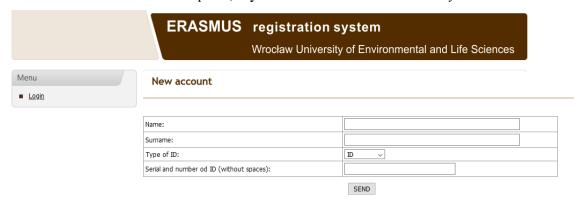
# MANUAL FOR ERASMUS+ APPLICANTS WROCLAW UNIVERSITY OF ENVIRONMENTAL AND LIFE SCIENCES

### Step 1.

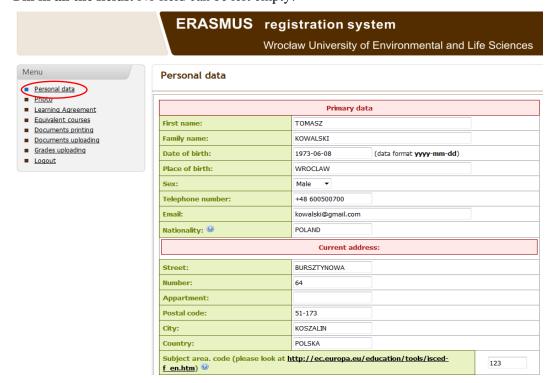
- ✓ Login to the Electronic Registration System: <a href="https://student.up.wroc.pl/erasmus\_eng/">https://student.up.wroc.pl/erasmus\_eng/</a>
- ✓ Select "New account" on the left panel, if you don't have an account already



- **✓** 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!



### 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 <u>new</u> digital photo meeting <u>all</u> the requirements

This photo will be used in your Student ID Card.

### Step 4.

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

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

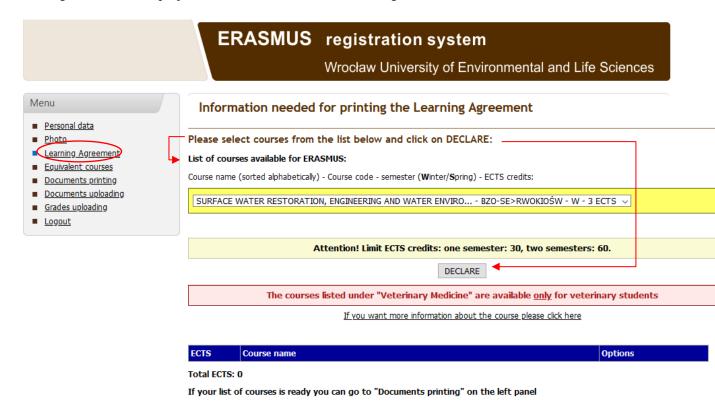
No	Major fields of study	Course name	Code	Semester	ECTS	Study cycle
1	Human Biology	CELL BIOLOGY AND ANIMAL HISTOLOGY I	BBC-SE>BIKOM	Spring	3	1st cycle
2	Human Biology	CELL BIOLOGY AND ANIMAL HISTOLOGY II	BBC-SE>BIKOM2	Winter	3	1st cycle
3	Bioinformatics	DATA MINING	BBI-SE>DATMI	Winter	5	2nd cycle
4	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>BBIOINF	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 Wroclaw University of Environmental and Life Sciences (PL WROCLAW04) are requested to read the procedures described below:

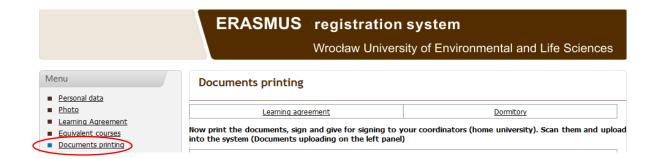
- 1. The course in English will be available provided there are at least six (6) students willing to take it in a given semester. If the number of the students is five (5) or lower, then item 2 (below) shall apply.
- 2. Erasmus students attend classes together with Polish students (language of instruction 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.



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.

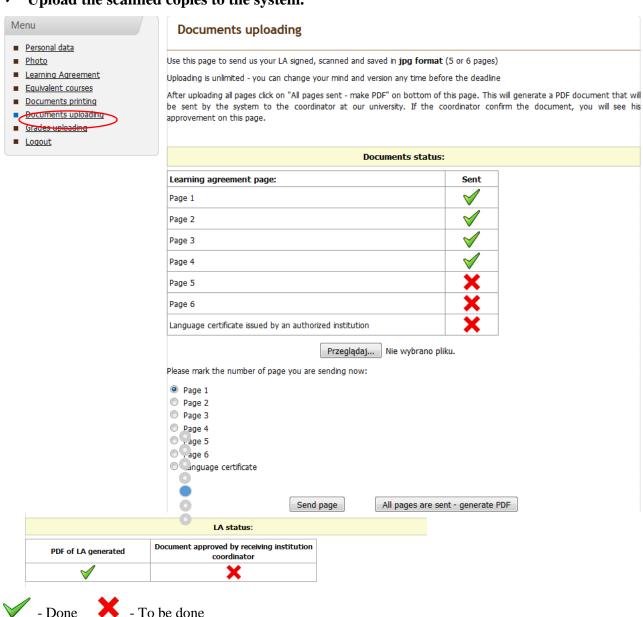
- ✓ Print out your Learning Agreement;
- ✓ Sign it;
- ✓ Give the LA for signing to your coordinator(s) at your home university.



### REMEMBER THAT ONLY DOCUMENTS PRINTED FROM THE SYSTEM WILL BE ACCEPTED

### <u>Step 7.</u>

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



### 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: <a href="mailto:jowita.pyszczek@upwr.edu.pl">jowita.pyszczek@upwr.edu.pl</a>

# THE LEARNING AGREEMENT <u>SIGNED AND STAMPED</u> TOGETHER WITH THE LANGUAGE CERTIFICATE SHOULD BE UPLOADED BEFORE:

1<sup>st</sup> July (winter semester and whole academic year)

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15<sup>th</sup> December (spring semester)

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

### **IMPORTANT!**

The Wroclaw University of Environmental and Life Sciences <u>does not require hard copies</u>. 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).