

## STEP-BY-STEP REGISTRATION GUIDE FOR MOBILITY STUDENTS JOINING UL WITHIN UNIC OPEN COURSES

Dear Student,

thank you for choosing University of Lodz as your mobility destination. Please find below a guide for the registration system where you were asked to apply for the UNIC Open Courses. Good luck and looking forward to meeting you soon!

IRO Team

Please enter <https://rekrutacja.uni.lodz.pl/en-gb/> and start the registration as shown below:

### Select registration

Please select a registration you're interested in. This will allow the system to display an offer more suiting your expectations.

**Degree programmes (first-  
cycle,second-cycle, long-cycle) -  
2024/2025**

Application process to studies for the academic year  
2024/2025

**Studia podyplomowe - 2024/2025**

Rekrutacja na studia podyplomowe na rok akademicki  
2024/2025

**Incoming students 2024/2025**

Application for Erasmus+ programme (Erasmus+, Erasmus+  
BIP)

**UNIC Open Courses**

Application for UNIC Open Courses

Please select the correct program





## REGISTRATION UNIC Open Courses 2023/2024

Please create your account

News

Offer

Units

Registration

### UNIC Open Courses

[switch registrations](#) [cancel selection](#)

The offer displayed on this page is limited to the selected registration. If you want to see the rest of the offer, select a different registration.

Opened Courses is an initiative of the UNIC European University Alliance. It allows students from partner universities to participate virtually in courses at other UNIC universities and receive ECTS points.

The course offer is different every semester. The summer semester 23/24 at the University of Lodz starts on February 26<sup>th</sup>. For the summer semester the following courses are offered by the University of Lodz:

- [Financial Management in Companies from the TLS Sector](#)
- [Development of the Insurance Market in Poland](#)
- [International Humanitarian Law](#)
- [Moomins as cultural phenomenon: philosophy, multimedia storytelling, double addressee](#)
- [Issues in Business](#)

To start your registration please click the button "sign up" and create an account. You will receive an e-mail with an activation link. In case it does not reach you, please check the spam folder in your mailbox.

A detailed registration guide can be downloaded [here](#).

Please read the instructions

In case of doubts or questions please get in touch with the International Relations Office by e-mail: [iso@uni.lodz.pl](mailto:iso@uni.lodz.pl)

Below you can consult the [Guidelines of the University Council for Quality of Education on distance \(online\) learning at the University of Lodz](#), as well as the [rules of verification of achieved study effects at the University of Lodz using the means of electronic communication](#). This is for your reference only.

## Personal data processing information



### Information on the processing of personal data

#### for candidates for studies/doctoral school/postgraduate studies/for education in international academic exchange

1. University of Lodz, seated at ul. Narutowicza 68, 90-136 Łódź, Poland, is your personal data controller.
2. In any case, you may contact the Data Protection Officer by post (postal address: IOD UL, ul. Narutowicza 68, 90-136 Łódź) or via e-mail to: [iod@uni.lodz.pl](mailto:iod@uni.lodz.pl)
3. The personal data are processed for purposes of registration at the IRK admission platform, and admission to degree studies / doctoral school / non-degree postgraduate studies / international academic exchange.
4. Your personal data will be processed pursuant to:
  - 1) provisions of applicable law, including the Law on Higher Education and Science as well as Regulation (EU) 2021/817 of the European Parliament and of the Council establishing "Erasmus+": the Union programme for education and training, youth and sport and repealing Regulation (EU) No 1288/2013 and internal regulations binding at the University of Lodz;
  - 2) your consent, as far as the following is concerned:
    - a) matters outside the scope of personal data stored under legal provisions;
    - b) personal data concerning your health, including disabilities, as used for adjustment of admission procedures.
5. The recipients of Your personal data may be entities authorized on the basis of legal regulations or entities to whom data controller could have entrusted data processing on the basis of an agreement.
6. Your personal data will be stored for the period of time that is necessary to achieve the purposes for which they are collected, that is, the admission process. In the case of:
  - 1) the candidate's resignation from the participation in the procedure of admission to studies/to the doctoral school, resignation from starting the study programme, or being refused the admission to degree studies/the doctoral school/international academic exchange
    - a) documents submitted during the admission procedure to undergraduate or postgraduate study programmes and international academic exchange are returned to the candidate
    - b) documents submitted during the admission to the Doctoral Schools are kept by the Doctoral School for two years of the end date of the admission process.
    - c) data entered in the IRK admission platform (IRK online system) are deleted;
  - 2) being admitted to first or second degree studies / doctoral school / non-degree postgraduate studies / international academic exchange:
    - a) personal data collected by the IRK admission platform are transferred to the University's IT systems;
    - b) documents submitted during the admission procedure are kept in the personal file of the student/PhD candidate/postgraduate course participant.
7. You have the right to:
  - 1) access your personal data;
  - 2) correct your data if factually incorrect;
  - 3) delete or limit processing as well as transfer your data - if legally permitted;
  - 4) object to processing;
  - 5) withdraw your consent at any time without affecting the lawfulness of the processing that was carried out before the consent was withdrawn;
  - 6) file a complaint to the supervisory authority - the President of the Personal Data Protection Office in Poland, seated at: ul. Stawki 2, Warszawa (Warsaw), Poland.
8. Providing personal data is voluntary yet essential for the purposes indicated in Part 3.

Your personal data will be processed in accordance with the Article 6 Part 1 Points (a) (c) and (e) as well as Article 9 Part 2 Point (a) of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation - GDPR) in connexion with the Polish Act of 20 July 2018 - Law on Higher Education and Science.

**Mark after reading**



I have read and accept the above information

I resign

**Click to continue**



**Continue**

When creating you account, **please use your university e-mail address.**

News Offer Units Registration

## Create an account

?

Email address  0 / 100

Password

Confirm password

[Create an account](#)

← **Add your university e-mail address and set password to your account**

← **Confirm creating your account**

You will receive an e-mail with the activation link. Please click the link and get your account activated.

After you activate your account, you will be asked to log in.

## Login

?

✓ Account successfully activated.

← **You have activated the account**

Email address  0 / 100

Password

[forgot password](#)

[create an account](#)

[Log in](#)

← **Now you can log in**

This is the main page of your profile. Please remember to **check** the messages and notifications at the top of the page – you will get there notes about how to correct your application or information that your account is accepted. If you should have a question – please use **HELP** tab. It is very important that you change the **notification language** as you will get them in Polish otherwise. Notifications will be sent to your e-mail address as well.

The screenshot shows the 'My account' page of the University of Lodz registration portal. At the top right, there are icons for messages and notifications, which are highlighted with a red box and an arrow pointing to a red text annotation: "Here you will find messages from UL IRO and notifications about completed steps". Below the navigation bar, the 'My account' section has a red arrow pointing to the 'Help' tab with the text "You can send messages here". The 'Identification data' section shows the user's email as 'thegreatjago@gmail.com' and IRK identifier as '59040'. The 'Login methods' section shows 'Email' and 'CAS' options. The 'Notification settings' section has a dropdown menu for 'Preferred notifications language' set to 'Polski', with a red arrow pointing to it and the text "Change the language settings to get notifications in English". Below the notification settings, there are two checked options: "Inform about new messages via email" and "Inform about new notifications via email". At the bottom left, there are three buttons: "Change e-mail address", "Change password", and "Delete the account".

European Union

UNIVERSITY OF LODZ

REGISTRATION

Here you will find messages from UL IRO and notifications about completed steps

News Offer Units Registration

My account

My account

You can send messages here

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

Identification data

E-mail: thegreatjago@gmail.com

IRK identifier: 59040

After time specified by applicable regulations, registrations are archived and candidates' data deleted from the system. If you do not wish to lose access to your account, you can indicate you want to keep it in the form below.

I want to keep my account in the system for future registrations. Save

Login methods

Email thegreatjago@gmail.com

CAS connect

Change the language settings to get notifications in English

Notification settings

Preferred notifications language: Polski

Inform about new messages via email

Inform about new notifications via email Save

Change e-mail address

Change password

Delete the account



# REGISTRATION UNIC Open Courses 2023/2024

- News
- Offer
- Units
- Registration

UNIC Open Courses switch registrations cancel selection  
You are filling the forms in connection with the selected registration. Fields required to apply are marked with an asterisk.

My account → Personal forms

## My account

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

### Personal forms



Basic  
personal  
data

**Please fill in personal data**



# REGISTRATION UNIC Open Courses 2023/2024

- News
- Offer
- Units
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## UNIC Open Courses

switch registrations cancel selection

You are filling the forms in connection with the selected registration. Fields required to apply are marked with an asterisk.

My account → Personal forms → Basic personal data

## Personal forms

Basic personal data

### 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

← Please fill in all required fields

**First name \***  0 / 40

**Second name \***  0 / 40

I don't have a middle name

**Surname \***  0 / 40

**Gender \*** -- select --

**Date of birth \*** dd.mm.rrrr

**I have Polish citizenship \*** -- select --

Save

← Please always save the changes after you finish

After completing steps listed above, please select **OFFER** tab to select the UNIC OPEN COURSES 2023/2024 offer.

The screenshot shows the University of Lodz registration portal. At the top, there is a navigation bar with the University of Lodz logo, the text 'REGISTRATION UNIC Open Courses 2023/2024', and a dark navigation menu with tabs for 'News', 'Offer', 'Units', and 'Registration'. The 'Offer' tab is highlighted. A red arrow points to the 'Offer' tab with the text 'Please select the OFFER tab to choose the correct program'. Below the navigation bar, there is a section titled 'UNIC Open Courses' with a sub-header 'Offer'. A filter bar is visible with the text 'Filters' and 'Only with active phase'. At the bottom, a list item 'U UNIC Open Courses' is shown with a red arrow pointing to it and the text 'Please select UNIC Open Courses offer'. The top right of the page contains utility links for 'my account', 'log out', and 'English'.



Here is a second place where you can ask questions. To start the process of selecting courses and completing the documents, please sign up as shown below:

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UNIVERSITY OF LODZ

REGISTRATION  
UNIC Open Courses 2023/2024

News Offer Units Registration

UNIC Open Courses switch registrations cancel selection

The offer displayed on this page is limited to the selected registration. If you want to see the rest of the offer, select a different registration.

Offer → UNIC Open Courses

## UNIC Open Courses

Opened Courses is an initiative of the UNIC European University Alliance. It allows students from partner universities to participate virtually in courses at other UNIC universities and receive ECTS points.

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- Issues in Business

A detailed registration guide can be downloaded here.

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Details	
Code	UNIC
Organizational unit	University of Łódź
<a href="#">Ask a question</a>	

Phase 1 (08.01.2024 10:00 - 10.02.2024 23:59)

[Sign up](#)

[Guidelines of the University Council for Quality of Education on distance \(online\) learning at the University of Lodz](#), as well as the [rules of verification of achieved study effects at the University of Lodz using the means of electronic communication](#). This is for your reference only.

You can send messages here

Ask a question

Sign up

Please sign up for the program

Please read the instructions



## REGISTRATION UNIC Open Courses 2023/2024

News

Offer

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Registration

🏠 → Offer → UNIC Open Courses → New application

### Additional information

[UNIC2023L] UNIC Open Courses (open)

[UNIC] UNIC Open Courses - Phase 1

👁️ Qualification criteria for this phase

🔍 1. Open Courses chosen

#### 1. Open Courses chosen

Please provide the following data to register for UNIC Open Courses.

\* - Fields marked with asterisk symbol are required.

Home university *	-- select --	▼
Institutional e-mail address *	<input type="text"/>	0 / 500
Study programme in your home University *	<input type="text"/>	0 / 500
Level *	-- select --	▼
Choose online courses *	<input type="checkbox"/> Development of the Insurance Market in Poland <input type="checkbox"/> Financial Management in Companies from the TLS Sector <input type="checkbox"/> International Humanitarian Law <input type="checkbox"/> Issues in Business <input type="checkbox"/> Moomins as cultural phenomenon: philosophy, multimedia storytelling, double addressee	

Required number of answers: 1. Upper limit of answers: 5.

← Please fill in all required fields

← Please select your courses

← After you finish, please click CONTINUE to move to the next step

← Return

→ Continue



# REGISTRATION UNIC Open Courses 2023/2024

- News
- Offer
- Units
- Registration

## UNIC Open Courses

switch registrations ✕ cancel selection

The offer displayed on this page is limited to the selected registration. If you want to see the rest of the offer, select a different registration.

Home → Offer → UNIC Open Courses

## UNIC Open Courses

✔ 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.



**Congratulations! You have applied for UNIC Open Courses. Please use the link in the green box to go to the next step of registration.**

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Details	
Code	UNIC
Organizational unit	University of Łódź
<a href="#">✉ Ask a question</a>	

Phase 1 (08.01.2024 10:00 – 10.02.2024 23:59)

**You have already applied in this registration phase.**

Your applications (go to my applications):

- UNIC Open Courses
  - Phase 1 (08.01.2024 10:00 – 10.02.2024 23:59)

Down below you can see you application's summary. Please note that in order to take part in the recruitment process, **you need to submit your application**. However, after you submit your application, you will not be able to make any changes to it!

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REGISTRATION  
UNIC Open Courses 2023/2024

News Offer Units Registration

My account -> Enrollment applications

My account

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

Enrollment applications

[UNIC2023L] UNIC Open Courses (open)  
Academic year 2023/2024

Description

[UNIC] UNIC Open Courses				
Phase 1 ( ✕ withdraw ) 08.01.2024 - 10.02.2024 👁️ Qualification criteria	Recruitment fee 🟢 not required	Score ---	Qualification status --- The results will be visible: 10.02.2024 00:00	Decision ---
Additional information	Please provide additional information in order to complete registration. ✔️ 1. Open Courses chosen (filled out) 🕒 2. Add data to Learning Agreement (not required) 🕒 3. Learning Agreement for Virtual Studies (not required)			
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>				
<input checked="" type="button" value="Submit"/>				
<a href="#">📄 Documents and further steps</a>				

Please upload data and documents only if it's required by your home university

Please submit your application

Here you can download the Learning Agreement

After clicking on the Documents and further steps link, you will be able to download Learning Agreement for Virtual Studies **if your home university requires such document**. After you get your LA signed both by you and your home university, please upload the scan in the appropriate section.

The screenshot shows the University of Lodz registration portal for UNIC Open Courses 2023/2024. The page is titled 'Documents and further steps' and contains a section for 'Required documents'. Under this section, there is a table with the following content:

Documents to download	
Learning Agreement for Virtual Studies	<a href="#">Download</a>

A red arrow points to the 'Download' button in the table.

Here you can download your Learning Agreement

Thank you for completing the registration, we will verify your account as fast as it will be possible. The deadline for registration is not a deadline for IRO's verification.

Good luck! 😊

IRO Team