Online registration of candidates for short-term studies

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1. Introduction

This guide describes the steps needed to register for short-term studies at the University of Silesia in Katowice. It presents the candidate registration process using the example of incoming Erasmus+ mobility. The IT registration system allows for electronic exchange of data on the learning agreement between your university and the University of Silesia in Katowice through the EWP network.

2. Creation of an account in the system for Online Registration of Candidates (IRK)

Open the website "https://irk2.us.edu.pl/en-gb/" and select registration for short-term studies.
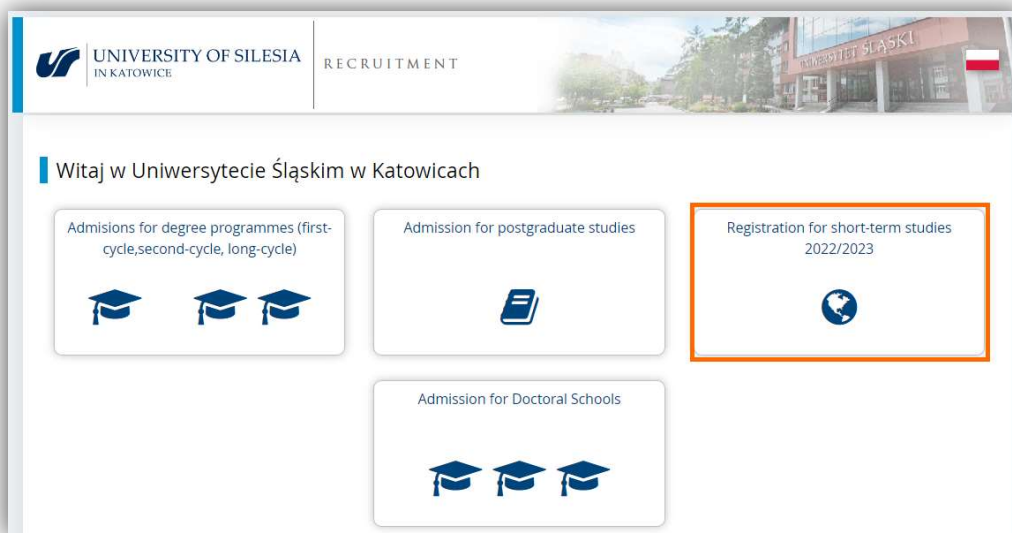
To create an account, select "create an account".
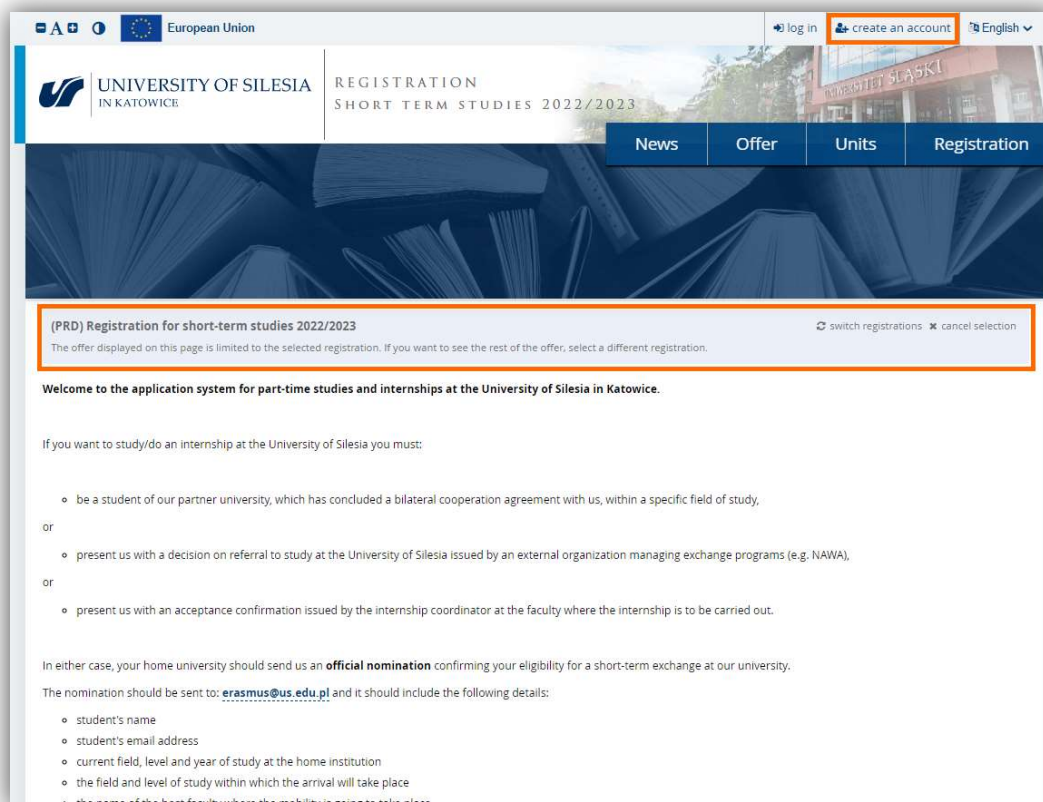
Before creating an account, you must confirm the personal data processing statements. Once you have given your consents, select "Continue".

Enter your e-mail address and password. Once you have confirmed your password, use the "Create an account" button.
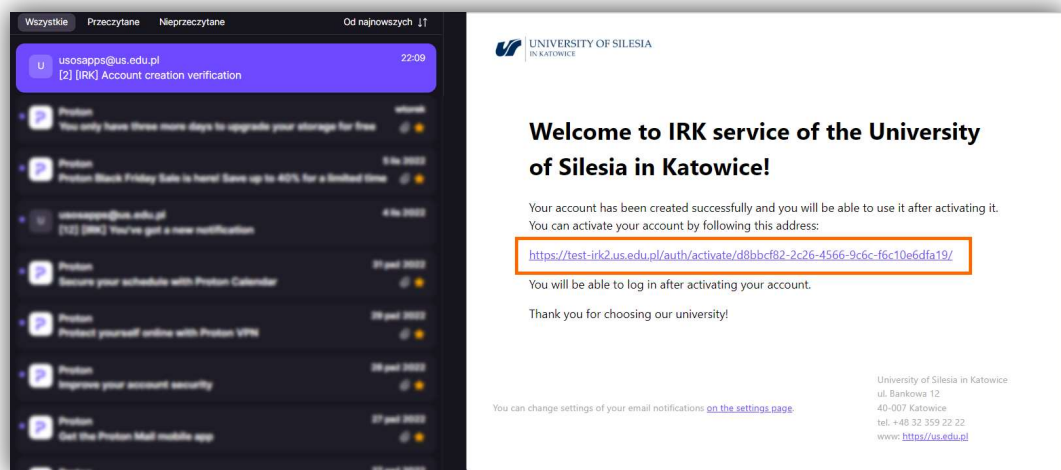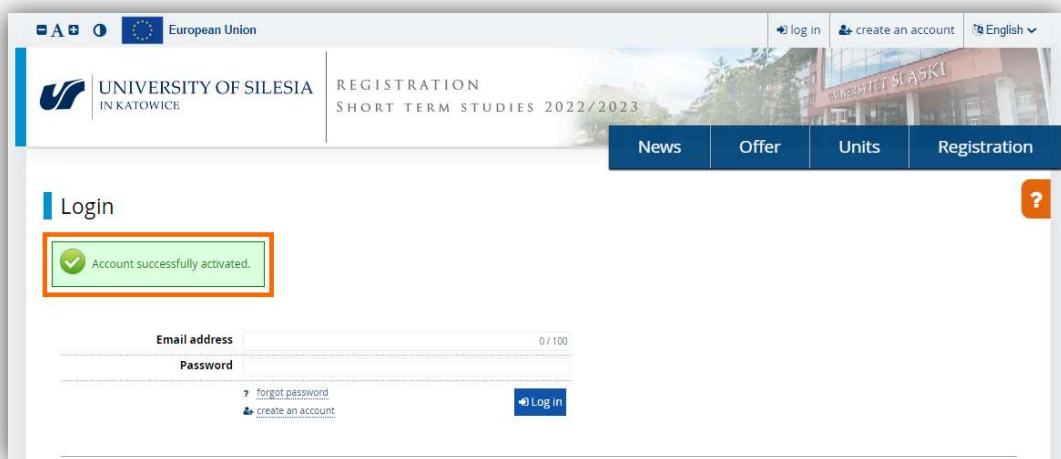
The system will send a message with an activation link to the e-mail address entered.
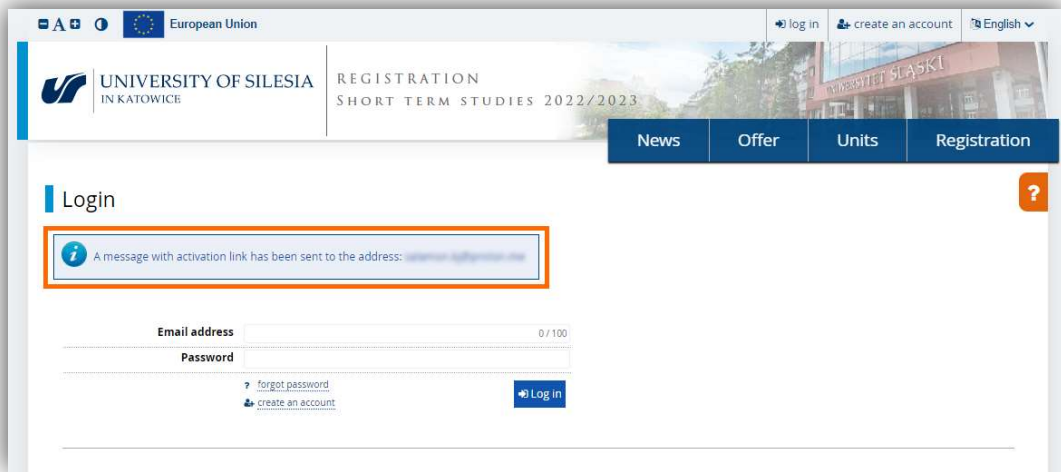
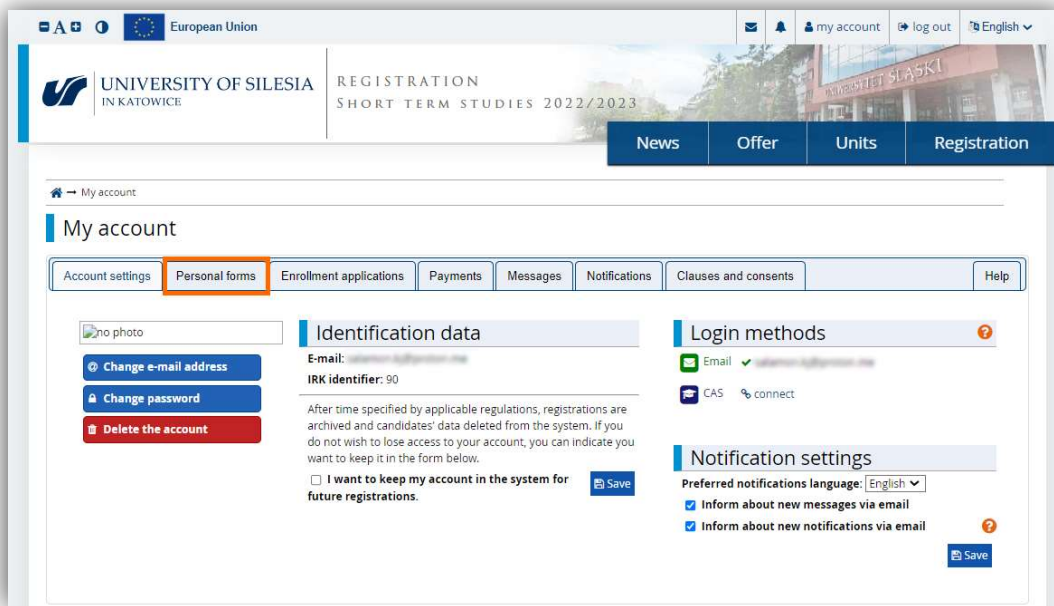Use the link from the message sent to your inbox.

After you have clicked on the link, the system activates your account.
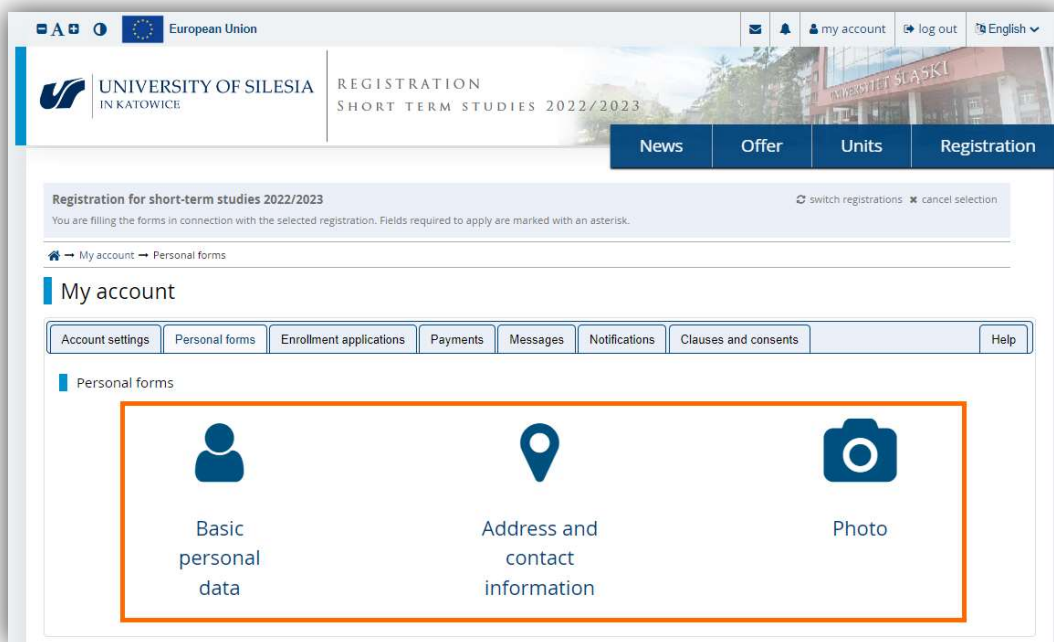
3. Completion of basic data

You will need to fill in your basic personal data before you can apply. To do this, open the "Personal forms" tab.

In this tab you should fill in your personal details and address, and upload your photo. Click on one of the icons highlighted in the graphic below.
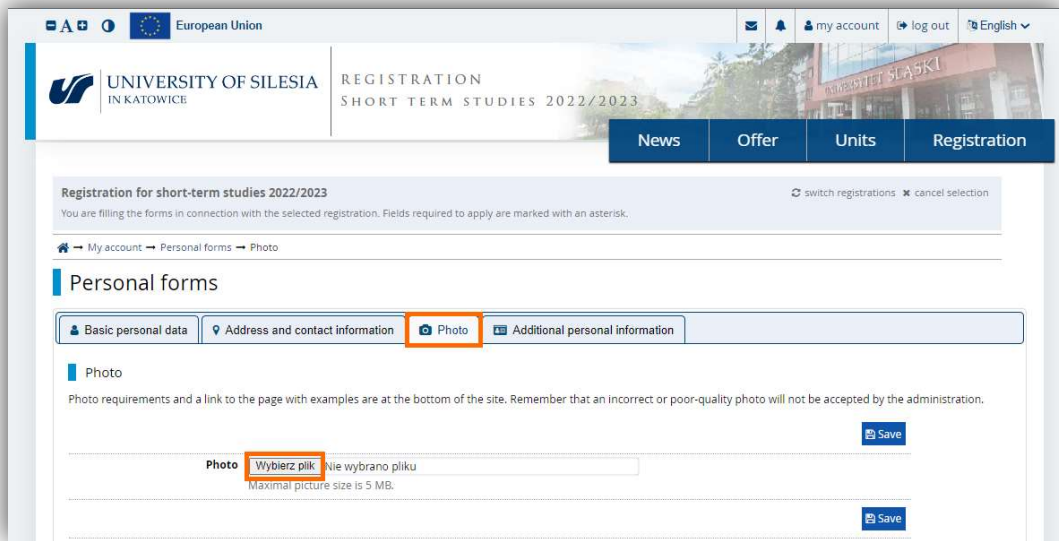
Complete the basic data.

Then, enter your address details. **When entering your telephone number, remember to indicate the country code.**

To upload a photo, go to the "Photo" tab and use the "Wybierz plik" ("Choose file") button, then select a photo from your device. **Make sure the photo meets passport requirements.**

Crop the photograph and save the changes. The photograph will be approved by a University staff member in the future.
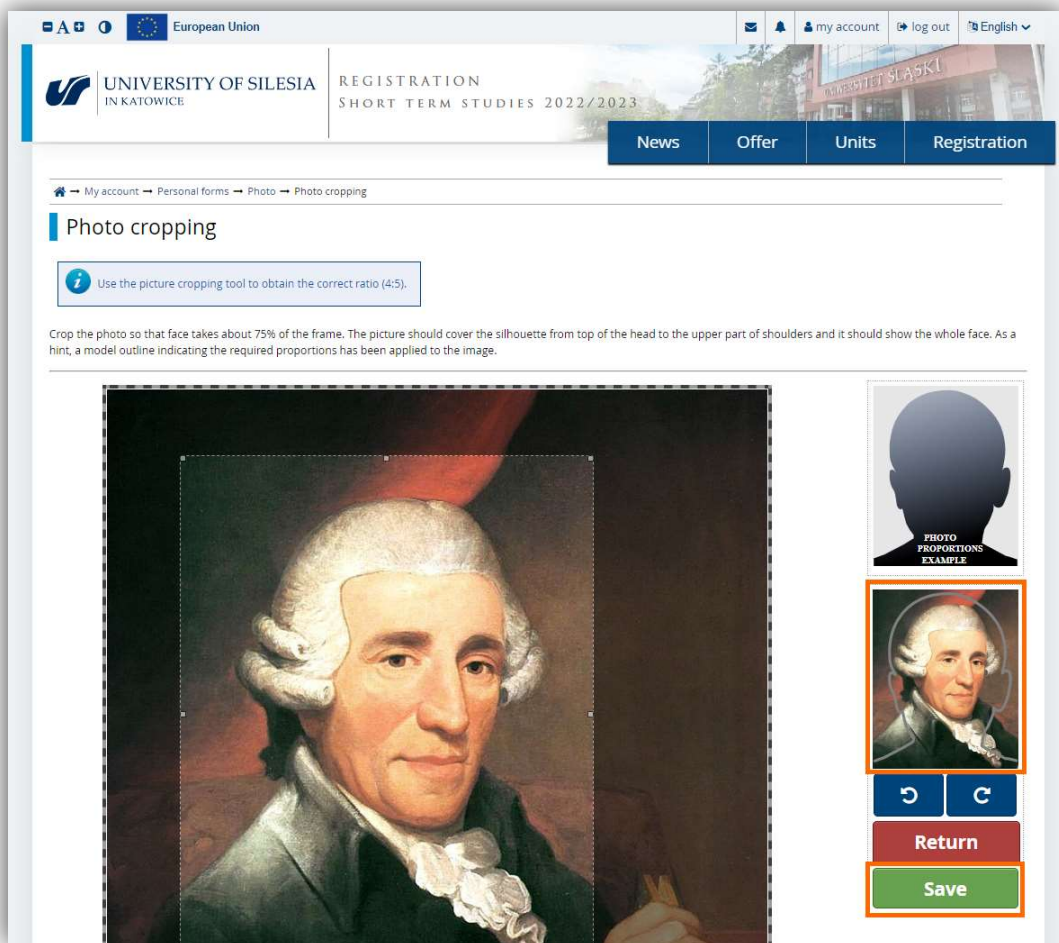
Fill in the details of your identity document. **In the case of non-EU citizenship, enter the details of your passport.**

Once you have saved all your details, it will be possible for you to register for short-term studies.
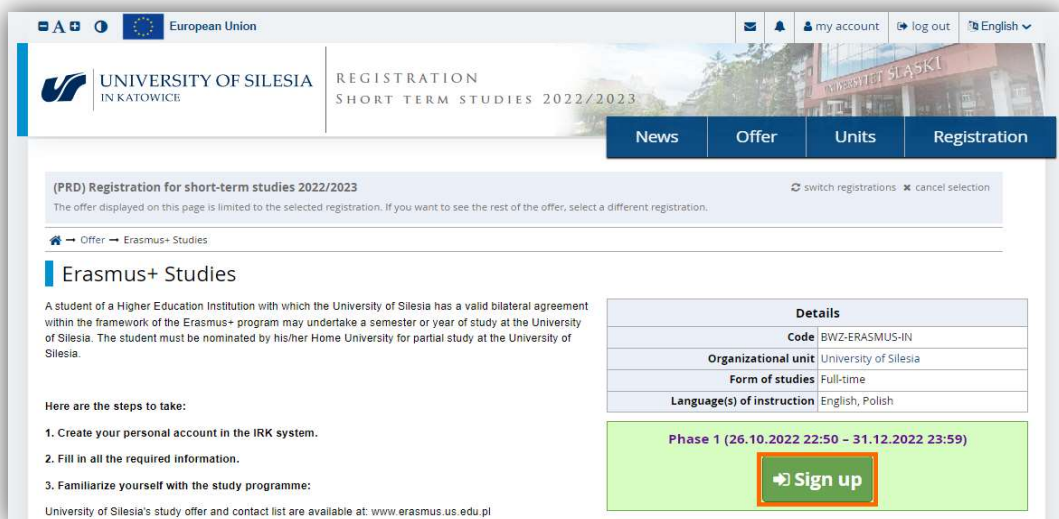
4. Creation of a recruitment application

Go on to select the type of mobility using the "Offer" button.
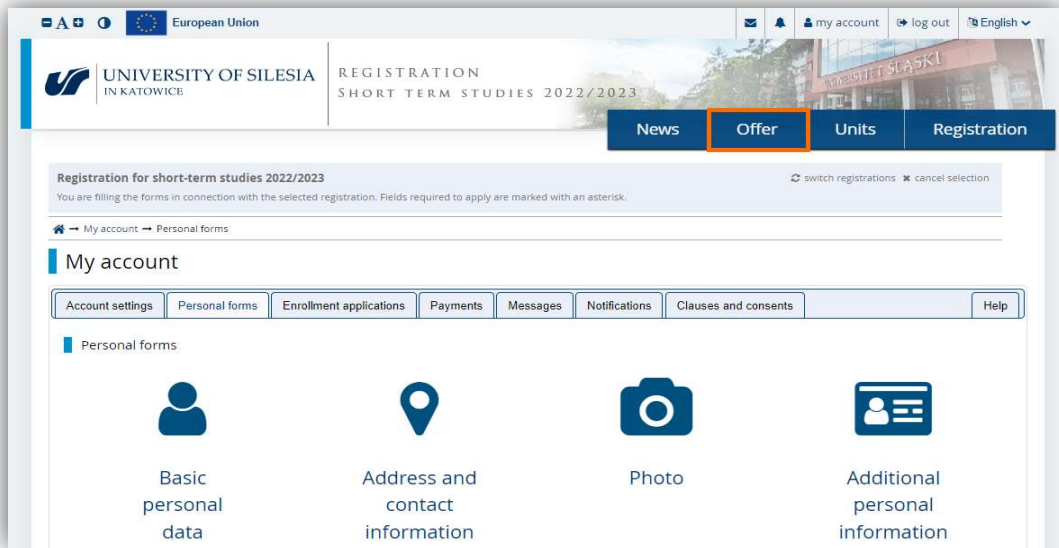
Choose your type of mobility from the available offers.
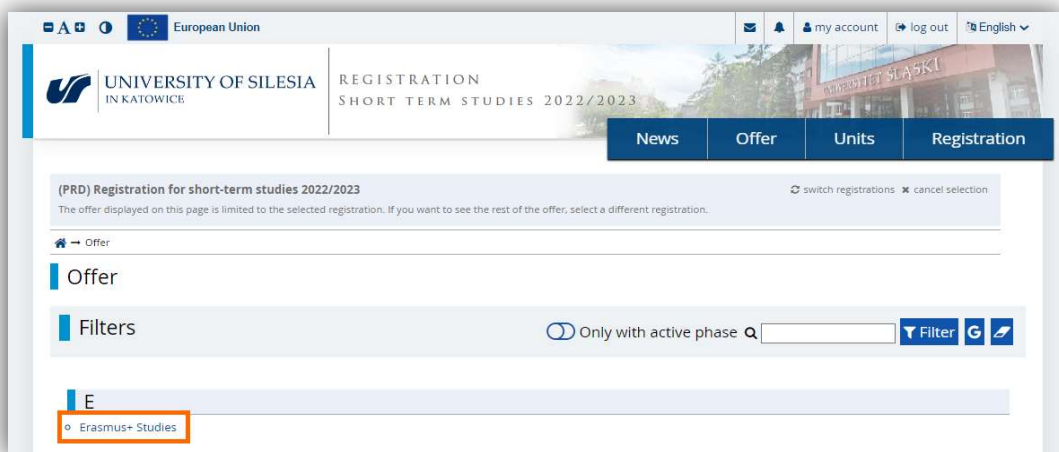
Use the "Sign up" button to start the registration process.

Confirm the personal data processing statements and use the "Continue" button.

Enter the duration of your mobility and the ESI identifier. If you do not know it, leave the field blank.

Using the "Continue" button will create a blank registration application. The next step is to complete the application with answers to the questions given on the application page. The application can be accessed by selecting "My account" at the top of the page and opening the "Enrolment applications" tab or by using the link underlined in the graphic below.

4.1. Selection of courses

The registration application for short-term studies requires you to select the courses you wish to study at our university. Go to the course selection page using the "Choose" option.

On the course selection page, you can search for courses by course name or code, faculty affiliation, course registration or course group. For the selection of courses for short-term studies, we recommend that you use the first options – search by course name and code or faculty affiliation. At the top of the catalogue, the service displays a list of the courses you have selected. The course catalogue displays the current offer of courses. Courses launched in the future may not be available.
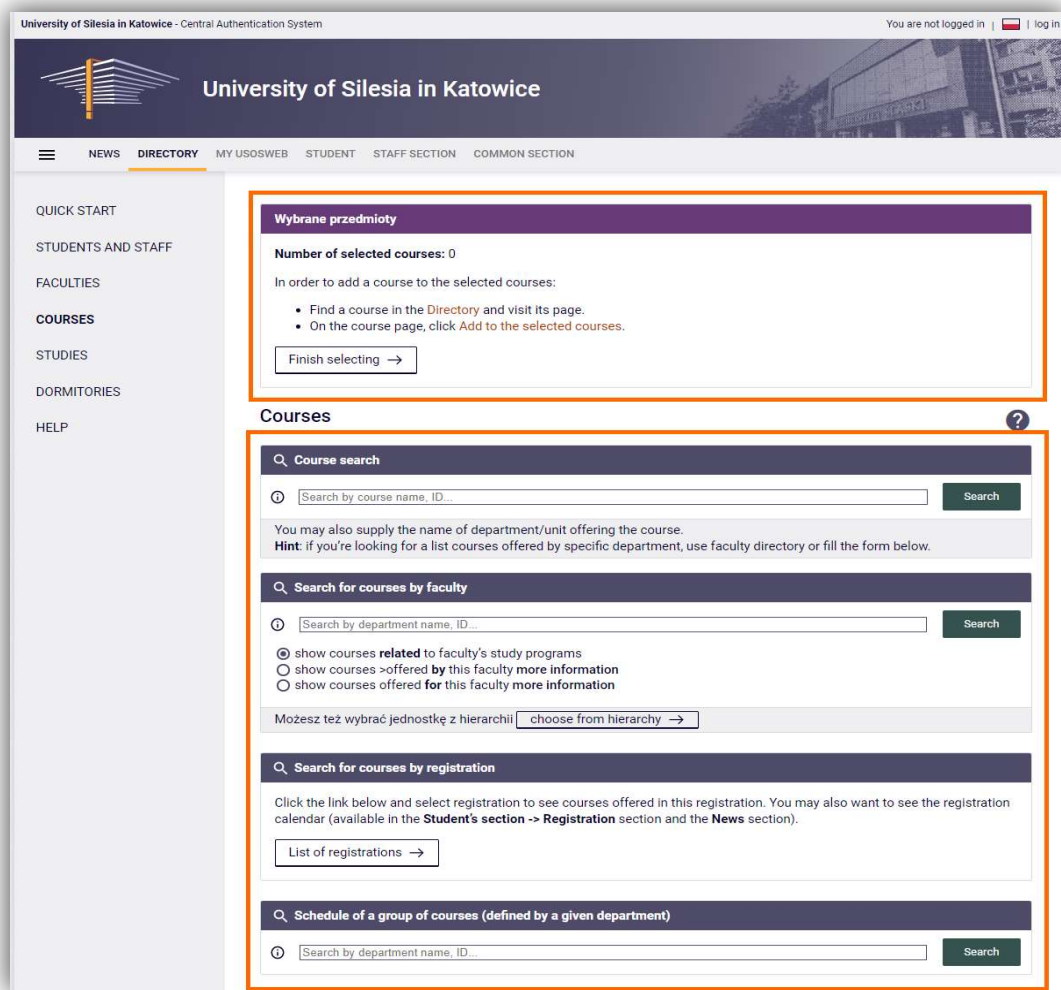
Enter the name of the course you are searching for and use the "Search" button.
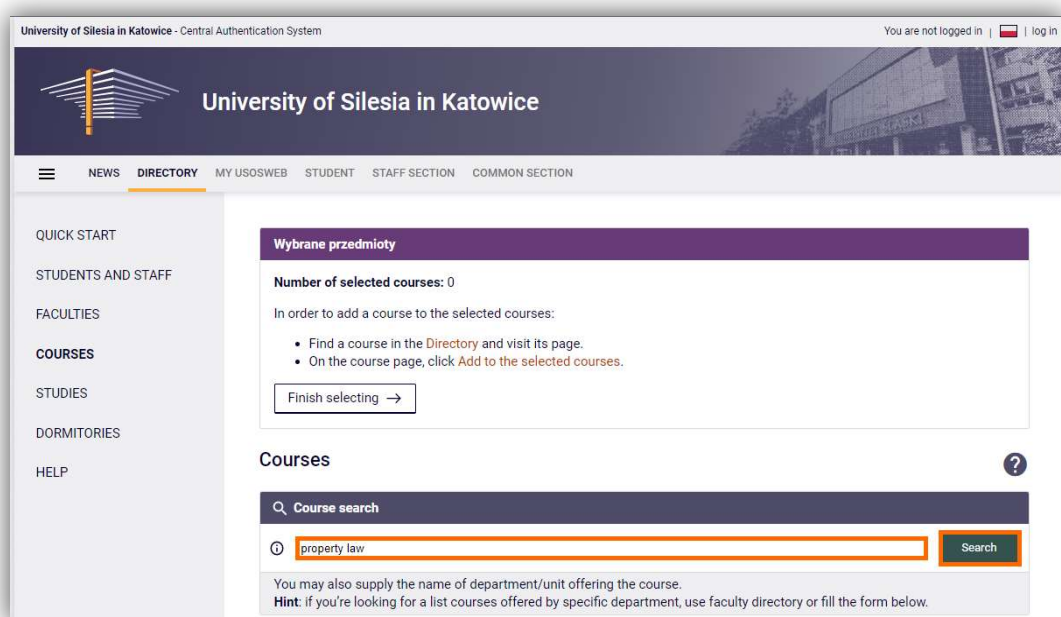
In the table of retrieved courses, look out for the courses whose code starts with the letter "W". Codes starting with a number will be no longer valid in the future. When you find a suitable course, click on its name or select the "Course page" option. The basket icons show when courses were available to students in the past. Try to select courses that were launched in the current teaching cycle – this way you can avoid selecting an unavailable course. For example, the 2022/2023Z cycle corresponds to the winter term 2022/2023, while 2022/2023L is the summer term of 2022/2023.

On the course page you can check basic information about the course. The option "Add to the selected courses" will save the course in the list of your courses.

If you wish to search for courses associated with a faculty before entering the faculty name, select "show courses > offered by this faculty".

Once the name has been entered, the system will suggest the available units. Select the unit that has a code starting with the letter "W".

In the courses table you have the option to modify the number of items displayed on the page and how they are sorted. Unchecking the "show terms and registration carts" option will hide information about the availability time of the items.

When you have finished selecting the courses, use the "Finish selecting" button. This will save the courses in the registration application. You can modify the list of courses again by opening the course catalogue.

4.2. Completion of additional information

Another part of the application is collection of additional information concerning, for example, your university, coordinator or dormitory. Answer all questions. Finish with the element highlighted in the graphic. This requires you to submit a system-generated, printed and signed document. The document contains the information you enter in your answers to the other questions.

Specify whether you wish to stay in the University's dormitory.

Enter information about your contact person.

Some of the questions must be approved by the recruitment administrators. In the case of the question about your contact person, the administrator will verify whether you have entered the country code.

Choose the ISCED code within which you will pursue your mobility.

Enter information about your university. When you start to type in the name of your university the system will display the available options. If you do not find your university in the list you can enter its full name.

Enter the details of your Erasmus+ coordinator. Remember about the area code when entering the telephone number.

Enter data on your foreign language skills. You must specify your English and Polish language skills. Information on your knowledge of other languages is optional.

Choose your faculty and field of study.

Specify whether you are interested in the orientation week.

Inform us if you have studied at the University of Silesia in Katowice before.

Indicate whether you require assistance from the Student Service Centre.

To upload a scan of the signed Application Form, you must first download the template document.

Select the "Documents and further steps" option on the page of the registration application.

Download the Application Form to your device.

Sign the generated document.

Return to the document upload window. Use the "Wybierz plik" ("Choose file") option and upload the signed document.

Once you have answered all the questions, confirm your application for registration for studies.

5. Verification of application

Once a staff member of the University of Silesia has verified your answers, you will receive relevant notifications. If one of your answers is wrong, the question will be marked with the status "rejected" and your application will be unlocked for editing. Once you have made the changes, confirm your application again.

After your answers have been approved and the coordinator from the University of Silesia in Katowice has given a positive opinion, your qualification status will change. In the system you will be able to download your Application Form signed by an employee of the host university.

The final stage in the processing of your application is the issue of an acceptance decision. You will find information about the decision at the top of the application.