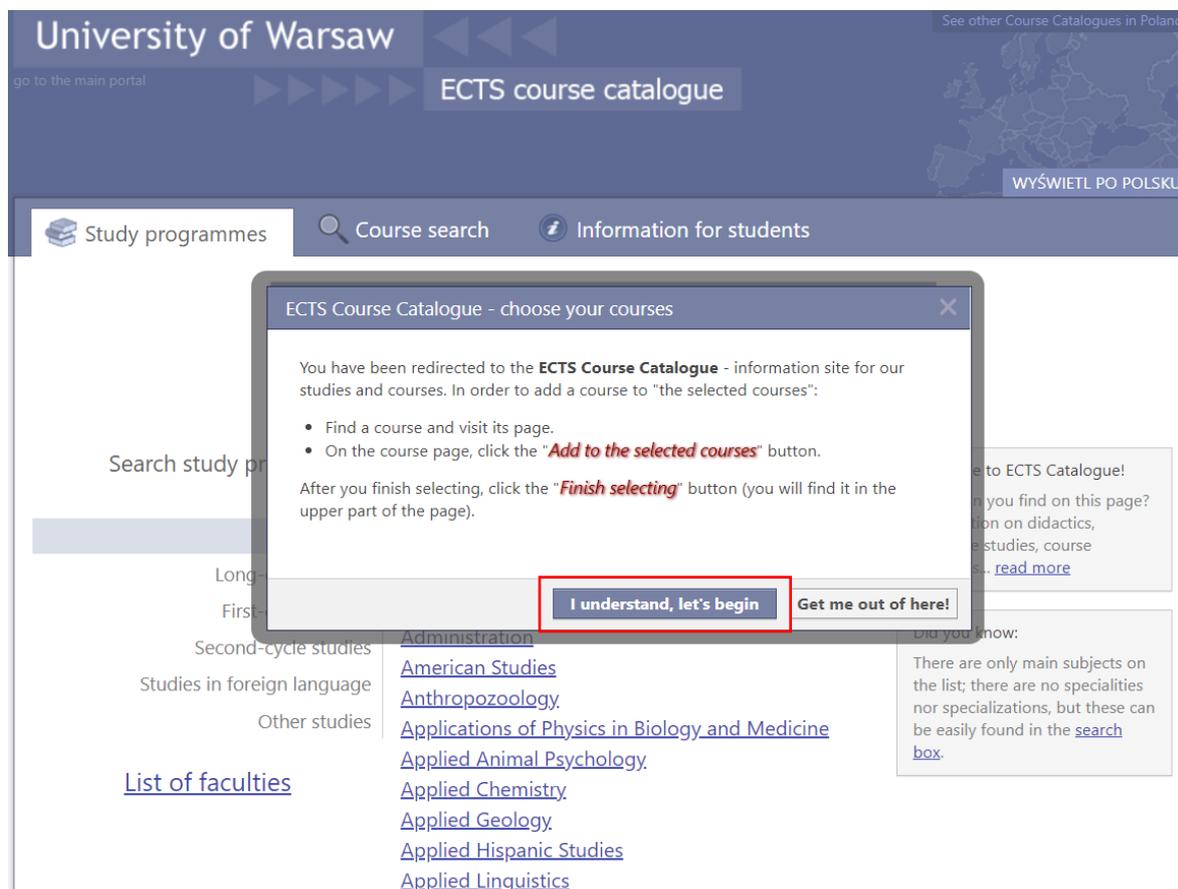
[4EU_2020] 4EU+ Alliance 2020/2021 (open)
Academic year 2020

Description

4EUplus_2 4EU+ Courses

Phase 2 (✕ withdraw) 02.10.2020 - 12.11.2020	Recruitment fee ○ not required	Score ---	Qualification status ---	Decision ---
<ul style="list-style-type: none"> Qualification criteria Application history 			more	more
Courses Choose	Choose courses that you want to attend during your studies. ECTS credits limit: 30 (used: 0).			
Additional information	Please provide additional information in order to complete registration: <ul style="list-style-type: none"> Home University (filled out) Required documents (filled out) 			
You need to submit your application in order to take part in the recruitment process. You need to fill in all the required information before you can submit your application.				
Documents and further steps				

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



University of Warsaw

go to the main portal

ECTS course catalogue

See other Course Catalogues in Poland

WYŚWIETL PO POLSKU

Study programmes Course search Information for students

ECTS Course Catalogue - choose your courses

You have been redirected to the **ECTS Course Catalogue** - information site for our studies and courses. In order to add a course to "the selected courses":

- Find a course and visit its page.
- On the course page, click the **"Add to the selected courses"** button.

After you finish selecting, click the **"Finish selecting"** button (you will find it in the upper part of the page).

I understand, let's begin
Get me out of here!

Search study programmes

Long-term studies

First-cycle studies

Second-cycle studies

Studies in foreign language

Other studies

[List of faculties](#)

Administration

[American Studies](#)

[Anthropozoology](#)

[Applications of Physics in Biology and Medicine](#)

[Applied Animal Psychology](#)

[Applied Chemistry](#)

[Applied Geology](#)

[Applied Hispanic Studies](#)

[Applied Linguistics](#)

Did you know:
There are only main subjects on the list; there are no specialities nor specializations, but these can be easily found in the [search box](#).

16. Select "Courses search".

WYŚWIETL PO POLSKU

Study programmes **Course search** Information for students

Number of selected courses: 0 **Finish selecting**

• No courses selected

Search for courses: **Search**

organized by...

conducted in...

related with the field of study...

with attribute value... Type of course

Course dedicated to a programme

conducted during selected terms...

- Academic year 2020/21
- Summer semester 2020/21
- Winter semester 2020/21
- Winter trimester 2020/21
- Academic year 2019/20
- Summer semester 2019/20

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.**

WYŚWIETL PO POLSKU

Study programmes **Course search** Information for students

Number of selected courses: 0 **Finish selecting**

• No courses selected

Search for courses: **Search**

organized by...

conducted in...

related with the field of study...

with attribute value... Type of course

Course dedicated to a programme

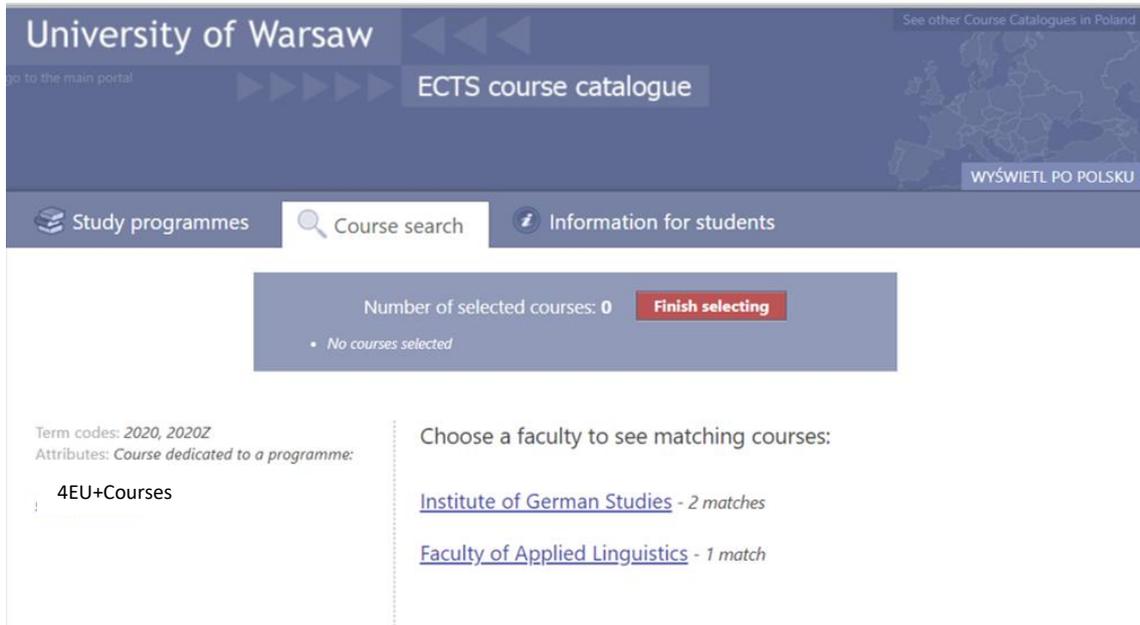
conducted during selected terms...

- Academic year 2020/21
- Summer semester 2020/21
- Winter semester 2020/21
- Winter trimester 2020/21
- Academic year 2019/20
- Summer semester 2019/20

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.

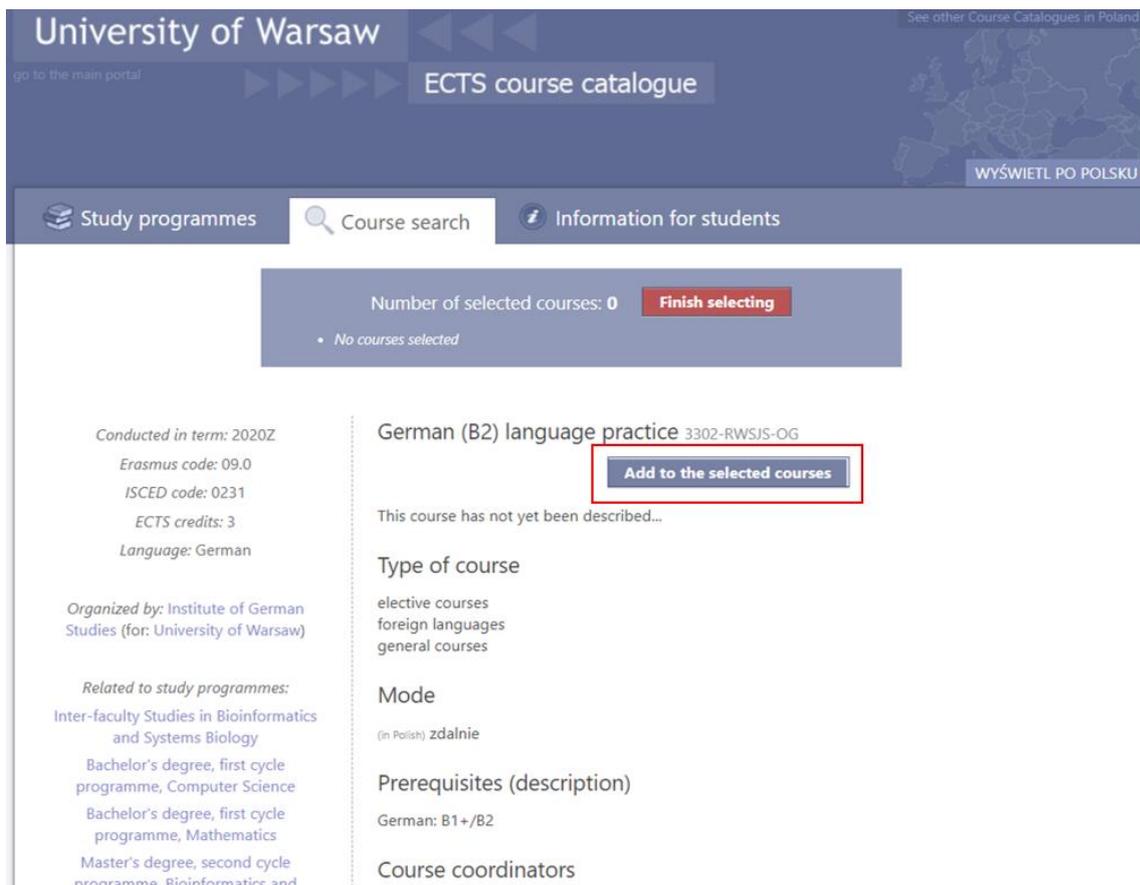
[Full course list](#)

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



The screenshot shows the 'University of Warsaw ECTS course catalogue' search results page. At the top, there are navigation arrows and a search bar. Below the search bar, there are three main sections: 'Study programmes', 'Course search', and 'Information for students'. The 'Course search' section is active, showing 'Number of selected courses: 0' and a 'Finish selecting' button. Below this, there are filters for 'Term codes: 2020, 2020Z' and 'Attributes: Course dedicated to a programme: 4EU+Courses'. The search results are displayed under the heading 'Choose a faculty to see matching courses:', listing 'Institute of German Studies - 2 matches' and 'Faculty of Applied Linguistics - 1 match'.

19. Click "Add to the selected courses".

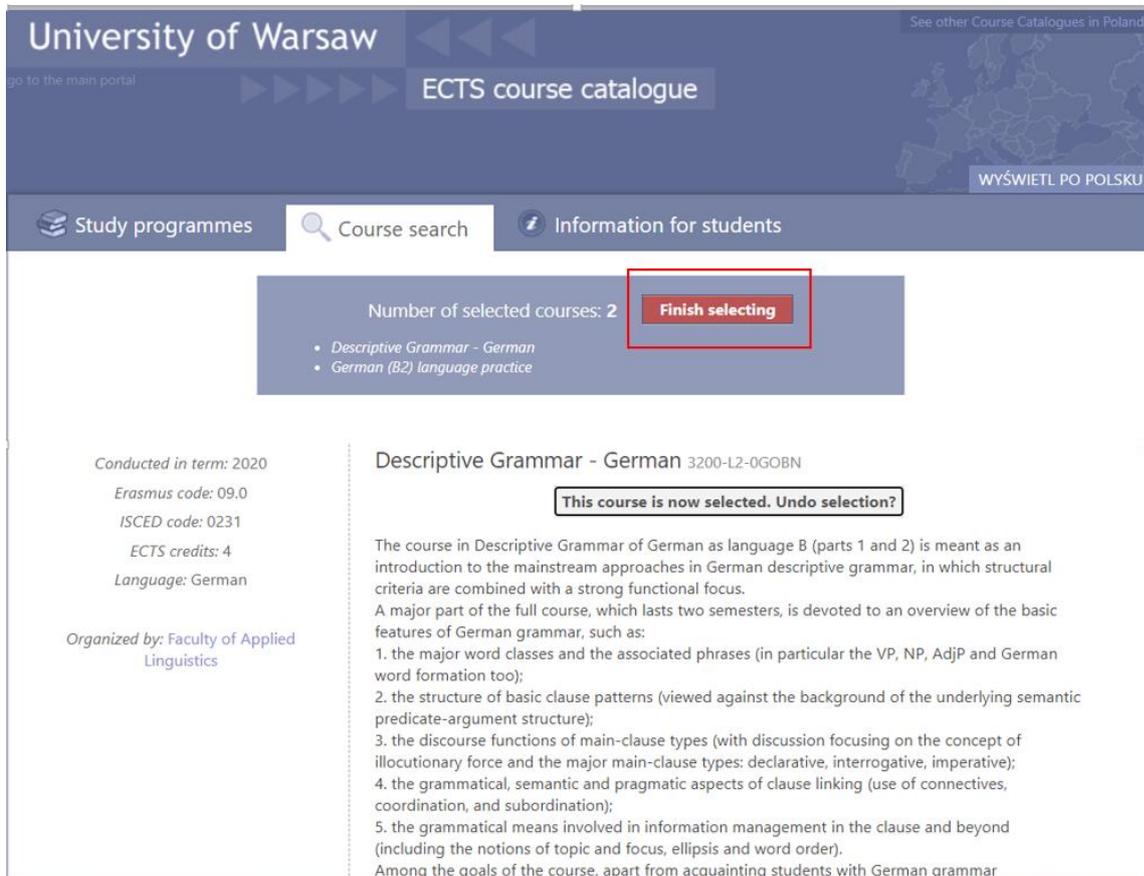


The screenshot shows the 'University of Warsaw ECTS course catalogue' search results page with a specific course selected. The course is 'German (B2) language practice 3302-RWSJS-OG'. The 'Add to the selected courses' button is highlighted with a red box. The course details are as follows:

- Conducted in term: 2020Z
- Erasmus code: 09.0
- ISCED code: 0231
- ECTS credits: 3
- Language: German
- Organized by: Institute of German Studies (for: University of Warsaw)
- Related to study programmes:
 - Inter-faculty Studies in Bioinformatics and Systems Biology
 - Bachelor's degree, first cycle programme, Computer Science
 - Bachelor's degree, first cycle programme, Mathematics
 - Master's degree, second cycle programme, Bioinformatics and
- Type of course: elective courses, foreign languages, general courses
- Mode: (in Polish) zdalnie
- Prerequisites (description): German: B1+ / B2
- 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 Warsaw

go to the main portal

ECTS course catalogue

WYŚWIETL PO POLSKU

Study programmes Course search Information for students

Number of selected courses: 2

Finish selecting

- Descriptive Grammar - German
- German (B2) language practice

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-L2-0GOBN

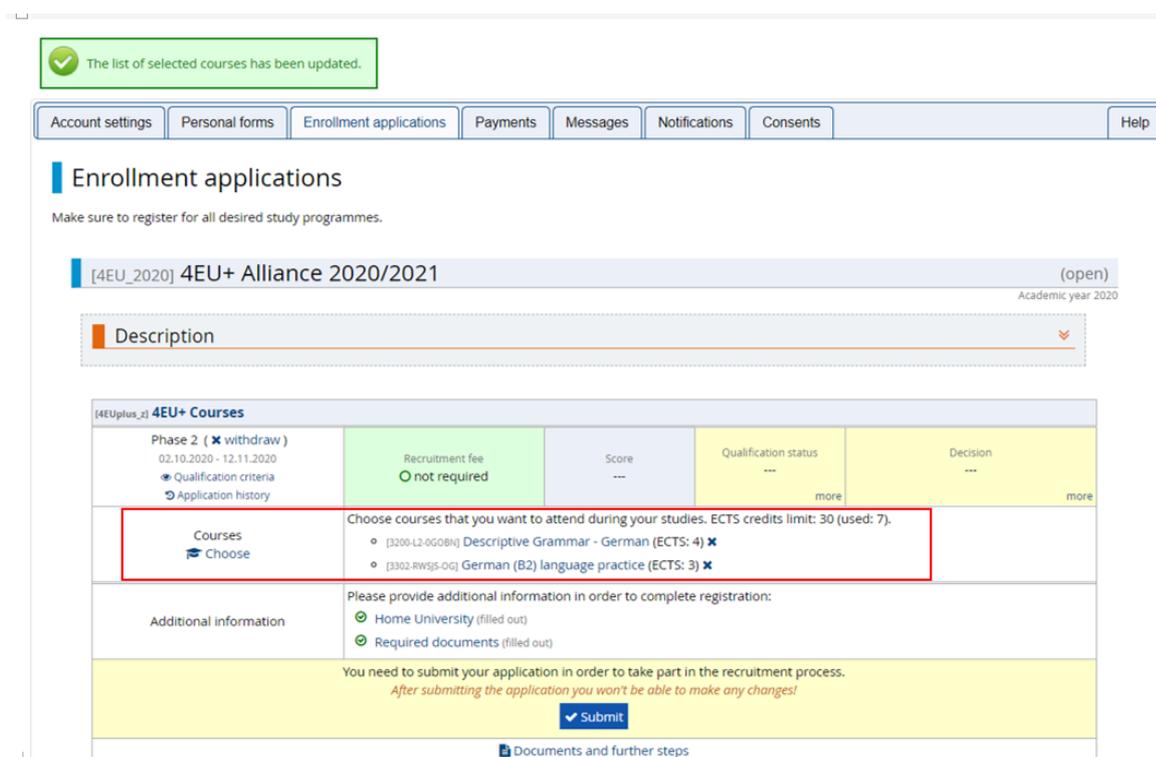
This course is now selected. Undo selection?

The course in Descriptive Grammar of German as language B (parts 1 and 2) is meant as an introduction to the mainstream approaches in German descriptive grammar, in which structural criteria are combined with a strong functional focus. A major part of the full course, which lasts two semesters, is devoted to an overview of the basic features of German grammar, such as:

1. the major word classes and the associated phrases (in particular the VP, NP, AdjP and German word formation too);
2. the structure of basic clause patterns (viewed against the background of the underlying semantic predicate-argument structure);
3. the discourse functions of main-clause types (with discussion focusing on the concept of illocutionary force and the major main-clause types: declarative, interrogative, imperative);
4. the grammatical, semantic and pragmatic aspects of clause linking (use of connectives, coordination, and subordination);
5. the grammatical means involved in information management in the clause and beyond (including the notions of topic and focus, ellipsis and word order).

Among the goals of the course, apart from acquainting students with German grammar

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



The list of selected courses has been updated.

Account settings Personal forms Enrollment applications Payments Messages Notifications Consents Help

Enrollment applications

Make sure to register for all desired study programmes.

[4EU_2020] 4EU+ Alliance 2020/2021 (open)
Academic year 2020

Description

[4EUplus_2] 4EU+ Courses

Phase 2 (✕ withdraw) 02.10.2020 - 12.11.2020 Qualification criteria Application history	Recruitment fee not required	Score ---	Qualification status ---	Decision ---
<p>Courses</p> <p>Choose</p>	<p>Choose courses that you want to attend during your studies. ECTS credits limit: 30 (used: 7).</p> <ul style="list-style-type: none"> [3200-L2-0GOBN] Descriptive Grammar - German (ECTS: 4) ✕ [3302-RWS5-0G] German (B2) language practice (ECTS: 3) ✕ 			
<p>Additional information</p>	<p>Please provide additional information in order to complete registration:</p> <ul style="list-style-type: none"> Home University (filled out) Required documents (filled out) 			

You need to submit your application in order to take part in the recruitment process.
After submitting the application you won't be able to make any changes!

Submit

Documents and further steps

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

Account settings Personal forms Enrollment applications Payments Messages Notifications Consents Help

Enrollment applications

Make sure to register for all desired study programmes.

[4EU_2020] 4EU+ Alliance 2020/2021 (open)

Academic year 2020

Description

[4EUplus_2] 4EU+ Courses

Phase 2 (<input checked="" type="checkbox"/> withdraw) <small>02.10.2020 - 12.11.2020</small> <small>• Qualification criteria</small> <small>• Application history</small>	Recruitment fee <input type="radio"/> not required	Score ---	Qualification status ---	Decision ---
Courses <input type="button" value="Choose"/>	Choose courses that you want to attend during your studies. ECTS credits limit: 30 (used: 0).			
Additional information	Please provide additional information in order to complete registration: <input checked="" type="checkbox"/> Home University (filled out) <input checked="" type="checkbox"/> Required documents (filled out)			
You need to submit your application in order to take part in the recruitment process. <i>You need to fill in all the required information before you can submit your application.</i>				
<input type="button" value="Documents and further steps"/>				

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

European Union

English



UNIVERSITY OF WARSAW

REGISTRATION

News
Studies
Units
Registration

→ My account → Enrollment applications → Home University

Home University

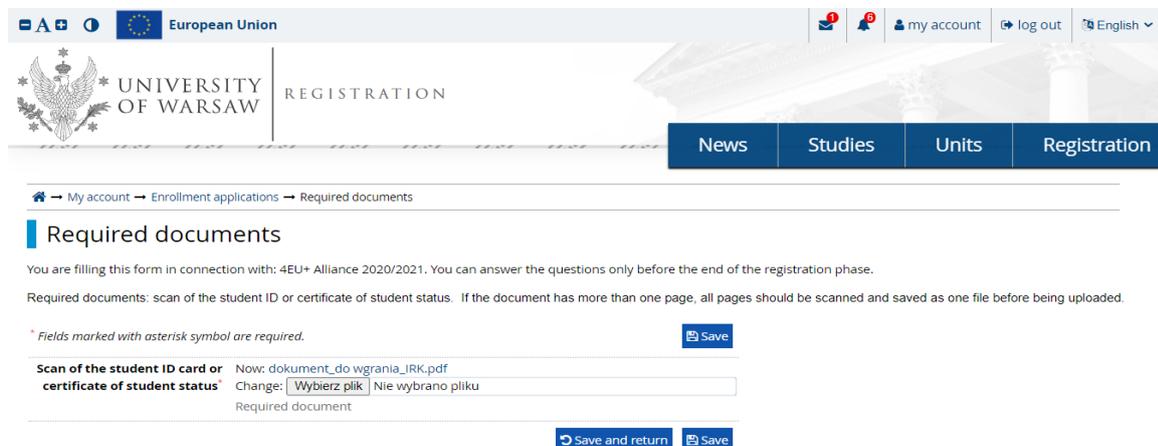
You are filling this form in connection with: 4EU+ Alliance 2020/2021. You can answer the questions only before the end of the registration phase.

Information on student's Home University and current studies.

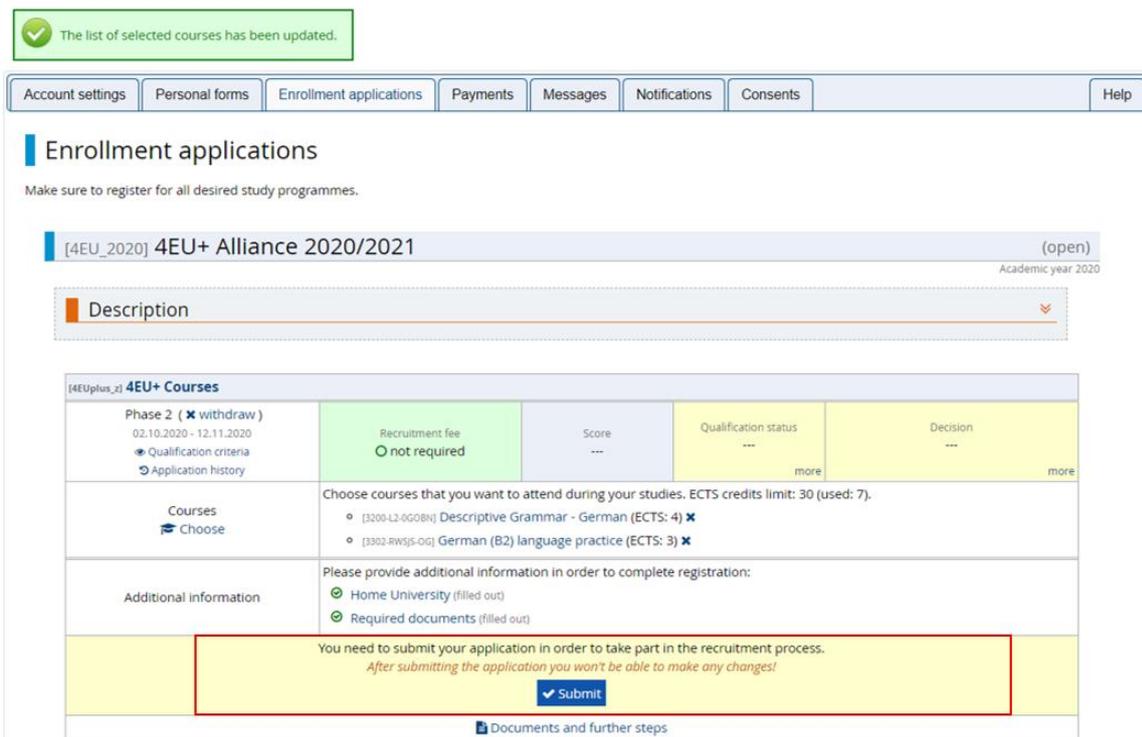
* Fields marked with asterisk symbol are required.

Home University*	Sorbonne Université
Level of study*	second cycle (MA) Level of study
Current year of study*	5 Current year of study

- Attach a scan of the student ID card or a certificate of student status in PDF format, click "Save and return".



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".



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

Komunikat ze strony irk-test.usos.edu.pl

After submitting the application you won't be able to make any changes. Are you sure you want to continue?

OK Anuluj

Enrollment applications

Make sure to register for all desired study programmes

[4EU_2020] 4EU+ Alliance 2020/2021 (open)

Academic year 2020

Description

[4EUplus_2] 4EU+ Courses

Phase 2 (<input checked="" type="checkbox"/> withdraw) 02.10.2020 - 12.11.2020	Recruitment fee <input checked="" type="radio"/> not required	Score ---	Qualification status ---	Decision ---
Qualification criteria Application history			more	more
Courses Choose	Choose courses that you want to attend during your studies. ECTS credits limit: 30 (used: 7). <ul style="list-style-type: none"> <input type="radio"/> [3200-L2-0G08N] Descriptive Grammar - German (ECTS: 4) <input checked="" type="checkbox"/> <input type="radio"/> [3302-RWSJS-0G] German (B2) language practice (ECTS: 3) <input checked="" type="checkbox"/> 			
Additional information	Please provide additional information in order to complete registration: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Home University (filled out) <input checked="" type="checkbox"/> Required documents (filled out) 			
You need to submit your application in order to take part in the recruitment process. <i>After submitting the application you won't be able to make any changes!</i>				
Submit				
Documents and further steps				

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

[Home](#) → [My account](#)

My account

Your application has been submitted.

Account settings | Personal forms | **Enrollment applications** | Payments | Messages | Notifications | Consents | [Help](#)

Enrollment applications

Make sure to register for all desired study programmes.

[4EU_2020] 4EU+ Alliance 2020/2021 (open)

Academic year 2020

Description

[4EUplus_2] 4EU+ Courses

Phase 2 02.10.2020 - 12.11.2020	Recruitment fee <input checked="" type="radio"/> not required	Score ---	Qualification status ---	Decision ---
Qualification criteria Application history			more	more
Courses	Choose courses that you want to attend during your studies. ECTS credits limit: 30 (used: 7). <ul style="list-style-type: none"> <input type="radio"/> [3200-L2-0G08N] Descriptive Grammar - German (ECTS: 4) <input checked="" type="checkbox"/> <input type="radio"/> [3302-RWSJS-0G] German (B2) language practice (ECTS: 3) <input checked="" type="checkbox"/> 			
Additional information	Please provide additional information in order to complete registration: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Home University (filled out) <input checked="" type="checkbox"/> Required documents (filled out) 			
Documents and further steps				

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

→ My account

My account

Account settings | Personal forms | Enrollment applications | Payments | Messages | Notifications | Consents | Help

Enrollment applications

Make sure to register for all desired study programmes.

[4EU_2020] 4EU+ Alliance 2020/2021 (open) Academic year 2020

Description

[4EUplus_2] 4EU+ Courses			
Phase 2 02.10.2020 - 12.11.2020 • Qualification criteria • Application history	Recruitment fee <input checked="" type="radio"/> not required	Score ---	Qualification status <input checked="" type="radio"/> qualified
			Decision <input checked="" type="radio"/> admitted
Courses	Choose courses that you want to attend during your studies. ECTS credits limit: 30 (used: 7). <ul style="list-style-type: none"> [3200-L2-0G08N] Descriptive Grammar - German (ECTS: 4) ✕ [3302-RWSJ5-0G] German (B2) language practice (ECTS: 3) ✕ 		
Additional information	Please provide additional information in order to complete registration: <ul style="list-style-type: none"> <input checked="" type="radio"/> Home University (filled out) <input checked="" type="radio"/> Required documents (filled out) 		

Documents and further steps

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 [CAMPUS e-learning platform](#).



Uniwersytet Warszawski

Centralny Serwer Uwierzytelniania

Enter your Username and Password to continue.

Username:

Password:

Hide my identifier

[forgotten password](#) | [new account](#) | [list of services](#) | [about this page](#) | [polska wersja](#)