

**ORDINANCE 94/2024**  
**of the Rector of the University of Wrocław**  
**of 13 May 2024**

***on the introduction of the Procedure of registration in the system of the Internet Registration of Candidates (IRK) 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 2024/2025***

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 223/2023 of the Senate of the University of Wrocław of 20 December 2023 on the rules of admission to the Doctoral School of the University of Wrocław for education programmes commencing in the academic year 2024/2025, it is ordered as follows:

§ 1. The *Procedure of registration in the system of the Internet Registration of Candidates (IRK) and the organisation of the recruitment process for the first year of studies at the Doctoral School of the University of Wrocław in 2024/2025 academic year*, hereinafter referred to as the recruitment Procedure, constituting the Appendix to this Ordinance, is hereby introduced.

§ 2. Candidates are registered for education programmes 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.

**Prof. Dr. Hab. Robert Olkiewicz**  
**RECTOR**

***Procedure of registration in the system of the Internet Registration of Candidates (IRK) 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 2024/2025***

**I. RECRUITMENT FOR EDUCATION PROGRAMMES CONDUCTED IN POLISH FOR POLISH CITIZENS AND FOREIGNERS, FOR EDUCATION PROGRAMMES IN ENGLISH FOR POLISH CITIZENS, AND FOR EDUCATION PROGRAMMES FOR FOREIGNERS 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 and in English, 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](http://www.irka.uni.wroc.pl) and [www.rekrutacja.uni.wroc.pl](http://www.rekrutacja.uni.wroc.pl) within deadlines specified in the recruitment schedule determined by a separate ordinance of the Rector.

**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 approves 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 enrolment 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 223/2023** of the Senate of the University of Wrocław of **20 December 2023** on the rules of recruitment to the Doctoral School of the University of Wrocław for the education programme commencing in the academic year 2024/2025), 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 223/2023. **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 for 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 or 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 proper photograph in the IRK system, any consequences of this will be borne solely by the candidate, in particular those resulting from the inability to produce a doctoral student ID card entitling the candidate to use their 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. Foreigners applying to programmes conducted in English also attach:
  - 1) certificate or attestation confirming the command of English at the level determined in the recruitment rules for the Doctoral School. This requirement does not apply to persons who have completed their education in English or those to whom English is their native language;
  - 2) photocopy of the passport or another document proving the identity of the candidate for the Doctoral School;
  - 3) completed and approved form confirming the lack of Polish citizenship.

### § 3

1. The registration in the IRK 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 enrolment fee referred to in § 5 section 1, subject to § 5 section 8;
  - 3) attaches in the IRK system the required documents, and if applying to education programmes conducted in English for foreigners also the documents referred to in § 2 section 3 items 1-3.
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 shall not be held responsible for the inability to register or make changes caused by network failures independent of the University or by periodic overloading of the University of Wrocław servers.
5. The University shall not be held responsible for the consequences of creating accounts in the name of candidates through third parties.

### § 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; section 3 items 1-3;
  - 2) selecting and changing of the education programme at the Doctoral School of the University of Wrocław;

- 3) confirming by the 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 section 1 items 6-7 shall be delivered by the IRK system with an official acknowledgement of receipt (UPO). The candidate may pick up the decision made available to them in the system within 14 days from the date it was made accessible. The decisions unclaimed by the candidates are deemed to have been delivered after the deadline.
  3. In order to include in the personal file of a doctoral student the decision made in electronic form, an employee of the Secretariat of the Doctoral School shall make a printout of it from the system and affix their own signature with an indication of the date of signature.
  4. 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.
  5. Messages posted to the candidate's individual account are considered to be communicated and announced in a binding manner.
  6. 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).
  7. 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.

## **ENROLMENT FEE**

### **§ 5**

1. The enrolment fee referred to in § 2 section 1 item 5 is PLN 150,00 for each selected education programme in a specific scientific discipline.
2. The candidate pays the total enrolment 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 enrolment 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 in the recruitment process if the enrolment fee is paid after the date specified in the recruitment schedule.
4. Proof of payment of the enrolment fee will be visible in the candidate's individual registration account within 5 working days of the wire 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 enrolment fee to the chosen education programmes at the Doctoral School, or to set them up on their own at the latest by the closing date for online registration. In the case of payment of the enrolment fee in the amount lower than it results from the number of selected education programmes and lack of self-determination of priorities, the paid enrolment 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 enrolment 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 enrolment 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. Cancellation of the 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 enrolment fee are set out in sections 9 to 13.
8. The enrolment fee is non-refundable, except in the cases referred to in section 9.
9. The candidate may apply for a refund of the enrolment fee (a template application is set out in **Appendix 1** to this recruitment Procedure and **Appendix 6** – Fee Refund Form, to this recruitment Procedure in the case of foreign candidates for programmes in English) by 15 October 2024 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](mailto:szkoladoktorska@uwr.edu.pl).  
 Once the deadline for submission has passed, the candidate loses the right to a refund of the enrolment fee.
10. The decision to refund the enrolment 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 enrolment fee. The enrolment 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 enrolment fee.
13. The refunded enrolment 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 enrolment 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](mailto: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 enrolment fee is taken by the Rector.

## **STAGES OF THE RECRUITMENT PROCEDURE**

### **§ 6**

1. Recruitment Committees conduct recruitment proceedings on the dates 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 has been 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 – among them those applying for programmes in English - 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 in their individual account in the IRK system, which mean:
  - 1) An **unqualified candidate** is a candidate who did not pay the enrolment 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 223/2023 of the Senate of the University of Wrocław of 20 December 2023 on the rules of recruitment to the Doctoral School of the University of Wrocław for the education programme commencing in the academic year 2024/2025;
  - 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 223/2023 of the Senate of the University of Wrocław of 20 December 2023 on the rules of recruitment to the Doctoral School of the University of Wrocław for the education programme commencing in the academic year 2024/2025 (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 "accepted candidate". In other cases, the "reserve candidate" becomes the "unaccepted 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) An **unaccepted** 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 prior uploading documents 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 has opted out of 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](mailto: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 schedule 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 223/2023 of the Senate of the University of Wrocław of 20 December 2023 on the rules of recruitment to the Doctoral School of the University of Wrocław for the education programme commencing in the academic year 2024/2025, 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 223/2023 of the Senate of the University of Wrocław of 20 December 2023 on the rules of recruitment to the Doctoral School of the University of Wrocław for the education programme commencing in the academic year 2024/2025.
3. 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.
4. 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 a 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. Acceptance of documents is determined by the date of receipt of documents, not the date of mailing (postmark date). The documents may be delivered on the dates 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.

## **APPEAL PROCEDURE FOR REFUSAL OF 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 223/2023 of the Senate of the University of Wrocław of 20 December 2023 on the rules of recruitment to the Doctoral School of the University of Wrocław for the education programme commencing in the academic year 2024/2025 - 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 the issuance of 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*).

### **§ 9**

1. The Secretary of the Recruitment Committee shall be responsible for informing foreign candidates about the recruitment procedure to the Doctoral School for educational programmes conducted in English and verifying the documents submitted in the recruitment process.
2. With regard to the administrative service of foreign candidates, admitted by the decision of the Rector to the Doctoral School for educational programmes conducted in English, the Secretary of the Recruitment Committee:
  - 1) verifies the candidate's electronic application formally and substantively;
  - 2) verifies that the enrollment fee has been paid to the account of the University of Wrocław;
  - 3) verifies that the diploma or other document presented gives the right to apply for admission to the Doctoral School;
  - 4) checks the accreditation of the university from which the candidate graduated;
  - 5) verifies a language certificate or a certificate confirming English language proficiency at the level required by the admission rules of the Doctoral School;
  - 6) generates a certificate of admission to the Doctoral School;



- 7) prepares a letter to the territorially competent Polish consular office, supporting the candidate in the visa process;
  - 8) generates a draft decision on admission to the Doctoral School of the University Wrocław;
  - 9) upon receipt of the decision by the candidate admitted to the Doctoral School of the University of Wrocław, transfers the set of documents to the head of the relevant Doctoral College, and transfers the personal data to the USOS system.
3. The duties of the Secretary of the Recruitment Committee serving foreign candidates for an education programme in English include, in particular, the following:
- 1) evaluation of the application of a foreign candidate admitted to the Doctoral School by the Rector's decision (including by generating individual protocols in the IRK and attaching aggregate protocols in the IRK, on the basis of which it will be possible to prepare a draft decision on admission) within 7 days of receiving the application in the IRK system;
  - 2) assistance in finding a supervisor/referral to the right person based on the applicant's scientific interests;
  - 3) continuous cooperation with the Secretariat of the Doctoral School, in particular, in preparing statistics for reports, confirming the status of a doctoral student, in connection with inquiries from the Border Guard, as well as other ongoing activities relating to English language education at the Doctoral School.

## **II. PERSONAL DATA PROCESSING**

### **§ 10**

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 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 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 devices 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 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 Research  
University of Wrocław  
through  
Secretariat of the Doctoral School  
ul. Kuźnicza 46/47  
50-138 Wrocław**

**APPLICATION FOR A REFUND OF THE ENROLMENT FEE**

I request a refund of the enrolment 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 the fee (*indicate the reason*)

Please transfer the refunded enrolment 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 2024.

Decision by the Vice-Rector for Research:

.....  
.....

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

\*tick as applicable

.....  
(place, date)

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

.....  
(residential address)

.....  
(PESEL/passport number)

.....  
(phone number)

**Vice-Rector for Research  
University of Wrocław  
through  
Secretariat of the Doctoral School  
ul. Kuźnicza 46/47  
50-138 Wrocław**

**APPLICATION FOR EXEMPTION FROM THE ENROLMENT FEE**

I request a waiver of the enrolment 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  
University of Wrocław  
ul. Kuźnicza 46/47  
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 2024/2025 (education programme in the scientific discipline

.....

- Doctoral College .....

At the same time, I acknowledge that pursuant to § 5 section 7 of the Regulation on the introduction of the *Procedure for Registration in the system of the Internet Registration of Candidates (IRKa)* 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 2024/2025, resignation from undertaking studies at the Doctoral School of the University of Wrocław does not constitute grounds for reimbursement of the enrolment 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 2024, item 572, 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 2024/2025**, 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>Sex</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>Enrolment fee</i>	
Rok akademicki <i>Academic year</i>	
Powody zwrotu <i>Reason for refund</i>	
Kwota żadanego zwrotu <i>Amount of refund requested</i>	

**Metoda zwrotu / Refund Method**

Nazwa banku <i>Bank name</i>	
Adres banku <i>Bank address</i>	
Numer konta (IBAN) <i>Account number (IBAN)</i>	
Numer BIC/SWIFT <i>BIC/SWIFT number</i>	
Posiadacz konta <i>Account holder</i>	
Adres posiadacza konta <i>Account holder address</i>	

**Podpis Doktoranta / signature**

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