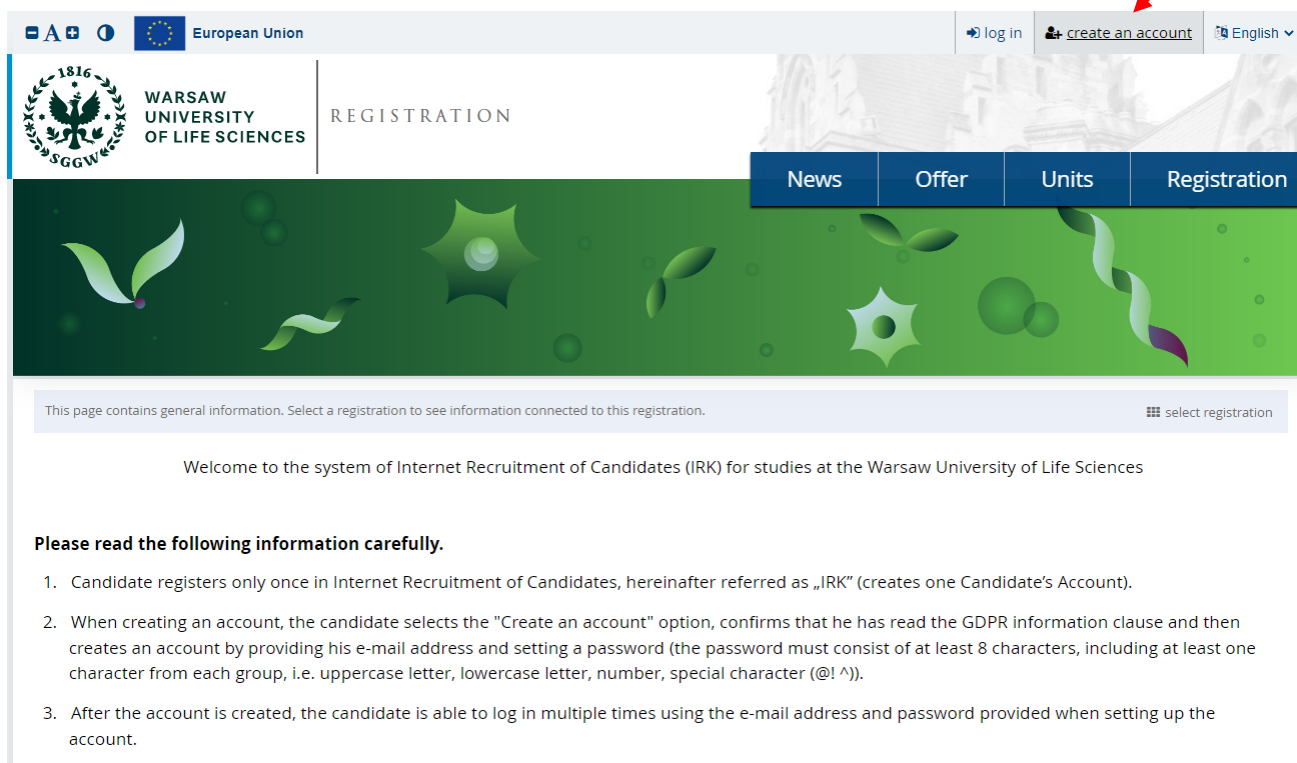


1. Go to <https://rekrutacja.sggw.edu.pl/en-gb/>

2. Click on „create an account” in the top right hand corner.



The screenshot shows the top navigation bar of the Warsaw University of Life Sciences website. In the top right corner, there are links for 'log in' and 'create an account', with a red arrow pointing to the latter. Below the navigation bar is a header with the university logo and the text 'WARSAW UNIVERSITY OF LIFE SCIENCES' and 'REGISTRATION'. A blue navigation menu contains 'News', 'Offer', 'Units', and 'Registration'. Below the menu is a green decorative banner with abstract leaf and cell motifs. A light blue bar below the banner contains the text 'This page contains general information. Select a registration to see information connected to this registration.' and a 'select registration' button. The main content area starts with the text 'Welcome to the system of Internet Recruitment of Candidates (IRK) for studies at the Warsaw University of Life Sciences'. Below this is a section titled 'Please read the following information carefully.' followed by a list of three instructions.

log in create an account English

1816 WARSAW UNIVERSITY OF LIFE SCIENCES SGGW REGISTRATION

News Offer Units Registration

This page contains general information. Select a registration to see information connected to this registration. select registration

Welcome to the system of Internet Recruitment of Candidates (IRK) for studies at the Warsaw University of Life Sciences

**Please read the following information carefully.**

1. Candidate registers only once in Internet Recruitment of Candidates, hereinafter referred as „IRK” (creates one Candidate’s Account).
2. When creating an account, the candidate selects the "Create an account" option, confirms that he has read the GDPR information clause and then creates an account by providing his e-mail address and setting a password (the password must consist of at least 8 characters, including at least one character from each group, i.e. uppercase letter, lowercase letter, number, special character (@! ^)).
3. After the account is created, the candidate is able to log in multiple times using the e-mail address and password provided when setting up the account.

3. Read and accept „Personal data processing information“. Check the box „I have read and accept the above information“ and click „Continue“.

**INFORMATION CLAUSE ON THE PERSONAL DATA PROCESSING**

**DATA CONTROLLER**  
The Controller of your data processed in the admission process is Warsaw University of Life Sciences (SGGW), ul. Nowoursynowska 166, 02-787 Warszawa, Poland.

To get in touch with the Controller, please

- write to: **Szkoła Główna Gospodarstwa Wiejskiego w Warszawie**, ul. Nowoursynowska 166, 02-787 Warszawa, Poland; or
- call: phone: +48 22 59 310 00, fax: +48 22 59 310 87.

**DATA PROTECTION OFFICER (DPO)**  
The Controller has appointed a Data Protection Officer, who can be contacted by writing to: Email: [iod@sggw.edu.pl](mailto:iod@sggw.edu.pl)  
The DPO can be contacted for all matters relating to the processing of your personal data by Warsaw University of Life Sciences and the exercise of your rights in respect of data processing.

**IMPORTANT!**  
*The DPO does not provide information about admissions or acceptance of application documents, etc.*

**PURPOSES AND LEGAL BASES FOR PROCESSING; DATA RETENTION PERIOD**  
We collect personal data for the following purposes:

- Enabling you to set up an account in the Online Application System (IRK-SGGW).
- An Online Application System account is required to apply to SGGW. We only collect those personal data in the Online Application System that we are authorised to process in accordance with the Higher Education and Science Law Act of 20 July 2018 and the secondary legislation made thereunder and the relevant Resolution of the SGGW Senate under Article 6(1)(c) GDPR;
- Entering into an electronic service agreement (pursuant to the Electronically Supplied Services Act of 18 July 2002), including registering and maintaining a free candidate account in the Online Application System and enabling access to the available functionalities (legal basis: Article 6(1)(b) GDPR, i.e. for the 'performance of a contract');
- Asserting claims under the contract (legal basis: Article 6(1)(f) GDPR), i.e. for the purposes of 'legitimate interests'; the time limits for asserting contractual claims are detailed in the Polish Civil Code;
- Providing communications for the purposes of rendering services offered through the Online Application System (legal basis: Article 6(1)(f) GDPR), i.e. for the purposes of 'legitimate interests';
- Handling applications of admitted candidates, including providing communications related to admission to the programme of choice (legal basis: Article 6(1)(f) GDPR), i.e. for the purposes of 'legitimate interests';
- Handling complaints about electronically supplied services (Article 6(1)(f) GDPR), i.e. for the purposes of 'legitimate interests'; and
- Additionally, subject to your voluntary consent, your personal data may be used beyond the legal bases mentioned above (legal basis: Article 6(1)(a) GDPR), i.e. under your 'consent'.

We will retain the data for a definite period determined by any further stages of the admission process. This means that:

- If you set up an account in the Online Application System, then we will process your data until the successful completion of the admission process and, subsequently, if you remain a student, your data will be retained in accordance with the course of your studies and the relevant laws whereunder your data will be retained for 50 years (obligation to retain student records), and any accounting records will be retained in accordance with the accounting laws;
- If you abandon the account set up process in the Online Application System, then we will not keep your data and thus we will not process those data;
- If you are not admitted to the University, then we will retain your data until the end of the admission process or until the closing of the appeal procedure; or
- If your data are processed on the basis of your consent, then you have the right to withdraw your consent to data processing at any time, for data processed under your consent. If you choose to exercise that right, we will cease to process such data and the data will be erased. The withdrawal of consent shall not affect the lawfulness of data use during the period in which the consent was valid.

**DATA RECIPIENTS**  
Access to your personal data will be provided to authorised faculty and staff of Warsaw University of Life Sciences, including members of admission boards who will process your data in relation to the admission process, as well as the University's associates and entities supporting admissions (e.g. banks due to the processing of fee payments), including those with whom appropriate data processing agreements have been signed in relation to email services (Microsoft) and for 2nd cycle programmes and if interviews or competency assessment tests via Moodle or Microsoft Teams are scheduled.

**DATA TRANSFERS OUTSIDE THE EUROPEAN ECONOMIC AREA (EEA)**  
As the Microsoft services are used, data may be transferred outside the European Economic Area (EEA), including to the United States. Microsoft provides guarantees resulting from compliance with Chapter 5 GDPR and participates in the EU-U.S. Privacy Shield (under Commission Implementing Decision (EU) 2016/1250 of 12 July 2016) and also uses standard contractual clauses. More information can be found at: <https://www.microsoft.com/DocumentSearch.aspx?Mode=3&DocumentTypeId=46>

**YOUR RIGHTS IN RELATION TO DATA PROCESSING**  
We guarantee the exercise of all your rights under the terms and conditions provided in the GDPR, i.e. the right to:

- Access and receive a copy of the personal data held about you;
- Have your personal data rectified (corrected);
- Have the processing of your personal data restricted;
- Have your personal data erased (except as set out in Article 17(3) GDPR);
- Withdraw your consent to data processing, which shall not affect the period before such withdrawal;
- Lodge a complaint with the President of the Personal Data Protection Office if you believe that the data processing violates the data protection laws.

**OBLIGATION TO PROVIDE DATA AND CONSEQUENCES OF REFUSAL**  
It is necessary to provide personal data to be able to take part in the admission process. For other data not necessary to take part in the admission process, providing such data is voluntary.

I have read and accept the above information

I resign
Continue

4. Once you enter your email address and create a password an activation link will be sent to your email address.

1816  
WARSAW  
UNIVERSITY  
OF LIFE SCIENCES

REGISTRATION

News Offer Units Registration

Create an account

Email address 0 / 100

Password

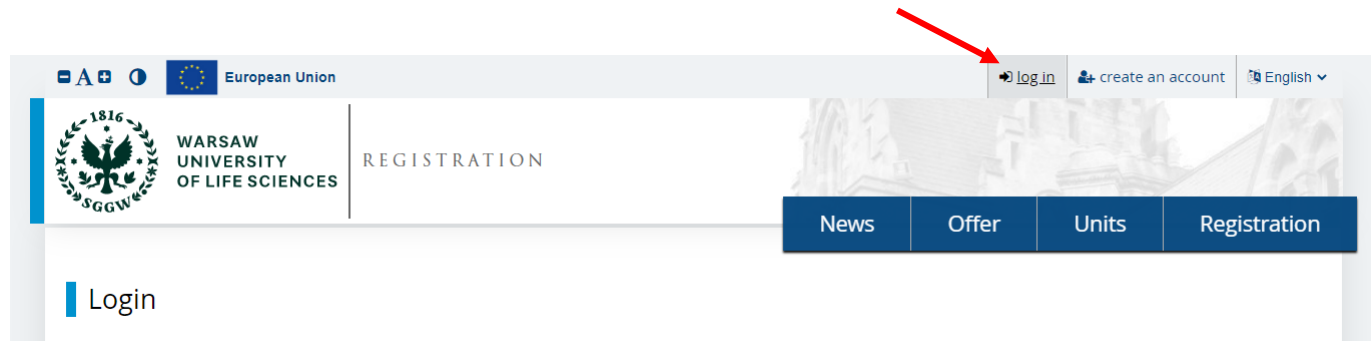
Confirm password

Wypełnij to pole.

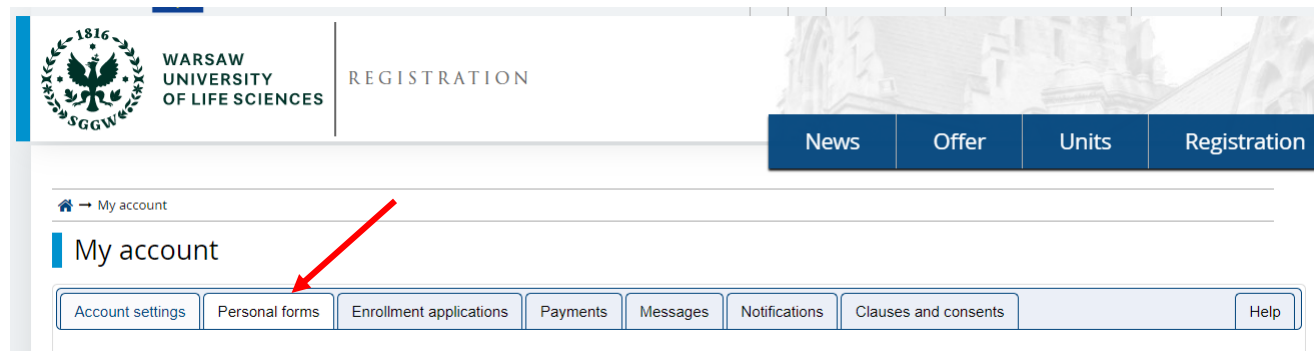
Create an account

5. Check your mailbox and click on the received link to activate your account.

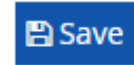
## 6. Log in.



## 7. Click on „Personal forms“.



8. Enter your „Basic personal data“, „Address and contact information“ and „Photo“, and click



European Union

WARSAW UNIVERSITY OF LIFE SCIENCES

REGISTRATION

News Offer Units Registration

You are filling the forms without any registration selected. When you choose one, the system will mark the fields that are required to apply. select registration

My account

Account settings Personal forms Enrollment applications Payments Messages Notifications Clauses and consents Help

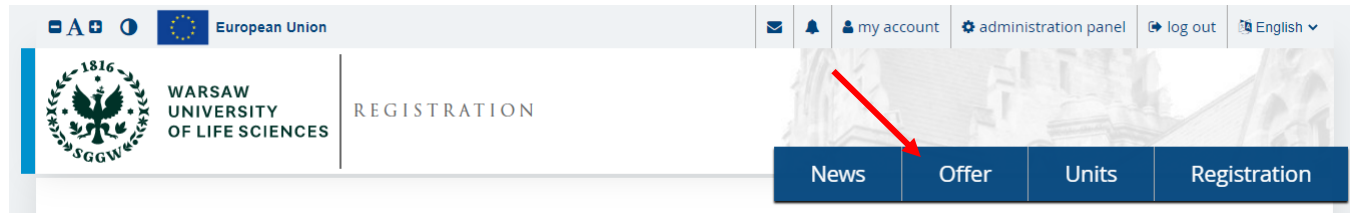
Personal forms

Basic personal data

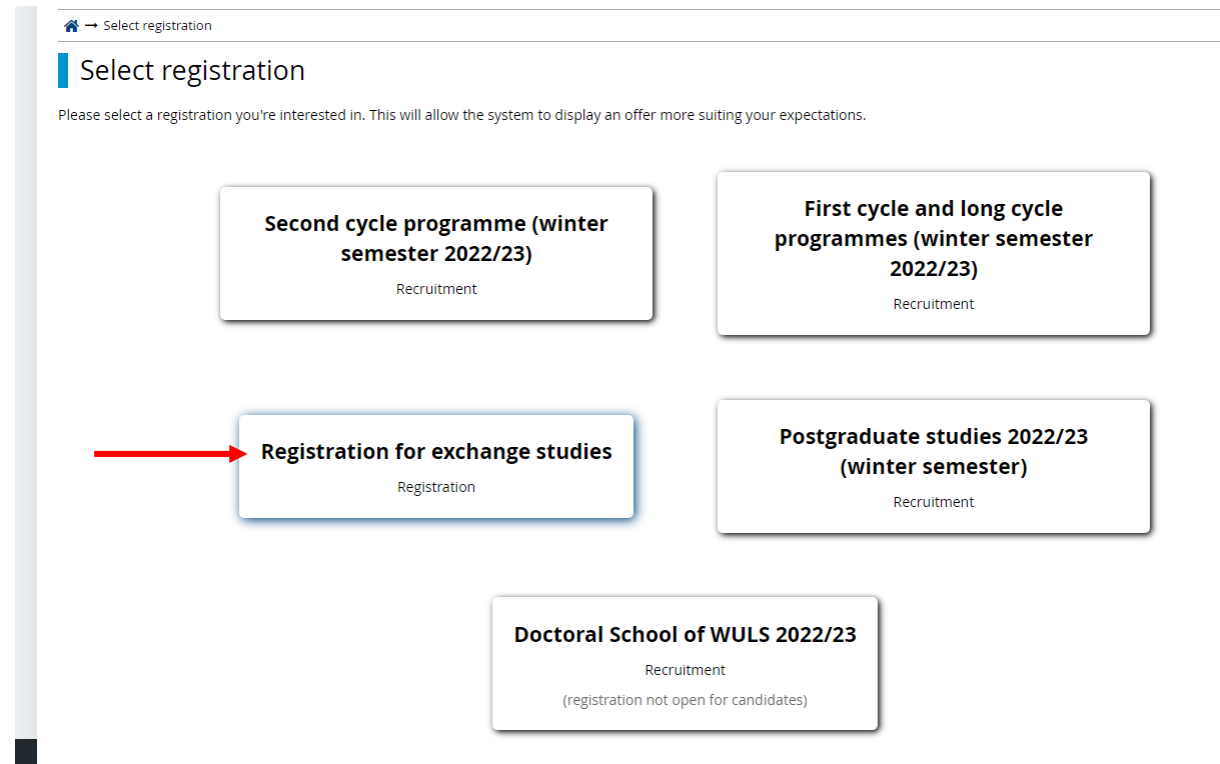
Address and contact information

Photo

9. Click „Offer” in the right top menu.



10. Select „Registration for exchange studies”.



# 11. Choose your programme.

Home → Offer

## Offer

Filters Only with active phase  Filter G

### E

- ERASMUS+ (Student Mobility for Placements)
- ERASMUS+ (Student Mobility for Studies)

# 12. Click on the green „Sign up” button.

Home → Offer → ERASMUS+ (Student Mobility for Studies)

## ERASMUS+ (Student Mobility for Studies)

[Go to edit page](#) [Go to applications](#)

**Who can apply?**

A student enrolled at a Higher Education Institution which has a valid bilateral agreement with the Warsaw University of Life Sciences (SGGW) within the framework of the Erasmus+ programme.

The student has to be nominated by his/her home University to study at SGGW.

**NOMINATION DEADLINES**

- for the fall/winter semester or full academic year is **15 June**.
- for the spring/summer semester is **15 November**.

If you are not sure, if you have been nominated already, please contact the International Office of your home university.

Only students, who have been nominated in advance, will be able to complete the online application.

**APPLICATION DEADLINE**

Details	
Code	ERASMUS-S
Organizational unit	Warsaw University of Life Sciences
Form of studies	Full-time
Language(s) of instruction	English, Polish

[Ask a question](#)

**Phase 1 (20.06.2022 10:00 – 07.08.2022 23:59)**

[Sign up](#)

Upcoming phases in this registration:

- Phase 2 (08.08.2022 10:00 – 15.08.2022 23:59)

## 13. Enter your ESI (European Student Identifier) numer.

Since you are applying for Erasmus+ programme, we ask about your ESI (European Student Identifier). This is a global identifier assigned to the student by their home university. It usually consists of some constant prefix (urn:schac:personalUniqueCode:int:esi:) followed by a domain name of the home university (e.g. uw.edu.pl) and unique identifier of a student within the home university (e.g. 123456). Thus, your ESI is probably similar to: urn:schac:personalUniqueCode:int:esi:uw.edu.pl:123456. More information:

<https://wiki.geant.org/display/SM/European+Student+Identifier>. If you are unsure about your ESI, please enter your student id number or leave the field empty.

ESI (European Student Identifier)

0 / 300

← Return

→ Continue

14.



You have successfully created a recruitment application. Go to the page [My account](#) → [Enrollment applications](#) to view the list of additional forms and/or documents that need to be printed and submitted.



15. Click on „My account” and then „Enrollment applications”. Fill out the following forms: „Courses” and „Additional information (Exchange studies)”.

Home → My account → Enrollment applications

### My account

Within the specified deadlines remember to:

- fill out the forms with additional information.

Account settings | Personal forms | **Enrollment applications** | Payments | Messages | Notifications | Clauses and consents | Help

#### Enrollment applications

[REK\_2022\_23Z\_WYMIENNE] Registration for exchange studies (open)  
Rekrutacja na semestr zimowy 2022/23

Description

[ERASMUS-S] ERASMUS+ (Student Mobility for Studies)

Phase 1 <a href="#">edit</a> ( <a href="#">x</a> withdraw)	Recruitment fee	Score	Qualification status	Decision
20.06.2022 - 07.08.2022 <a href="#">Application history</a>	<input type="radio"/> not required	---	--- The results will be visible: 07.08.2022 00:00	---
<b>Courses</b> <a href="#">Choose</a>	Choose courses that you want to attend during your studies. ECTS credits limit: 30 (used: 0).			
<b>Additional information</b>	Please provide additional information in order to complete registration. <input checked="" type="radio"/> Exchange studies (required)			
You need to submit your application in order to take part in the recruitment process. <i>You need to fill in all the required information before you can submit your application.</i>				
<a href="#">Documents and further steps</a>				

# 16. Choose courses you selected in your Learning Agreement. Click on one course and then click „Add to the selected courses”.

Home → Courses → Warsaw University of Life Sciences

Selected courses: 0 (ECTS credits: 0) [Finish selection](#)

## Warsaw University of Life Sciences

**i** Within the specified deadlines remember to:

- fill out the forms with additional information.

Warsaw University of Life Sciences	
<b>Address</b>	ul. Nowoursynowska 166, 02-787 Warszawa
<b>Phone number</b>	(22) 59 310 00
<b>WWW portal</b>	<a href="https://www.sggw.edu.pl">https://www.sggw.edu.pl</a>

No.	Course	ECTS credits	Period
1	Accountancy	3.00	First term
2	Active Nature Conservation	5.00	First term
3	Adhesive Bonding in Wood-Based Materials	4.00	First term
4	Advanced Data Exploration Techniques for Big Data	4.00	First term
5	Advanced Food Technology	4.00	First term
6	Advanced Macroeconomics	3.00	First term
7	Advanced Programming	4.00	First term
8	Agricultural Acarology	2.00	First term
9	Agricultural Engineering Management in Field and Animal Production	4.00	First term
10	Agricultural Technologies for Organic Farming	3.00	First term
11	Agrometeorology	3.00	First term
12	Air Pollution and Protection of the Atmosphere	3.00	First term
13	Alcoholic Beverages and Human Being	1.00	First term
14	Alternative Diets	4.00	First term
15	Animal Histology – Scientific Vocabulary in English	2.00	First term
16	Animal Production and Management	5.00	First term
17	Anthropology of Culture	4.00	First term
18	Application of Anthropogenic Materials in Earth Constructions	5.00	First term
19	Applied Histological Methods	4.00	First term

Selected courses: 0 (ECTS credits: 0) [Finish selection](#)

## Accountancy

**i** Within the specified deadlines remember to:

- fill out the forms with additional information.

[Go to edit page](#)

Aims, objectives and description of the course:

[Accountancy.pdf](#)

Details	
<b>Code</b>	ACCOUNTANCY
<b>ISCED code</b>	[0311] Economics
<b>Organizational unit</b>	Warsaw University of Life Sciences
<b>ECTS credits</b>	3.00
<b>Period</b>	First term
<b>Language of instruction</b>	English
<b>WWW address</b>	<a href="https://sggwpl-my.sharepoint.com/:b/g/personal/p525405_sggw_edu_pl/EQRW0cFg4jhEprxzO8fo090B62yJRz4b6kpcgan8etQ5A7e=2Q3EFj">https://sggwpl-my.sharepoint.com/:b/g/personal/p525405_sggw_edu_pl/EQRW0cFg4jhEprxzO8fo090B62yJRz4b6kpcgan8etQ5A7e=2Q3EFj</a>

[Add to the selected courses](#)

17. To go back to the course catalogue click on „Warsaw Univeristy of Life Sciences“. Once you have added all the courses, click „Finish selection“.

Home → Courses → **Warsaw University of Life Sciences** → Accountancy

**Selected courses: 1** (ECTS credits: 3.00) **Finish selection**

- Accountancy

### Accountancy

**i** Within the specified deadlines remember to:

- [fill out the forms with additional information.](#)

[Go to edit page](#)

Aims, objectives and description of the course:

[Accountancy.pdf](#)

Details	
<b>Code</b>	ACCOUNTANCY
<b>ISCED code</b>	[0311] Economics
<b>Organizational unit</b>	Warsaw University of Life Sciences
<b>ECTS credits</b>	3.00
<b>Period</b>	First term
<b>Language of instruction</b>	English
<b>WWW address</b>	<a href="https://sggwpl-my.sharepoint.com/:b:/g/personal/p525405_sggw_edu_pl/EQRWOCfg4jhEprxzO8fo090B62yJRz4b6kpcgcan8etQ5A?e=2Q3Efj">https://sggwpl-my.sharepoint.com/:b:/g/personal/p525405_sggw_edu_pl/EQRWOCfg4jhEprxzO8fo090B62yJRz4b6kpcgcan8etQ5A?e=2Q3Efj</a>

**Remove from the selected courses**


## 18. After answering the questions in each section click „Save an Return”.

\* - Fields marked with asterisk symbol are required.

[Save](#)

Emergency contact person: first name and last name *	<input type="text"/>	0 / 500
Emergency contact person: telephone *	<input type="text"/>	0 / 500
Emergency contact person 2 *	<input type="text"/>	0 / 500
Country of the sending institution *	-- select --	▼
Sending institution's name *	<input type="text"/>	Start typing university's name or city to have suggestions displayed. If you can't find your university, you can enter it manually.
Coordinator's name and surname *	<input type="text"/>	0 / 500
Coordinator's email address in sending institution *	<input type="text"/>	0 / 500
Your field of study at the sending institution *	-- select --	▼
Your study cycle *	-- select --	▼
If you are a BSc student, have you already completed your first year of studies?	-- select --	▼
Mobility period for studies *	-- select --	▼
Have you ever been enrolled at SGGW as an exchange student? *	-- select --	▼
Are you the citizen of the EU/EFTA? *	-- select --	▼
If you are not the citizen of the EU/EFTA, please indicate the legal basis of your stay in the EU/EFTA	-- select --	▼
If you are not the citizen of the EU/EFTA, please declare the expiry date of your legalization document	dd.mm.rrrr	📅
If you are a disabled person or a person with a disadvantage background, please describe your situation	<input type="text"/>	Characters: 0 / 2000.
Do you have any allergy? If yes, please describe	<input type="text"/>	Characters: 0 / 2000.
Please add your language certificate *	<input type="text" value="Wybierz plik"/> Nie wybrano pliku	English language certificate, min. B2 level - mobility for studies, min. B1 level - mobility for traineeship
Please upload your up-to-date your transcript of records	<input type="text" value="Wybierz plik"/> Nie wybrano pliku	in case of veterinary medicine students and non-EU/EFTA citizens
Please upload / generate your learning agreement for studies *	<input type="text" value="Wybierz plik"/> Nie wybrano pliku	
Please upload declaration on health insurance during your stay	<input type="text" value="Wybierz plik"/> Nie wybrano pliku	
Do you apply for a place in dormitory? *	-- select --	▼

[Save and return](#) [Save](#)



19. To complete the IRK registration click „Submit”.

My account → Enrollment applications

### My account

Account settings | Personal forms | Enrollment applications | Payments | Messages | Notifications | Clauses and consents | Help

✓ Data has been saved.

#### Enrollment applications

[REK\_2022\_23Z\_WYMIENNE] Registration for exchange studies (open)  
Rekrutacja na semestr zimowy 2022/23

Description

[ERASMUS-S] ERASMUS+ (Student Mobility for Studies)

Phase 1 <a href="#">edit</a> ( <a href="#">✕</a> withdraw)	Recruitment fee	Score	Qualification status	Decision
20.06.2022 - 07.08.2022 <a href="#">Application history</a>	<input checked="" type="radio"/> not required	---	--- The results will be visible: 07.08.2022 00:00	---
<a href="#">Courses</a> <a href="#">Choose</a>	Choose courses that you want to attend during your studies. ECTS credits limit: 30 (used: 3.00). <ul style="list-style-type: none"><li><a href="#">[ACCOUNTANCY] Accountancy (ECTS: 3.00)</a> ✕</li></ul>			
Additional information	Please provide additional information in order to complete registration. <input checked="" type="radio"/> Exchange studies (filled out)			
<p>You need to submit your application in order to take part in the recruitment process. <i>After submitting the application you won't be able to make any changes!</i></p> <p><a href="#">✓ Submit</a></p>				
<a href="#">Documents and further steps</a>				

# 20. Your application has been submitted.

My account → Enrollment applications

## My account

Account settings | Personal forms | **Enrollment applications** | Payments | Messages | Notifications | Clauses and consents | Help

Your application has been submitted.

### Enrollment applications

[REK\_2022\_23Z\_WYMIENNE] Registration for exchange studies (open)  
Rekrutacja na semestr zimowy 2022/23

Description

[ERASMUS-S] ERASMUS+ (Student Mobility for Studies)

Phase 1 <a href="#">edit</a> 20.06.2022 - 07.08.2022 <a href="#">Application history</a>	Recruitment fee <input checked="" type="checkbox"/> not required	Score ---	Qualification status --- The results will be visible: 07.08.2022 00:00	Decision ---
Courses <a href="#">Choose</a>	Choose courses that you want to attend during your studies. ECTS credits limit: 30 (used: 3.00). <ul style="list-style-type: none"><li>[ACCOUNTANCY] Accountancy (ECTS: 3.00) ✕</li></ul>			
Additional information	Please provide additional information in order to complete registration. <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Exchange studies (filled out)</li></ul>			
<a href="#">Documents and further steps</a>				

21. Please wait for the verification.

If you any problems or issues please contact our team: [incoming@sggw.edu.pl](mailto:incoming@sggw.edu.pl)