



INTERNET ADMISSION OF CANDIDATES: CONDITIONS FOR PARTICIPATION AND PROCEDURE

§ 1. General conditions

1. The University of Gdańsk operates the Internet Admission of Candidates (hereinafter referred to as IRK) for all fields of full-time and part-time studies.
2. The candidate applying to be admitted to studies shall accept the conditions of the University's admissions, including:
 - 1) consent to the processing of personal data in order to conduct the admissions procedure and document the course of study. Lack of consent to the processing of personal data shall prevent participation in admissions,
 - 2) consent to receiving an electronic decision in the event of not being admitted into studies,
 - 3) confirmation of familiarity with the UG's admission rules.
3. The University shall not be responsible for the candidate incorrectly entering data into the IRK system, particularly factually inaccurate results of the secondary school final examination and grades from the secondary school leaving certificate, the average of the study grades or the grade on the diploma.
4. The University shall not be responsible for the candidate attaching incomplete, illegible or faulty scans of documents confirming additional qualifications or failing to attach such documents.

§ 2. Creating an account in the IRK system

The candidate should register at irk.ug.edu.pl and subsequently:

- 1) Activate the account in the IRK system by clicking on the activation link sent by email,
- 2) Log into the IRK system,
- 3) Complete the questionnaire with personal and address details.

§ 3. Registration to chosen fields of study by a candidate in possession of a document issued in Poland which qualifies the bearer to undertake studies

Having registered in the IRK system, the candidate in possession of a document issued in Poland which qualifies the bearer to undertake studies shall be able to enrol for any number of fields of study. In order to do so, for each separate field, he/she should:

- 1) Enter data on the document which qualifies the bearer to undertake studies – in the case of enrolment for the first field of study or if this data has not been previously provided. This step may be omitted for subsequent fields of study at the same level,
- 2) Select the field of study and proceed to the relevant registration form,
- 3) Provide the results which constitute the qualification criteria by the end of the registration deadline for the relevant field of study,
- 4) Attach files with documents (scans or photographs) confirming additional qualifications (Olympiad contest, competition, sport class); if he/she does not attach these files or attach incomplete, illegible or faulty files, the additional qualifications will not be considered during the admissions process,
- 5) Finalise registration for the given field of study by clicking the “Save” button,
- 6) Verify that the results saved in the IRK do not contain errors – editing results shall only be possible until the end of registration for a given field, after which the option of data edition will be blocked and failure to edit by this time shall result in the candidate participating in admissions with the incorrect (lower) result,
- 7) If a qualifying (entrance) examination is a requirement for a given field of study, check the venue and date of this examination.

§ 4. Registration to chosen fields of study by a candidate in possession of a document issued outside Poland which qualifies the bearer to undertake studies

Having registered in the IRK system, the candidate in possession of a document issued outside Poland which qualifies the bearer to undertake studies shall be able to enrol for any number of fields of study. In order to do so, for each separate field, he/she should:

- 1) Enter data on the document which qualifies the bearer to undertake studies – in the case of enrolment for the first field of study or if this data has not been previously provided. This step may be omitted for subsequent fields of study at the same level,
- 2) No later than five working days before the end of registration to the chosen field of study, send a complete set of the required documents to the email address indicated in the IRK system for the verification of qualifications and conversion of grades from a foreign certificate or diploma,
- 3) Await feedback from an employee of the Admissions Office or the International Office, confirming that the converted results and scans of accepted documents have been entered into the IRK system,
- 4) Select a field of study and proceed to the relevant registration form,
- 5) Finalise registration for the given field of study by clicking the “Save” button,

- 6) If a qualifying (entrance) examination is a requirement for a given field of study, check the venue and date of this examination.

§ 5. Application fee

1. The candidate should pay the application fee no later than on the last day of registration for a field of study to the account number provided in the "Payments" tab. The fee may also be paid at the UG Cash Office.
2. The payment of the application fee is a condition necessary for the participation in the Polish language examination, overseen by a committee appointed by the Dean of the UG's Faculty of Languages or the Director of the UG's Academic Centre of Polish Language and Culture for Foreigners, and in the English language examination.
3. Should the timely payment of the application fee not have been recorded in the IRK system or should this payment not have been assigned to a particular field of study, the candidate shall be required to submit proof of payment the day after the end of the registration (in person, by a third party or scanned and emailed with the indication of the field of study to which the payment refers):
 - 1) to the Admissions Office or to the admissions committee for a given field of study – for Polish citizens, EU/EFTA citizens and persons referred to in Article 324 section 2 of the Act of 20 July 2018 – Law on Higher Education and Science,
 - 2) to the International Office – for the remaining candidates.Failure to comply with this obligation shall exclude the candidate from the admissions procedure.
4. When a UG employee receives proof of payment, the payment for the field of study shall be recorded in the IRK system.
5. Should the payment not have been assigned to an appropriate field of study and the registration:
 - 1) is still in progress – the candidate may relocate the payment within the IRK system by himself/herself;
 - 2) has ended and the candidate list has not been announced – the candidate should contact the Admissions Office to request relocation of payment.
6. Failure to pay the application fee for a given field of study within the deadline specified in point 1 shall exclude the candidate from the admissions procedure.
7. In justified circumstances the candidate may seek reimbursement of the application fee paid. The conditions for the reimbursement of the application fee have been specified in the appropriate decree of the Rector.

§ 6. Entrance examinations

1. For fields of study which require entrance examinations or interviews, the admissions committee shall inform candidates of the time and place of the aforementioned examinations by sending messages via the IRK system and e-mail.

2. Only persons who have made timely payment for the application fee for a given field of study shall be entitled to participate in the examinations.

§ 7. Announcement of the candidate list

1. The admissions committee for a given field of study shall verify the candidates' additional qualifications and subsequently, at a set date, announce the candidate list in the IRK system.
2. The list shall comprise all those persons who have paid the fee.
3. All persons within the place quota shall be qualified for admission while the number of stand-by candidates shall be specified by the authorities of a given faculty.

§ 8. Submitting documents to the committee by persons qualified for admission and persons with "stand-by" status

1. Candidates qualified to be admitted into a given field and candidates with "stand-by" status shall be obliged to submit a complete set of the required documents (specified in Annex no. 4 to the Resolution) in paper form at the seat of the admissions committee within its next four working days from the announcement of the candidate list.
2. The documents may be submitted in person, by a third party or sent by post or courier (accepted by date of delivery and not of dispatch). Authorisation shall not be required for submission of documents by a third party.
3. The remaining candidates shall not be qualified to submit documents with the committee with the exception of the situation described in point 6.
4. A "stand-by" candidate shall take the place of a person "qualified" (according to the ranking) if that person has failed to submit a complete set of documents within the required deadline, withdrawn their participation in enrolment or has been disqualified.
5. Failure to submit a complete set of documents within the required deadline shall result in a decision not to admit the person to a given field of study.
6. Should the quota of places not be filled after the deadline for submitting documents has passed, the admissions committee shall have the option of allowing subsequent candidates from the candidate list (according to the ranking) to submit documents on the basis of the number of places available, and of designating three consecutive committee working days in which the documents are to be submitted, with the proviso that candidates with "qualified" and "stand-by" status who were obliged to submit documents after the announcement of the candidate list but failed to do so will not have the option of submitting them at the second appointed time.
7. For the duration of the admissions procedure, candidates who obtained their education outside Poland may use the scans of documents listed in Annex no. 4. They shall be obliged to submit the required documentation in paper form no later than by 30 October 2023 to:
 - 1) the Admissions Office – for EU/EFTA citizens and persons referred to in Article 324 section 2 of the Act of 20 July 2018 – Law on Higher Education and Science,
 - 2) the International Office – for the remaining candidates.

Providing complete documentation in paper form is a necessary requirement for a person accepted into study to be entered into the register of students.

§ 9. Announcement of candidates accepted

1. After the document submission stage has concluded, the appropriate admissions committee shall publish in the IRK system a list of persons accepted into the given field of study.
2. The aforementioned list shall contain the names of candidates who have obtained the number of points allowing them to qualify for the given field as part of the place quota and who have submitted a complete set of documents within the deadline.
3. Candidates shall be accepted into studies by being entered into the register of students, while those not accepted shall receive an electronic decision on non-acceptance into studies.

§ 10. Secondary enrolment

1. Secondary enrolment shall be addressed exclusively to candidates who have applied to be admitted to a given field of study in the primary enrolment but have not been accepted. Information on secondary enrolment shall be communicated to candidates by the admissions committee via a message in the IRK system and by e-mail.
2. The admissions committee shall specify a two-day deadline within which the candidate interested in secondary enrolment may enrol for a field of study.
3. The candidate shall enrol for a field of study as part of the secondary enrolment by using a link received from the committee. The link shall only be active for the two days indicated by the committee in the message.
4. Secondary enrolment shall be conducted on the basis of results obtained in primary enrolment.
5. After the two-day enrolment deadline, the admissions committee shall announce the list of candidates. The list shall contain all those persons who have enrolled for the field of study within the deadline specified by the committee. Persons within the place quota shall be qualified for admission, while the number of stand-by candidates shall be specified by the authorities of a given faculty.
6. Candidates qualified for admission and those with "stand-by" status (with the exception of candidates in possession of a document issued outside Poland which qualifies them to undertake studies) shall be obliged to submit a complete set of the required documents in paper form at the seat of the admissions committee for a given field of study within four consecutive committee working days from the announcement of the candidate list. Failure to submit a complete set of documents within the required deadline shall be taken as withdrawal from further enrolment in the given field of study. A "stand-by" candidate shall take the place of a person "qualified" (according to the ranking) if that person has failed to submit a complete set of documents within the required deadline or has withdrawn their participation.

7. For the duration of the admissions procedure, candidates who obtained their education outside Poland may use the scans of documents listed in Annex no. 4. They shall be obliged to submit the required documentation in paper form no later than by 30 October 2023 to:

- 1) the Admissions Office – for EU/EFTA citizens and persons referred to in Article 324 section 2 of the Act of 20 July 2018 – Law on Higher Education and Science,
- 2) the International Office – for the remaining candidates.

Providing complete documentation in paper form is a necessary requirement for a person accepted into study to be entered into the register of students.

§ 11. Additional enrolment

Additional enrolment shall be conducted under the rules which apply to primary enrolment and shall be addressed to all candidates for studies, irrespective of whether they have taken part in the primary enrolment for the given field of study. Notification of additional enrolment and deadlines for the admissions procedure for a given field of study shall be published on the University of Gdańsk website.