

Państwowa Akademia Nauk Stosowanych w Krośnie

ERASMUS+ STUDENTS

RECRUITMENT INSTRUCTIONS IN ONLINE CANDIDATE RECRUITMENT (IRK)



- 1. Go to the website: irk.pans.krosno.pl
- 2. Press the button:



Krosno Academy of Applied S

Państwowa Akademia

Consent to the processing of (1st and 2nd) personal data and press the button 3.

(3)

9. You have the right to request from the Administrator access to your personal data.
10. You have the right to rectify your personal data.
11. You have the right to request the Administrator to delete or limit the processing of your personal data.
12. You have the right to object to the processing of your personal data.
13. You have the right to transfer your personal data and to request the deletion of data processed on the basis of consent.
14. Submitting the request referred to in section 11-13 may result in the inability to perform the task specified in section 3. Data that the administrator is obliged to process as a public university shall not be deleted.
15. You have the right to lodge a complaint with the President of the Personal Data Protection Office, based at: Stawki 2, 00-193 Warsaw.
16. Providing your personal data is voluntary but necessary to achieve the purposes set out in point. 3. Refusal to provide your personal data will result in not being allowed to participate in the recruitment procedure for studies.
17. The Administrator does not conduct automated decision-making in connection with the processing of personal data.
□ I have read and accept the above information
Data processing agreement
Pursuant to article 6(1)(a) 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 (Official Journal of the European Union 119 of 4/05/2016) I consent to the processing of my personal data for the purpose of conducting a recruitment procedure for admission to studies by the State Academy of Applied Sciences in Krosno, based at: Rynek 1, Krosno, and documenting the course of studies.
⊘ I resign → Continue 3

Enter your e-mail address, password and its repetition and press the button 4.

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Create an account					
Email address	07100				
Password					
Confirm password					
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5. Go to your email address and activate your account with the link in the message

YOUR ACCOUNT HAS BEEN ACTIVATED AND YOU CAN LOG IN!



1. To log in, press the button on the home page



Welcome to the website

Online Recruitment of Candidates

at the State University of Applied Sciences in Krosno

Click on the Offer link and sign up for studies

Have a question?

Call and write:

STUDENTS

+48 13 43 755 04, +48 13 43 755 05 +48 725 051 111, +48725 052 222 from 8.00 a.m. to 4.00 p.m., Monday to Friday

write: rekrutacja@pans.krosno.pl

ERASMUS+ STUDENTS

+ 48 13 43 755 15 from **8.00 a.m.** to **4.00 p.m.**, Monday to Friday write: iro@pans.krosno.pl

or visit us at the stand in the VIVO Krosno gallery

Państwowa Akademia

2. Then enter the e-mail address (1) and password (2) that were provided during registration and

press the b	→ Log in (3)					
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3. After logging in, you should see your website.



CONGRATULATIONS! YOU HAVE SUCCESSED TO LOG IN. NOW YOU CAN ENTER YOUR PERSONAL DATA



1.

ENTERING PERSONAL DATA -

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2. If you do not have a recruitment group selected, select 🗰 select registration

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3. And then choose

Recruitment for partial studies

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4. After selecting, go to each displayed section and complete your personal information (fields

marked * are mandatory)

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CONGRATULATIONS! YOU MANAGED TO PROVIDE ALL REQUIRED DATA NEEDED FOR RECRUITMENT. NOW YOU CAN CREATE A RECRUITMENT APPLICATION!



1. To create a recruitment application, select in my account

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Erasmus+ Student							

Please read the information on the website. To subscribe, press the button

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4. Then, select the semester in which you would like to come (first semester - winter semester, second semester - summer semester) and, if you know it, provide your ESI ID (if you do not know

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5. If you see a green notification about a successful recruitment application, you have successfully

registered your intention to come to the State Academy of Applied Sciences in Krosno.

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CONGRATULATIONS! YOU MANAGED TO APPLY YOUR WANT TO COME TO THE STATE ACADEMY OF APPLIED SCIENCES IN KROSNO. NOW YOU SHOULD PROVIDE THE INFORMATION NEEDED TO COMPLETE YOUR APPLICATION AND CONFIRM YOUR APPLICATION



1. On the home page, go to the section

European Union 🛔 my account 🛛 🖨 log out 🖄 English 🗸 \sim Państwowa Akademia Nauk Stosowanych REGISTRATION w Krośnie Offer Units Registration News **☆** → My account My account 7 Within the specified deadlines remember to: fill out the forms with additional information. Account settings Personal forms Enrollment applications Payments Messages Notifications Clauses and consents Help Identification Login methods 0 data Email 🗸 agnieszka.akademicka@wp.pl Agnieszka Akademicka (00321214988) E-mail: agnieszka.akademicka@w Notification settings p.pl Preferred notifications language: Polski v IRK identifier: 8081 🔽 Inform about new messages via email After time specified by applicable 🔽 Inform about new notifications via email 0 regulations, registrations are archived and candidates' data 🛱 Save deleted from the system. If you do not wish to lose access to your account, you can indicate you want to keep it in the form below © Change e-mail address 🗌 I want to keep my 🖺 Save Change password account in the system lete the acco for future registrations.

Enrollment applications

2. A list of recruitment applications will appear

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3. First choose: A place in a dormitory (required)

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4. On the website, you must select whether you are applying for a place in the dormitory. If so additional information will appear to be provided (start date of living in the dormitory, end date

and check-in date) and press Save and return button the or Save button (after

pressing the second button, you must manually return to the previous page).

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5. Then, if you are applying for a place in a dormitory, download the application, sign it and send a scan to the system. To generate an application, select in the recruitment applications

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6. Now, when applying for a dormitory, select the button **Download**

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Required documents					
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Application for accommodation in a student residence hall					≵ Download

7. After pressing the button, an application will be generated and downloaded to the device, it

should be printed, signed with your own signature, scanned and sent to the system.

APPLICATION FOR ACCOMMODATION

The International Relations Office can offer a **limited** number of places for international students in University halls of residence. The monthly cost of a place is ca. 400 PLN (ca. 90 EURO). There are no single rooms!

REGISTER FORM

Family name:	AKADEMICKA
First Name:	AGNIESZKA
Sex:	FEMALE
Postal code	38-400
City:	KROSNO
Street:	KAZIMIERZA WIELKIEGO
House Number:	4
Apartment Number:	-
Phone Number:	+48 12 345 67 89
E-mail address:	agnieszka.akademicka@wp.pl

PERIOD OF STAY

(given in the format YYYY-MM-DD)

FROM:	2023-11-24
TO:	2023-12-31
ARRIVAL DATE	2023-11-23

2023-11-23

Date

Student's signature

8. To send a scan of your identity document and a signed application for a dormitory, please select

this option in your recruitment application ⁽²⁾ Scans of documents to be sent (required)

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9. At this point, it is mandatory to send a scan of the page with a photo of your ID document (e.g. passport) and, if you are applying, a signed application for accommodation in the dormitory. To do this, select Choose file next to the information and select the file from the system. After

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10. After completing all the questions, confirm your application . For this purpose, a button will

appear next to the recruitment application **Submit**. You need to press it. (if there is no such

button, check if all information has been filled in)

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11. You will be asked to confirm that your application has been approved. It needs to be confirmed

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12. Once accepted, your application has been confirmed.

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CONGRATULATIONS! YOU MANAGED TO REPORT YOUR WANT TO COME TO THE STATE ACADEMY OF APPLIED SCIENCES IN KROSNO AND SEND THE APPROPRIATE DOCUMENTS.



After creating your recruitment application, you and your supervisor should now prepare the Learning

Agreement and send it via the EWP network.

If your University is not using the EWP network for signing and creating the Learning Agreements, please send us signed and scanned version using EMAIL iro@pans.krosno.pl



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