



## Congratulations on choosing your perfect studies. This manual will guide you through:

- 1. Creating an account in IRK system,
- 2. Choosing your major of the study,
- 3. Registration,
- 4. Making the recruitment fee.

### You will need:

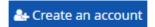
- 1. ID card / passport,
- 2. Photos in electronic version,
- 3. Scan of graduation diploma.

## 1. Creating an account in the IRK system (for those who do not have it):

- a) welcome to our website: <a href="https://irk.uek.krakow.pl/pl/auth/register/consent/">https://irk.uek.krakow.pl/pl/auth/register/consent/</a>
- b) please, read the information regarding the processing of your personal data, then click in checkbox that you agree with it, and click "continue",



c) please write your email address and proposed password, then click :

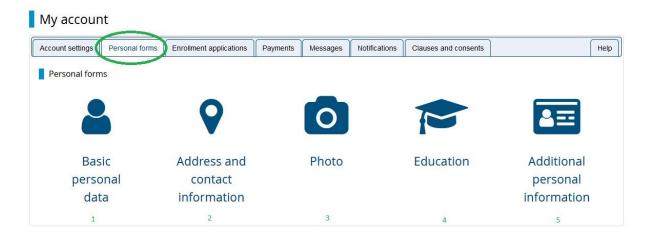


- d) on the given email address IRK system will send you an activation link,
- e) please log in to your email and click on the activation link,
- f) your account will be activated, and system will ask you to log in.

# Login

Email address	0 / 100
Password	
	? forgot password  ♣+ create an account

# 2. Filling out of the "Personal forms" and 5 categories in it:



Please fill in all obligatory points (marked "\*").

For statistical purposes, please provide the system with the name of the country where you finished secondary school.

# 3. Choosing your major of studies:

- Postgraduate: <a href="https://irk.uek.krakow.pl/en-gb/home/KSB">https://irk.uek.krakow.pl/en-gb/home/KSB</a> PODYPL 24 25Z/

When you are ready with choice of your major, please click "Sign up" button .

## Global Business Management & Analysis (in English)

### Studies recipients:

Postgraduate study course Global Business Management & Analysis is a comprehensive, two-semester postgraduate study conducted in English, which is a response to the challenges related to the analysis and processing of business data and management in international business. One of the foundations of the studies is based on the idea of a holistic approach to data management, corporate architecture, and contemporary conditions for running a business on an international scale.

The target group of this study course are foreigners, employees of companies (mainly international corporations) and institutions related to the business services sector, data analysis, business process analysts, project managers, members of project teams from the finance sector and more. The target group also includes people planning to gain knowledge and new competences in the field of international business development, management and data analysis.

### Goal of study:

The aim of this study course is to prepare the participants of postgraduate studies to fulfill the role of a leader in a multicultural team, a business analyst or a manager of a team in an international institution. Students will learn how to conduct research, assess and document business models, as well as learn the mechanisms of solving possible organizational difficulties in international business. Particular emphasis will be the



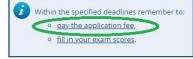
**Important!** If the system does not allow you to select a major, please check whether you have completed all the data and return to point 3.

## 4. Payments.

After registering, you must pay the recruitment fee.

On the IRK website, after registering for selected major, on the right side above the table will appear the window:





- 1. click on the "pay the recruitment fee",
- 2. your individual UEK account number for payment will appear at the bottom of the screen, make a transfer :
- 200 PLN Postgraduate studies,
- 500 PLN Studies MBA in Polish.

Failure to pay the recruitment fee will result in inability to be admitted to studies.

If your studies are financed by a company/institution and you need an invoice, please:

- -complete the application form: <a href="https://ksb.uek.krakow.pl/wp-content/uploads/2023/07/Karta\_zgloszenia\_podyplomowe\_2023.docx">https://ksb.uek.krakow.pl/wp-content/uploads/2023/07/Karta\_zgloszenia\_podyplomowe\_2023.docx</a>
- -attach it to your IRK account:

The recruitment fee may be paid by the company together with the fee for the first semester of studies. A pro-forma invoice will be sent after the course is launched.

You will be informed about the recruitment results and opened courses by the course manager.