

Mobility registration for incoming students

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

1. Create an account

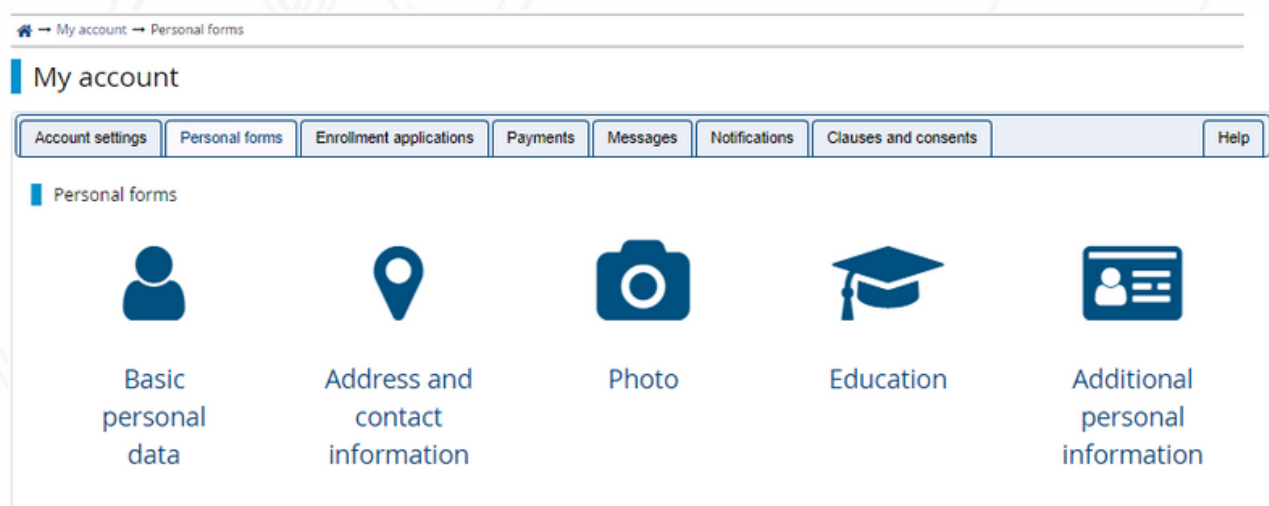


First step after entering the IRK platform is creating an account. After entering your email address and new password, please carry on to the next step.

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
- Photo (official ID picture)
- Additional personal information



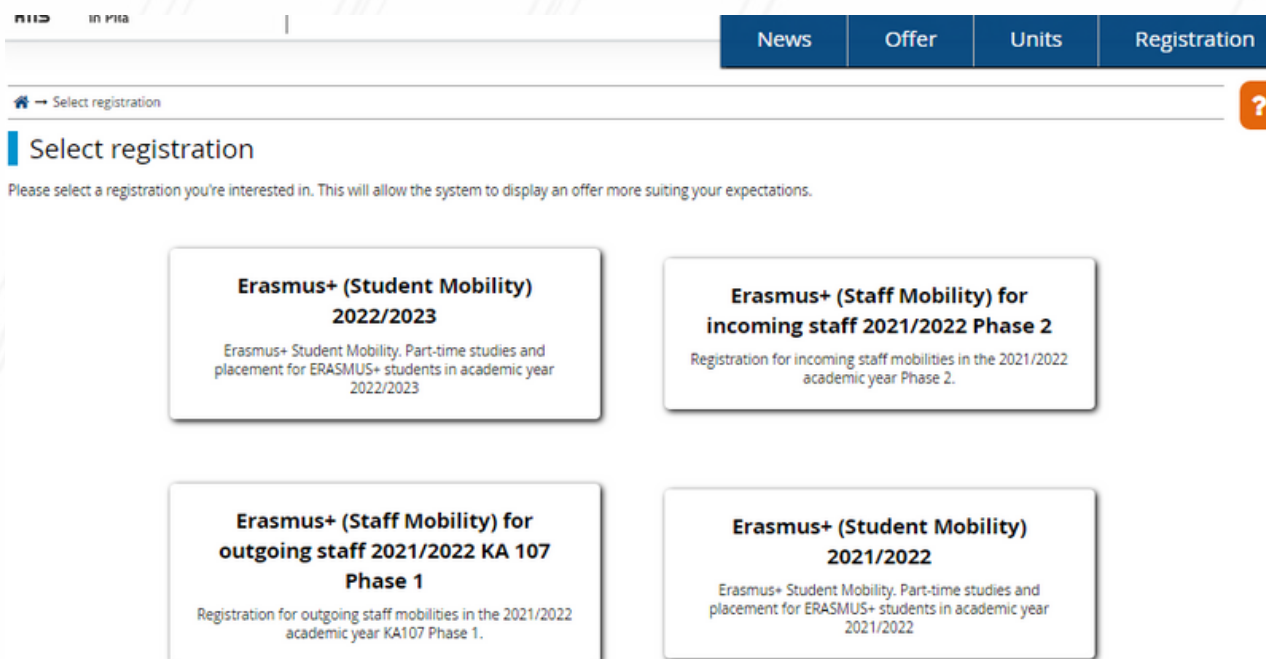
"Education" **is not mandatory**. Similar the "Military service data". Those questions are forced by the system and cannot be deleted from the questionnaire.

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 - SMS (studies) or SMP (training).



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 search bar with the text 'Select registration' and a question mark icon. The main content area is titled 'Select registration' and contains a sub-header: '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 2x2 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+ (Student Mobility for Placements)	from: 21.02.2023 00:00 to: 30.06.2023 23:59
2	ERASMUS+ (Student Mobility for Studies)	from: 02.05.2022 00:00 to: 30.06.2023 00:00

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

4. Application for a mobility

Next step is 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/



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



Incomplete registrations will automatically be rejected and removed from the system. Please be careful while filling in the questionnaire.

New application

[DWM-STUDIA-CZESCIOWE_22_23] Erasmus+ (Student Mobility) 2022/2023 (open)

[DWM-STUDIA-CZESCIOWE_S] ERASMUS+ (Student Mobility for Studies) – Phase 1

Please choose which term or terms of study you want to apply for. Remember that you won't be able to change it.

👁 Qualification criteria for this phase

Period of study ▼

← Return

→ Continue

Please choose the period of time for your mobility:

- **First term** (October-February)
- **Second term** (February - June)
- **Summer intersession** (June-September)
- **Full academic year** (Both semesters)

Erasmus students are automatically assigned to our Student Dormitory however you can choose your own place of accommodation.

Please note that our Office will not mediate between the Student and rental agency, nor will provide any options for private rentals. Student is obliged to look for the private accommodaton on his own.

A number of private rentals is available on websites, such as booking.com.

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_S] ERASMUS+ (Student Mobility for Studies)				
Phase 1 edit 02.05.2022 - 30.06.2023 Qualification criteria Application history	Recruitment fee <input type="radio"/> not required	Score ---	Qualification status ---	Decision ---
Period of study First term	Choose courses that you want to attend during your studies. ECTS credits limit: 20 (used: 12). <ul style="list-style-type: none"> <input type="radio"/> [ERASMUS-DGRAM] Descriptive English grammar (ECTS: 2) ✖ <input type="radio"/> [ERASMUS-HTHPL] Introduction to history and culture of Poland (ECTS: 3) ✖ <input type="radio"/> [ERASMUS-HTTFL] Introduction to the Polish language (ECTS: 3) ✖ <input type="radio"/> [ERASMUS-PHON1] English phonetics 1 (ECTS: 2) ✖ <input type="radio"/> [ERASMUS-PHON3] English phonetics 3 (ECTS: ?) ✖ <input type="radio"/> [ERASMUS-PN(A3)] Practical English 3 (ECTS: ?) ✖ <input type="radio"/> [ERASMUS-PN(A5)] Practical English 5 (ECTS: ?) ✖ <input type="radio"/> [ERASMUS-WRITE3] Practical English writing 3 (ECTS: 2) ✖ 			
Courses Choose	Please provide additional information in order to complete registration. <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Erasmus+ / Accommodation form (filled out) <input checked="" type="checkbox"/> Erasmus+ / Additional documents to attach (filled out) <input checked="" type="checkbox"/> Erasmus+ / Confirmation of project type (filled out) <input type="checkbox"/> Erasmus+ / Questions: Learning Agreement for Studies (required) <input type="checkbox"/> Erasmus+ / Scan of the signed document Learning Agreement for Studies Before the mobility (required) <input checked="" type="checkbox"/> Erasmus+ (studies) / Disability and allergies information (filled out) <input checked="" type="checkbox"/> Erasmus+ (studies) / Exchange data (filled out) <input checked="" type="checkbox"/> Erasmus+ (studies) / Language Competence (filled out) <input checked="" type="checkbox"/> Erasmus+ (studies) / Personal data (filled out) <input checked="" type="checkbox"/> Erasmus+ (studies) / Previous and current study (filled out) 			
Application has not been submitted yet.				
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.

Students coming to ANS in Piła for studies, need to select courses in IRK system (as visible in the picture above). Those courses will be automatically written into the Learning Agreement.

Below the table in Enrollment applications you will find a section "Documents and further steps". From that section you can download the Learning agreement for studies/training, 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 Student Mobility for Studies ERASMUS+ KA 103 Mobility between Programme Countries within Erasmus+ Program including countries of the EU and Iceland, Lichtenstein, North Macedonia, Norway, Serbia and Turkey	Download
Application form Student Mobility for Studies ERASMUS+ KA 107 International Credit Mobility - Mobility between Programme and Partner Countries (Western Balkans: Albania, Bosnia and Herzegovina, Kosovo, Montenegro and Russian Federation, Cambodia, Colombia)	Download
Learning Agreement for Studies	Download
Documents to submit	
Learning agreement for Studies	

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

After filling in all the requested information, remember to click the blue "Submit" button.

6. Invitation Letter

Invitation Letter will only be prepared after the student application is completed. Students who needs documentation stating their application in ANS in Piła before the end of the recruitment process, can receive a **Preliminary Invitation Letter**.

The Preliminary Invitation Letter states the initial qualification for Erasmus Program but is not an eligible documents for visa application.

There is no payment required from Erasmus Students on IRK platform. After arriving to ANS in Piła, students will only be asked to pay a fee for the Student ID Card in the amount of 22 PLN (only students for studies).

7. Additional information

You will be informed about all decision through the IRK system. The official documentation from your mobility will also be submitted on our account in Enrollment applications.

The candidate shall bear the consequences of mistakes made in the application and providing false information.

All Learning Agreements must be sumbitted at least a month before start of the mobility.

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