IRK REGISTRATION GUIDE





High ratings in the evaluation of taught scientific disciplines, an opportunity to study in an international environment, international exchanges and a student-friendly city make the University of Opole worth studying.

The University of Opole comprises twelve faculties, nineteen institutes and many closely co-operating units. We form a dynamic, modern and versatile organism.

Hei,

Tere Hei Hej

High ratings!

We are a young university (in 2024 we will celebrate our 30th anniversary), but we have great teaching and scientific achievements and several decades of

do celów statutowych, archiwalnych, statystycznych;

- 5. Podanie danych jest dobrowolne, jednak konieczne do realizacji celów, do jakich zostały zebrane, niepodanie wymaganych informacji (danych osobowych) skutkować będzie niezakwalifikowaniem do procesu rekrutacji na studia.
- 6. Dane nie będą udostępniane podmiotom zewnętrznym z wyjątkiem przypadków przewidzianych przepisami prawa, nie będą również bez Pani/Pana zgody przekazywane do państw trzecich;
- 7. Pani/Pana dane osobowe przetwarzane będą przez okres do zakończenia rekrutacji (lub do czasu usunięcia przez panią/Pana konta w przypadku wyrażenia oddzielnej zgody na uczestnictwo w kolejnych rekrutacjach), w razie przyjęcia na studia Pani/Pana dane osobowe będą przetwarzane przez czas trwania studiów, a następnie w celach archiwalnych przez okres 50 lat od daty zakończenie studiów.
- 8. Pani/Pana dane nie będą przetwarzane w sposób zautomatyzowany i nie będą poddawane profilowaniu.
- 9. Posiada Pani/Pan prawo do: uzyskania informacji o przetwarzaniu danych osobowych i uprawnieniach przysługujących zgodnie z RODO, dostępu do treści swoich danych oraz ich sprostowania, a także prawo do usunięcia danych osobowych ze zbiorów administratora (chyba że dalsze przetwarzanie jest konieczne dla wykonania obowiązku prawnego albo w celu ustalenia, dochodzenia lub obrony roszczeń), oraz prawo do ograniczenia przetwarzania, przenoszenia danych, wniesienia sprzeciwu wobec przetwarzania w przypadkach i na warunkach określonych w RODO.
- 10. Posiada Pani/Pan w procesie rekrutacji na studia również prawo do wycofania zgody w dowolnym momencie, przy czym wycofanie zgody nie wpływa na zgodność z prawem przetwarzania danych dokonanego przed jej wycofaniem.
- 11. Wycofanie zgody na przetwarzanie danych osobowych polega na usunięciu swojego konta z systemu rekrutacji, wycofanie zgody można również przesłać e-mailem na adres <u>rekrutacja@uni.opole.pl</u>, adresy do poszczególnych Komisji rekrutacyjnych dostępne na stronach zawierających opis oferty studiów, pocztą tradycyjną na adres jak w punkcie 1 lub zgłosić osobiście stawiając się w miejscu pracy Komisji w tym przypadku dane i konto usuwa administrator systemu.
- 12. Wszystkie przetwarzane przez UO Pana/Pani dane osobowe są dostępne po zalogowaniu się do indywidualnego konta w systemie informatycznym obsługującym rekrutację na studia (IRK), systemie obsługi Studiów USOS, lub w dziekanacie właściwym dla kierunku studiów.
- 13. W celu realizacji praw, uzyskania informacji o przetwarzaniu danych osobowych i uprawnieniach przysługujących zgodnie z RODO, należy złożyć wniosek do Inspektora Ochrony Danych.
- 14. Posiada Pani/Pan prawo do wniesienia skargi do Prezesa Urzędu Ochrony Danych Osobowych, jeżeli jeśli uzna Pani/Pan za uzasadnione, że Pani/Pana dane osobowe są przetwarzane niezgodnie z obowiązującymi przepisami prawa.

Błędy danych

Przyjmuję do wiadomości, że Uniwersytet Opolski nie ponosi odpowiedzialności za błędne wprowadzenie danych przez kandydata w systemie IRK.









Recruitment for first-cycle, secondcycle and master's degree studies

Recruitment for the academic year 2024/2025

Language Courses

Language Courses 2024



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 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 * 0/40 Second name * 0/40 I don't have a middle name Surname * 0/40 **PESEL number** 0/11 The PESEL number is required for Polish citizens. Gender * -- select --× Date of birth * dd.mm.rrrr Place of birth * 0/60 Country of birth * -- select --Š If you do not have Polish citizenship, make sure to I have Polish citizenship * no × choose the correct option, otherwise the section with the **PESEL** number will be obligatory and you Citizenship * -- select -v will not be able to proceed. 🖺 Save



			contact information.
Address and contact i	information		
While typing your personal da such as city and street name nstead.	ata, remember that if you're s) are written with a capital	enrolled, your data will be uploaded t letter. Only the first letter should be c	d to university systems and printed on university issued documents. In Polish, proper name capital, not all of them. Do not enter Cyrillic or Chinese characters, use Latin transcription
* – Fields marked with asterisk	symbol are required.	🖺 Sa	Save
Contact information			
Email add	ress k.pace22.07@gmail.	com 21	21 / 254
	page.		
Phone numb	er *	(0/20
Alternative phone num	ıber	(0/20
Address of residence			
Count	ry * select		▼
Postal co	de * 00-000		^{0/6} Fill in the required information and double che
Tov	vn *	(everything is correct. All correspondence will
Town si	ze* select		 sent to the provided address.
St	reet	(0/80
	If your address does this field empty.	not contain a street name, please leav	ave
Building numb	er *	(0/20
Apartment num	ıber	(0/20
Address for correspon	dence		

ress than that of your residence, make box and provide the additional information.

Personal forms



Basic personal data	Proceed to the section <i>Education</i> .	Education 🖾 Additional personal information
Oata has been saved.		
Education		
(such as school names, city names) transcription instead. Do not put s * - Fields marked with asterisk symbol High school) are written with a capital letter. Only the first letter should be on paces or any other punctuation in document numbers.	apital, not all of them. Do not enter Cyrillic or Chinese characters, use Latin
High school type *	Foreign institution	~
High school name *	XYZ	3 / 200
	Start entering name of your school and the system will display Example: after typing 'Warsaw XXI' the system will display a looking for is not on the list, please enter it manually.	³ Information about your high school is required even if you plan to apply for MA programs.
High school city *	XYZ	3 / 50
High school country *	Armenia	×
		🖺 Save

Affiliations	
Affiliations	You can add information about your current or completed studies below.
	Or Add affiliation
Documents	Upload the required documents. You
Secondary education	You can add information about your matura exam or equivalent documents below. should attach your high schoo
	Add a document diploma even if you are applying for
	MA studies
Olympiads and other	Here you can add information about your olympiads and other achievements that you want to bene in the recruitment process.
in the recruitment	O Add a document
Higher education	Here you can add information about your higher education.
	• Add a document
Certificates and other	Here you can add information about your other documents that are to be taken into account.
documents	Add a document your recognized language certificate

Secondary education - documents

Add a document

* – Fields marked with asterisk symbol are required.

		oniess your document is caned specifically
Document type *	Foreign maturity diploma / secondary school leaving certificate	International Baccalaureate or Matura, make sure
Document year *	2022	to choose the option <i>Foreign maturity diploma</i> .
	Document year should be the same as in the issue date. If you don't have the	ent yet, but you will obtain it soon, please enter the current year.
Document number	123456789	9 / 200
	There should be no spaces in the number. If you took resit exams, please enter the	he document number and all annex numbers separated with commas.
Date of issue	30.04.2022	
lssuing institution type	Other	~
Issuing institution name	XYZ	3 / 200
	Please enter a town to display a list of institutions that are based in it. If the instit	ution you are looking for is not on the list, please enter it manually.
Place of issue	XYZ	3 / 80
Country of issue *	Armenia	~
Comment		0 / 500
	If you're adding a document of unknown type, please describe it!	



called specifically

Foreign maturity diploma / secondary school leaving certificate

Data has been saved. * – Fields marked with asterisk symbol are required. 🖹 Save After you save the document in the system, you Edit exam results Document type Foreign maturity diploma / second should immediately edit your grades to the system as well. Document year * 2022 Document year should be the same as in the issue date. If you don't have the document yet, but you will obtain please enter the current year. Document number 123456789 9/200 There should be no spaces in the number. If you took resit exams, please enter the document number and all annex numbers separated with commas. Date of issue 30.04.2022 Issuing institution type ----~ Issuing institution name XYZ 3/200 Please enter a town to display a list of institutions that are based in it. If the institution you are looking for is not on the list, please enter it manually. Place of issue XYZ 3/80 Country of issue * Armenia \sim Comment 0 / 500 If you're adding a document of unknown type, please describe it! Content of the second s 🖹 Save



Remember to attach a photo or a PDF file with your high school certificate in the system.

Foreign maturity exam

Exam score Taken Exam name Level | know Value my result Belarusian language (foreign maturity diploma) \Box ----While editing your grades, you need to check the Biology (foreign maturity diploma) ---correct subject and confirm that you know your score. When providing your score, remember that it Chemistry (foreign maturity diploma) ---should be converted to the Polish grading system Computer Science (IT) (foreign maturity diploma) \square ---(100-point scale). Instructions can be found here. English language bilingual (foreign maturity diploma) ----~ 97 \checkmark English language (foreign maturity diploma) ---French language bilingual (foreign maturity diploma) \Box ----French language (foreign maturity diploma) \Box ----Geography (foreign maturity diploma) ~ 97 \checkmark ----German language bilingual (foreign maturity diploma) \square ---- \square German language (foreign maturity diploma) ----Greek language and ancient culture (foreign maturity diploma) ----When choosing your subjects, make sure to check History (foreign maturity diploma) 97 what are the requirements of a specific program. ✓ \checkmark ---Otherwise, you will not be able to sign up in next

Save

steps.

Higher education - documents

Documents



Add a document

elds marked with asterisk symb	ool are required.								
Document type *	Foreign diploma and transcript of grades	Make sui document	e you s.	choose	the	right	type	of	the
Document year *	2020								
	Document year should be the same as in the issue date. If you don't have the	locument yet, bu	it you will	obtain it soon	, please	enter the	current y	ear.	
Document number	123456789						97	200	
	There should be no spaces in the number.								
Date of issue	30.04.2020								
Issuing institution type	Foreign university							~	
Issuing institution name							0 /	200	
	Please enter a town to display a list of institutions that are based in it. If the inst	titution you are l	ooking for	is not on the	list, plea	ase enter	it manuall	у.	
Place of issue	XYZ						3	/ 80	
Country of issue *	Azerbaijan							~	
Comment							0 /	500	
	If you're adding a document of unknown type, please describe it!								

ວ Save and return 🖪 Save

Foreign diploma and transcript of grades

This document requires filling all information before it can be used to apply for studies.

* – Fields marked with asterisk symbol are required.

Document type	Foreign diploma and transcript of grades	Make sure to edit your diploma score.	Edit exam results
Document year *	2020		
	Document year should be the same as in the iss	ue date. If you don't have the document yet, but you will obtai	oon, please enter the current year.
Document number	123456789		9 / 200
	There should be no spaces in the number.		
Date of issue	30.04.2020		
Issuing institution type			~
Issuing institution name	XYZ		3 / 200
	Please enter a town to display a list of institution	ns that are based in it. If the institution you are looking for is not or	n the list, please enter it manually.
Place of issue	XYZ		3 / 80
Country of issue *	Azerbaijan		•
Comment			0 / 500
	lf you're adding a document of unknown type, p	lease describe it!	

A file is required for this certificate. Maximal number of files: 2.

🕽 Save and return 🛛 🖺 Save

🖹 Save

Remember to upload your diploma and transcript of records in a single or two separate files (PDF).

Foreign diploma

				B S	ave
			E	xam score	
Taken	Exam name	Level	l know my result	Value	
~	Final studies grade		<	4,5	\$
			Comment	_	

D Save and return

🖺 Save

While editing your grade, you need to check both boxes before you enter the value in the system. When providing your score, remember that it should be converted to the Polish grading system (5-point scale). Instructions can be found here. 🔒 Basic personal data 🛛 🔇 International candida

Proceed to the section *Additional personal information*.

Additional personal information

Additional personal information

While typing your personal data, remember that if you're enrolled, your data will be uploaded to university systems and printed on university issued documents. In Polish, proper names (such as first names, 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. Do not put spaces or any other punctuation marks in document numbers.

Identification document Document type * passport Document series and number 12344567899 * 12344567899 This value must contain only uppercase letters and digits. Document expiration date * 30.04.2028 Country in which the document has been issued *	ol are required.	ave	
Document type * passport Document series and number 12344567899 12344567899 11/20 This value must contain only uppercase letters and digits. Document expiration date * 30.04.2028 Bangladesh ✓			
Document series and number 12344567899 11/20 Provide your international passport information and double check if everything is correct. Document expiration date* 30.04.2028 Image: Country in which the document has been issued* Bangladesh Image: Country in which the document has been issued* Image: Country in which the document has been issue	passport	✓	
 This value must contain only uppercase letters and digits. Document expiration date * 30.04.2028 Country in which the document has been issued * 	12344567899	/ 20 Provid	e your international passport information
Document expiration date * 30.04.2028 Country in which the document has been issued * Bangladesh	This value must contain only uppercase letters and digits	and do	uble check if everything is correct.
Country in which the decument has been issued * Bangladesh	30.04.2028		
document has been issued *	Bangladesh	▼	
		ol are required. Passport 12344567899 11 This value must contain only uppercase letters and digits. 30.04.2028 Bangladesh ⊠ Sa	ol are required.



Personal forms

Basic personal data S International candidate Address and contact information	Photo	Education	Additional personal information	
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34	English in Public Communication, full-time English BA programme	1	from: 10.04.2024 08:15 to: 12.07.2024 23:59
35	English Philology - practical profile, BA level, full time studies	1	from: 10.04.2024 08:15 to: 12.07.2024 23:59
36	English Philology Study programs highlighted in green are available	1	from: 10.04.2024 08:00 to: 22.07.2024 23:59
37	English Philology for admission.	1	from: 10.04.2024 08:00 to: 22.07.2024 23:59
38	English Philology, BA level, part time studies	1	from: 19.04.2024 08:00 to: 22.07.2024 23:59
39	English Philology, full-time BA programme		from: 10.04.2024 08:15 to: 12.07.2024 23:59

34	English in Public Communication, full-time English BA programme	from: 10.04.2024 08:15	
35	English Philology - practical profile, BA level, full time studies Choose you	r study program.	
36	English Philology – Teacher Training Programme, MA level, full time studies	to: 22.07.2024 23:59	
37	English Philology – Teacher Training Programme, MA level, part time studies	from: 10.04.2024 08:00 to: 22.07.2024 23:59	
38	English Philology, BA level, part time studies	from: 19.04.2024 08:00 to: 22.07.2024 23:59	
39	English Philology, full-time BA programme	from: 10.04.2024 08:15 to: 12.07.2024 23:59	

during their office hours to discuss academic issues relating to the courses.

Bachelor of Arts studies (undergraduate studies) finish with a BA defence and a BA degree. Undergraduate studies in English Philology – practical profile prepare candidates for graduate studies in a similar field.

WHAT MAKES A DIFFERENCE AT OPOLE UNIVERSITY?

15

1.0)

practical skills.

A professional team of academic teachers supports and guides the undergraduates in their intellectual growth and language skills developement. Moreover, students learn directly from practitioners in the field of business and organisation. Students are educated in modern lecture rooms in the newly renovated historical building of Collegium Maius equipped with modern audiovisual technology. Our library and the reading room offer access to an extensive collection of literature (more than 37 thousand volumes devoted to various aspects of culture and journals and magazines devoted workshops and take field visits





Swarcie uczelni w sprawach dostępności ? Czy posiadasz certyfikat językowy?

* – Fields marked with asterisk symbol are required.

You can pay the application fees by a traditional transfer (to your INDIVIDUAL recruitment bank account). This bank account is ONLY for payments for the application fees.

count. If the system has been configured to support eposits have positive value in the *Amount* column, w ayed with grey background and its amount will not b You can pay the application fees by a quick online transfer, which will be reflected in a matter of a few minutes. Additional charges might apply.

Zloty	/ (PLN)			S	-255.00 zł
ID		Description	Status	Payment dea	Amount
136540	Recruitment fee in "Re • [1-PRK-EP-S.L.3.I Created: 15.04.2024 14:50	t for first-cycle, second-cycle and master's degree studies": h Philology - practical profile, BA level, full time studies	٥	12.07.2024 23: 12.07.2024 23:5	-85.00 zł
136531	Recruitment fee in "Re • [1-PRK-ETP-S.M. Created: 15.04.2024 08:06	t for first-cycle, second-cycle and master's degree studies": Philology – Teacher Training Programme, MA level, full time studies	۲	22.07.2024 23: 22.07.2024 23:5	-85.00 zł
136530	Recruitment fee in "Re • [1-PRK-EPC-D3] Created: 11.04.2024 08:48	for first-cycle, second-cycle and master's degree studies": Public Communication, full-time English BA programme	٥	12.07.2024 23 . 12.07.2024 25,	-85.00 zł

Your personal bank account for transfers:

Uniwersytet Opolski, Santander Bank Polska <u>0004 4420</u> (only for payments made in PLN currency) Transfer title: Opłata rekrutacyjna Quick payment: Autopay 🕜 Amount: 255,00 PLN 🖃 I pay

[1-PRK-EPC-D3] English in Public Communication, full-time English BA programme					
Phase 1 🕝 edit (🗙 withdraw) 10.04.2024 - 12.07.2024 Qualification criteria Application history	Recruitment fee 85.00 zł ♂ pending → Payments	Score 	Qualification status IE Results The results will be visible: 18.07.2024 13:00	Decision No Details	
Document entitling to undertake studies	Foreign maturity diploma / secondary school leaving certificate nr 123456789 issued on 30.04.2022 by xyz				
Source of education financing	I will pay for studies on my own (provided that studies are payable) I undertake studies on a fee-paying basis. I declare that I have acquainted myself with the amount of tuition fee for the chosen field of study.				
Additional information	 Please provide additional information in order to complete registration. Wsparcie uczelni w sprawach dostępności (filled out) Enclosure of the scanned documents by foreign candidates Tuition fee payment confirmation (not required) 				
	E Docu	ments and further steps			

Please attach scans of the required documents (for foreigners).

Answer deadline: 12 Jul 2024, 11:59 p.m.

* – Fields marked with asterisk symb	pol are required.	E) Save
Application form	Wybierz plik Nie wybrano pliku	
Statement on delivery of letters	Wybierz plik Nie wybrano pliku	
Passport	Wybierz plik Nie wybrano pliku	
School certificate/ Diploma	Wybierz plik Nie wybrano pliku	
Translations	Wybierz plik Nie wybrano pliku	Make sure to upload all of the required
Confirmation of the right to study for free (optional)	Wybierz plik Nie wybrano pliku	documents and save all of the changes.
Declaration of parents/legal guardians for underage candidates (optional)	Wybierz plik Nie wybrano pliku	
Eligibility letter	Wybierz plik Nie wybrano pliku	
	Eligibility letter - documents which confirms the candidate's right to pursue hig who obtained their certificates in the following countries: Australia, Austria, Be Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Israel, Italy, Japan, Netherlands, Norway, New Zealand, Portugal, Romania, Slovakia, Slovenia, Spa candidates who have: IB (International Baccalaureate) diplomas and EB (Europ	hei education in their country of origin. It is not required from candidates lgium, Bulgaria, Chile, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Korea, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Mexico, in Sweden, Switzerland, Turkey, USA, United Kingdom; as well as from ean Baccalaureate) diplomas.

Do you have a language	YES	
certificate confirming the	If you do not have a recognized language certificate, you can participate in	in oral inter
required level of proficiency?	the examination committee consisting of two examiners, and sometimes th	e study r
	to register for a study program and pay its application fee (the fee has to be	cred

Upload the certificate *

Wybierz plik Nie wybrano pliku

he interviews are conducted online via the MS Teams app, by

You will also need to specify whether you have a recognized language certificate. If yes, make sure to upload the file.

🕽 Save and return 🖉 🖺 Save

 \mathbf{v}

Do you have a language	NO	✓			
certificate confirming the required level of proficiency?	If you do not have a recognized language certificate, you can participate in an oral interview. The interviews are conducted online via the MS Teams app, by the examination committee consisting of two examiners, and sometimes the study program's coordinator. To participate in the interviews, candidates have to register for a study program and pay its application fee (the fee has to be credited to he IRK account before registering for the interview).				
Register for a language interview *	 Register for a language interview 23.05.2024 Register for a language interview 24.05.2024 Register for a language interview 06.06.2024 				
	 Register for a language interview 07.06.2024 Register for a language interview 20.06.2024 Register for a language interview 20.06.2024 				
	 Register for a language interview 21.06.2024 Register for a language interview 05.07.2024 Register for a language interview 45.07.2024 	If you do not have a language certificate, make sure to choose the appropriate date for an			
	 Register for a language interview 15.07.2024 (including German & French) Register for a language interview 24.07.2024 (including German & French) Register for a language interview 10.09.2024 (including German & French) 	exam. You can choose only one day.			
	 Register for a language interview 13.09.2024 (including German & French) Register for a language interview 19.09.2024 				
	 Register for a language interview 27.09.2024 Register for a language interview 04.10.2024 (including German & French) 				
	Required number of answers: 1. Upper limit of answers: 1.	,			

And that's it! Now, wait for updates regarding your admission.

