

MANUAL FOR ERASMUS+ APPLICANTS

WROCLAW UNIVERSITY OF ENVIRONMENTAL AND LIFE SCIENCES

Step 1.

- ✓ **Login to the Electronic Registration System:** https://student.up.wroc.pl/erasmus_eng/
- ✓ Select “New account” on the left panel, if you don’t have an account already

- ✓ **Fill in all the fields.**
- ✓ **Click SEND button. Please remember your login and password into the system.** This is very important - you will need it a few times during the semester. Remember where you saved it.

Step 2.

- ✓ **Login** into the system
- ✓ **Fill in all the fields.** No field can be left empty!

Primary data	
First name:	TOMASZ
Family name:	KOWALSKI
Date of birth:	1973-06-08 (data format yyyy-mm-dd)
Place of birth:	WROCLAW
Sex:	Male
Telephone number:	+48 600500700
Email:	kowalski@gmail.com
Nationality:	POLAND
Current address:	
Street:	BURSZTYNOWA
Number:	64
Apartment:	
Postal code:	51-173
City:	KOSZALIN
Country:	POLSKA
Subject area. code (please look at http://ec.europa.eu/education/tools/iscdf_en.htm)	123

Step 3.

- ✓ **Upload your digital photo.** Your digital photo has to meet the following requirements:
 - the digital photo presents only you (there cannot be any other people or objects in the photo);
 - it must be coloured;
 - the background cannot be white, but one solid colour (preferred: light grey);
 - it must be easy to distinguish the color of your clothes from the background;
 - a digital photo must show your front profile, no earrings in your ear, light should be spread evenly;
 - no camera flashlight is acceptable in the digital photo;
 - no hats, no sunglasses are accepted (headgear - only if you cover your head for a religious reason, dark glasses - only if you wear them because of vision defect);
 - a digital photo, which presents a person wearing a headgear is acceptable only if confirmation of membership in a religious community is delivered;
 - a digital photo, which presents a person wearing dark glasses, will be accepted only if an appropriate document is delivered to prove the person's disability because of congenital or acquired vision defect;
 - **dimensions** of the digital photo: **300x375 pixels**;
 - the required **format** of the digital photo is **JPG**;
 - **resolution** of the digital photo must be at least **300 DPI**;
 - **maximum size of the file** containing the digital photo is **100 KB**;



Status of your digital photo:

- NOT YET SEEN
- APPROVED
- REJECTED – if at least one of the requirements mentioned above has not been met, you need to upload a **new** digital photo meeting **all** the requirements

This photo will be used in your Student ID Card.

Step 4.

- ✓ See the courses available for Erasmus+ students: <https://student.up.wroc.pl/lista/>
- ✓ Click on the **course name** to see its description

Click **course name** to view full information of course from ECTS catalogue

No	Major fields of study	Course name	Code	Semester	ECTS	Study cycle
1	Human Biology	CELL BIOLOGY AND ANIMAL HISTOLOGY I	BBC-SE>BIKOM	Spring	3	1st cycle
2	Human Biology	CELL BIOLOGY AND ANIMAL HISTOLOGY II	BBC-SE>BIKOM2	Winter	3	1st cycle
3	Bioinformatics	DATA MINING	BBI-SE>DATMI	Winter	5	2nd cycle
4	Bioinformatics	ELEMENTS OF STATISTICS	BBI-SE>PODSTAT	Spring	5	1st cycle
5	Bioinformatics	GENOMICS AND PROTEOMICS	BBI-SE>GENIPROT	Winter	3	1st cycle
6	Bioinformatics	STATISTICAL PACKAGES	BBI-SE>STATPACK	Winter	5	1st cycle
7	Biology	ANALYTICAL METHODS APPLIED IN ECOTROPHOLOGY	BBL/TL-SE>MANEK	Spring	3	2nd cycle
8	Biology	ANIMALS IN ZOOLOGICAL GARDENS	BBL/TL-SE>DOBRZW	Spring	2	2nd cycle
9	Biology	BASICS OF BIOINFORMATICS	BBL-SE>BBIINF	Spring	2	1st cycle
10	Biology	BASICS OF PALEONTOLOGY	BBL-SE>PPAL	Winter	3	1st cycle

Step 5.

✓ Select courses for your Learning Agreement

Erasmus students selecting the courses at the Wrocław University of Environmental and Life Sciences (PL WROCLAW04) are requested to read the procedures described below:

1. The course in English will be available provided there are at least six (6) students willing to take it in a given semester. If the number of the students is five (5) or lower, then item 2 (below) shall apply.
2. Erasmus students attend classes together with Polish students (language of instruction is Polish), but they will have an English-speaking tutor who will provide the students with appropriate materials allowing them to do the project and/or take the final exam in English.

The screenshot shows the 'ERASMUS registration system' interface for Wrocław University of Environmental and Life Sciences. A left-hand menu is visible with 'Learning Agreement' selected. The main content area is titled 'Information needed for printing the Learning Agreement' and contains the following elements:

- A prompt: 'Please select courses from the list below and click on DECLARE:'
- A section titled 'List of courses available for ERASMUS:' with a sub-header 'Course name (sorted alphabetically) - Course code - semester (Winter/Spring) - ECTS credits:'
- A dropdown menu showing 'SURFACE WATER RESTORATION, ENGINEERING AND WATER ENVIRO... - BZO-SE>RWOKIOŚW - W - 3 ECTS'.
- A yellow warning box: 'Attention! Limit ECTS credits: one semester: 30, two semesters: 60.'
- A 'DECLARE' button.
- A red warning box: 'The courses listed under "Veterinary Medicine" are available only for veterinary students' with a link: 'If you want more information about the course please click here'.
- A table header with columns: 'ECTS', 'Course name', and 'Options'.
- The text 'Total ECTS: 0' and 'If your list of courses is ready you can go to "Documents printing" on the left panel'.

**If you do not complete the Learning Agreement correctly
or if your digital photo does not meet the technical requirements
YOUR APPLICATION WILL NOT BE ACCEPTED !**

Step 6.

- ✓ Print out your Learning Agreement;
- ✓ Sign it;
- ✓ Give the LA for signing to your coordinator(s) at your home university.

Menu

- Personal data
- Photo
- Learning Agreement
- Equivalent courses
- Documents printing

Documents printing

Learning agreement Dormitory

Now print the documents, sign and give for signing to your coordinators (home university). Scan them and upload into the system (Documents uploading on the left panel)

REMEMBER THAT ONLY DOCUMENTS PRINTED FROM THE SYSTEM WILL BE ACCEPTED

Step 7.

- ✓ Scan the printed document with the signatures (yours and your coordinators);
- ✓ Upload the scanned copies to the system.

Menu

- Personal data
- Photo
- Learning Agreement
- Equivalent courses
- Documents printing
- Documents uploading
- Grades uploading
- Logout

Documents uploading

Use this page to send us your LA signed, scanned and saved in **jpg format** (5 or 6 pages)

Uploading is unlimited - you can change your mind and version any time before the deadline

After uploading all pages click on "All pages sent - make PDF" on bottom of this page. This will generate a PDF document that will be sent by the system to the coordinator at our university. If the coordinator confirm the document, you will see his approval on this page.

Documents status:

Learning agreement page:	Sent
Page 1	✓
Page 2	✓
Page 3	✓
Page 4	✓
Page 5	✗
Page 6	✗
Language certificate issued by an authorized institution	✗

Przeglądaj... Nie wybrano pliku.

Please mark the number of page you are sending now:

- Page 1
- Page 2
- Page 3
- Page 4
- Page 5
- Page 6
- Language certificate

Send page

All pages are sent - generate PDF

LA status:

PDF of LA generated	Document approved by receiving institution coordinator
✓	✗

✓ - Done ✗ - To be done

Step 8.

- ✓ Upload the Language Certificate to the system.

**PLEASE REMEMBER THAT THE COMMAND OF ENGLISH
AT LEVEL B2 (CEFR) IS REQUIRED.**

Step 9.

- ✓ Find the Application Form for the dormitory on:
<https://upwr.edu.pl/en/students/accommodation>
- ✓ Send the Application Form for the dormitory to: jowita.pyszczyk@upwr.edu.pl

**THE LEARNING AGREEMENT SIGNED AND STAMPED
TOGETHER WITH THE LANGUAGE CERTIFICATE
SHOULD BE UPLOADED BEFORE:**

1st July (winter semester and whole academic year)

or

15th December (spring semester)

**DO NOT SEND YOUR LEARNING AGREEMENT AND CERTIFICATE
BY E-MAIL!**

IMPORTANT!

The Wrocław University of Environmental and Life Sciences does not require hard copies. Uploading of the scanned documents (duly signed by you and your coordinator, with the stamp of your university) is the right way to complete the registration successfully.

After the approval by the departmental coordinator at our university, the scanned copies together with the Letter of Acceptance will be sent to you and the contact person at your institution as indicated in the LA.

Please be advised that the LA sent to us by post without prior approval by our university in the online registration system is unacceptable for us.

If you have any technical problems or questions regarding the admission system, please contact our IT Specialist - Mr. Tomasz Boruczkowski (tomasz.boruczkowski@upwr.edu.pl).