Instruction for students for short-term studies (WITHIN ERASMUS+)

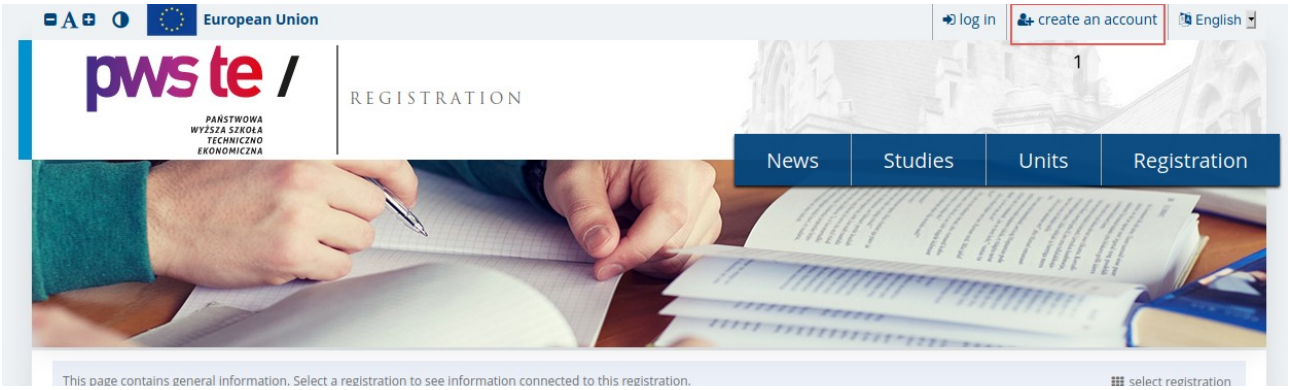
Before you register as a candidate for partial studies, it is necessary to create an account in the enrollment system.

To do this, follow the link below:

https://irk2.pwste.edu.pl/en-gb/

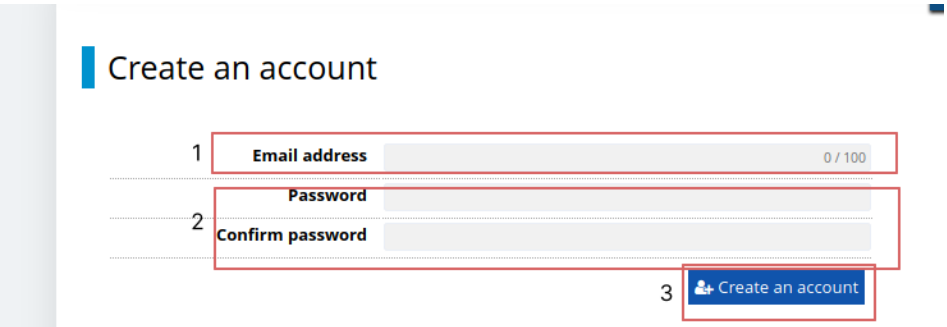
After entering the link above, you will be redirected to the main page of the recruitment system (Rys. 1).

To create an account, click on the link „create an account” (Rys. 1 pkt 1)



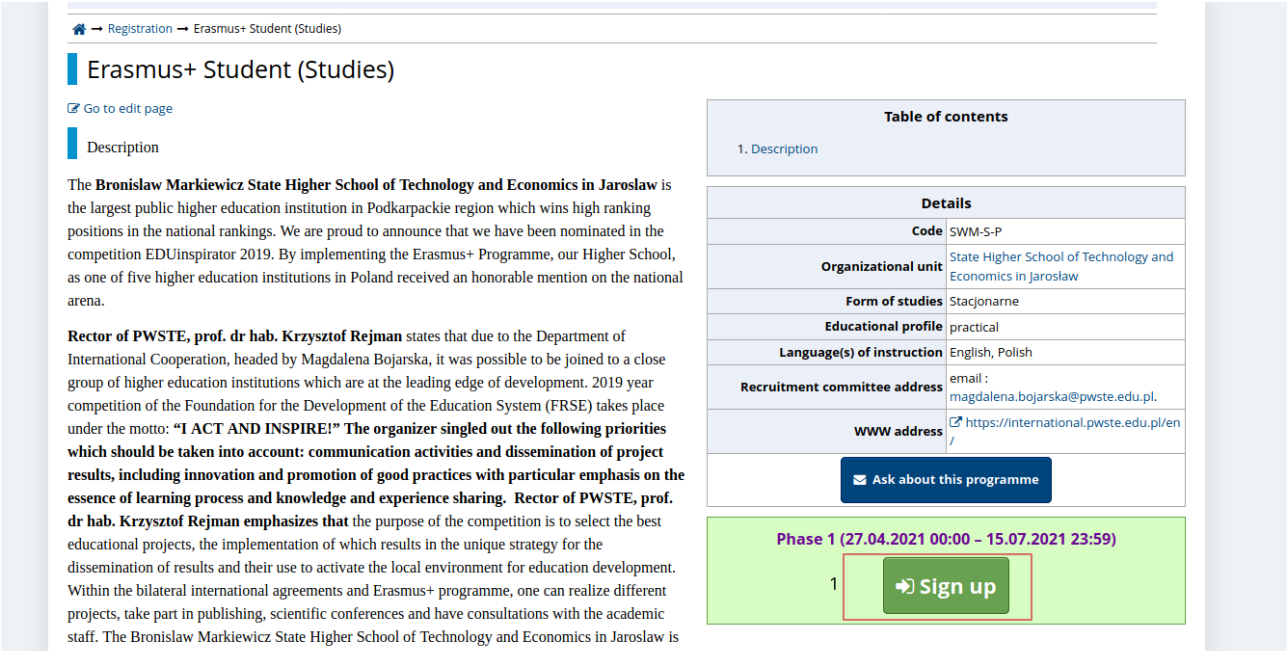
After clicking on the aforementioned link, we go to the page where we have to read the clause and regulations, then accept them (Rys. 2 pkt 1,2) and click on the "continue" button (Rys. 2 pkt 3).

After accepting the regulations, we go to the page where we enter our e-mail (Rys. 3 pkt 1) and password (Rys. 3 pkt 2), and then create our account using the button „create an account” (Rys. 4 pkt 3).

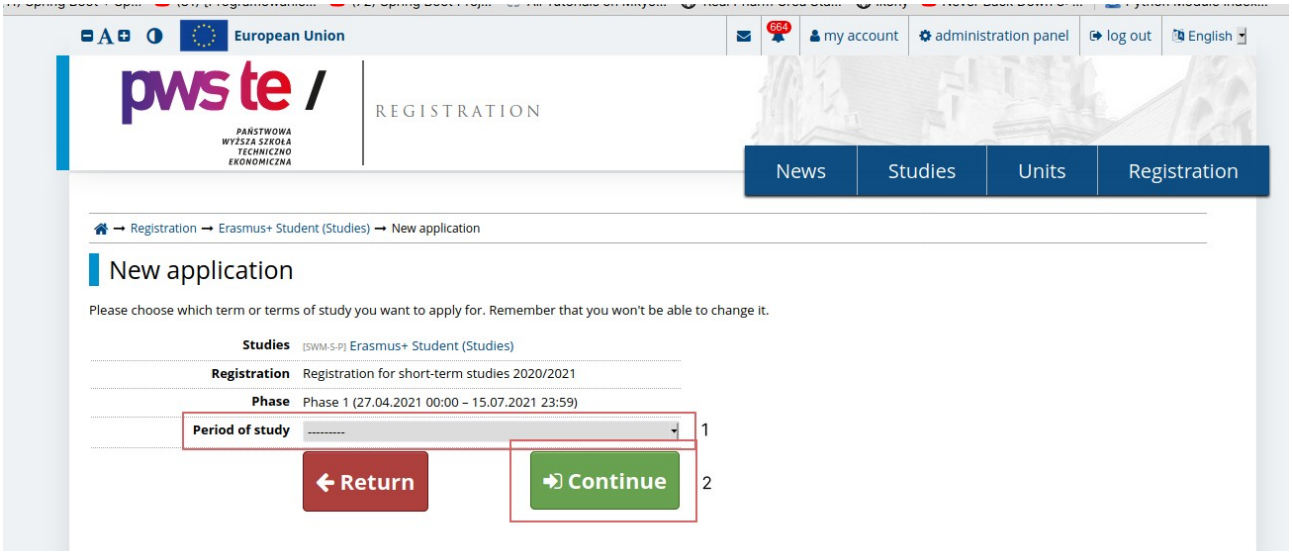


After creating the account, go to the e-mail box that was provided in the account creation process, and then find the message with the activation link from the irk system. After confirming the account, log in to it and then go to the link provided by the PWSTE coordinator.
In the absence of this link, please contact me by e-mail: magdalena.bojarska@pwste.edu.pl
https://irk2.pwste.edu.pl/en-gb/offer/ER2022L/programme/SWM-S-P/?from=registration:ER2022L

If the link was given, you should go to the page as shown in the figure below (Rys. 3).

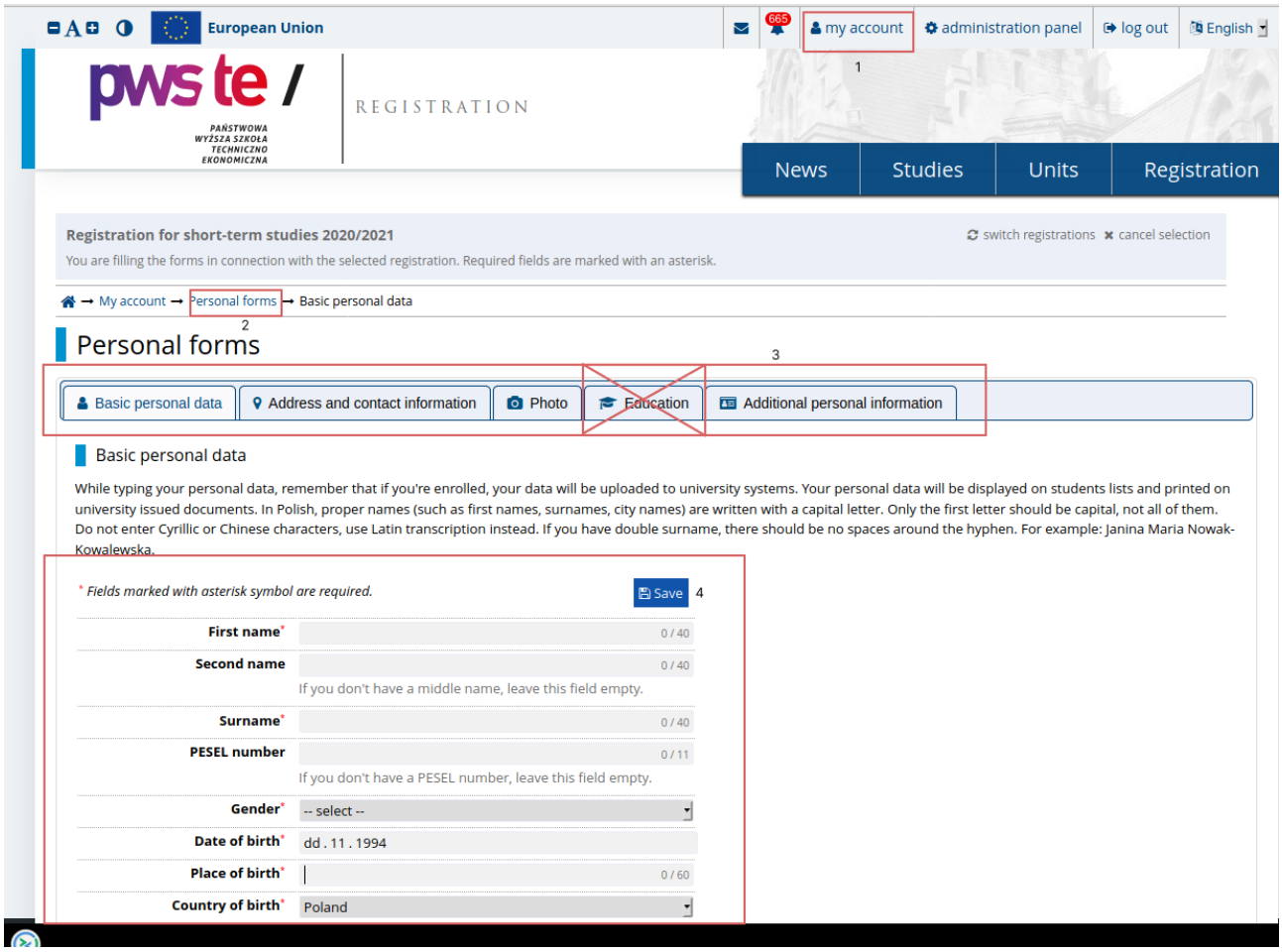


If you want to register for the study, just click on the button „sing up" (Rys. 4 pkt 1). Then it is necessary to choose the period of studying for an international exchange (Rys. 5 pkt 1) and confirming the selection by clicking on the button „Continue".

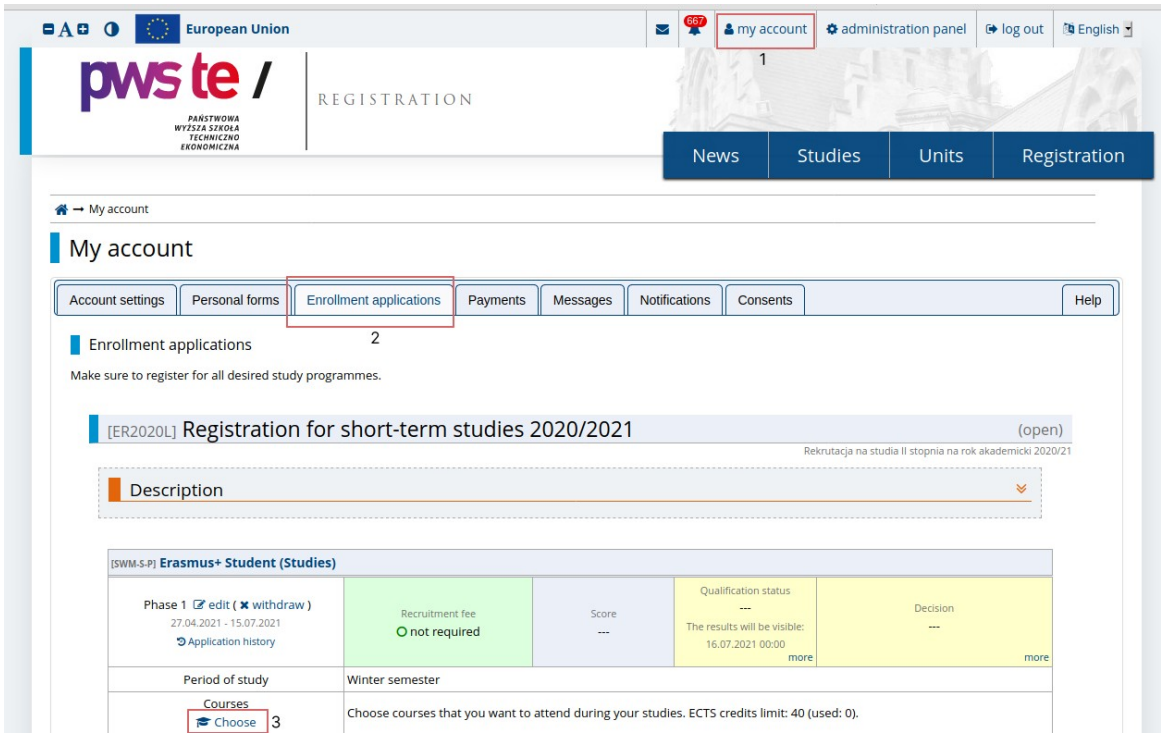


After registering for studies, it is necessary to fill in basic personal data. To fill them in, in the upper right corner of the website, select the tab „my account" (Rys. 6 pkt 1) , and then click on the link „Personal forms" (Rys. 6 pkt 2). After entering all the necessary data, press the button „save".

In addition to basic personal data, it is necessary to enter a photo, which will then be accepted by the coordinator, as well as contact details and additional personal data. For the purposes of recruitment, no data on completed schools is collected (Rys. 6 pkt 3).

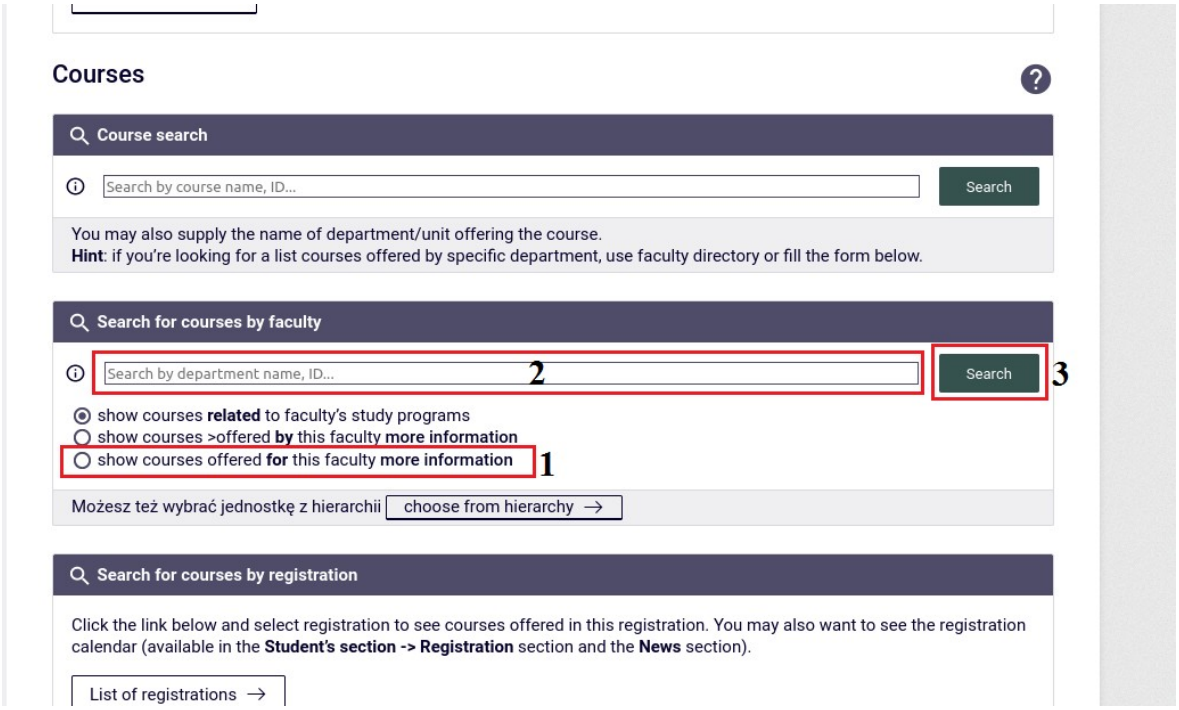


After entering basic personal data, it is necessary to select the subjects you intend to attend. To go to the selection of subjects, you must first click on the link „my account” (Rys. 7 pkt 1), then click on the tab „Enrollments applications” (Rys. 7 pkt 2). After completing this sequence, a button should appear with the option to go to the page where you can choose subjects (Rys. 7 pkt 3).



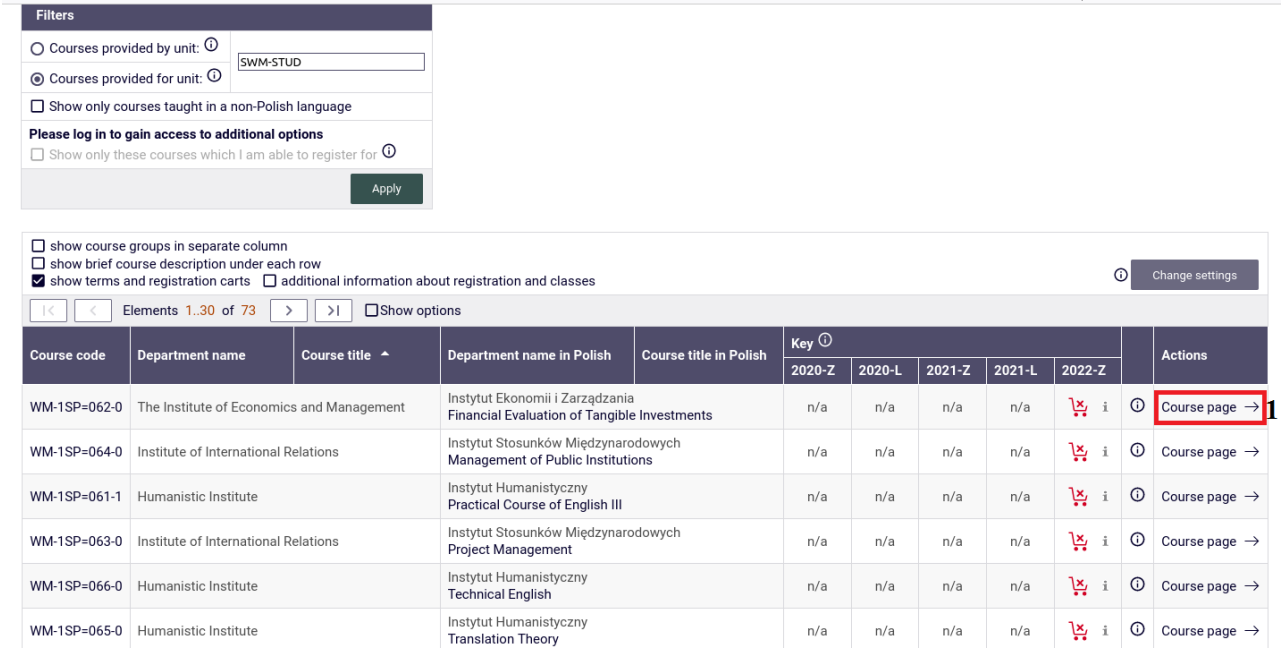
Rys. 7: Selection of subjects during recruitment for partial studies

Then, after clicking on the link, we will be redirected to the page with the offered catalog of subjects (Rys. 8). Before the list of subjects offered for students appears, it is necessary to enter data that will allow us to filter the subjects. To begin with, it is necessary to select an option **„show curses offered for …”** (Rys. 8 pkt 1), and then selecting the appropriate organizational unit. In this case, in the text box (Rys. 8 pkt 2) enter **SWM-STUD,** and then click the button „search” (Rys. 8 pkt 3)



Rys. 8: Filter settings for the item catalog

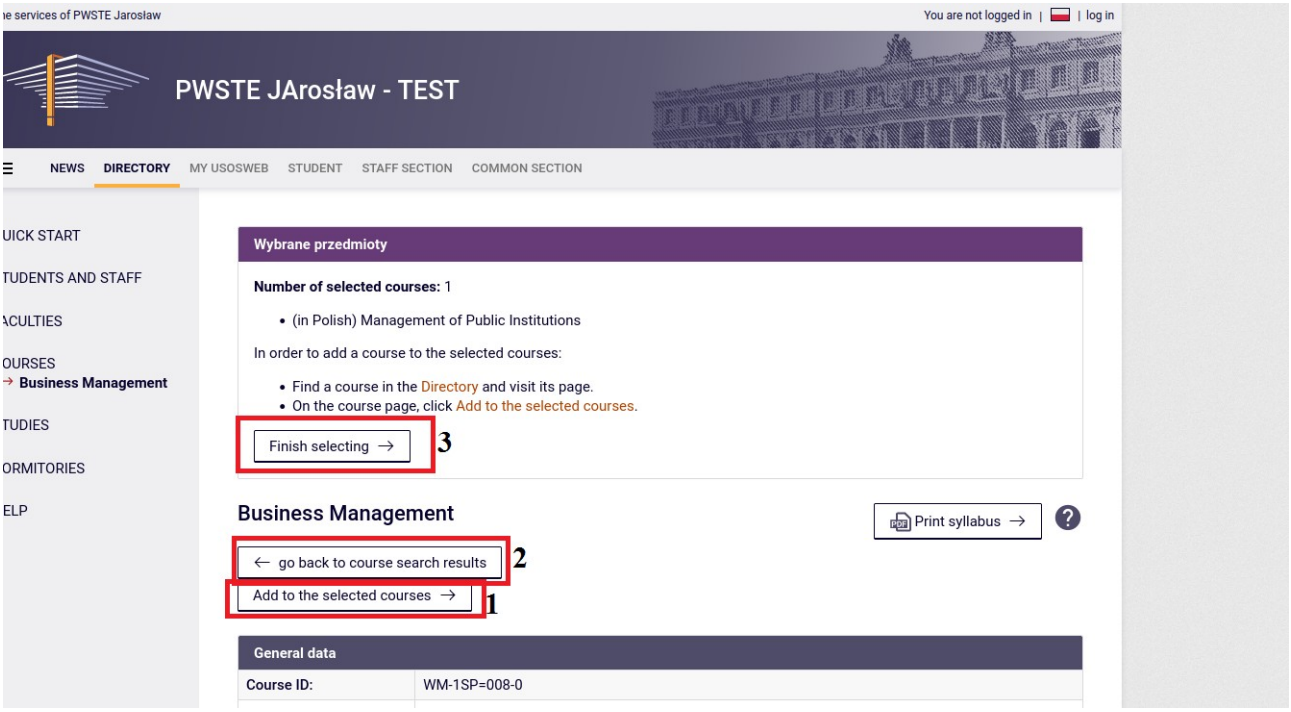
After that, a list of subjects offered as part of the recruitment for partial studies will appear (Rys. 9). To select an item from the catalog, we must go to the page with information about the offered item. We can do it by clicking on the link „course page" (Rys. 9 pkt 1).



Rys. 9: Course catalog offered as part of recruitment for partial studies

After going to the item page, we can find detailed information about the subject on offer (Rys. 10). If we want to attend the offered subject, click on the button „Add to seleceted courses" (Rys. 10 pkt 1). After clicking on this button, the item will be added to the item lists. If we want to return to the

list of items, click on the button „back to course search results” (Rys. 10 pkt 2). In a situation where we want to finish selecting items, click on the button „Finish selecting” (Rys. 10 pkt 3).



Rys. 10: Information on the subject offered for studies as part of recruitment for short-term studies

After you finish selecting items (Rys. 10 pkt 3) we will be redirected to the recruitment home page. After selecting the subjects, it is necessary to fill in additional information about the arrival and then send the application.

GOOD LUCK☺