

# PHILOSOPHY AND CULTURE OF EAST-CENTRAL EUROPE EXPERIENCE AND THOUGHT

MA studies in English

## How to register?

A Brief IRK System Registration Guide  
(On-line Candidate's Registration)

<https://irk.uksw.edu.pl/index.php?lang=en>

# Step 1

## Create your personal account in the IRK system



INTERNETOWA REJESTRACJA KANDYDATÓW  
Uniwersytet Kardynała Stefana Wyszyńskiego  
w Warszawie

Log in.



Start Catalogue Registration Log in.. Help

(1) Choose the web-site:

<https://irk.uksw.edu.pl/index.php?lang=en>

(main registration web-site of IRK system)

### On-line Candidate's Registration 2017

#### Philosophy And Culture Of East-Central Europe

(registration: from 2017-05-15 to 2017-07-12)

#### Specialization: Philosophy

Level of education: grade II (MA)

Form of study: full-time

Duration: 2 years (4 semesters)

Language: English

More information -> [HERE](#)

Registration Guide -> [HERE](#)

PESEL: 00700000002  
Password: .....  
LOGIN  
registration  
password recovery

(2) Choose the „registration” button to create your personal account in the IRK system

# Step 1 – continued



Start

Catalogue

Registration

Log in..

Help

## DECLARATION OF APPLICANT USING IRK SYSTEM OF ON-LINE REGISTRATION FOR STUDIES

Before your personal applicant's account can be created, it is essential that you accept the following regulations:

Please read the statement below and click "I agree" button (you will be forwarded to the next step of on-line registration system) or "I don't agree" (in this case registration is not possible).

### 1. Data processing

I agree for processing my data and using by them Cardinal Stefan Wyszyński University in Warsaw for the purposes of the recruitment process and documenting the course of study according to Article 6 of The Act of 29 August 1997 on the Protection of Personal Data (unified text: Journal of Laws of 2002 No. 101 item 926 with amendments).

### 2. Incorrect data

I accept that Cardinal Stefan Wyszyński University in Warsaw does not bear any responsibility for any incorrect data that I give while registering in the IRK system.

I DON'T AGREE

I AGREE



Choose „I agree” button to accept declarations

# Step 1 – continued

(1) Choose the option:  
„I do not have the PESEL number”  
- system will create your personal number

(2) Fill all requested data  
and press button to create your account

INTERNETOWA REJESTRACJA KANDYDATÓW  
Uniwersytet Kardynała Stefana Wyszyńskiego  
w Warszawie

Log in..

Start Catalogue Registration Log in.. Help

IRK, Registration

I have PESEL number  I do not have PESEL number

PESEL

PESEL number, confirmation

**Hint**  
PESEL number will be your ID in IRK System. Therefore, it is very important. Before you proceed, make sure the PESEL number is correct.

Personal data

Male  Female

Name

Surname

Date of birth   
year-month-day (yyyy-mm-dd) format

Citizenship

Password

Password   
minimum 8 characters

Password, confirmation

Password restoring

Password restoring, question

Password restoring, answer

E-mail

**Hint**  
Enter question which should be asked while restoring password. Restoring password requires entering correct answer. Entering your e-mail address will enable the IRK System to transfer quickly important information.

Quick contact

Telephone

Mobile phone

**Hint**  
For your own good it is important that Admissions Commission and later the University is able to contact you quickly. Therefore fill in all spaces.

CREATE ACCOUNT

Uniwersytet Kardynała Stefana Wyszyńskiego w Warszawie

Cardinal Stefan Wyszyński University in Warsaw  
ul. Dewajtis 5 | 01-815 Warszawa  
ul. Wóycickiego 1/3 | 01-938 Warszawa

# Step 1 – continued



**IRK, Registration successfully completed**

The created account: 00700000002.

[LOGIN TO THE SYSTEM](#)

↑  
This is your personal number  
in the IRK system  
(useful to login and to the registration fee)

↖  
If all had gone well you can now register to the system  
(press the link to login)

# Step 2

## Registration for the study



PESEL:

Password:

[zaloguj się](#)

If you do not remember your password, you may use: [password restoring](#)

(1) Fill your personal number in the IRK system and password

(2) Press to login to register

# Step 2 – continued

INTERNETOWA REJESTRACJA KANDYDATÓW  
Uniwersytet Kardynała Stefana Wyszyńskiego  
w Warszawie

Log out

Start Catalogue My account Help

Welcome to Internet Candidate Registration

**My data:**  
Adam Swieżynski (PESEL: 00700000002)  
• change personal details  
• send your photo for Student ID  
• change password (and other account settings)

**My fields of study:**  
• no enrollment data  
• my studies  
• payments  
• fields of studies catalogue  
• **print application forms**  
• admission decisions

**My exams:**  
• none  
• show my exams  
• choose exams  
• exam results

**My payments:**  
• Administration fee  
• Charges in total: 0.00 PLN  
• The sum paid: 0 PLN show

**Registration step by step**

1. complete your personal details
2. choose fields of study
3. choose entrance exams
4. send remittance of application fee
5. attach photo for Electronic Student's ID (ELS)  
Missing photo
6. Check  
• chosen exams  
• exam results  
• admission decisions

**ATTENTION!**  
Please complete the missing steps of the admission procedure.

Uniwersytet Kardynała Stefana Wyszyńskiego w Warszawie  
ul. Długa 51 | 01-815 Warszawa  
ul. Wóycickiego 1/3 | 01-938 Warszawa

If you need you can change your personal data

Don't worry about that ("3. chose entrance excams") – this does not concern you

Registration steps – you can see what you should do:

- Complete your data (press – see slides 8-12)
- Choose field of study (press – see slides 13-17)
- Application fee (**don't press** – see slides 18-19)
- Personal photo (press – see slides 20-21)

# Step 2 – continued (complete your data)

Please fill in all blank spaces

general information

contact data

address

education

other

international candidates

SAVE

General information

PESEL 00700000002

Name Adam

Middle name Jacek

Surname Swiezynski

Date of birth 1995-07-06  
yyyy-mm-dd format

Sex Male

Fill all requested data and save.  
Do the same in all next bookmarks  
(*contact, data, address, education,  
other, international candidates*)  
– see next slides

Other

Are you a person with a certificate of disability/incapacity degree? (answer to the question is used for statistical purposes)

No

If you selected 'Yes' and you need assistance during the registration, please contact the Office of Admissions at: [rekrecja@uksw.edu.pl](mailto:rekrecja@uksw.edu.pl)  
field required!

SAVE

# Step 2 – continued (complete your data)



INTERNETOWA REJESTRACJA KANDYDATÓW  
Uniwersytet Kardynała Stefana Wyszyńskiego  
w Warszawie

Log out



Start Catalogue My account Help

## My personal data

+standard outlook +back

Please fill in all blank spaces

general information contact data **address** education other international candidates

SAVE

Primary address

Type of address

- city (over 20 thousand inhabitants)
- small town (less than 20 thousand inhabitants) or village
- non-PL address

Post code

cc-occ format

field required!

Voivodeship

City/ town

field required!

Street

Building number

field required!

Flat number

Correspondence address

the same as residence address

SAVE

**Attention!**  
Please enter your address details carefully. Your address will be used in your admission details and used for correspondence as well as in your student id.  
Address preview

Fill correctly all requested data and save



Uniwersytet  
Kardynała Stefana Wyszyńskiego  
w Warszawie

Cardinal Stefan Wyszyński University in Warsaw  
ul. Długosza 51/01-015 Warszawa  
ul. Wóycickiego 1/3 | 01-938 Warszawa

# Step 2 – continued (complete your data)

Start Catalogue My account Help

### My personal data

Please fill in all blank spaces [+standard outlook](#) [+back](#)

general information contact data address **education** other international candidates

**SAVE**

Name of high school Select school from the list Enter the school that is not listed

Name field required!

City/ town field required!

Year of obtaining diploma   
In case of repeating the final high school exams, please enter the earliest date of obtaining high school diploma. field required!

Student number   
Student's Number (if you are, or have been, a student)

Documents entitling to undertake studies field required!

- Polish new maturity exam
- Polish old maturity exam
- Polish diploma of engineer
- Polish diploma of bachelor
- Polish diploma of master
- Foreign maturity diploma (high school) entitling to undertake undergraduate (BA) studies
- Foreign diploma entitling to undertake second-cycle (MA) studies
- European Baccalaureate
- International Baccalaureate
- laureate or finalist's certificate in olympiads

**SAVE**

Fill correctly all requested data and save (choose: "Enter the school that is not listed" and fill properly)

**Important!** – choose only this option:  
„Foreign diploma entitling to undertake second-cycle (MA) studies”

# Step 2 – continued

## (complete your data)

Start Catalogue My account Help

### My personal data

[+standard outlook](#) [+back](#)

general information

contact data

address

education

other

international candidates

SAVE

#### Additional information

Type of id document

Number of id document

Country of issue of the identity card

Place of birth

Country of birth

Citizenship

Family name

Father's name

Mother's name

Basic source of income

This space is used for the preparation of collective reports on admission, required by the Ministry of Education

SAVE

Fill correctly  
all requested data  
and save

# Step 2 – continued (complete your data)

Start Catalogue My account Help

## My personal data

[+standard outlook](#) [+back](#)

Please fill in all blank spaces

general information contact data address education other **international candidates**

SAVE

---

International candidates

Bases of stay in the territory of the Republic of Poland  field required!

Source of education financing  field required!

SAVE

Choose appropriate options and save (be careful!)



# Step 2 – continued (choose field of study)

- Come back: My account



The screenshot shows the 'Internet Candidate Registration' website. At the top, there is a navigation bar with four items: 'Start', 'Catalogue', 'My account', and 'Help'. The 'My account' item is circled in red. Below the navigation bar, the page title is 'Welcome to Internet Candidate Registration'. The main content area is divided into two columns. The left column has a section titled 'My data:' with a profile icon and the following text: 'Adam Swiezynski (PESEL: 007000000002), Street Kazimierza Wielkiego 26/37, 05-120 Legionowo'. Below this are three bullet points: 'change personal details', 'send your photo for Student ID', and 'change password (and other account settings)'. The right column has a section titled 'Registration step by step' with a list of five steps: 1. complete your personal details, 2. choose fields of study, 3. choose entrance exams, 4. send remittance of application fee, and 5. attach photo for Electronic Student's Id. A red arrow points from the text 'Choose field of study (press)' below to the second step in the list.

Choose field of study (press)

# Step 2 – continued

(choose field of study)

**Start**      **Catalogue**      **My account**      **Help**

**Filter by:**

**Form of study**

- All**
- full-time studies
- part-time studies

**Level of study**

- All fields of studies**
- First-cycle and uniform master-level studies

**Fields of studies and specializations**

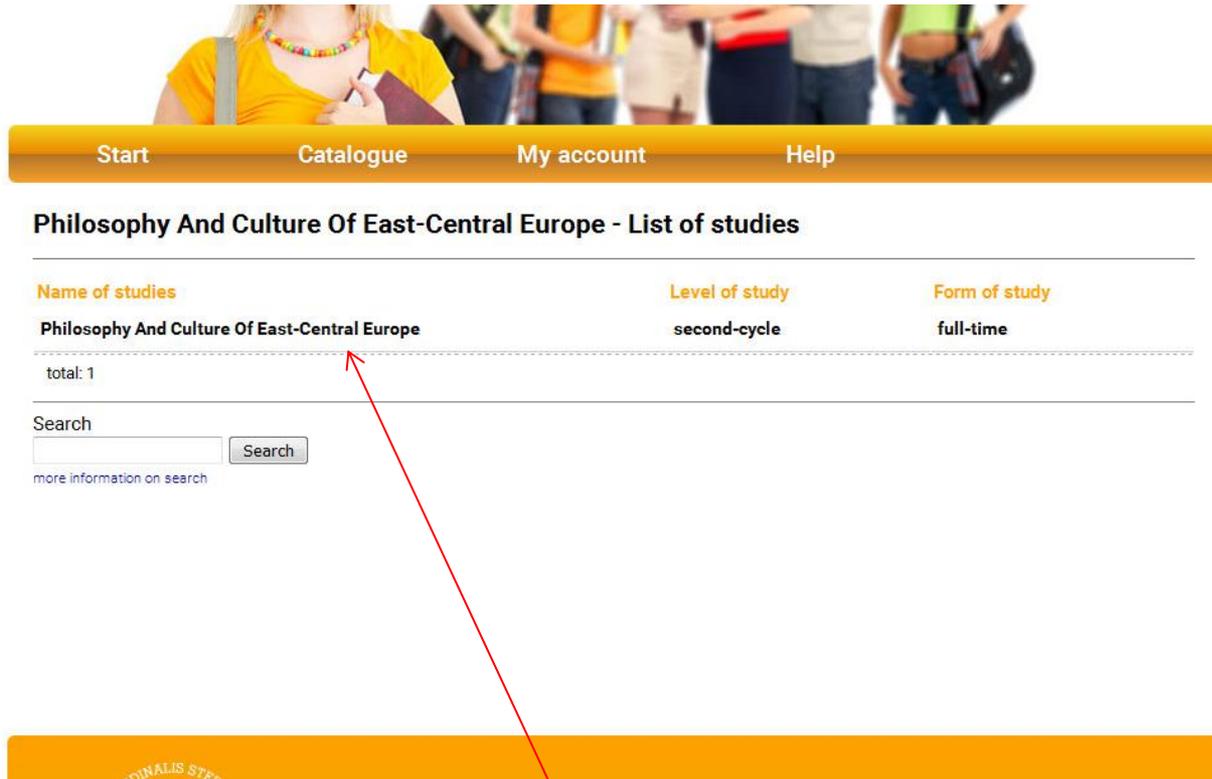
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- Filozofia (1)**
- Ochrona środowiska (1)**
- Philosophy And Culture Of East-Central Europe (1)**
- Sustainability Studies (1)**

Choose this field of study (press)

# Step 2 – continued

## (choose field of study)



The screenshot shows a navigation bar with 'Start', 'Catalogue', 'My account', and 'Help'. Below it is a search result for 'Philosophy And Culture Of East-Central Europe - List of studies'. The result is displayed in a table with columns for 'Name of studies', 'Level of study', and 'Form of study'. The result shows 'Philosophy And Culture Of East-Central Europe' at the 'second-cycle' level, 'full-time' form. Below the table is a search bar with a 'Search' button and a link for 'more information on search'. A red arrow points from the text 'Choose this field of study (press)' to the 'Philosophy And Culture Of East-Central Europe' entry in the table.

Name of studies	Level of study	Form of study
Philosophy And Culture Of East-Central Europe	second-cycle	full-time

total: 1

Search

[more information on search](#)

Choose this field of study (press)

# Step 2 – continued (choose field of study)



INTERNETOWA REJESTRACJA KANDYDATÓW  
Uniwersytet Kardynała Stefana Wyszyńskiego w Warszawie

Log out

Start Catalogue My account Help

Uniwersytet Kardynała Stefana Wyszyńskiego / Wydział Filozofii Chrześcijańskiej

### Philosophy And Culture Of East-Central Europe

Level of study: second-cycle Form of study: full-time Duration: 2 years

back

**Fields of studies and specializations**

- Filozofia
- Philosophy And Culture Of East-Central Europe

**Conducting units**

- Uniwersytet Kardynała Stefana Wyszyńskiego
- Wydział Filozofii Chrześcijańskiej

**Enrollment**

from 2016-06-01 12:00:00 to 2016-07-10 23:59:59

**Language**

english

**Description**

What is "Philosophy and Culture of East-Central Europe – Experience and Thought"? One of Master's degree programs in philosophy offered at the Institute of Philosophy, Cardinal Stefan Wyszyński University in Warsaw (Poland) – addressed to all graduate students interested in getting to know the philosophical-cultural legacy of Central and Eastern Europe. The studies provide an opportunity to be - come familiar with the experience and thought of the people of this region as well as to gain knowledge, skills and compe - tendencies related thematically to the philosophy and culture of Central and Eastern Europe. The program leads to a master's degree in philosophy. All the lectures and classes are conducted in English.

**Admission rules**

We address this program to foreign students from all over the world (and also from Poland) who want to pursue their Master's degree in our country, become familiar with its history and culture, make new friends, and embark on an interesting existential and intellectual adventure.

**Wymagane dokumenty**

dla kandydatów z Polski: Wykaz dokumentów wymaganych do złożenia na Wydziale w przypadku zakwalifikowania kandydata na studia: 1) wydrukowane podanie o przyjęcie na studia, wypełnione poprzez uzupełnienie formularza dostępnego na osobistym koncie rekrutacyjnym w systemie IRK; podpisane przez kandydata, 2) oryginał lub odpis dyplomu potwierdzającego uzyskanie tytułu licencjata, magistra, inżyniera lub równorzędnego; kandydat składa wraz z egz. oryginał/nym również kserokopię; 3) suplement do dyplomu (oryginał dokumentu do okazania w trakcie składania dokumentów) - kandydat składa kserokopię; UWAGA: jeśli suplement nie zawiera średniej ocen z toku studiów kandydat na studia powinien posiadać zaświadczenie zawierające tę średnią; 4) kserokopia dowodu osobistego lub innego dokumentu ze zdjęciem potwierdzającego tożsamość kandydata (np. paszportu); - oryginał dokumentu do okazania w trakcie składania dokumentów; 5) dowód wniesienia opłaty za Elektroniczną Legitymację Studencką (ELS).

**Additional information**

Required documents. The list of documents to be submitted to the Department (Faculty) to qualify for the study: 1) printed application for admission, filled by completing the form available on personal account recruitment in IRK (Internet Registration of Candidates) system, signed by the candidate; 2) the original or a certified copy of a diploma proving obtained bachelor's, master's, engineer's degree or equivalent; the candidate should bring also one extra photocopy of the original.

Uniwersytet Kardynała Stefana Wyszyńskiego w Warszawie

Cardinal Stefan Wyszyński University in Warsaw  
ul. Działowa 5 | 01-815 Warszawa  
ul. Wypockiego 1/3 | 01-930 Warszawa

Press „register” button to finally accept the registration (if all is correct you should see the information about the successful registration)

# Step 2 – continued (choose field of study)

Start

Catalogue

My account

Help

## Enrollment for studies - choice of maturity exams subjects/exams

[start page](#)

### Select the document authorising to undertake studies

- dyplom zagraniczny (odpowiednik polskiego licencjata lub magistra) nr: 000567

### Fields of studies: Philosophy And Culture Of East-Central Europe

#### Available admission path: DYPLOM\_OBCY

[show qualification rules](#)

Condition 1:

detailed: [show](#)

Choose exam:

Name of exam	I do not choose	I choose
Rozmowa kwalifikacyjna dla posiadaczy dyplomów zagranicznych	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Save

Candidates to study Philosophy And Culture Of East-Central Europe conducted in English, please contact the Department Faculty of Christian Philosophy at e-mail: [dziekanat.wfch@uksw.edu.pl](mailto:dziekanat.wfch@uksw.edu.pl) in order to arrange an interview.

SAVE

# Step 3

## Application fee



71-333 Trnava  
Slovakia

- change personal details
- send your photo for Student ID
- change password (and other account settings)

### My fields of study:

- Philosophy And Culture Of East-Central Europe (added: 2016-06-01 13:55)  
**PLEASE REMIT THE APPLICATION FEE.**

- my studies
- payments
- fields of studies catalogue
- **print application forms**
- admission decisions

### My exams:

- none
- show my exams
- choose exams
- exam results

### My payments:

1. complete your personal details
2. choose fields of study
3. choose entrance exams
4. send remittance of application fee
5. attach photo for Electronic Student's Id (ELS)  
Missing photo
6. Check:
  - chosen exams
  - exam results
  - admission decisions

**ATTENTION!**  
Please complete the missing steps of the admission procedure.

**IMPORTANT!** Don't choose this option in IRK system but send your application fee directly by bank transfer in EUR or USD (20 EUR or 20 USD – see next page of presentation).

After that send an email to: [rekrutacja@uksw.edu.pl](mailto:rekrutacja@uksw.edu.pl) with a confirmation of payment (scan of the transfer confirmation or a PDF confirming the transfer). In the title of the e-mail you should write „Fee for the foreign exchange account EUR”, or „Fee for the foreign exchange account USD”.

# Step 3 – continued

## Application fee

### for EUR:

- **Payments:** my remittance list EUR
- **Recipient's name:** Uniwersytet Kardynała Stefana Wyszyńskiego w Warszawie, ul. Dewajtis 5, Warszawa, Poland
- **Recipient's bank account number:** 07109010140000000132730145
- **Fee (in EUR):** 20
- **Sender's name:** personal number received during registration in IRK system (e.g. 00700000001)
- **Title of payment:** personal number received during registration in IRK system (e.g. 00700000001) + „Application fee 2017”

### for USD:

- **Payments:** my remittance list USD
- **Recipient's name:** Uniwersytet Kardynała Stefana Wyszyńskiego w Warszawie, ul. Dewajtis 5, Warszawa, Poland
- **Recipient's bank account number:** 83109010140000000132992908
- **Fee (in USD):** 20
- **Sender's name:** personal number received during registration in IRK system (e.g. 00700000001)
- **Title of payment:** personal number received during registration in IRK system (e.g. 00700000001) + „Application fee 2017”

# Step 4

## Photo



71-333 Trnava  
Slovakia

- change personal details
- send your photo for Student ID
- change password (and other account settings)

### My fields of study:

- Philosophy And Culture Of East-Central Europe (added: 2016-06-01 13:55)  
**PLEASE REMIT THE APPLICATION FEE.**
- my studies
- payments
- fields of studies catalogue
- **print application forms**
- admission decisions

### My exams:

- none
- show my exams
- choose exams
- exam results

### My payments:

1. complete your personal details
2. choose fields of study
3. choose entrance exams
4. send remittance of application fee
5. attach photo for Electronic Student's Id (ELS)  
Missing photo
6. Check:
  - chosen exams
  - exam results
  - admission decisions

**ATTENTION!**  
Please complete the missing steps of the admission procedure.

Choose the option

# Step 4 – continued

Start Catalogue My account Help

## Sending your photo for Student ID

[back](#)

Photo (\*.jpg format):  Nie wybrano pliku.

Technical requirements:

A photograph which you wish to add to your Electronic Student ID should meet the same technical requirements as photos to Polish ID, i.e.:

1. Photo should show a person without any head cover, any sunglasses nor other dark glasses. The head should be turned a little bit left so that your left ear is shown (the ear should be uncovered and without any earrings); there should be no shadows, dark spots or seal marks on the photograph.
2. However, the person with congenital or acquired visual impairment of any kind may attach a photograph showing the person wearing dark glasses, or a person wearing head cover according to one's religious belief - may attach a photograph showing a person with head cover.
3. Medical statement on disability degree (due to congenital or acquired visual impairment of any kind) is a document certifying a person's authorization to attach a photograph showing a person wearing dark glasses. The statement should be issued in accordance with regulations on disability and disability degree medical pronouncement.
4. Certificate of religious affiliation is a document certifying a person's authorization to attach a photograph showing a person wearing a head cover.

Persons referred to in points 2, 3 and 4 are not obliged to present any certificates if they present a new Polish ID with the same photograph which they wish to put in their Student ID.

Electronic photo should have the size of at least 400 \* 500 pixels, allowing to print a 2 cm \* 2,5 cm photograph of good quality. The attached photo should be in a JPG format. Maximum file size is 1 MB.

The attached photo should be identical with the "printed" photographs submitted to the faculty/institute with other documents.

ORDINALIS STEP

Download your personal photo and send.

Before that check requirements of the photo

# Final

After successful ending all process you should receive on your e-mail address the information on accepting your registration from the IRK system:

Witaj *your name*!

Ten list został wygenerowany automatycznie jako potwierdzenie **zapisania** na studia:

Studia: **Philosophy And Culture Of East-Central Europe [ID: WF-FI-PAC-2]**

Kierunek: **Philosophy And Culture Of East-Central Europe**

Data: **data of your application**

Osoba: **Your Name**

Operacja wykonana poprawnie!

This sentence  
means that your  
registration is  
made correct



--

Uniwersytet Kardynała Stefana Wyszyńskiego w Warszawie  
ul. Dewajtis 5, Warszawa

# We hope it was helpful, but ...

... if something goes wrong or if you have any problems with registration in IRK system – please, let us know, as soon as possible:

[dziekanat.wfch@uksw.edu.pl](mailto:dziekanat.wfch@uksw.edu.pl)

We will help you with all application procedure.

# WHAT'S NEXT AFTER SUCCESSFUL REGISTRATION?

Please, wait for the information from us by your e-mail



## PHILOSOPHY AND CULTURE OF EAST-CENTRAL EUROPE EXPERIENCE AND THOUGHT

*MA studies in English*

