

IRK SYSTEM MANUAL

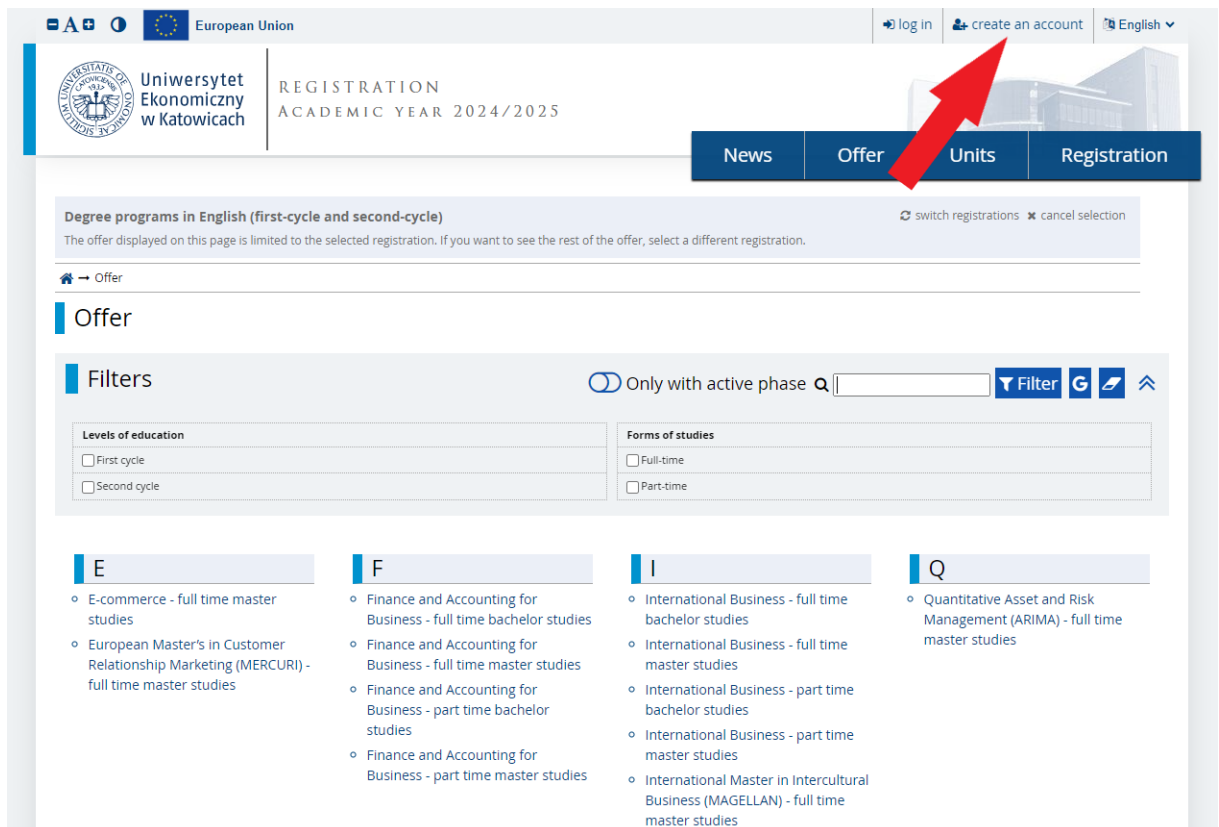
FOR UNDERGRADUATE CANDIDATES

Dear Candidate,

Welcome to our Internet Recruitment for Candidates System. We will do our best to guide you smoothly through the application process.

I. How to create an account:

- Go to the https://irk2.ue.katowice.pl/en-gb/offer/26_27_KS/ website and click on “create an account” button



The screenshot displays the website interface for the University of Economics in Katowice. At the top, there is a navigation bar with 'log in' and 'create an account' links. A red arrow points to the 'create an account' button. Below the navigation bar, the main content area shows 'Degree programs in English (first-cycle and second-cycle)' and a list of offers. The 'Offer' section is active, and the 'Filters' section is visible, showing options for 'Levels of education' and 'Forms of studies'. The 'Offer' section is currently empty, and the 'Filters' section is also empty.

- Read: “Personal data processing information” and accept to continue.
- Type your email and password in the appropriate fields and create an account.

European Union

Uniwersytet Ekonomiczny w Katowicach

REGISTRATION
ACADEMIC YEAR 2024/2025

News Offer Units Registration

Create an account

Email address 0 / 100

Password

Confirm password

Create an account

II. How to fill in your personal details and information about your education:

➤ Click on “my account” on the top of the page

European Union

Uniwersytet Ekonomiczny w Katowicach

REGISTRATION

News Offer Units Registration

My account

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

My account

Identification data

E-mail:

IRK identifier:

User roles:

Change e-mail address

Change password

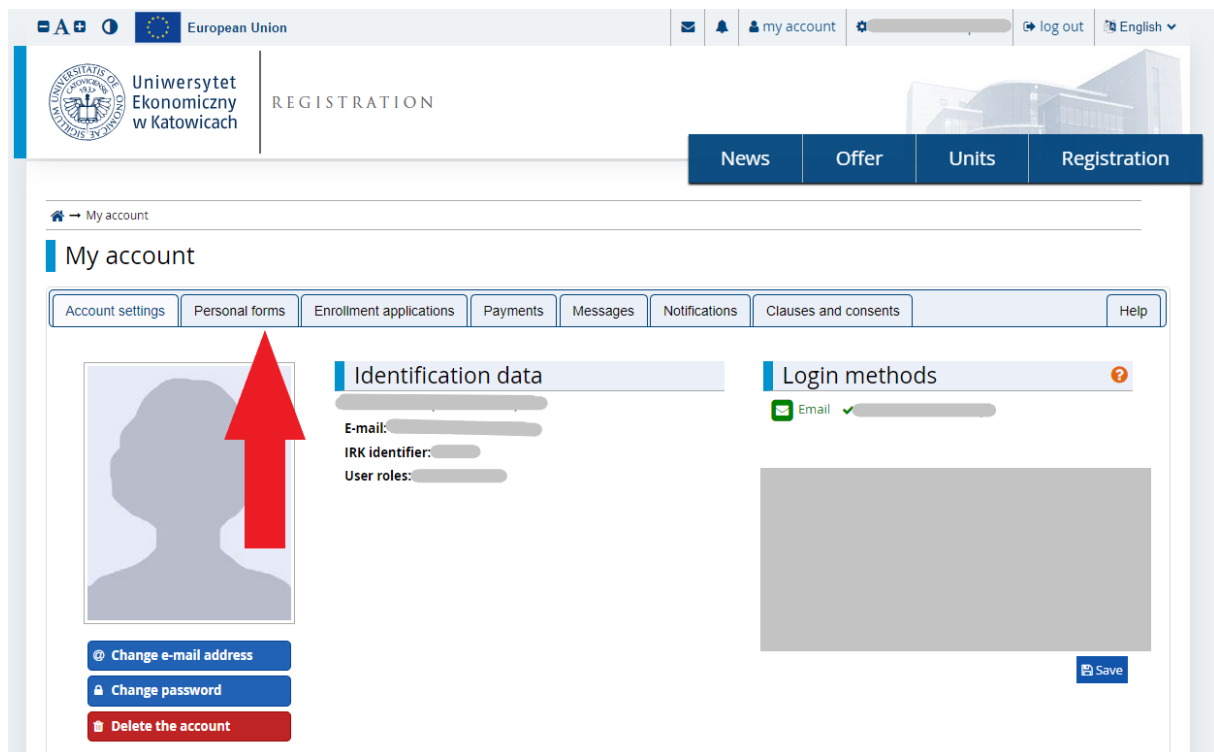
Delete the account

Login methods

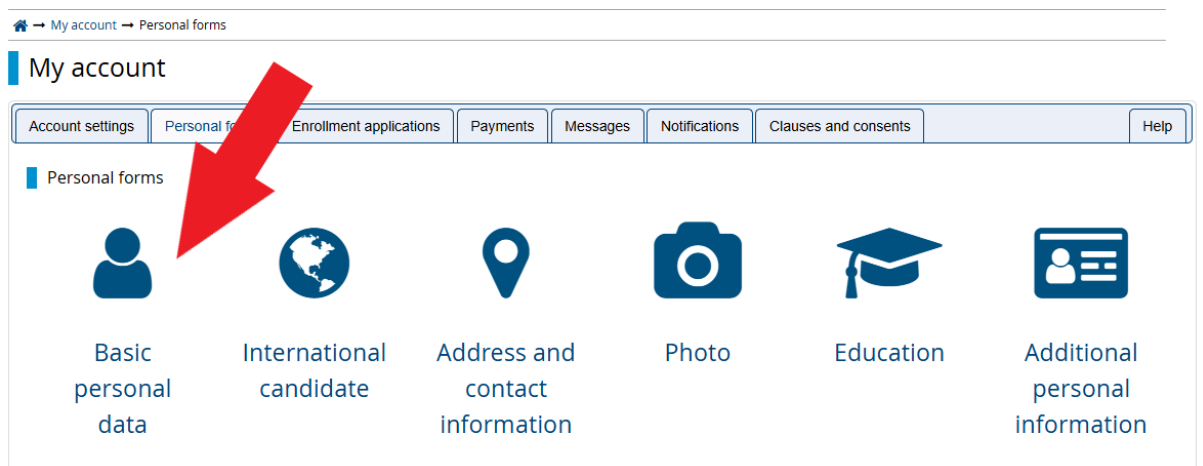
Email

Save

➤ Go to: “Personal forms”



➤ Choose: “Basic personal data”



➤ Fill in the forms with your personal information.

*Note that PESEL number is only to be filled if you are a Polish citizen or were given Polish PESEL number. Otherwise, omit this field.

Personal forms

Basic personal data | Address and contact information | Photo | Education

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](#)

First name *	<input type="text"/>	0 / 40
Second name *	<input type="text"/>	0 / 40
	<input type="checkbox"/> I don't have a middle name	
Surname *	<input type="text"/>	0 / 40
PESEL number *	<input type="text"/>	0 / 11
	The PESEL number is required for Polish citizens.	
Gender *	-- select --	▼
Date of birth *	dd.mm.rrrr	📅
Place of birth *	<input type="text"/>	0 / 60
Country of birth *	-- select --	▼
I have Polish citizenship *	-- select --	▼

[Save](#)

➤ Move on to: “International candidate” and choose your foreigner’s status in Poland.

[Home](#) → [My account](#) → [Personal forms](#) → [International candidate](#)

Personal forms

Basic personal data | International candidate | Address and contact information | Photo | Education | Additional personal information

International candidate

This form concerns only candidates without Polish citizenship.

* - Fields marked with asterisk symbol are required.

[Save](#)

Foreigner's status in Poland *

- I use temporary protection in the territory of Poland ?
- I have been granted subsidiary protection in the territory of Poland
- I hold a valid Pole's card
- I hold a long-term residence permit of the EU in the territory of Poland
- I hold a permanent residence permit (settlement permit) in the territory of Poland
- I hold refugee status granted by the Republic of Poland
- I am a citizen of the European Union (EU) or European Free Trade Association (EFTA) country or member of his/her family, residing in the territory of Poland ?
- I hold at least a C1 level certificate in Polish language issued by the State Commission for the Certification of Proficiency in Polish as a Foreign Language
- I hold a formal decision on the Polish origin
- I am a spouse, child or parent of a Polish citizen and I live in the territory of Poland
- I hold a valid visa
- I have been granted a temporary residence permit pursuant to some special circumstances ?

I do not meet any of the conditions mentioned above

[Save](#)

- Move on to “Address and contact information” section and fill in the forms with your current address and contact details.

Personal forms

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

Address and contact information

While typing your personal data, remember that once you're enrolled, your data will be uploaded to university systems and printed on university issued documents. In Polish, proper names (such as city and street 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.

* - Fields marked with asterisk symbol are required. Save

Contact information

Email address 21 / 254
In order to set a new address, go to the email address change page.

Phone number * 0 / 20

Alternative phone number 0 / 20

Messages settings

Share email address

Share phone number

Signature

Address of residence

Country * -- select --

Postal code * 00-000 0 / 5

Town * 0 / 60

- In the next step, upload your photo in the “Photo” section, taking into account the photo requirements enlisted on the page.

My account → Personal forms → Photo

Personal forms

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

Photo

Photo requirements and a link to the page with examples are at the bottom of the site. Remember that an incorrect or poor-quality photo will not be accepted by the administration. Save

Photo Wybierz plik Nie wybrano pliku
Maximal picture size is 5 MB.

Profile picture privacy settings

Everyone can see my photo.

My photo can be seen only by people who are logged in.

My photo can be seen only by people who attend the same classes as I.

My photo can be seen only by me (and the recruitment commission).

This setting will apply in USOSweb after admission. Save

Photo requirements

Full description with examples can be found under the following address: <https://obywatel.gov.pl/wyjazd-za-granice/zdjecie-do-dowodu-lub-paszportu>

Candidate's photo should meet the same criteria as ID document photo.
They are as follows:

- Technical remarks:
 - Photos should have good quality (clear, with proper brightness, contrast and colour).
 - The background should be white, smooth and not too bright, and the head outline should be visible. A shadow of photographed person should not be visible in the background nor any other distractions.
 - Colours should be natural, photos without colour are forbidden (black and white, sepia).
 - A photo in JPEG or PNG format is preferred in minimum size of 500 x 625 pixels which enables printing a photo in 2 cm * 2,5 cm size with proper quality. Pictures having larger size are also acceptable if they meet the mentioned proportions. If the uploaded picture has wrong proportions, it will be possible to crop it in the system.
 - If the admission rules require you to deliver a physical photo, it should be identical to the one uploaded electronically.
- General information

➤ Now, proceed to “Education” and fill in all the required information.

My account → Personal forms → Education

Personal forms

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

Education

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 school names, city names) are written with a capital letter. Only the first letter of a word is capital, not all of them. Do not enter Cyrillic or Chinese characters, use Latin transcription instead. Do not put spaces or any other punctuation in document numbers.

* - Fields marked with asterisk symbol are required. Save

High school

High school type * -----

High school name * 0 / 200
Start entering name of your school and the system will display a list of hints. Please enter a town name to display a list of schools that are based in it. Example: after typing 'Warsaw XXI' the system will display a list of schools based in Warsaw that contain 'XXI' in their name. If the school you are looking for is not on the list, please enter it manually.

High school city * 0 / 50

High school country * -- select --

University of Economics in Katowice

Student number 0 / 20
Student number *at the University of Economics in Katowice* (if you are or were a student). Save

➤ In the next step, go to: “Secondary education” -> Add a document.

High school

High school type * -----

High school name * 0 / 200
Start entering name of your school and the system will display a list of hints. Please enter a town name to display a list of schools that are based in it. Example: after typing 'Warsaw XXI' the system will display a list of schools based in Warsaw that contain 'XXI' in their name. If the school you are looking for is not on the list, please enter it manually.

High school city * 0 / 50

High school country * -- select --

University of Economics in Katowice

Student number 0 / 20
Student number *at the University of Economics in Katowice* (if you are or were a student). Save

Depending on applications you want to create, you need to add selective certificates concerning your education or other qualifications. In some cases you can add documents without entering all the information about them. However, you might need to fill in the missing data before printing the documents.

Documents

Secondary education You can add information about your matura exam or equivalent documents below.
+ Add a document

Higher education Here you can add information about your higher education.
+ Add a document

Certificates and other documents Here you can add information about your other documents that are to be taken into account in the registration.
+ Add a document

➤ Provide all the required information about your secondary school certificate.

🏠 → My account → Personal forms → Education → Add a document

Add a document

* - Fields marked with asterisk symbol are required.

Save

Document type *	----	0 / 200
Document year *		0 / 200
Document year should be the same as in the issue date. If you don't have the document yet, but you will obtain it soon, please enter the current year.		
Document number		0 / 200
There should be no spaces in the number. If you took resit exams, please enter the document number and all annex numbers separated with commas.		
Date of issue	dd.mm.rrrr	
Issuing institution type	----	0 / 200
Issuing institution name		0 / 200
Please enter a town to display a list of institutions that are based in it. If the institution you are looking for is not on the list, please enter it manually.		
Place of issue		0 / 80
Country of issue *	-----	0 / 200
Comment		0 / 500
If you're adding a document of unknown type, please describe it!		

Save and return Save

Depending on document type you may be able to upload files with a scan of this document. The table below shows how many files can be uploaded for a document of any type. The possibility of uploading files appears only after saving info on the document.

Document type	File required	Max number of files
International Baccalaureate	no	1
European Baccalaureate	no	1
New matura exam	no	1
Polish old maturity exam	no	1
Foreign maturity diploma (high school)	no	0

➤ Having added all the information about your secondary school certificate, click on: “Save and return” and after being directed back to the “Education” section, click on: “Exam results”.

University of Economics in Katowice

Student number 0 / 20

Student number *at the University of Economics in Katowice* (if you are or were a student).

Save

Depending on applications you want to create, you need to add respective certificates concerning your education or other qualifications. In some cases you can add documents without entering all the information about them. However, you might need to fill in the missing data before printing the documents.

Documents

Secondary education You can add information about your matura exam or equivalent documents below.

Foreign maturity diploma (high school)

Document year:

Document number:

Date of issue:

Issuing institution name:

Place of issue:

Country of issue:

[edit](#) [delete](#)

[Add a document](#)


Higher education Here you can add information about your higher education.

[Add a document](#)

Certificates and other documents Here you can add information about your other documents that are to be taken into account in the registration.

[Add a document](#)

[Exam results](#)



- Choose 2 subjects which the Admissions Office should take into account when calculating your result and click on “Save and return”. The exam score will be filled in by the University Recruitment Committee on the basis of the certificate you uploaded.

🏠 → My account → Personal forms → Education → Foreign maturity diploma (high school) → Exam results

Foreign maturity exam

[Save](#)

Taken	Exam	Level	Exam score	
			I know my result	Value
<input type="checkbox"/>	ZM English language	---		to be filled in by an administrator
<input type="checkbox"/>	ZM French language	---		to be filled in by an administrator
<input type="checkbox"/>	ZM Geography	---		to be filled in by an administrator
<input type="checkbox"/>	ZM German language	---		to be filled in by an administrator
<input type="checkbox"/>	ZM History	---		to be filled in by an administrator
<input type="checkbox"/>	ZM Informatics (ICT)	---		to be filled in by an administrator
<input type="checkbox"/>	ZM Italian language	---		to be filled in by an administrator
<input type="checkbox"/>	ZM Mathematics	---		to be filled in by an administrator
<input type="checkbox"/>	ZM Physics	---		to be filled in by an administrator
<input type="checkbox"/>	ZM Polish language	---		to be filled in by an administrator
<input type="checkbox"/>	ZM Russian language	---		to be filled in by an administrator
<input type="checkbox"/>	ZM Spanish language	---		to be filled in by an administrator
			Comment	—

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

- Back in “Education” omit the “Higher education” part (it is only for MA candidates) and “Certificates and other documents” (it will be possible to add them later on).

Depending on applications you want to create, you need to add respective certificates concerning your education or other qualifications. In some cases you can add documents without entering all the information about them. However, you might need to fill in the missing data before printing the documents.

Documents

Secondary education You can add information about your matura exam or equivalent documents below.

Foreign maturity diploma (high school)

Document year:

Document number:

Date of issue:

Issuing institution name:

Place of issue:

Country of issue:

[edit](#) [delete](#)

[Exam results](#)

[+ Add a document](#)

Higher education Here you can add information about your higher education.

[+ Add a document](#)

Certificates and other documents Here you can add information about your other documents that are to be taken into account in the registration.

[+ Add a document](#)

- Proceed to “Additional personal information” and fill out the form with the data regarding your passport or ID card. **Please, note that in order to be enrolled on the student list, you need to have a valid passport.**

University of Economics in Katowice

REGISTRATION

News Offer **Units** Registration

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

[My account](#) → [Personal forms](#) → [Additional personal information](#)

Personal forms

- Basic personal data
- International candidate
- Address and contact information
- Photo
- Education
- 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 * ---

Document series and number * 0 / 20
* This value must contain only uppercase letters and digits.

Document expiration date * dd.mm.rrrr

Country in which the document has been issued * -- select --

[Save](#)

NOW, YOU HAVE SUCCESSFULLY FINISHED ADDITION OF ALL THE INFORMATION NECESSARY TO SIGN UP FOR (A) PROGRAM(S) OF YOUR CHOICE. IN ORDER TO DO IT, PROCEED TO THE NEXT STEPS.

III. How to sign up for (a) program(s):

- Click on the „Offer” bookmark in the main menu.

The screenshot shows the top navigation bar with 'Offer' highlighted. Below it, the 'Personal forms' section is visible, with the 'Education' tab selected. A red arrow points from the 'Offer' menu item down to the 'Education' tab.

- Filter first cycle programs from the offer, in the form you are interested in (full-time / part-time).

The screenshot shows the 'Offer' page with filters applied. The 'Level of education' filter is set to 'First cycle', and the 'Forms of studies' filter is set to 'Part-time'. A red arrow points to the 'Filter' button, and another red arrow points to the 'First cycle' checkbox. Below the filters, a list of programs is displayed under the letter 'E'.

Level of education	Forms of studies
<input checked="" type="checkbox"/> First cycle	<input type="checkbox"/> Full-time
<input type="checkbox"/> Second cycle	<input type="checkbox"/> Part-time

E


- E-commerce - full time master studies
- European Master's in Customer Relationship Marketing (MERCURI) - full time master studies

- Click on the program of your choice and in the next step, on the „Sign up” green button.

Offer → International Business - full time bachelor studies

International Business - full time bachelor studies

Go to edit page Go to applications



International Business is a part-time program which offers you a unique opportunity to study business in the international context, with a solid grounding in economics, law, finance and management. You will get familiar with the contemporary issues in the global economy and the conditions of conducting international business operations. The language of instruction is English and additionally during the entire duration of the program, students can study two selected foreign languages.

Studies delivered only in English
[Learn more about the program](#)

Using the online recruitment system, you can apply for the study program of your choice, pay the application fee and add documents required in the application process.

Qualification rules

To register for first-cycle studies add a document named Foreign maturity diploma (high school) [Personal forms -> Education], then Edit exam results and in the column "taken" check the boxes next to the subjects you want us to take into account when calculating your final score.

Admission of candidates to the first year of first-cycle studies is based on the results of the secondary school leaving examination.

A candidate who obtained at least the minimum number of points determined by the University Recruitment Committee may be admitted to the first year of studies.

Table of contents	
1. Qualification rules	
Details	
Code	IBS1st
Organizational unit	School of Undergraduate and Graduate Studies
Form of studies	Full-time
Level of education	First cycle
Educational profile	academic
Language(s) of instruction	English
Duration	3 years (6 semesters)
Recruitment committee address	Centrum Nowoczesnych Technologii Informatycznych ul. Bogucicka 5 40-226 Katowice rekrutacja@uekat.pl
Office opening hours	poniedziałek - piątek 8:00-15:00 Mon - Fri 8.00am - 3:00pm
WWW address	https://ue.katowice.pl/kandydaci
Required document	Foreign secondary school certificate

[Ask a question](#)

Phase 1 (01.03.2024 08:00 - 28.04.2024 23:59)

[➔ Sign up](#)

- Accept personal data processing information and continue.

YOU HAVE SUCCESSFULLY ENROLLED IN A PROGRAM OF YOUR CHOICE. REMEMBER THAT YOU MAY ENROLL IN THREE DIFFERENT FIRST-CYCLE PROGRAMS (REMEMBER TO ASSIGN PRIORITIES TO THEM AS YOU'LL BE QUALIFIED ONLY FOR THE PROGRAM WHICH IS YOUR FIRST CHOICE). THE APPLICATION FEE IS PLN 85 / EUR 20 PER CHOSEN PROGRAM.

Note: If you want to enroll in the other first-cycle program, repeat the procedure of signing-up.

IV. How to pay the application fee.

- The application fee payment has been generated. In order to pay the fee, go to the "Payments" bookmark. There you will find all the bank account details for the transfer.
- Please, note that it usually takes a few days for the transfer to be recorded in our account. We will notify you as soon as we get it.

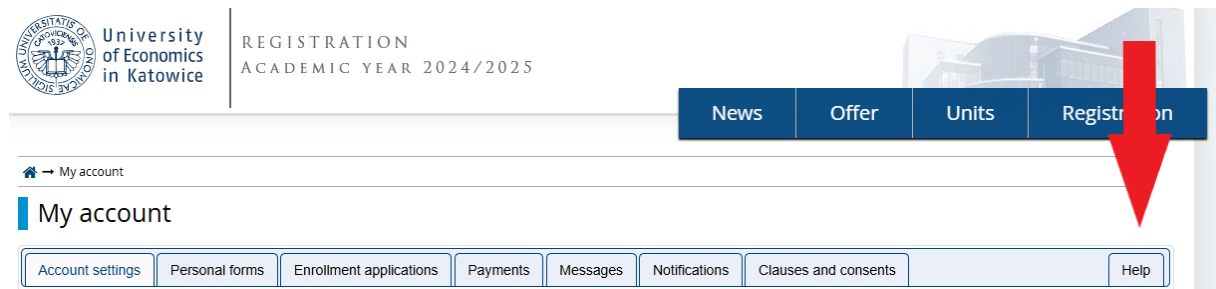
HAVING PAID THE APPLICATION FEE, YOU CAN MOVE ON TO UPLOADING ALL THE NECESSARY DOCUMENTS.

V. How to upload documents.

- Go to the "Enrollment Applications" bookmark. In the "Additional Information" section, open each part, answer the questions, and upload the required documents or statements. Follow the instructions provided in each section carefully. As soon as we receive your application fee payment, all your documents will be verified and you will be notified about the outcome. If your documents are accepted, the status will be changed into: "filled out, accepted". You will be notified if your application requires any additional documents.

CONGRATULATIONS – YOU HAVE SUCCESSFULLY MANAGED TO PROCEED THROUGH ALL THE STEPS AND YOUR APPLICATION IS ALMOST COMPLETE. WE WILL NOTIFY YOU ABOUT THE OUTCOME OF THE VERIFICATION PROCESS. WE WILL LET YOU KNOW IF THERE IS STILL ANYTHING MISSING OR WRONG WITH YOUR APPLICATION.

Should you have any questions regarding your application, don't hesitate to contact us using the "Help" button.



University of Economics in Katowice

REGISTRATION
ACADEMIC YEAR 2024/2025

News Offer Units Registration

My account

My account

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