

Mobility registration for incoming staff

Link for registration: <https://irk.ans.pila.pl/en-gb/>

1. Create an account

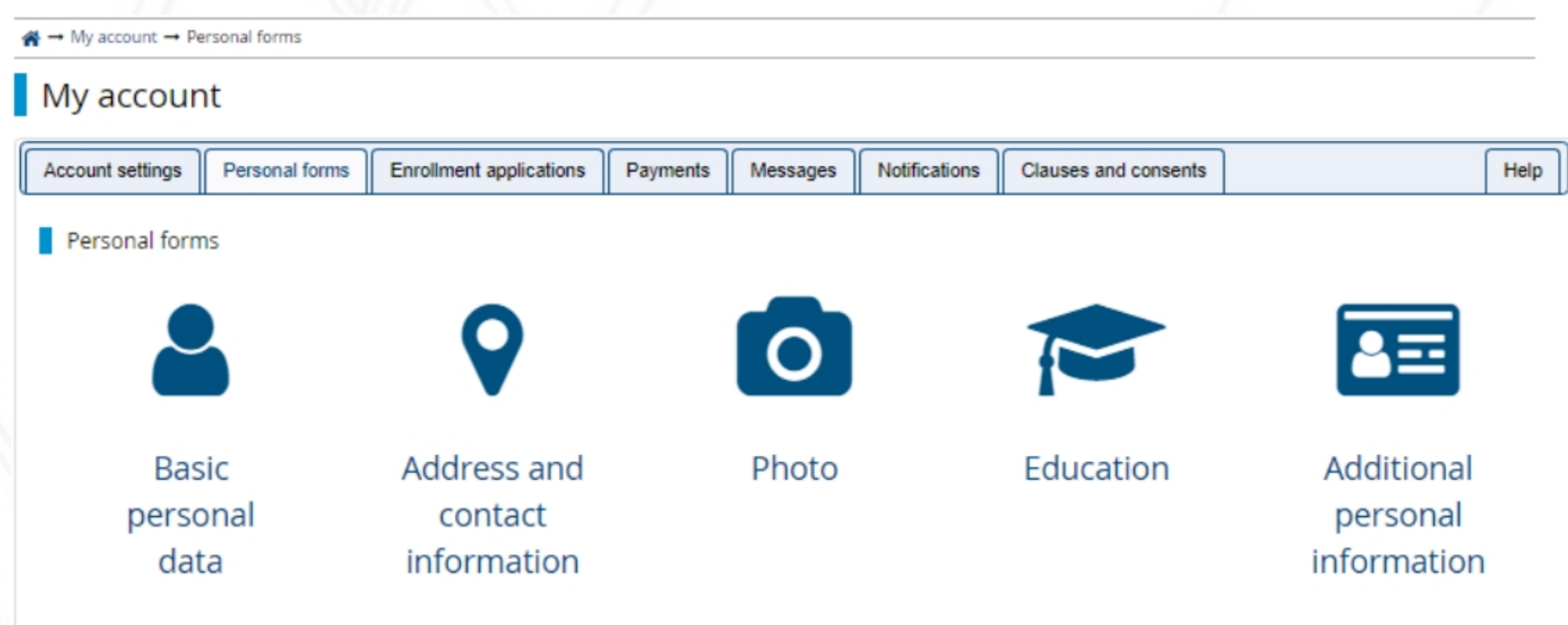


First step after entering the IRK platform is creating an account. After entering your email address and new password, please carry on to the next step.

2. Personal forms

From the main panel of your account, please fill in all the required information in Personal forms:

- Basic personal data
- Address and contact information
- Additional personal information



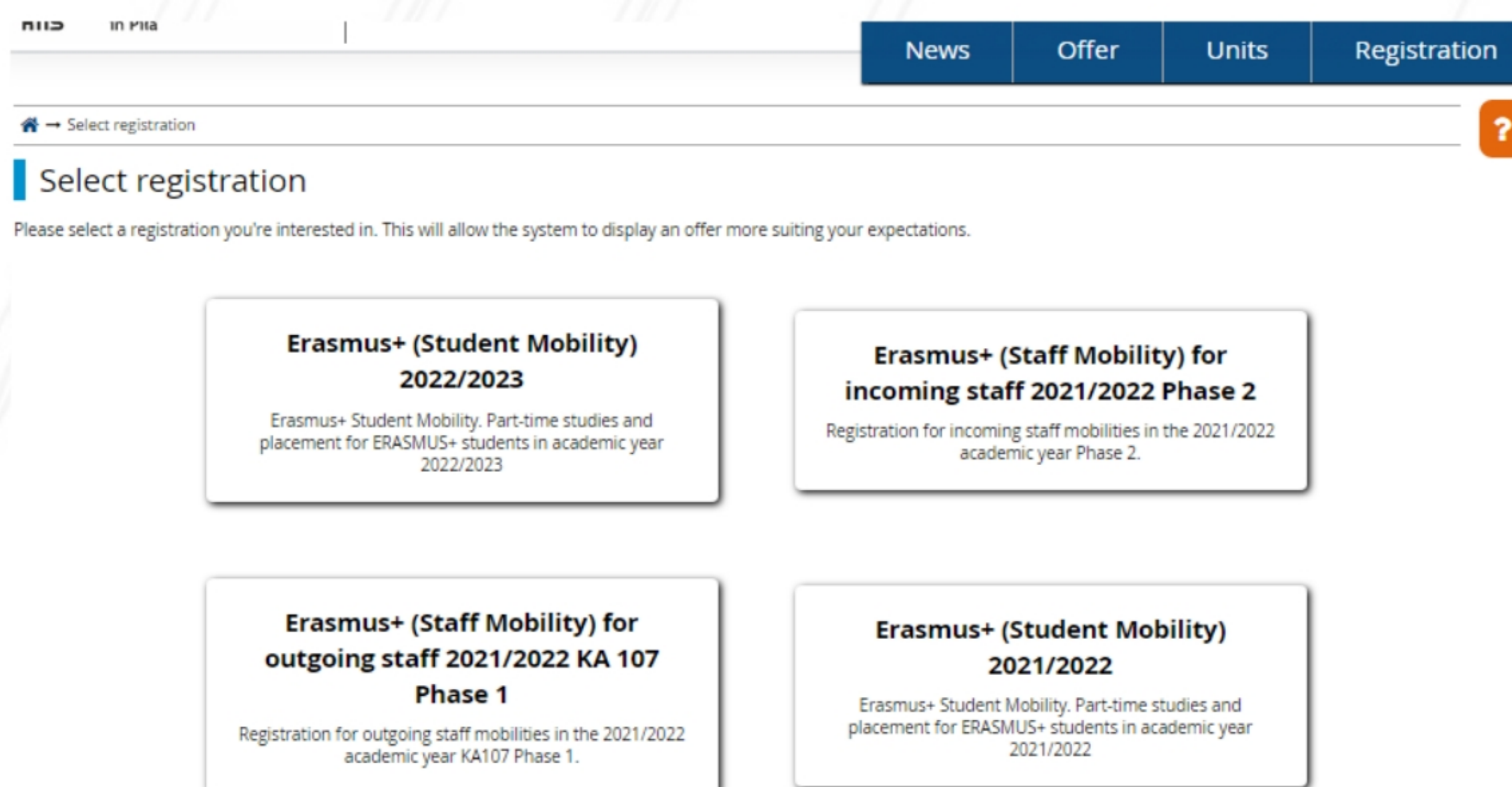
"Photo" and "Education" **are not mandatory**. Similar the "Military service data". Those questions are forced by the system and cannot be deleted from the questionnaire.

In case of missing any step while creating the account, the system will not let you through and point out missing information.

Please read all the questions and additional comments carefully.

3. Registrations

After filling in the personal forms, you can now move to Registration. By selecting the proper box the website will take you further to choose the type of your mobility - STT (administration) or STA (teaching).



The screenshot shows a web interface for selecting a registration. At the top, there is a navigation bar with 'News', 'Offer', 'Units', and 'Registration' buttons. Below the navigation bar, there is a breadcrumb trail: 'Home → Select registration'. The main heading is 'Select registration'. Below the heading, there is a sub-heading: 'Please select a registration you're interested in. This will allow the system to display an offer more suiting your expectations.' There are four registration options displayed in a grid:

- Erasmus+ (Student Mobility) 2022/2023**
Erasmus+ Student Mobility. Part-time studies and placement for ERASMUS+ students in academic year 2022/2023
- Erasmus+ (Staff Mobility) for incoming staff 2021/2022 Phase 2**
Registration for incoming staff mobilities in the 2021/2022 academic year Phase 2.
- Erasmus+ (Staff Mobility) for outgoing staff 2021/2022 KA 107 Phase 1**
Registration for outgoing staff mobilities in the 2021/2022 academic year KA107 Phase 1.
- Erasmus+ (Student Mobility) 2021/2022**
Erasmus+ Student Mobility. Part-time studies and placement for ERASMUS+ students in academic year 2021/2022

Please make sure you choose the right academic year and project (KA103 / KA107).

No.	Offer	Phase 1
1	ERASMUS+ (Incoming Staff Mobility STA)	from: 15.02.2022 00:00 to: 30.09.2022 23:59
2	ERASMUS+ (Incoming Staff Mobility STT)	from: 15.02.2022 00:00 to: 30.09.2022 23:59

Pages: 1 Page length: 10, 25, 50, 100, 200

4. Application for a mobility

Next step is just signing up for the mobility.

Details	
Code	DWM_STUDIA_CZESCIOWE_RSTT
Organizational unit	Stanisław Staszic State University of Applied Sciences in Piła
Recruitment committee address	iro@ans.pila.pl
WWW address	https://ans.pila.pl/en/

[✉ Ask a question](#)

Phase 1 (15.02.2022 00:00 – 30.09.2022 23:59)

[➔ Sign up](#)

If your registration is incomplete, it will be automatically rejected.

5. Enrollment applications

When you finish all previous steps, go to Enrollment applications where you will be asked to write information that we will need for creating an Invitation Letter for you.

[DWM_STUDIA_CZESCIOWE_RSTT] ERASMUS+ (Incoming Staff Mobility STT)				
Phase 1 (✕ withdraw) 15.02.2022 - 30.09.2022 • Qualification criteria • Application history	Recruitment fee <input type="radio"/> not required	Score 107	Qualification status ---	Decision ---
Additional information	Please provide additional information in order to complete registration. <input checked="" type="checkbox"/> Erasmus+ / Confirmation of project type (filled out) <input checked="" type="checkbox"/> Erasmus+ / Employees - exchange data (filled out) <input checked="" type="checkbox"/> Erasmus+ / Period of the mobility (filled out) <input checked="" type="checkbox"/> Erasmus+ / Questions: Mobility Agreement for Training (filled out) <input checked="" type="checkbox"/> Erasmus+ / Scan of the signed document (only employee and supervisor) - Mobility Agreement for Teaching or Training (filled out)			
You need to submit your application in order to take part in the recruitment process. <i>After submitting the application you won't be able to make any changes!</i>				
<input type="button" value="Submit"/>				
<input type="button" value="Documents and further steps"/>				

Only after filling in all the required information, at the bottom of the table a blue button "Submit" will appear. **The application will not be fully completed if you do not click that "Submit" button.**

Please make sure that you do not make any mistakes while filling in all information otherwise the base will download incorrect data to your documentation.

Scanned and uploaded Mobility Program should be already signed by you and your University. Only after filling in all the necessary steps, we will upload an Invitation Letter on your account.

The Letter will not be sent to your email.

You will find it in the Enrollment applications on your account in "Files to download".

Files to download	PILA-agreement-1.pdf (STT IN Program) (downloaded on: 14.04.2022 09:33) Acceptance letter for Staff Mobility_20220413144721.pdf (Acceptance letter) (downloaded on: 14.04.2022 09:34)
Additional information	Please provide additional information in order to complete registration. <ul style="list-style-type: none"> ✔ Erasmus+ / Confirmation of project type (filled out) ✔ Erasmus+ / Employees - exchange data (filled out) ✔ Erasmus+ / Period of the mobility (filled out) ✔ Erasmus+ / Questions: Mobility Agreement for Training (filled out) ✔ Erasmus+ / Scan of the signed document (only employee and supervisor) - Mobility Agreement for Teaching or Training (filled out)
Documents and further steps	




6. Mobility Program

Below the table in Enrollment applications you will find a section "Documents and further steps". From that section you can download the Staff mobility agreement for training/teaching, already completed in English with the information you put previously on your account.

After Submitting the application, you will not be able to change it anymore.

Documents and further steps

Required documents

Documents to download	
Application form Staff Mobility Erasmus+ KA 103 <small>Mobility between Programme Countries within Erasmus+ Program including countries of the EU and Iceland, Lichtenstein, North Macedonia, Norway, Serbia and Turkey</small>	 Download <small>(this file has status "hidden" and is not visible for candidates)</small>
Application form Staff Mobility ERASMUS+ KA 107 <small>International Credit Mobility - Mobility between Programme and Partner Countries (Western Balkans: Albania, Bosnia and Herzegovina, Kosovo, Montenegro and Russian Federation, Cambodia, Colombia)</small>	 Download <small>(this file has status "hidden" and is not visible for candidates)</small>
Staff mobility agreement for teaching (STA)	 Download

Failure to comply with the obligation to provide the requested documents will result in not being admitted to the qualification procedure.

In case of any questions, please contact our International Relations Department on mdrzastwa@ans.pila.pl