

Regulations governing the use of the Online Registration System (IRK) by candidates taking part in the recruitment to the doctoral schools of Adam Mickiewicz University in Poznań for the academic year 2022/2023

I. Definitions

§1

The following terms mean:

- 1) individual account - a candidate's individual account enabling the candidate to use the Online Registration System for the duration of the recruitment to the doctoral schools of Adam Mickiewicz University in Poznań for the academic year 2022/2023,
- 2) candidate - a person taking part in the recruitment to the doctoral schools of Adam Mickiewicz University in Poznań for the academic year 2022/2023,
- 3) Regulations - Regulations governing the use of the Online Registration System by a candidate taking part in the recruitment to the doctoral schools of Adam Mickiewicz University in Poznań for the academic year 2022/2023,
- 4) Online Registration System - the System used by a candidate while taking part in the recruitment to the doctoral schools of Adam Mickiewicz University in Poznań for the academic year 2022/2023.

II. General provisions

§2

1. Recruitment to the doctoral schools of Adam Mickiewicz University in Poznań for the academic year 2022/2023 takes place according to the Regulations and deadlines specified in the Appendix to Resolution No. 181/2021/2022 of the Senate of Adam Mickiewicz University in Poznań of 31 January 2022, made available in the Public Information Bulletin of Adam Mickiewicz University in Poznań.
2. During the recruitment to the doctoral schools of Adam Mickiewicz University in Poznań for the academic year 2022/2023, the candidate uses the Online Registration System, which supports the recruitment process.
3. The Online Registration System is available at: <https://usosirk.amu.edu.pl/>.
4. The Online Registration System is operated by Adam Mickiewicz University in Poznań, ul. Henryka Wieniawskiego 1, 61-712 Poznań, NIP: 7770006350, REGON: 000001293, with which the candidate can contact at the e-mail address: doctoralschool@amu.edu.pl or at telephone numbers: 61 829 4276, 61 8294420, 61 8294354, 61 8294340

III. Rules of using the Online Registration System

§3

1. Using the Online Registration System for the duration of the recruitment to the doctoral schools at Adam Mickiewicz University in Poznań for the academic year 2022/2023 is possible after reading the regulations, creating an individual account and activating the individual account by the candidate.
2. The candidate's performance of the activities referred to in §3(1) is voluntary, but failure to perform them results in the candidate's inability to use the Online Registration System for the duration of the recruitment to the doctoral schools of Adam Mickiewicz University in Poznań for the academic year 2022/2023.

§4

1. When using the Online Registration System for the duration of the recruitment to the doctoral schools of Adam Mickiewicz University in Poznań for the academic year 2022/2023, a candidate can do the following:
 - 1) fill in and print out the registration form,
 - 2) pay the recruitment fee to the bank account of Adam Mickiewicz University in Poznań,
 - 3) change the e-mail address and password used for logging in to the individual account,
 - 4) delete the individual account.
2. The activity referred to in §4(1)(2) is provided by PayPro Spółka Akcyjna with its registered seat in Poznań at ul. Kanclerska 15, 60-327 Poznań, entered into the Register of Entrepreneurs of the National Court Register kept by the District Court Poznań - Nowe Miasto and Wilda in Poznań, 8th Commercial Division of the National Court Register, KRS: 0000347935, NIP: 7792369887, with the share capital amounting to PLN 5,476,300.00, fully paid up and entered in the register of national payment institutions kept by the Polish Financial Supervision Authority under number UKNF IP24/2014.
3. The following payment methods are available under the measure referred to in §4(1)(2):
 - 1) payment by bank transfer through electronic banking, implemented by the Przelewy24 System
 - 2) payment by credit card via the Przelewy24 payment System.
4. The payment of the enrolment fee by the candidate does not mean that the candidate has been granted a promise of admission to the doctoral school of Adam Mickiewicz University in Poznań for the academic year 2022/2023.

§5

1. Providing a candidate with an opportunity to perform the activities referred to in §4(1), takes place on the basis of a contract concluded between Adam Mickiewicz University in Poznań and the candidate at the time of activation of an individual account by the candidate.
2. The contract is terminated in the case of:
 - 1) termination of the enrolment to the doctoral schools of Adam Mickiewicz University in Poznań for the academic year 2022/2023,
 - 2) deletion of the individual account by the candidate.

§6

1. Proper use of the Online Registration System for the duration of the recruitment to the doctoral schools of Adam Mickiewicz University of Poznań for the academic year 2022/2023 by the candidate via a given device is possible after the device meets the following requirements:
 - 1) Internet connection,
 - 2) operating System: Windows 7/10, Linux, IOS, Android, macOS,
 - 3) web browser: Firefox, Edge, Chromium, Opera, Safari in the latest versions.
2. Adam Mickiewicz University in Poznań is not responsible for the temporary impediments or inability to use the Online Registration System for the duration of the recruitment process to the doctoral schools of Adam Mickiewicz University in Poznań for the academic year 2022/2023 in case the device does not meet the requirements referred to in §6(1).

§7

1. Each time a candidate uses the Online Registration System for the duration of the recruitment process to the doctoral schools of Adam Mickiewicz University of Poznań for the academic year 2022/2023, he/she is obliged to:
 - 1) act in accordance with the applicable laws and regulations,
 - 2) provide information that is true and consistent with the facts,
 - 3) not to provide content of an unlawful nature,
 - 4) not to perform actions that interfere with the operation of the Online Registration System or with the operation of individual accounts of other candidates,
 - 5) not to use materials and information that are contrary to the applicable laws or regulations, or that violate the rights of third parties,

- 6) not to make the e-mail address and password used for logging in to the individual account available to unauthorised parties.
2. Adam Mickiewicz University in Poznań is not responsible for any damage resulting from the use of the Online Registration System for the duration of the recruitment to the doctoral schools at Adam Mickiewicz University in Poznań for the academic year 2022/2023 in a manner contrary to the applicable law or regulations.

§8

Adam Mickiewicz University in Poznań, in case of any errors in the functioning of the of the Online Registration System for the duration of the recruitment to the doctoral schools of Adam Mickiewicz University in Poznań for the academic year 2022/2023, reserves the right to carry out maintenance work in order to eliminate the errors.

IV. Complaints procedure

§9

1. A candidate may submit a complaint regarding malfunctions of the Online Registration System during the recruitment to the doctoral schools of Adam Mickiewicz University in Poznań for the academic year 2022/2023, in particular in paper form to the address of Adam Mickiewicz University in Poznań: ul. Henryka Wieniawskiego 1, 61-712 Poznań or in electronic form to the e-mail address: doctoralschool@amu.edu.pl.
2. The complaint should include the candidate's identification data, correspondence address or e-mail address and the circumstances constituting the reason for the complaint.
3. Adam Mickiewicz University in Poznań considers complaints in the order of receipt, but no later than within 14 working days from the date of filing the complaint. In justified cases, due to the necessity of additional investigation, it is allowed to extend the deadline for the complaint handling for a period not longer than 14 working days, provided that the candidate is informed about the reason for the extension.
4. The candidate will be notified of the manner in which the complaint has been dealt with in accordance with the form in which the complaint was submitted by the candidate or in the form in which the candidate submitted the instruction.
5. Adam Mickiewicz University in Poznań shall not consider a complaint according to the procedure referred to in this paragraph if the complaint was submitted for other reasons than due to malfunctions of the Online Registration System during the recruitment to the doctoral schools of Adam Mickiewicz University in Poznań for the academic year 2022/2023. Other reasons include, in particular, an administrative decision to refuse a candidate admission to a doctoral school of Adam Mickiewicz University in Poznań for the academic year 2022/2023.

V. Final provisions

§10

1. Adam Mickiewicz University of Poznań has the right to unilaterally amend the regulations at any time, in particular in the following cases:
 - 1) performance of an obligation at the request of an authorized entity,
 - 2) change of the binding provisions of law,
 - 3) technical changes in the functioning of the Online Registration System or in the functioning of other systems related to the operation of the Online Registration System,
 - 4) for security reasons, in order to prevent the use of the Online Registration System by unauthorized entities or in a manner contrary to applicable law or the regulations.
2. A candidate will be notified of a change to the regulations 14 days in advance of the change to the regulations coming into force by posting a message containing the change to the regulations and maintaining this information at the website address: <https://amu.edu.pl/doktoranci/szkola-doktorska/rekrutacja/20222023> for at least 14 days and by sending a message containing the change to the regulations at the email address provided by the candidate.
3. If the Regulations are changed as described above, the candidate can delete his/her individual account if he/she does not agree to the amended Regulations. In case of not deleting the individual account, the candidate will be bound by the amended Regulations from the effective date of the amended Regulations.

§11

In matters not covered by the Regulations, the applicable legal provisions shall apply.

§12

1. The Regulations are valid from 1 July 2022 to 30 June 2023.
2. In case of closing the enrolment to the doctoral schools at Adam Mickiewicz University in Poznań for the academic year 2022/2023 on a date earlier than the date of expiry of the Regulations, the Regulations are valid until the earlier date.