

Online registration of candidates for short-term studies

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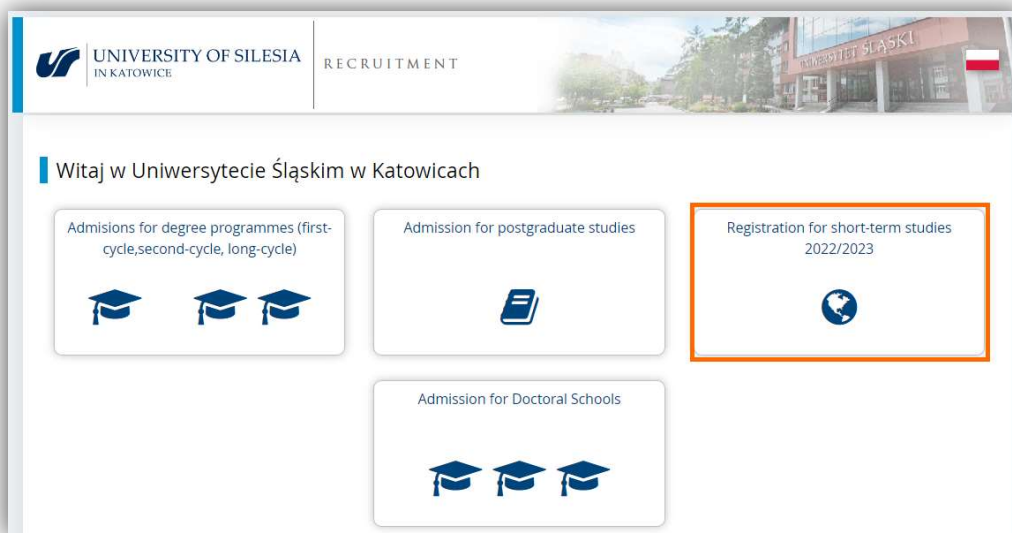
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1. Introduction

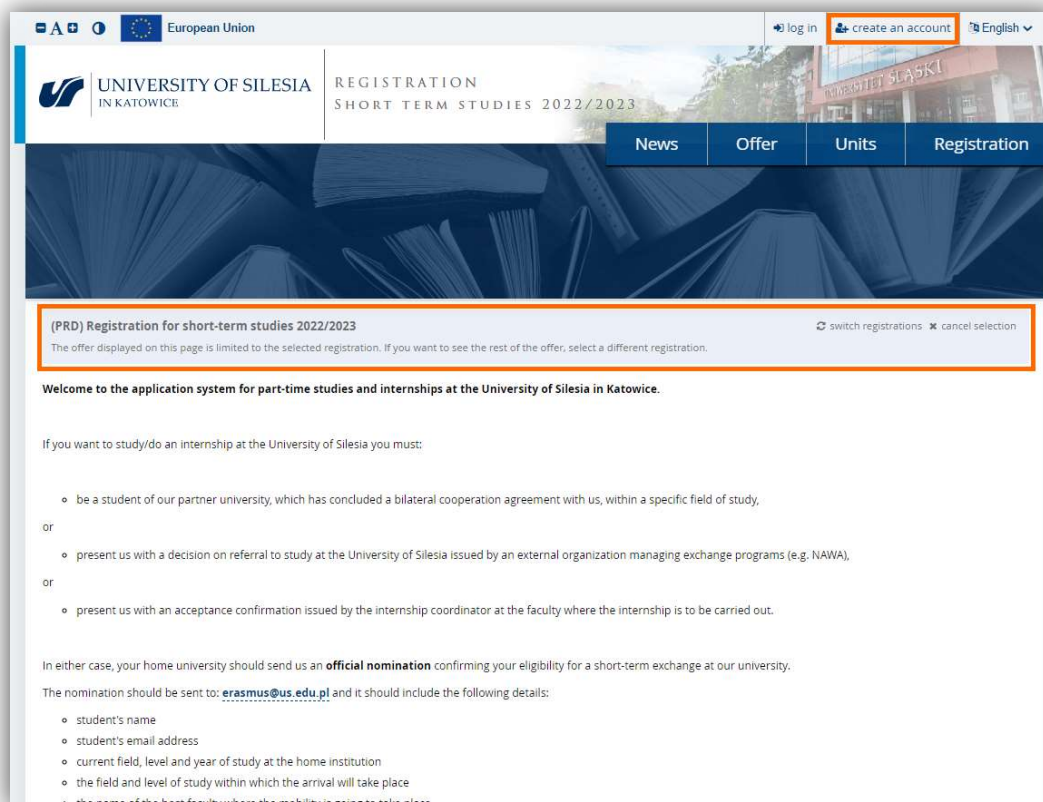
This guide describes the steps needed to register for short-term studies at the University of Silesia in Katowice. It presents the candidate registration process using the example of incoming Erasmus+ mobility. The IT registration system allows for electronic exchange of data on the learning agreement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

European Union

log in create an account English

UNIVERSITY OF SILESIA IN KATOWICE

REGISTRATION SHORT TERM STUDIES 2022/2023

News Offer Units Registration

Personal data processing information

1. Personal Data Administrator
The administrator of your personal data is the University of Silesia in Katowice, represented by the Rector of the University of Silesia. You can contact the administrator in the following ways:
a. by post to the address: ul. Bankowa 12, 40-007 Katowice
b. by e-mail: administrator.danych@us.edu.pl

2. Data Protection Officer
You can contact the data protection officer in any matters concerning personal data processing and the use of rights related to personal data processing, in the following ways:
a. by post to the address: ul. Bankowa 12, 40-007 Katowice
b. by e-mail: iod@us.edu.pl

3. Purpose and legal basis for personal data processing
The legal basis for the processing of your personal data is Art. 6 Par. 1 letter a of the Regulation of the European Parliament and of the Council (EU) 2016/279 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):
e. your voluntary consent to personal data processing for the purpose of establishing the user's account in Online Application System (IRK).
Providing your personal data is voluntary, but necessary to complete the registration process. In case you do not provide your data, it will not be possible to fulfill the above-mentioned purpose.

4. Personal data storage period
We shall store your personal data for the period required to implement the above purpose, however, not longer than until you withdraw your consent to personal data processing. You can remove your user account at any time.

5. Data recipients
We can share your personal data with public bodies or entities authorised to obtain such data based on the effective legal regulations.

6. Rights related to personal data processing
You shall have the following rights to personal data processing:
a. right to withdraw your consent for personal data processing at any moment, which shall not affect the lawfulness of the processing of personal data which was based on your consent before its withdrawal. You can withdraw your consent by sending the statement on withdrawing your consent to our mailing address or e-mail address: iod@us.edu.pl;
b. right to access your personal data;
c. right to request rectification of your personal data which are incorrect and obtain completion of incomplete personal data;
d. right to request the removal of your personal data, in particular in the case of withdrawal of your consent for processing, when there are no other legal grounds for personal data processing;
e. right to request restriction in the processing of your personal data;
f. right not to be subject only to automated decision-taking, including profiling;
g. right to lodge a complaint to a supervisory body dealing with personal data protection, i.e. President of the Office for Competition and Consumer Protection.

I have read and accept the above information

DATA PROCESSING STATEMENT

Having read the GDPR information clause for account users in Online Application System (IRK), I hereby declare that I **consent** for my personal data to be processed by the Administrator, i.e. University of Silesia in Katowice, ul. Bankowa 12, 40-007 Katowice, for the purpose of establishing the user's account in Online Application System (IRK).

I agree

Enter your e-mail address and password. Once you have confirmed your password, use the "Create an account" button.

European Union

log in create an account English

UNIVERSITY OF SILESIA IN KATOWICE

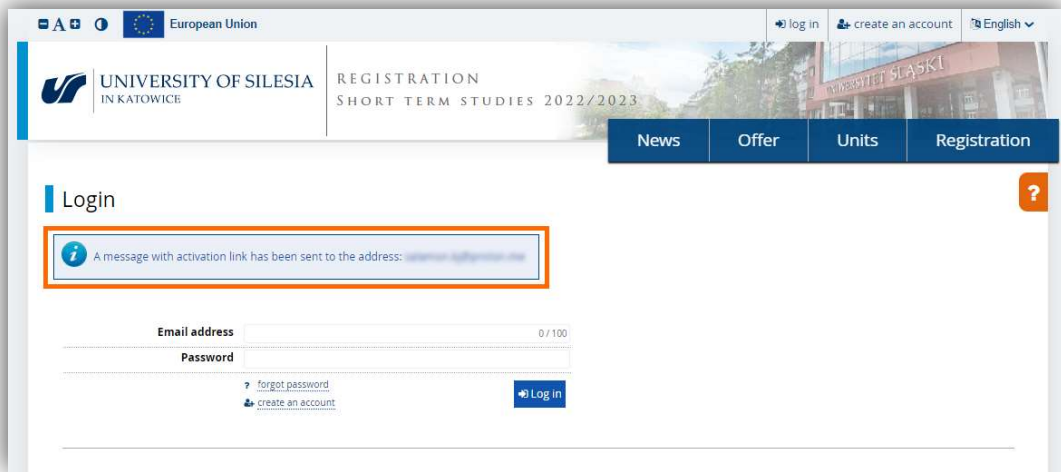
REGISTRATION SHORT TERM STUDIES 2022/2023

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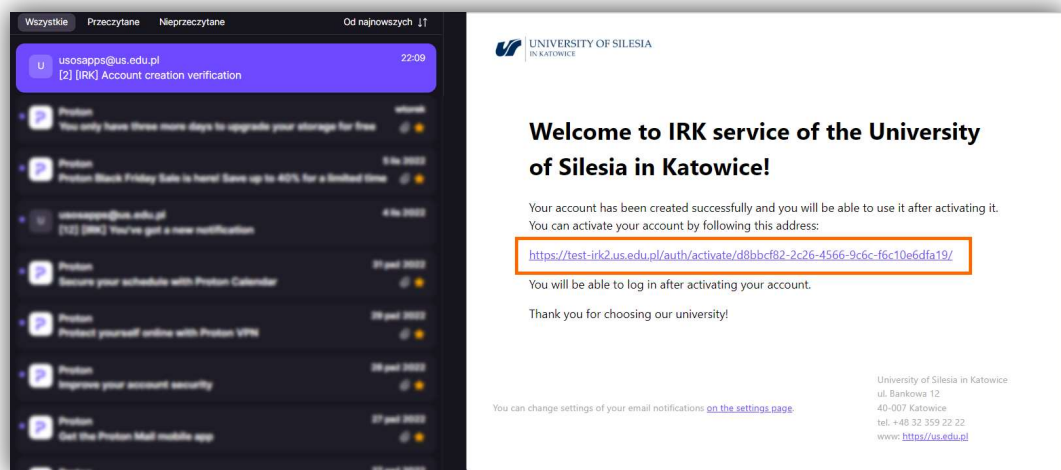
Create an account

0 / 100

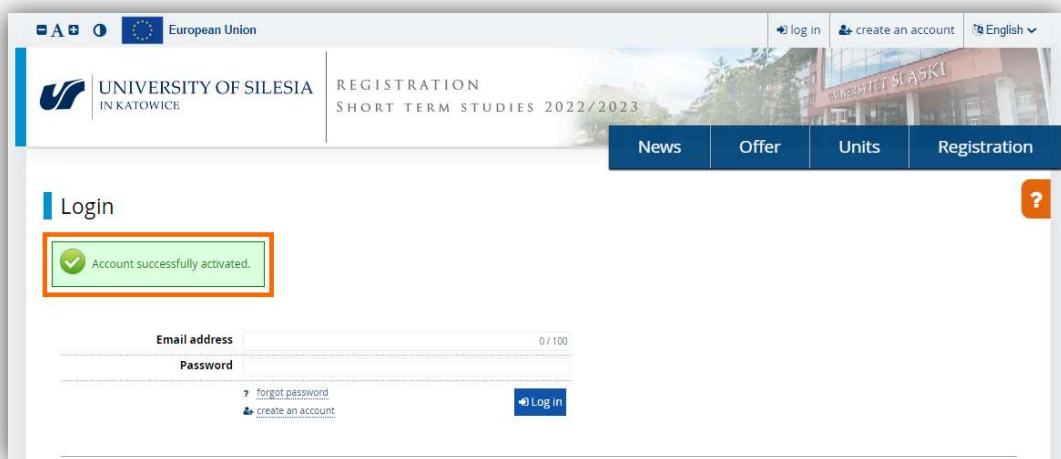
The system will send a message with an activation link to the e-mail address entered.



Use the link from the message sent to your inbox.

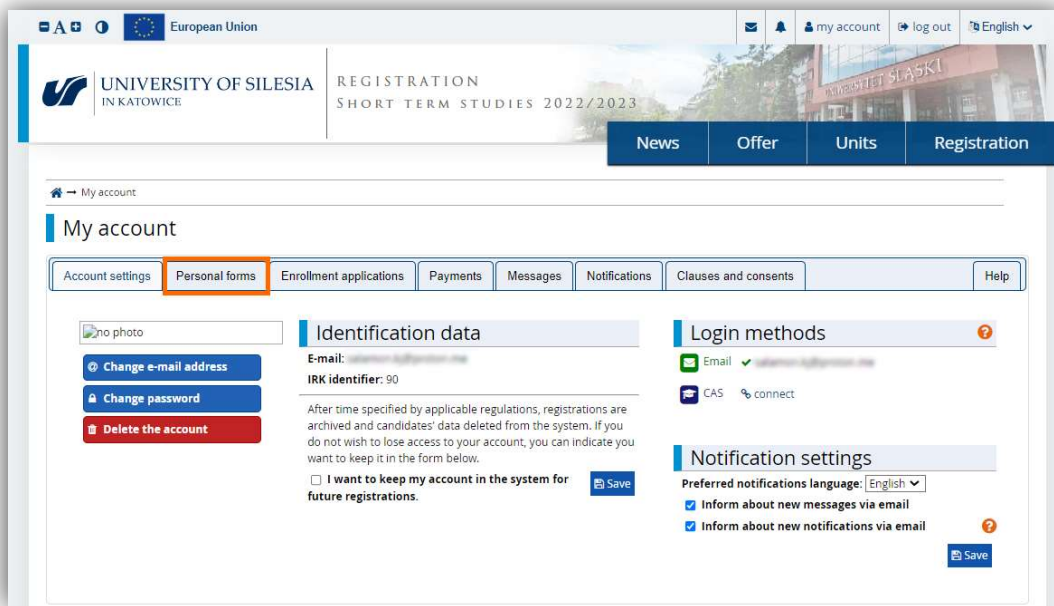


After you have clicked on the link, the system activates your account.

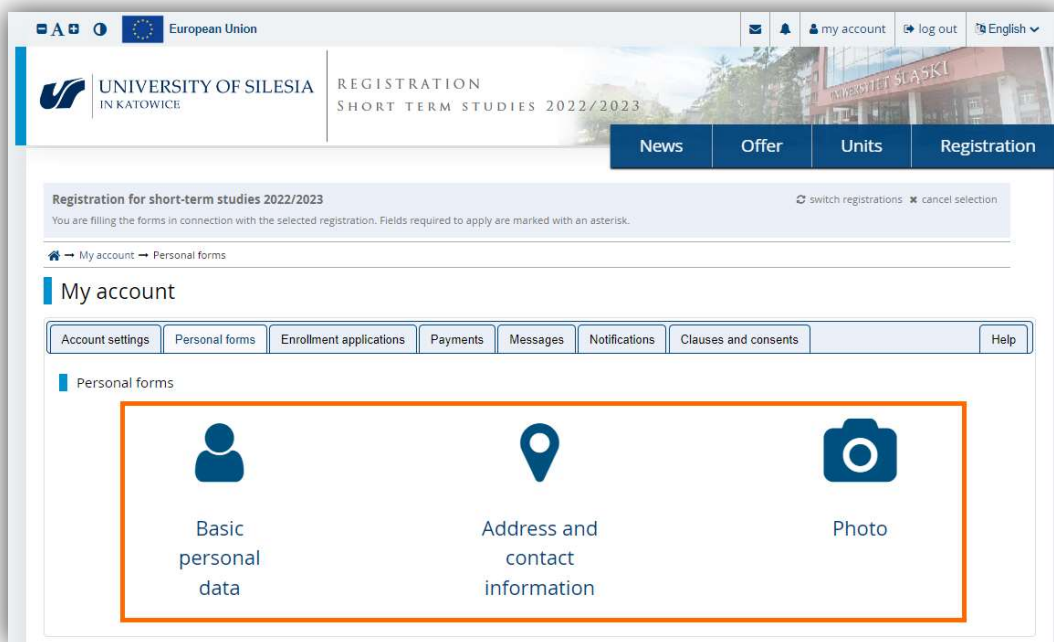


3. Completion of basic data

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.

The screenshot shows the 'Registration for short-term studies 2022/2023' page. The user is currently on the 'Basic personal data' tab. The form contains the following fields:

- First name ***: Joseph (6 / 40)
- Second name**: (0 / 40)
- I don't have a middle name
- Surname ***: Haydn (5 / 40)
- PESEL number**: (0 / 11) - Note: The PESEL number is required for Polish citizens.
- Gender ***: male
- Date of birth ***: 31.03.1990
- Place of birth ***: Rohrau (6 / 60)
- Country of birth ***: Austria
- I have Polish citizenship ***: no
- Citizenship ***: Austria

A 'Save' button is located at the bottom right of the form.

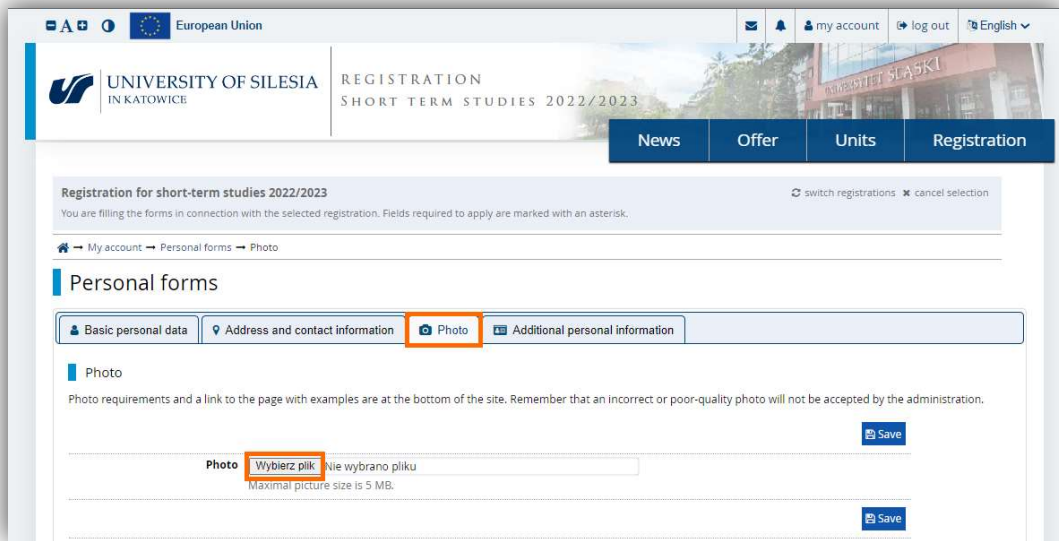
Then, enter your address details. **When entering your telephone number, remember to indicate the country code.**

The screenshot shows the 'Registration for short-term studies 2022/2023' page. The user is currently on the 'Address and contact information' tab. The form contains the following fields:

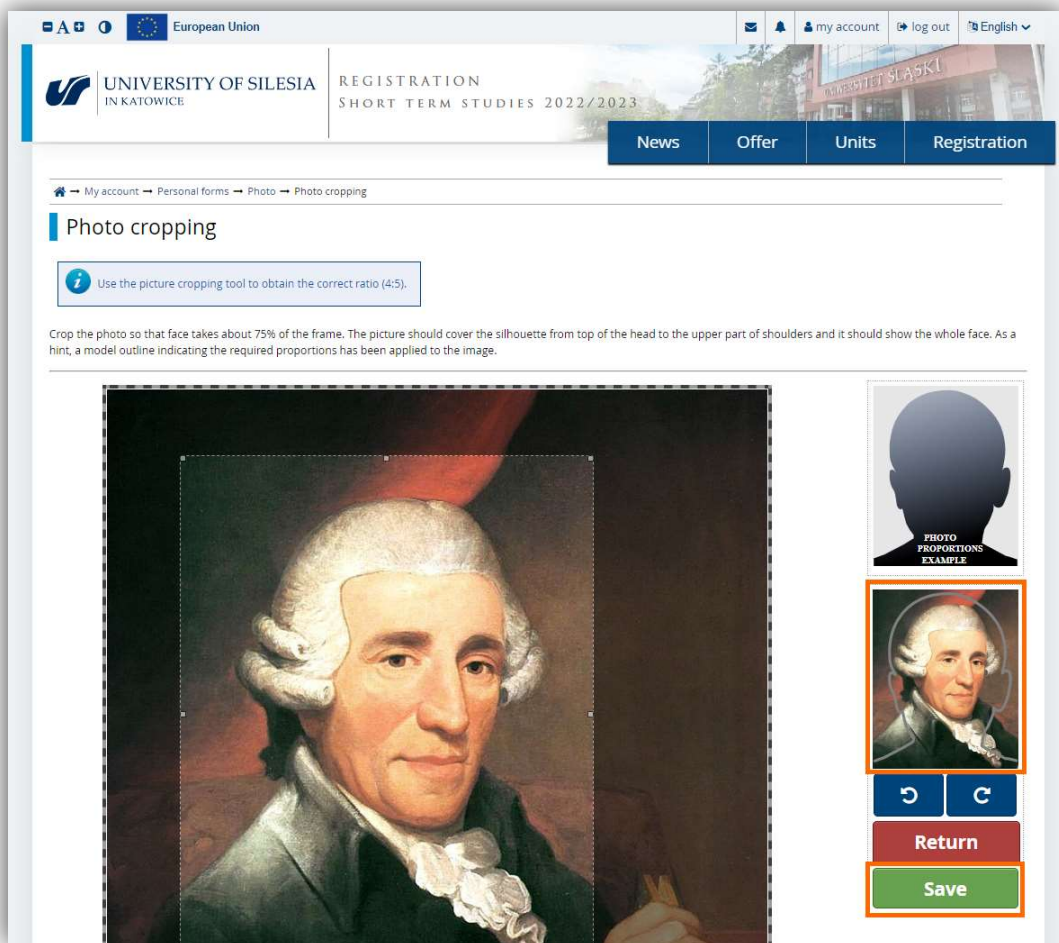
- Contact information**
 - Email address**: (20 / 254) - Note: In order to set a new address, go to the email address change page.
 - Phone number**: +48 12 312 31 23 (16 / 20)
 - Alternative phone number**: (0 / 20)
- Address of residence**
 - Country ***: Austria
 - Postal code ***: 2471 (4 / 20)
 - Town ***: Rohrau (6 / 60)
 - Town size ***: city
 - Street**: Ziegelofengasse (15 / 80) - Note: If your address does not contain a street name other than the city name, please leave this field empty.
 - Building number ***: 2 (1 / 20)
 - Apartment number**: (0 / 20)
- Address for correspondence**
 - Address for correspondence different than the primary address**

A 'Save' button is located at the bottom right of the form.

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.**

Registration for short-term studies 2022/2023

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

My account → Personal forms → Additional personal information

Personal forms

Basic personal data | Address and contact information | Photo | **Additional personal information**

Additional personal information

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, 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. Do not put spaces or any other punctuation marks in document numbers.

* - Fields marked with asterisk symbol are required.

Save

Identification document

Document type *	passport
Document series and number *	ZXC123123 <small>9 / 20</small> <small>This value must contain only uppercase letters and digits.</small>
Document expiration date *	31.12.2026
Country in which the document has been issued *	Austria

Save

Once you have saved all your details, it will be possible for you to register for short-term studies.

Registration for short-term studies 2022/2023

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

My account → Personal forms → Additional personal information

Personal forms

Basic personal data | Address and contact information | Photo | **Additional personal information**

✓ Data has been saved.

Additional personal information

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, 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. Do not put spaces or any other punctuation marks in document numbers.

* - Fields marked with asterisk symbol are required.

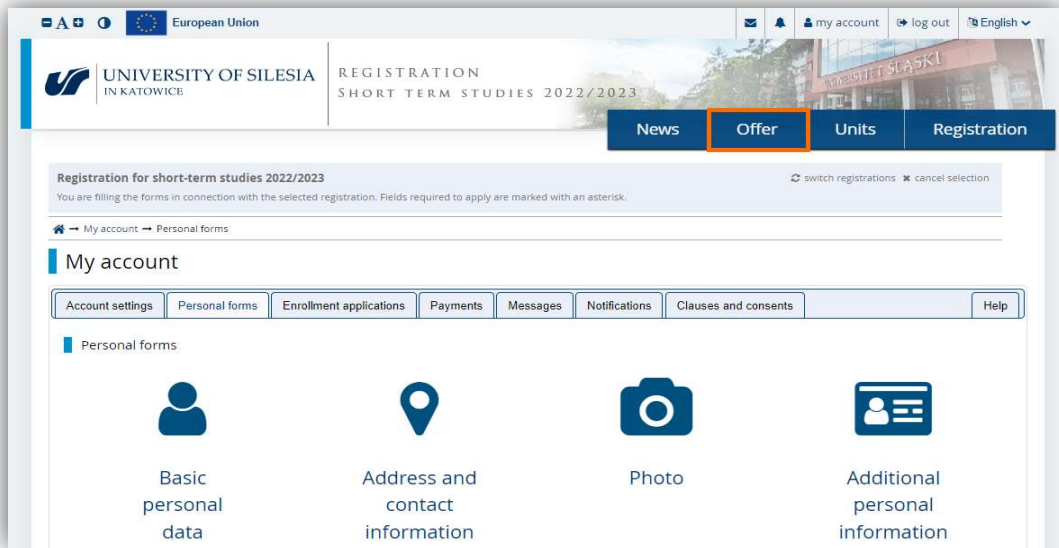
Save

Identification document

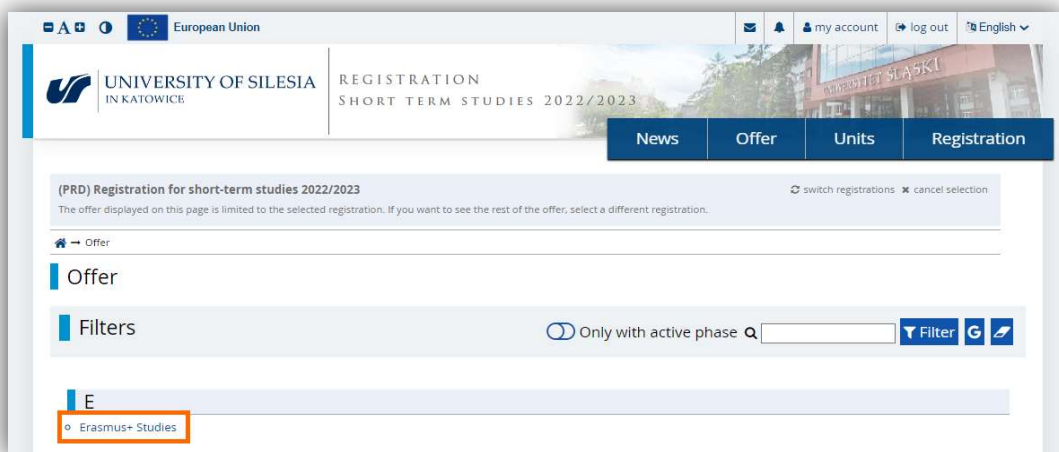
Document type *	passport
Document series and number *	ZXC123123 <small>9 / 20</small> <small>This value must contain only uppercase letters and digits.</small>
Document expiration date *	31.12.2026
Country in which the document has been issued *	Austria

4. Creation of a recruitment application

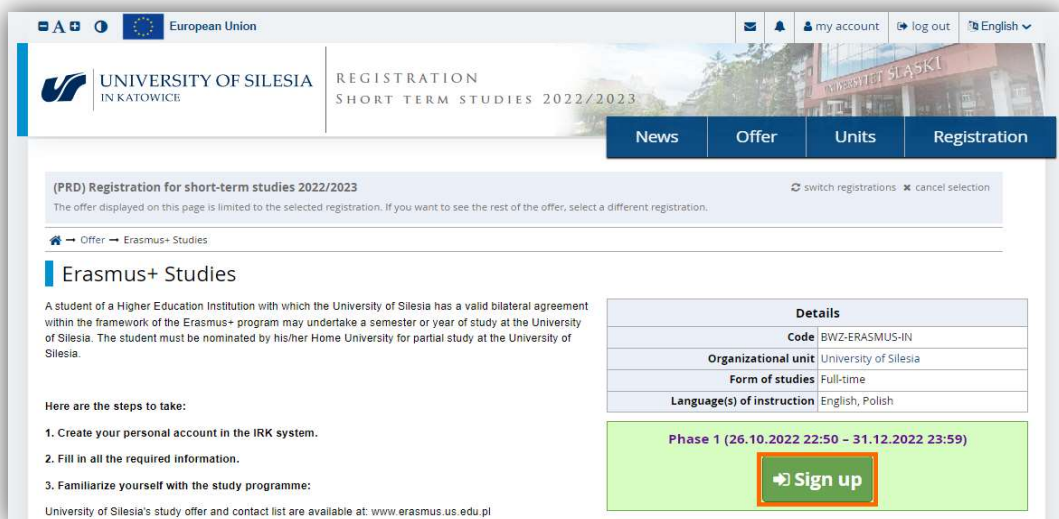
Go on to select the type of mobility using the "Offer" button.



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.

UNIVERSITY OF SILESIA
IN KATOWICE

REGISTRATION
SHORT TERM STUDIES 2022/2023

my account
log out
English

News

Offer

Units

Registration

→ Offer → Erasmus → Studies → New application

Personal data processing information

i

Information Clause on the General Data Protection Regulation (GDPR)

RODO (The General Data Protection Regulation (EU) (GDPR) is a regulation in EU law on data protection and privacy in the European Union (EU) and the European Economic Area (EEA) information clause for foreign students coming to study part-time at the University of Silesia in Katowice.

1. Personal data administrator

The administrator of your personal data is the University of Silesia in Katowice. You can contact the administrator in the following ways:

- 1) by letter to the address: 12 Bankowa Street, 40-007 Katowice
- 2) by e-mail: administrator.danych@us.edu.pl

2. Data protection officer

You may contact the Data Protection Officer on all matters relating to the processing of personal data and the exercise of rights related to the related to data processing, as follows:

- 1) by letter to the address: 12 Bankowa Street, 40-007 Katowice
- 2) by e-mail: iod@us.edu.pl

3. Purposes of processing and legal basis for processing

We will process your personal data for purposes related to the recruitment process and education and student affairs services.

The legal basis for the processing of your personal data is based on Article 6 Section 1 Letter a, c, and e, Article 9, Section 2, Letter a of 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):

- 1) your consent to the processing of personal data, for the purposes of the recruitment process, and in the case of candidates with a disability or chronic disease, explicit consent to the processing of health data;
- 2) fulfillment of the administrator's legal obligation under the in particular, under the Law on Higher Education and Science, and executive acts issued on its basis;
- 3) to perform a task carried out in the public interest, i.e. providing education to students, creating conditions for persons with disabilities to fully participate in education, educating students with a sense of responsibility for the Polish state, national tradition, strengthening the principles of democracy and respect for human rights, and creating conditions for the development of students' physical culture, resulting from Article 11, Section 1 of the Law - Law on Higher Education and Science and executive acts to the aforementioned law.

Provision of personal data is a necessary requirement for the implementation of the process of recruitment, education and handling of student affairs. If the data are not provided, it will not be possible to realize the above-mentioned purpose.

4. Period of storage of personal data

We will store your personal data until the end of the education process, and for archival purposes for the next 5 years. In the situation of processing your personal data on the basis of your voluntary consent, we will keep them until you revoke your consent to their processing, unless a legal provision allows further processing.

5. Recipients of data

We may transfer your data to entities processing them on our behalf and to public authorities or entities entitled to obtain the data under applicable law, when they make a request based on the relevant legal basis.

6. Rights related to the processing of personal data

You have the following rights related to the processing of personal data:

- 1) The right to withdraw your consent to data processing, see below;
- 2) The right to access your personal data;
- 3) The right to request rectification of your personal data that is incorrect and completion of incomplete personal data;
- 4) The right to request the erasure of your personal data, in particular if you revoke your consent to processing when there is no other legal basis for processing;
- 5) The right to request restriction of the processing of your personal data;
- 6) The right to object to the processing of your personal data;
- 7) The right to portability of your personal data,
- 8) The right not to be subject exclusively to automated decision-making, including profiling;
- 9) The right to lodge a complaint with a data protection supervisory authority;

[Right to withdraw consent](#)

To the extent that your data is processed on the basis of consent, you have the right to withdraw your consent to data processing at any time. Withdrawal of consent does not affect the lawfulness of processing that was carried out on the basis of your consent before its withdrawal. You can withdraw your consent by sending a statement of withdrawal of consent to our mailing address, or email address: iod@us.edu.pl

I have read and accept the above information

I hereby consent to the publication of my image in photographs / video recordings documenting my stay at the University of Silesia in Katowice.

The consent includes: using, recording, handling, duplicating, archiving, making available to the public, as well as creating, storing and using backup copies, and publishing (possibly also together with images of other people (group photographs)), through any media, including in the electronic version in the WWW global network (Internet) and in the printed version.

I hereby consent to the publication of the following information:

1. my full name,
2. nazwy mojej uczelni macierzystej, miasta i kraju,

on the website and in the printed materials of the University of Silesia in Katowice, and to its distribution among members of the international student organisation ESN US Katowice, for all purposes related to my stay at the University of Silesia in Katowice, including, but not limited to, providing information on events dedicated to students and promoting the University of Silesia in Katowice.

The consent includes: using, recording, handling, duplicating, archiving, making available to the public, as well as creating, storing and using backup copies, and publishing (possibly also together with information concerning other people) in the electronic version in the WWW network (Internet) and in the printed version.

The consent is granted free of charge and without any objective or subjective limitations. I declare that I am of age and have full capacity to perform acts in law, and that I have read the above and fully understand it.

I agree

Cancel

Continue

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.

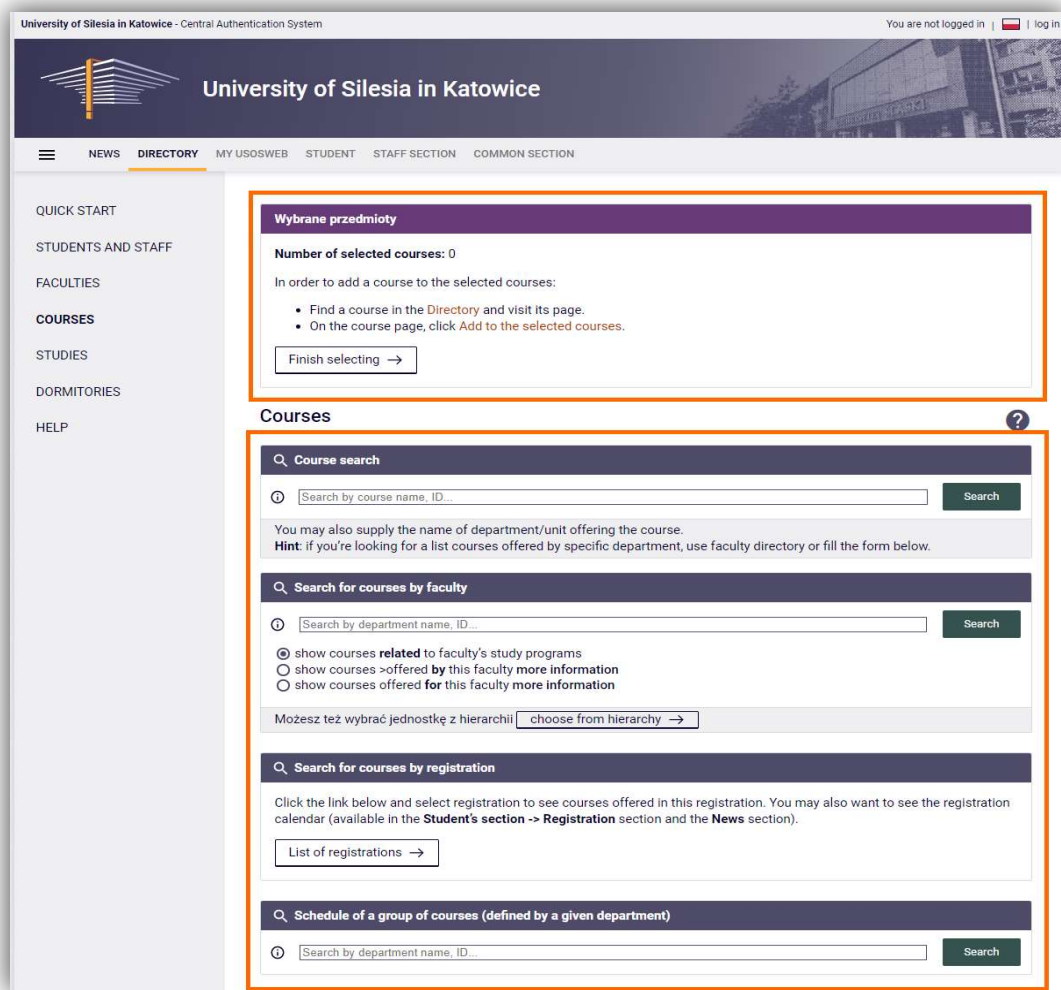
4.1. Selection of courses

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.

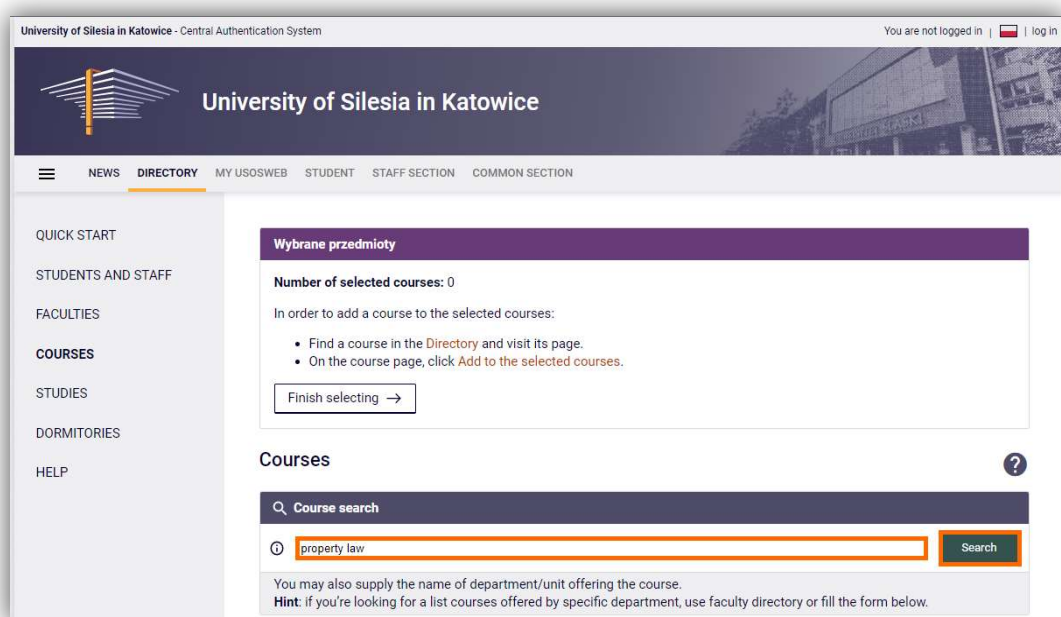
The screenshot shows the 'My account' page for 'Enrollment applications'. The main heading is '[PRD_BWZ-IN-2223] (PRD) Registration for short-term studies 2022/2023'. Below this, there is a 'Description' section and a table for 'Erasmus+ Studies'. The 'Courses' row in the table is highlighted with an orange border, and the 'Choose' button is also highlighted. Below the table, there is a list of required information for registration, including accommodation, contact person details, field code, home university, coordinator, language competence, organisational unit, orientation week, previous studies, and support for persons with disabilities. A yellow banner at the bottom states: 'You need to submit your application in order to take part in the recruitment process. You need to fill in all the required information before you can submit your application.'

[BWZ-ERASMUS-IN] Erasmus+ Studies				
Phase 1 (✖ withdraw) 26.10.2022 - 31.12.2022 🔍 Qualification criteria 📄 Application history	Recruitment fee ○ not required	Score ---	Qualification status ---	Decision --- 🔍 Details
Period of study	First term			
Courses	Choose courses that you want to attend during your studies. ECTS credits limit: 30 (used: 0).			
Additional information	Please provide additional information in order to complete registration. <ul style="list-style-type: none"> 📍 Accommodation (required) 👤 Contact person details (required) 📍 Field - ISCED code (required) 🏠 Home university (required) 👤 Home university coordinator (required) 🗣️ Language competence (required) 🏢 Organisational unit (required) 📅 Orientation Week (required) 🎓 Previous studies at the University of Silesia in Katowice (required) 📄 Short-term studies - required documents (required) ♿ Support for persons with disabilities (required) 			
You need to submit your application in order to take part in the recruitment process. You need to fill in all the required information before you can submit your application.				

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.

University of Silesia in Katowice - Central Authentication System

University of Silesia in Katowice

NEWS DIRECTORY MY USOSWEB STUDENT STAFF SECTION COMMON SECTION

QUICK START
STUDENTS AND STAFF
FACULTIES
COURSES
→ search results
STUDIES
DORMITORIES
HELP

Wybrane przedmioty

Number of selected courses: 0

In order to add a course to the selected courses:

- Find a course in the Directory and visit its page.
- On the course page, click Add to the selected courses.

Finish selecting →

Search results

Your query: property law Search again

Filters

Courses provided by unit: Search by department name

Courses provided for unit: Search by department name

Show only courses taught in a non-Polish language

Please log in to gain access to additional options

Show only these courses which I am able to register for: Apply

There is more than one result for your query. Redefine your query or choose from courses listed below.

show course groups in separate column
show brief course description under each row
show terms and registration carts additional information about registration and classes

Elements 1-30 of 60 Show options

Course code	Department name	Course title	Department name in Polish	Course title in Polish	Key	2020/2021Z	2020/2021L	2021/2022Z	2021/2022L	2022/2023Z	2022/2023L	Actions
07-WPIA-PJ0-37	Faculty of Law and Administration Art and Cultural Property Law		Wydział Prawa i Administracji Art and Cultural Property Law			n/a	n/a	n/a	n/a	n/a	n/a	Course page →
W5-PR-NM-PCRZ	Faculty of Law and Administration Civil law - property law	Civil law - property law	Wydział Prawa i Administracji Prawo cywilne - rzeczowe			n/a	n/a	W	i	n/a	n/a	Course page →
W5-PR-SM-PCRZ	Faculty of Law and Administration Civil law - property law		Wydział Prawa i Administracji Prawo cywilne - rzeczowe			n/a	W	i	n/a	n/a	n/a	Course page →
07-FR-NM-PC3	Faculty of Law and Administration Civil law - property law		Wydział Prawa i Administracji Prawo cywilne (rzeczowe)			W	i	n/a	n/a	n/a	n/a	Course page →

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.

University of Silesia in Katowice - Central Authentication System

University of Silesia in Katowice

NEWS DIRECTORY MY USOSWEB STUDENT STAFF SECTION COMMON SECTION

QUICK START
STUDENTS AND STAFF
FACULTIES
COURSES
→ Civil law - property law
STUDIES
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HELP

Wybrane przedmioty

Number of selected courses: 0

In order to add a course to the selected courses:

- Find a course in the Directory and visit its page.
- On the course page, click Add to the selected courses.

Finish selecting →

Civil law - property law Print syllabus →

← go back to course search results

Add to the selected courses →

General data

Course ID:	W5-PR-NM-PCRZ
Erasmus code / ISCED:	(unknown) / (0421) Law
Course title:	Civil law - property law
Name in Polish:	Prawo cywilne - rzeczowe

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

Courses ?

Course search

Search by course name, ID... Search

You may also supply the name of department/unit offering the course.
Hint: if you're looking for a list courses offered by specific department, use faculty directory or fill the form below.

Search for courses by faculty

Search by department name, ID... Search

show courses **related** to faculty's study programs
 show courses > offered **by this faculty more information**
 show courses offered **for this faculty more information**

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".

Courses ?

Course search

Search by course name, ID... Search

You may also supply the name of department/unit offering the course.
Hint: if you're looking for a list courses offered by specific department, use faculty directory or fill the form below.

Search for courses by faculty

law and Search

- [W5] Faculty of Law and Administration
- [C11] Research Centre for Public Competition Law and Sector Regulation
- [C10] Centre for the Law of Design, Fashion and Advertising

Number of hits: 3
 Możesz też wybrać jednostkę z hierarchii | choose from hierarchy →

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.

Organizational unit: Faculty of Law and Administration

select another → related course groups →

Filters

Courses provided by unit: W5
 Courses provided for unit:
 Show only courses taught in a non-Polish language
Please log in to gain access to additional options
 Show only these courses which I am able to register for

show course groups in separate column
 show brief course description under each row
 show terms and registration carts additional information about registration and classes Change settings

Elements 1..30 of 1929 Show options

Items per page: 10 .. 30 .. 100 .. 300 .. 500

Order by: course title (ascending)
 then by: course title in Polish (ascending)
 then by: course code (ascending)
 then by: (choose)
 then by: (choose)

Reorder Reset Current values

Course code	Department name	Course title	Department name in Polish	Course title in Polish	Key	Availability						Actions	
						2020/2021Z	2020/2021L	2021/2022Z	2021/2022L	2022/2023Z	2022/2023L		
W5-PR-SM-KONUWS	Faculty of Law and Administration		Wydział Prawa i Administracji	"Z ustawą wśród zwierząt" co prawnicy powinni wiedzieć o prawach zwierząt		n/a	n/a	n/a		i	n/a	n/a	Course page →

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.

University of Silesia in Katowice - Central Authentication System

You are not logged in | log in

University of Silesia in Katowice

NEWS DIRECTORY MY USOSWEB STUDENT STAFF SECTION COMMON SECTION

QUICK START

STUDENTS AND STAFF

FACULTIES

COURSES
→ Intellectual property in fashion and design

STUDIES

DORMITORIES

HELP

Wybrane przedmioty

Number of selected courses: 10

- (in Polish) "Z ustawą wśród zwierząt" co prawnicy powinni wiedzieć o prawach zwierząt
- (in Polish) Administracja inkluzywna (administracja wobec osób starszych, niepełnosprawnych, dotkniętych ubóstwem)
- (in Polish) Cyberbezpieczeństwo w pracy prawnika
- (in Polish) Administracja w prawie medycznym
- Administrative road traffic law
- Civil law - property law
- Civil law. Intellectual property law
- Conflict Prevention in Public International Law
- Copyright Law
- Direct democracy in local government

In order to add a course to the selected courses:

- Find a course in the Directory and visit its page.
- On the course page, click Add to the selected courses.

Finish selecting →

Intellectual property in fashion and design

Print syllabus → ?

Add to the selected courses →

General data

Course ID:	WS-PR-SM-KONPWMD
Course code (USOS):	

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.

The screenshot shows the 'My account' page for 'Enrollment applications'. The main section is titled '[PRD_BWZ-IN-2223] (PRD) Registration for short-term studies 2022/2023'. Below this, there is a 'Description' section and a table for 'Erasmus+ Studies'. The 'Additional Information' section is highlighted with an orange border and contains the following items:

- Accommodation (required)
- Contact person details (required)
- Field - ISCED code (required)
- Home university (filled out)
- Home university coordinator (required)
- Language competence (required)
- Organisational unit (required)
- Orientation Week (required)
- Previous studies at the University of Silesia in Katowice (required)
- Short-term studies - required documents (required)
- Support for persons with disabilities (required)

Below the list, a yellow box contains the text: "You need to submit your application in order to take part in the recruitment process. You need to fill in all the required information before you can submit your application." At the bottom, there is a link for "Documents and further steps".

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

The screenshot shows a close-up of the 'Additional Information' form. The 'Accommodation' question is highlighted with an orange border. The question is: "Accommodation * Yes Are you interested in applying for a place in a University dormitory?". The 'Yes' radio button is selected. Below the question, there are two buttons: "Save and return" and "Save".

Enter information about your contact person.

UNIVERSITY OF SILESIA IN KATOWICE REGISTRATION

News Offer Units Registration

My account → Enrollment applications → Contact person details

Contact person details

(PRD) Registration for short-term studies 2022/2023

Within the specified deadlines remember to:
fill out the forms with additional information.

I authorise the following person to contact the International Exchange Office in matters related to my studies at the University of Silesia in Katowice. I also authorise the International Exchange Office to contact this person by telephone or e-mail in urgent matters related to my stay at the University.

Answer deadline: **31 Dec 2022, 11:59 p.m.**

* - Fields marked with asterisk symbol are required.

First name *	Franz	5 / 500
Last name *	Schubert	9 / 500
Address *	Himmelfortgrund 1, Wiedeń, Austria	
Phone number *	+43 123123123	13 / 500
E-mail address *	fsch@us.edu.pl	14 / 500

Save and return Save

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.

UNIVERSITY OF SILESIA IN KATOWICE REGISTRATION

News Offer Units Registration

My account → Enrollment applications → Contact person details

Contact person details

(PRD) Registration for short-term studies 2022/2023

Data has been saved.

Within the specified deadlines remember to:
fill out the forms with additional information.

I authorise the following person to contact the International Exchange Office in matters related to my studies at the University of Silesia in Katowice. I also authorise the International Exchange Office to contact this person by telephone or e-mail in urgent matters related to my stay at the University.

Answer deadline: **31 Dec 2022, 11:59 p.m.**

Current status: **pending verification**

* - Fields marked with asterisk symbol are required.

First name *	Franz	5 / 500
Last name *	Schubert	9 / 500
Address *	Himmelfortgrund 1, Wiedeń, Austria	
Phone number *	+43 123123123	13 / 500
E-mail address *	fsch@us.edu.pl	14 / 500

Save and return Save

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

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UNIVERSITY OF SILESIA IN KATOWICE

REGISTRATION

News Offer Units Registration

My account → Enrollment applications → Field - ISCED code

Field - ISCED code

(PRD) Registration for short-term studies 2022/2023

Within the specified deadlines remember to:
fill out the forms with additional information.

Please choose the field within which you wish to study at the University of Silesia in Katowice.
Answer deadline: 31 Dec 2022, 11:59 p.m.

* - Fields marked with asterisk symbol are required.

ISCED *	
[0414]	Marketing and advertising
[0415]	Secretarial and office work
[0416]	Wholesale and retail sales
[0417]	Work skills
[0419]	Business and administration, not elsewhere classified
[0420]	Law
[04211]	Law
[0429]	Law, not elsewhere classified
[0488]	Business, administration and law, interdisciplinary programmes

ISCED
Required number of answers: 1, Upper limit of answers: 1.

Save Save and return Save

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.

European Union

UNIVERSITY OF SILESIA IN KATOWICE

REGISTRATION

News Offer Units Registration

My account → Enrollment applications → Home university

Home university

(PRD) Registration for short-term studies 2022/2023

Within the specified deadlines remember to:
fill out the forms with additional information.

Information on the student's home university, level and year of studies.
Answer deadline: 31 Dec 2022, 11:59 p.m.

* - Fields marked with asterisk symbol are required.

Home University *	Université Félix Houphouët Boigny Start typing university's name or city to have suggestions displayed. If you can't find your university, you can enter it manually.
Level of study *	first cycle (BA) Level of study
Current year of study *	2 Current year of study

Save Save and return Save

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

The screenshot shows the 'Home university coordinator' registration page. The page title is 'Home university coordinator (PRD) Registration for short-term studies 2022/2023'. A reminder box states: 'Within the specified deadlines remember to: fill out the forms with additional information.' Below this, the deadline is '31 Dec 2022, 11:59 p.m.'. The form fields are: 'First name' (Josef, 5/500), 'Last name' (Strauss, 7/500), 'E-mail address' (jstrauss@us.edu.pl, 18/500), and 'Telephone number (with area code)' (+43 321321321, 13/500). A 'Save' button is at the top right of the form, and 'Save and return' and 'Save' buttons are at the bottom right.

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.

The screenshot shows the 'Language competence' registration page. The page title is 'Language competence (PRD) Registration for short-term studies 2022/2023'. A reminder box states: 'Within the specified deadlines remember to: fill out the forms with additional information.' Below this, the deadline is '31 Dec 2022, 11:59 p.m.'. The form fields are: 'What is your level of English?' (B2), 'What is your level of Polish?' (None), 'Other languages' (checkboxes for Spanish, Italian, French, German, Other), 'What is your level of French?' (A1), and 'What is your level of German?' (B2). A 'Save' button is at the top right of the form, and 'Save and return' and 'Save' buttons are at the bottom right.

Choose your faculty and field of study.

The screenshot shows the 'Organisational unit' registration page. At the top, there is a navigation bar with 'News', 'Offer', 'Units', and 'Registration' tabs. Below the navigation bar, the breadcrumb trail reads 'My account -> Enrollment applications -> Organisational unit'. The main heading is 'Organisational unit (PRD) Registration for short-term studies 2022/2023'. A blue information box contains the text: 'Within the specified deadlines remember to: fill out the forms with additional information.' Below this, a note states: 'Please indicate your host unit at the University of Silesia in Katowice.' The form area is highlighted with an orange border and contains the following elements: 'Answer deadline: 31 Dec 2022, 11:59 p.m.', a 'Save' button, a note '* - Fields marked with asterisk symbol are required.', a dropdown menu for 'Organisational unit' with a list of faculties including 'University of Silesia', 'Faculty of Humanities', 'Faculty of Natural Sciences', 'Faculty of Social Sciences', 'Faculty of Science and Technology', 'Faculty of Law and Administration', 'Faculty of Arts and Educational Science', 'Faculty of Theology', and 'Krzysztof Kieślowski Film School', and a 'Field of education' dropdown menu currently set to 'Law'. At the bottom of the form area are 'Save and return' and 'Save' buttons.

Specify whether you are interested in the orientation week.

The screenshot shows the 'Orientation Week' registration page. The navigation bar and breadcrumb trail are identical to the previous page. The main heading is 'Orientation Week (PRD) Registration for short-term studies 2022/2023'. A blue information box contains the text: 'Within the specified deadlines remember to: fill out the forms with additional information.' Below this, a paragraph describes the Orientation Week: 'The Orientation Week is the gateway to the Polish language, culture and system of education. Organised by the School of Polish Language and Culture in cooperation with the International Exchange Office, the Orientation Week is aimed at familiarising incoming students with the country, the city, and the university where they will carry out their mobility.' The form area is highlighted with an orange border and contains the following elements: 'Answer deadline: 31 Dec 2022, 11:59 p.m.', a 'Save' button, a note '* - Fields marked with asterisk symbol are required.', a dropdown menu for 'Are you interested in taking part in the Orientation Week?' with 'Yes' selected, and 'Save and return' and 'Save' buttons at the bottom.

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

The screenshot shows the registration portal for the University of Silesia in Katowice. The page title is "Previous studies at the University of Silesia in Katowice (PRD) Registration for short-term studies 2022/2023". A navigation menu includes "News", "Offer", "Units", and "Registration". The breadcrumb trail is "My account -> Enrollment applications -> Previous studies at the University of Silesia in Katowice". A blue information box states: "Within the specified deadlines remember to: fill out the forms with additional information." The main form area is highlighted with an orange border and contains the following text: "Previous studies at the University of Silesia in Katowice. Answer deadline: 31 Dec 2022, 11:59 p.m. * - Fields marked with asterisk symbol are required. Save" Below this, there is a dropdown menu with the question "Have you ever studied at the University of Silesia in Katowice?" and the value "Yes" selected. At the bottom of the form are buttons for "Save and return" and "Save".

Indicate whether you require assistance from the Student Service Centre.

The screenshot shows the registration portal for the University of Silesia in Katowice. The page title is "Support for persons with disabilities (PRD) Registration for short-term studies 2022/2023". A navigation menu includes "News", "Offer", "Units", and "Registration". The breadcrumb trail is "My account -> Enrollment applications -> Support for persons with disabilities". A blue information box states: "Within the specified deadlines remember to: fill out the forms with additional information." The main form area is highlighted with an orange border and contains the following text: "The Student Service Centre offers support for students and doctoral students with disabilities in the following scope:" followed by a bulleted list of services. Below the list, it says "Answer deadline: 31 Dec 2022, 11:59 p.m. * - Fields marked with asterisk symbol are required. Save" At the bottom of the form, there is a dropdown menu with the question "Will you need assistance from the Student Service Centre?" and the value "No" selected. At the bottom of the form are buttons for "Save and return" and "Save".

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

UNIVERSITY OF SILESIA IN KATOWICE REGISTRATION

News Offer Units Registration

My account → Enrollment applications → Short-term studies - required documents

Short-term studies - required documents

(PRD) Registration for short-term studies 2022/2023

Within the specified deadlines remember to:

- fill out the forms with additional information.

REQUIRED DOCUMENTS:

1. Application Form signed by the home university.

NOTE: In order to print the form, please complete the required additional information and go to the section 'Documents and further steps'. When signed by the home university, the form should be uploaded in the field below.

Answer deadline: **31 Dec 2022, 11:59 p.m.**

* - Fields marked with asterisk symbol are required.

Save

Application Form signed by the home university * Nie wybrano pliku

Application Form signed by the home university

Save and return Save

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

Period of study	First term
Courses Choose	<p>Choose courses that you want to attend during your studies. ECTS credits limit: 30 (used: 25.00).</p> <ul style="list-style-type: none"> [D7-PR-SM-WMAPD] Administrative road traffic law (ECTS: 3.00) ✖ [D5-AD-S1-PW-AI] Administracja inkluzywna (administracja wobec osób starszych, niepełnosprawnych, dotkniętych ubóstwem) (ECTS: 2.00) ✖ [D5-AD-S1-PW-AWPM] Administracja w prawie medycznym (ECTS: ?) ✖ [D5-PR-NM-PCRZ] Civil law - property law (ECTS: 5.00) ✖ [D5-PR-SM-KONDBWS1] Direct democracy in local government (ECTS: 3.00) ✖ [D5-PR-SM-KONLIWS] "Z ustawą wśród zwierząt" co prawnicy powinni wiedzieć o prawach zwierząt (ECTS: 3.00) ✖ [D5-PR-SM-SEMS.1] Civil law. Intellectual property law (ECTS: 3.00) ✖ [D5-PR-SM-WMCRP5] Cyberbezpieczeństwo w pracy prawnika (ECTS: ?) ✖ [D5-WPIA-PJO-22] Copyright Law (ECTS: 3.00) ✖ [D5-WPIA-PJO-90] Conflict Prevention in Public International Law (ECTS: 3.00) ✖
Additional information	<p>Please provide additional information in order to complete registration.</p> <ul style="list-style-type: none"> Accommodation (filled out) Contact person details (filled out, pending verification) Field - ISCED code (filled out, pending verification) Home university (filled out) Home university coordinator (filled out, pending verification) Language competence (filled out) Organisational unit (filled out, pending verification) Orientation Week (filled out) Previous studies at the University of Silesia in Katowice (filled out) Short-term studies - required documents (required) Support for persons with disabilities (filled out)

You need to submit your application in order to take part in the recruitment process.
You need to fill in all the required information before you can submit your application.

Documents and further steps

Download the Application Form to your device.

European Union

UNIVERSITY OF SILESIA IN KATOWICE REGISTRATION

News Offer Units Registration

My account -> Enrollment applications -> Erasmus+ Studies

Documents and further steps

Within the specified deadlines remember to:

- fill out the forms with additional information.

Required documents

Documents to download	
Additional information	Download
Application Form	Download

Sign the generated document.

Joseph Haydn; Generated on 07.12.2022 22:01

UNIVERSITY OF SILESIA IN KATOWICE

APPLICATION FORM – EXCHANGE STUDENTS
ACADEMIC YEAR 2022-2023

Haydn	Joseph
family name / nazwisko	first name / imię
Erasmus+ Studies	
programme / program	
First term	
period of stay / okres pobytu	
Faculty of Law and Administration	
faculty / wydział	
Law (0421)	
field of study / kierunek kształcenia	

STUDENT'S PERSONAL DATA / DANE OSOBOWE STUDENTA

Family name / nazwisko:	Haydn
First name / imię:	Joseph
Gender / płeć:	Male
Nationality / narodowość:	Austria
Date of birth / data urodzenia:	31.03.1990
Place of birth / miejsce urodzenia:	Rohrau, Austria
Home address / adres zamieszkania:	Ziegelofengasse 2, 2471 Rohrau AUSTRIA
Correspondence address / adres korespondencyjny:	Same as address of residence.
Phone / telefon:	+48 12 312 31 23
E-mail:	

EXCHANGE DETAILS / SZCZEGÓŁY WYMIANY

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

European Union

UNIVERSITY OF SILESIA IN KATOWICE

REGISTRATION

News Offer Units Registration

My account → Enrollment applications → Short-term studies - required documents

Short-term studies - required documents

(PRD) Registration for short-term studies 2022/2023

Data has been saved.

REQUIRED DOCUMENTS:

1. **Application Form** signed by the home university.

NOTE: In order to print the form, please complete the required additional information and go to the section 'Documents and further steps'. When signed by the home university, the form should be uploaded in the field below.

Answer deadline: **31 Dec 2022, 11:59 p.m.**

Current status: **pending verification**

* - Fields marked with asterisk symbol are required.

Save

Application Form signed by the home university * Now: Application Form (6).pdf
Change: **Wybierz plik** Nie wybrano pliku
Application Form signed by the home university

Save and return Save

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

Courses Choose	<ul style="list-style-type: none"> DWS-PR-NM-PCRZ) Civil law - property law (ECTS: 5.00) ✘ DWS-PR-SM-KONDBWST) Direct democracy in local government (ECTS: 3.00) ✘ DWS-PR-SM-KONUWS) "Z ustawą wśród zwierząt" co prawnicy powinni wiedzieć o prawach zwierząt (ECTS: 3.00) ✘ DWS-PR-SM-SEMS.1) Civil law. Intellectual property law (ECTS: 3.00) ✘ DWS-PR-SM-WMCP) Cyberbezpieczeństwo w pracy prawnika (ECTS: ?) ✘ DWS-WPIA-PJO-22) Copyright Law (ECTS: 3.00) ✘ DWS-WPIA-PJO-30) Conflict Prevention in Public International Law (ECTS: 3.00) ✘
Additional information	<p>Please provide additional information in order to complete registration.</p> <ul style="list-style-type: none"> Accommodation (filled out) Contact person details (filled out, pending verification) Field - ISCED code (filled out, pending verification) Home university (filled out) Home university coordinator (filled out, pending verification) Language competence (filled out) Organisational unit (filled out, pending verification) Orientation Week (filled out) Previous studies at the University of Silesia in Katowice (filled out) Short-term studies - required documents (filled out, pending verification) Support for persons with disabilities (filled out)
<p>You need to submit your application in order to take part in the recruitment process. After submitting the application you won't be able to make any changes!</p> <p>Submit</p> <p>Documents and further steps</p>	

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.

Please provide additional information in order to complete registration.

- Accommodation (filled out)
- Contact person details (filled out, accepted)
- Field - ISCED code (filled out, accepted)
- Home university (filled out)
- Home university coordinator (filled out, accepted)
- Language competence (filled out)
- Organisational unit (filled out, rejected)**
- Orientation Week (filled out)
- Previous studies at the University of Silesia in Katowice (filled out)
- Short-term studies - required documents (filled out, accepted)
- Support for persons with disabilities (filled out)

You need to submit your application in order to take part in the recruitment process.
After submitting the application you won't be able to make any changes!

Submit

Documents and further steps

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.

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UNIVERSITY OF SILESIA IN KATOWICE

REGISTRATION SHORT TERM STUDIES 2022/2023

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

[PRD_BWZ-IN-2223] (PRD) Registration for short-term studies 2022/2023 (open) rok akademicki 2022/2023

Description

[BWZ-ERASMUS-IN] Erasmus+ Studies	Recruitment fee	Score	Qualification status	Decision
Phase 1 26.10.2022 - 31.12.2022 Qualification criteria Application history	not required	---	qualified	---
Period of study	First term			
Courses	Choose courses that you want to attend during your studies. ECTS credits limit: 30 (used: 25.00). <ul style="list-style-type: none"> [07-PR-SM-WMAFD] Administrative road traffic law (ECTS: 3.00) [WS-AD-S1-PW-AI] Administracja inkluzywna (administracja wobec osób starszych, niepełnosprawnych, dotkniętych ubóstwem) (ECTS: 2.00) [WS-AD-S1-PW-AWPM] Administracja w prawie medycznym (ECTS: ?) [WS-PR-NM-PCRZ] Civil law - property law (ECTS: 5.00) [WS-PR-SM-KONDBWST] Direct democracy in local government (ECTS: 3.00) [WS-PR-SM-KONUWS] "Z ustawą wśród zwierząt" co prawnicy powinni wiedzieć o prawach zwierząt (ECTS: 3.00) [WS-PR-SM-SEMS.1] Civil law. Intellectual property law (ECTS: 3.00) [WS-PR-SM-WMACPE] Cyberbezpieczeństwo w pracy prawnika (ECTS: ?) [WS-WPIA-PJO-22] Copyright Law (ECTS: 3.00) [WS-WPIA-PJO-90] Conflict Prevention in Public International Law (ECTS: 3.00) 			
Files to download	Application Form-us.pdf (AF-US) (downloaded on: 08.12.2022 11:41)			

Please provide additional information in order to complete registration.

- Accommodation (filled out)
- Contact person details (filled out, accepted)

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.

The screenshot shows the 'My account' page for 'Enrollment applications'. The main heading is '[PRD_BWZ-IN-2223] (PRD) Registration for short-term studies 2022/2023' with an '(open)' status and 'rok akademicki 2022/2023'. A 'Description' section is visible. Below, the 'Erasmus+ Studies' table shows the application status.

[BWZ-ERASMUS-IN] Erasmus+ Studies	Recruitment fee	Score	Qualification status	Decision
Phase 1 26.10.2022 - 31.12.2022 ● Qualification criteria 📄 Application history	○ not required	---	✔ qualified	✔ admitted
Period of study	First term			

Choose courses that you want to attend during your studies. ECTS credits limit: 30 (used: 25.00).