

Enrolment 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.

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		News	Studies	Units	Registration
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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 pr processing) in their data processing centres ² . In add This will provide you data with the appropriate level	ovider of G-Suit for education service, Google (with whom we have a signed agreement entrusting personal data ition, your data will be protected by the standards set out in the Privacy Shield, approved by the European Commission ³ . of security.
Rights related to data processing	
We guarantee you the exercise of all your rights on t	he terms set out by the GDPR, namely:
 he right to access your data and receive their 	сору;
 the right to rectification your personal data; 	
 the right to restriction of processing your per- 	sonal data;
 the right to erasure your personal data (subjection) 	ect to Art. 17 s. 3 of the GDPR);
 the right to lodge a complaint to the Presiden personal data protection. 	t of the Personal Data Protection Office, if you believe that the processing of your personal data violates the law on
Obligation to provide data and the consequence	of not providing data
Providing data is necessary to take part in the recrui	tment process. Providing other data which is not necessary to participate in the recruitment process is voluntary.
 ¹ Regulation of the European Parliament and the Council of Eu data, and repealing Directive 95/46/EC (General Data Protectio ² <u>https://www.google.com/about/datacenters/inside/locations</u> ³ <u>https://www.privacyshield.gov</u> 	rope (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 n Regulation) <u>index.html</u> I have read and accept the above information
Ølresi	gn → Continue



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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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 doja ≁	16:18 (1 minutę temu)	☆	4	÷
	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	E			
	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!				
	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 ¹ 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!	ĸ			

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

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*			News	Studies	Units	Registration
Login						?
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6. Click on "Personal Forms" in order to complete your personal data.

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@ Change e-n	nail address					Save setting	out new n	otifications via	email	
A Change pas	sword					-Dave setting	50			

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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Personal form	5						
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8. In order to take part in the enrolment process, click "Studies" in the right top menu.

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u are filling the forms without	any registration selected. When you choo	ose one, the sys	tem will mark the field	ds that are required.			III select registration
→ My account → Personal fo	rms → Basic personal data						
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Basic personal data	Address and contact information	Photo	Education	Additional persona	al information		
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	If you don't have a PESEL num	ber, leave this f	field empty.				
Ge	nder female		~				
Date of I	birth						

9. Select "4EU+ Alliance 2021/2022" registration.

NOTE: Remember that dates on the screens are only exemplary and you have to choose courses and other educational modules conducted in the current semester and academic year!

UNIVERSITY OF WARSAW	ISTRATION				
****		News	Studies	Units	Registration
𝔥 → Select registration					?
Select registration					
Please select a registration you're interested in. This	s will allow the system to display an offer m	ore suiting your expectations.			
4EU+ All During the enrolment from 4EU+ partner u courses and othe	liance 2020/2021 Deriod students and PhD candidates Iniversities are able to register for r educational modules on offer	MOBILITI	IES AGREEMEN ITIES AGREEMENTS	NTS	
Degree p cycle,secon	rogrammes (first- d-cycle, long-cycle) -	Admission for	postgraduate 2020/21	e studies	
2 Application process	to studies for the academic year 2020/2021	As part of the recruitm postgraduate studi acac	ent you can apply for es conducted by unit demic year 2020	admission to s of UW in	



10. In the winter semester of the academic year 2021/2022 you can register for "4EU+ Courses".

* UNIVERSITY OF WARSAW					
*/		News	Studies	Units	Registration
4EU+ Alliance 2020/2021 The list of studies displayed on this page is limited to the selected registration. If yo	ou want to see the rest of the offer, selec	t a different reį	😂 sw	vitch registrations 🗴	cancel selection
☆ → Studies					
Studies					
Filters	Only with	h active pł	nase Q		Filter G 🖉
• 4EU+ Courses					

11. Click on the "Sign up" button.

• UNIVERSITY • OF WARSAW					
		News	Studies	Units	Registration
4EU+ Alliance 2020/2021 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 re	gistration.	witch registrations 🕻	cancel selection
☆ → Studies → 4EU+ Courses					
4EU+ Courses					
This programme includes an offer of courses and other educational modules which are open to stude PhD candidates of the 4EU+ Alliance member universities:	nts and		Table of	f contents	
and the second			De	etails	
4eu+			Code	e 4EUplus_z	
Alliance University of Warsaw POLMO Charles University OZCH REFUBLIC Haldebare University OZCH REFUBLIC			Ask about	this programme	saw
Sorbonne University PUANCE University of Copenhagen (Chankark University of Milan (TALY) ##80phis: www.4euphis.cu		Phas	se 2 (0 <u>2.10.2020 1</u> -) Si	<u>0:15 - 12.11.</u> 20 gn up	20 23:59)
Charles University (Czech Republic)		Past phases in th o Phase 1 (1	nis registration: 18.08.2020 22:15 - 30.	09.2020 23:59) 👁	



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

***			News	Studies	Units	Registration
4EU+ Alliance 2020/2021 The list of studies displayed on this page is lin	nited to the selected registration. If yo	ou want to see the rest of the offer,	, select a different re	😂 sw	vitch registrations 🛪	cancel selection
$^{\clubsuit}$ → Studies → 4EU+ Courses						
4EU+ Courses Within the specified deadlines ren • fill out the forms with addit This programme includes an offer of courses PhD candidates of the 4EU+ Alliance membr	nember to: ional information. s and other educational modules wh er universities:	ich are open to students and		Table of	contents	
	A eu+			De	tails	
4EU+	4001			Code Organizational unit	• 4EUplus_z • University of War	saw
Alliance	University of Warsaw POLAND Charles University CZECH REPUBLIC Heidelberg University GERMANY			Ask about t	this programme	
	Sorbonne University FRANCE University of Copenhagen DENMARK University of Milan ITALY www.feunlus.eu		Phas You have alre	e 2 (02.10.2020 10 eady applied for thes	0:15 – 12.11.20. e studies in this r	20 23:59) egistration phase.
	Ann. topics.to		Your application: • 4EU+ Allia Phase 2 (0	s for this programme (ince 2020/2021)2.10.2020 10:15 - 12.1	go to my applicatio	 ons):

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

o this end, Inrollment	follow the applicatio	link ns".	he specified (deadlines reme <u>ms with additic</u>	mber to: <u>nal information</u> .	or click	< "My accou	nt" and then
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* UNI	VERSITY WARSAW	REGISTRATION			4		-	
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fill out Account settings	Personal forms	enal information	Payments	Messages	Notifications	Consents		Help
Make sure to regist	ent applicat er for all desired stud	tions ly programmes. nce 2020/2021						(open) Academic year 2020
Descr	iption							<u>*</u>
[4EUplus_z] 4E	U+ Courses							
Ph o a	ase 2 (X withdraw) 2.10.2020 - 12.11.2020 Qualification criteria S Application history	Recruitme O not req	ut fee uired	Score	Qual	ification status	Decision	more



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

Account settings	Personal forms	Enrollment applications	Payments	Messages	Notifications	Consents			Help
Enrollme	ent applica	tions							
/lake sure to regist	er for all desired stu	dy programmes.							
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0	2.10.2020 - 12.11.2020	Recruitmen	t fee	Score	Qual	ification status	Deci	sion	
4	Qualification criteria	O not requ	uired					-	
	Application history					more	e	more	
	Courses	Choose courses the	at you want to a	attend during yo	ur studies. ECTS	credits limit: 30	(used: 0).		
		Please provide add	itional informa	tion in order to	complete registra	tion:			
Ad	lditional information	Home University	ity (filled out)						
		Required docu	iments (filled out	t)					
		You need to submit You need to fill in a	your application	on in order to tal	ke part in the recr e you can submit y	uitment proces	5.		
			🖹 Docur	ments and furth	er steps				

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	
		WYŚWIETL PO POLSKU
Study programmes 🔍 Cou	rse search 🕜 Information for students	
ECTS Course	Catalogue - choose your courses	×
You have be studies and • Find a co • On the co After you fin upper part co	in redirected to the ECTS Course Catalogue - information site for ourses. In order to add a course to "the selected courses": urse and visit its page. Purse page, click the " <i>Add to the selected courses</i> " button. sh selecting, click the " <i>Finish selecting</i> " button (you will find it in the page).	e to ECTS Catalogue! n the n you find on this page? tion on didactics, e studies, course s., read more
First-	I understand, let's begin Get me of	but of here!
Second- cycle studies Studies in foreign language Other studies	American Studies Anthropozoology Applications of Physics in Biology and Medicine Applied Animal Psychology	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> <u>box</u> .
List of faculties	Applied Chemistry Applied Geology Applied Hispanic Studies Applied Linguistics	



16. Select "Courses search".

		WYŚWIETL PO POLSKU
Study programmes	rse search 🛛 Information for students	S
• No cou	lumber of selected courses: 0 Finish selecting	
Search for courses:	Course name (optional)	Search
organized by conducted in related with the field of study	any faculty any language any area	conducted during selected terms Academic year 2020/21 Summer semester 2020/21 Winter semester 2020/21 Winter trimester 2020/21 Academic year 2019/20
with attribute value	Type of course 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.**

			WYŚWIETL PO POLSKU
😂 Study programmes 🔍 Cou	rse search 🛛 🕢 Informatio	n for student	s
• No cou	Number of selected courses: 0	Finish selecting	
Search for courses:	Course name (optional)		Search
organized by	any faculty	~	conducted during selected terms Academic year 2020/21
conducted in	any language	~	□ Summer semester 2020/21 ✓ Winter semester 2020/21
related with the field of study	any area	~	Winter trimester 2020/21 C Academic year 2019/20 Summer semester 2019/20
with attribute value	Type of course		Side and State 2015/20
	any value	~	Some course attributes are
	Course dedicated to a programme		active only in specific terms,
	4EU+Courses	~	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.

University of	Warsaw	444	See other Course Catalogues in Poland
go to the main portal		ECTS course catalogue	
			WYSWIETL PO POLSKU
😂 Study programme:	s 🔍 Course	search 🕖 Information for students	
Term codes: 2020, 2020Z dodicated t 4EU+Courses	Num • No courses	ber of selected courses: 0 Finish selecting selected Choose a faculty to see matching courses: Institute of German Studies - 2 matches Faculty of Applied Linguistics - 1 match	

19. Click "Add to the selected courses".

University of Warsa		
	ECTS course catalogue	
		WYSWIETL PO POLSKU
😂 Study programmes 🔍 🤇	Course search 🚺 Information for students	
	Number of selected courses: 0 Finish selecting	
	o 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	Add to the selected courses	-
ECTS credits: 3	This course has not yet been described	
Language: German	Type of course	
Organized by: Institute of German	elective courses	
Studies (for: University of Warsaw)	foreign languages	
	general courses	
Related to study programmes:	Mode	
Inter-faculty Studies in Bioinformatics 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 course you need to repeat the whole procedure.
- 21. Once you have added all the courses, click "Finish selecting".

University of Warsa		
go to the main portal	ECTS course catalogue	
		WYŚWIETL PO POLSKU
😂 Study programmes 🔍	Course search	
• <i>c</i> • d	Number of selected courses: 2 Finish selecting escriptive Grammar - German erman (B2) language practice	
Conducted in term: 2020	Descriptive Grammar - German 3200-L2-OGOBN	C
Erasmus code: 09.0	This course is now selected. Undo	selection?
ECTS credits: 4	The course in Descriptive Grammar of German as language B (p	parts 1 and 2) is meant as an
Language: German	introduction to the mainstream approaches in German descript criteria are combined with a strong functional focus.	tive grammar, in which structural
	A major part of the full course, which lasts two semesters, is de	voted to an overview of the basic
Linguistics	1. the major word classes and the associated phrases (in particul	ular the VP, NP, AdjP and German
	2. the structure of basic clause patterns (viewed against the bac	kground 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); inking (use of connectives
	coordination, and subordination);	
	 the grammatical means involved in information management (including the notions of topic and focus, ellipsis and word order) 	t in the clause and beyond er).
	Among the goals of the course, apart from acquainting student	ts with German grammar



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



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

ccount settings	Personal forms	Enrollment applications	Payments	Messages	Notifications	Consents			He
Enrollm Make sure to regis	ent applicat	L IONS Iy programmes.							
[4EU_202	oj 4EU+ Alliai	nce 2020/2021							(open)
Descr	ription							Academ	×
[4EUplus_z] 4	EU+ Courses								
P	hase 2 (X withdraw) 02.10.2020 - 12.11.2020 Qualification criteria Application history	Recruitmen O not requ	t fee Jired	Score 	Qu	alification status more		Decision 	more
	Courses	Choose courses tha	it you want to	attend during yo	ur studies. ECT	5 credits limit: 30 (used: 0).		
Ad	dditional information	Please provide addi Home Universi Required docu	tional informa ty (filled out) ments (filled out	tion in order to (complete registr	ation:			
		You need to submit You need to fill in al	your application your required in	on in order to tal	e part in the re you can submit	cruitment process		-	
			🖹 Docur	ments and furth	er steps				



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

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- Attach in PDF format a certificate of enrolment issued by your home university **or** 4EU+ Learning Agreement in order to confirm your current, active student status, 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".

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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, which will appear in your IRK account.

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FURTHER STEPS FOR STUDENTS WHO HAVE BEEN QUALIFIED AND ADMITTED IN THE IRK ACCOUNT.

28. Use the Username and the same password you have already used when creating your IRK account in order to log in to the University of Warsaw student services: USOSweb portal, the CAMPUS e-learning platform, or any other UW services. An automatically generated Username will be sent to your private email account.

Uniwersytet Warszawski
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Enter your Username and Password to continue.
Username:
Password: Hide my identifier
forgotten password new account list of services about this page polska wersja

29. Once your application is verified, you will be matriculated at the University of Warsaw and you gain:

 Access to the USOSweb portal: USOSweb is an online Student Information System which supports the management of your studies and academic records. You can find there important information about your working groups, course schedule, syllabi and ECTS points concerning selected courses:

https://usosweb.uw.edu.pl/kontroler.php? action=actionx:news/default()





- student email account. To log in, you need to follow the instructions under this link: <u>https://it.uw.edu.pl/en/uslugi/UslugiMojaPocztaGmailStudent/</u>
 - Please make sure you check your student email account regularly because all the correspondence regarding your courses will be delivered to this account only.
 - You are advised to use this email account for all communication with academic teachers, course instructors and administrative staff from the University of Warsaw.



30. Each course instructor decides individually which online learning platform they are going to use to conduct their course. The course instructor usually informs students about the selected platform and how to log in by email before the start of the course. If you have not received a message regarding this matter please contact your course instructor directly (all contact information can be found in USOSweb platform and in the syllabus).

- Our internal platform for online learning at the University of Warsaw is the CAMPUS elearning platform (<u>https://kampus.come.uw.edu.pl/</u>). Note: each course instructor can choose another online platform for their classes (for example ZOOM, Google Meet or MS Teams). In order to receive the latest information on how to successfully log in and join online courses you have selected, you are advised to check your UW student email account regularly, because only there you will find updates on your courses.
- If you don't receive any information about the classes on time, don't hesitate to write directly to the course instructor.





31. If you want to change your password or check your data on your student account, you can do it yourself via this website (you log in using your student account password used for your USOSweb account): <u>https://mojekonto.uw.edu.pl/</u>

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Sign in using the button below. You will be redirected to the Central Authentication System.
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