

**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 : <https://irk.uek.krakow.pl/pl/auth/register/consent/>

b) please, read the information regarding the processing of your personal data, then click in checkbox that you agree with it, and click “continue”,

11. Your personal data will not be subject to automatic decision-making processes or profiling.

I have read and accept the above information

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](#)

[Log in](#)

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

My account

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

Personal forms

- 1 Basic personal data
- 2 Address and contact information
- 3 Photo
- 4 Education
- 5 Additional personal information

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: [https://irk.uek.krakow.pl/en-gb/home/KSB\\_PODYPL\\_24\\_25Z/](https://irk.uek.krakow.pl/en-gb/home/KSB_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

Table of contents	
1. Studies recipients:	
2. Goal of study:	

Details	
Code	PK-PAG-KR
Organizational unit	Krakowska Szkoła Biznesu
Form of studies	Part-time studies
Level of education	After diploma
Language(s) of instruction	English
Duration	2 semester
Required document	Diploma

[Ask a question](#)

Phase 1 (24.02.2024 00:00 - 15.09.2024 23:59)

[➔ Sign up](#)


**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:

 You have successfully created a recruitment application. Go to the page [My account](#) → [Enrollment applications](#) to view the list of additional forms and/or documents that need to be printed and submitted.

 Within the specified deadlines remember to:

- [pay the application fee.](#)
- [fill in your exam scores.](#)

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: [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)

-attach it to your IRK account:

Additional information

Please provide additional information in order to complete registration.

- ✔ KSB questions (filled out)
- ✔ Place of Employment (filled out)

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.