

## BEFORE STARTING THE REGISTRATION PROCESS

If:

- You have a candidate account (you have applied for studies at UAP at least once using the Akademus system), or
- You have studied at UAP at any time (even if you have never used the Akademus system),

Do not create a new account in the system!

Candidates from previous years should log into the system using the credentials they used during their first registration.

If you encounter any issues, try using the "**Forgot Password**" option.

If you have previously studied at UAP:

- If you already have an account in the system and know how to log in, you should submit your application using it. If you need to update your personal data, please contact the International Office at least **two days in advance**.
- If you have never used the Akademus system (e.g., if it was introduced after you completed your studies), please email **wsparcieakademus@uap.edu.pl**. It is very likely that your personal data already exists in the system due to your previous studies. The IT Department staff will assist you in creating an account based on this information.

**Failure to follow the above recommendations may result in issues when entering personal data in the candidate panel, which could prevent you from submitting your application for studies.**

## INSTRUCTIONS FOR NEW CANDIDATES:

## 1. Registration into the Akademus system for new users (there are 3 steps)

### Step 1:

- Go to the [registration page](#)
- Click on '**Register**' and then select '**Recruitment**'
- Fill in the required fields that are marked with an \* (email address that you are going to use when signing in, first name, last name, date of birth, and password)

**Remember to include a plus sign and a dot when entering your phone number (format: +48.xxxxxxxxx)**

Sign in  
(I have an account)

**Register**  
(I don't have an account)

Recruitment Student Staff

### Online Recruiting System for Candidate

**1.** Apply for study. Register now!

If you already have an student account in the system,  
log in to your account to take a part in recruitment.

Email:\*

First name:\*

Password: ?\*

Surname:\*

Confirm password:\*  
[Both passwords have to be the same.]

Date of birth:\*

mobile phone:  
+XX.XXXXXXXXXX e.g. +48.12345678

Additional number/landline:

### Step 2:

- **Give your consent for the processing of personal data necessary for the recruitment process** (see the photo below)

2.

- \* ☒ Zgodnie z art.6 ust.1 lit. a ogólnego rozporządzenia o ochronie danych osobowych z dnia 27 kwietnia 2016 r. (Dz. Urz. UE L 119 z 04.05.2016) wyrażam zgodę na przetwarzanie moich danych osobowych w celach postępowania rekrutacyjnego na studia oraz ewentualnego dokumentowania przebiegu studiów przez Uniwersytet Artystyczny im. Magdaleny Abakanowicz w Poznaniu z siedzibą: al. Marcinkowskiego 29, 60-967 Poznań.
- \* ☒ Przyjmuję do wiadomości, że Uniwersytet Artystyczny im. Magdaleny Abakanowicz w Poznaniu nie ponosi odpowiedzialności za błędy w podanych przez kandydata danych.
- \* ☒

6)Pani/Pana dane osobowe nie będą udostępniane podmiotom trzecim, za wyjątkiem podmiotów upoważnionych na podstawie odrębnych przepisów prawa. Dostęp do Pani/Pana danych będą posiadać osoby upoważnione przez Administratora do ich przetwarzania w ramach wykonywania swoich obowiązków służbowych oraz członkowie komisji rekrutacyjnych.

7)Posiada Pani/Pan prawo dostępu do treści swoich danych oraz z zastrzeżeniem przepisów prawa, prawo do ich sprostowania, usunięcia, ograniczenia przetwarzania, prawo do przenoszenia danych, prawo do wniesienia sprzeciwu wobec przetwarzania, prawo do cofnięcia zgody w dowolnym momencie.

8)Ma Pani/Pan prawo wniesienia skargi do organu nadzorczego – Prezesa Urzędu Ochrony Danych Osobowych, ul. Stawki 2, 00 – 193 Warszawa.

9)Podanie przez Panią/Pana danych osobowych jest dobrowolne. Odmowa podania danych uniemożliwi jednak udział w postępowaniu rekrutacyjnym.

10)Pani/Pana dane osobowe nie będą przetwarzane w sposób zautomatyzowany oraz nie będą poddawane profilowaniu (art. 22 RODO).

11)Pani/Pana dane nie będą przekazywane do państwa trzeciego ani do organizacji międzynarodowych.



### Step 3:

- Click on '**create account**'

create account

- Check the email account provided in step 1. **An activation link will be sent from akademus@uap.edu.pl. Click the link and confirm using the activation code**
- At this point, you can log into the system and proceed to the next step (see

the picture below)



**Sign in**  
(I have an account)

**Register**  
(I don't have an account)

### Log in to the system

Please enter your email and password to sign in.



E-mail:

Password:

☐ Remember me

**sign in**

[Forgot password?](#)



## 2. Filling in the data

After logging into your account, go to the **Your Data** tab.

UAP | POZNAN AKADEMUS

Agnes Gronowski

CANDIDATE

**Your data**

Personal details [edit](#)

- first name Agnes
- second name -
- surname Gronowski

Administrative data

- nationality -
- Personal identificatio... I do not have
- Polish card NO

Personal data

- Photo NIE [\[edit\]](#)
- Personal details NIE [\[view\]](#)
- Addresses NIE [\[view\]](#)
- Education NIE [\[view\]](#)

Account data

- confirmation email TAK
- Phone number NIE [\[edit\]](#)

Add candidature

Your candidatures

Personal data

- Photo NIE [\[edit\]](#)
- Personal details NIE [\[view\]](#)
- Addresses NIE [\[view\]](#)
- Education NIE [\[view\]](#)

Account data

- confirmation email TAK
- Phone number NIE [\[edit\]](#)

Add candidature

Your candidatures

Do not edit this part

**Your data** You must edit "Personal data"

Personal details [edit](#)

Administrative data

**Attention!** The phone number field in the "Account Data" section visible on the above screenshot is not mandatory. If you attempt to enter it, issues may arise, which is normal. Please ignore the error and do not fill in the phone number in this tab.

Required information:

**1. Photo:** Upload a photograph on the photo submission page. Make sure to review the information in the Photo Requirements section regarding the necessary conditions the photo must meet. Keep in mind that this photo will appear on your student ID and will be used to identify you throughout your studies.

**2. Address:** Be sure to add your residential address as well as your correspondence address

### 3. Education:

Add information about the school you graduated from.

*If you are taking your final exams this year, leave the Graduation Date and Graduation Document fields blank.*

ADD

School/Education

Level of education:\*  
- ▾

Type:\*  
- ▾

Name:\*

Specialisation/Profile:

Graduation date:  
[leave blank if you are a student]  
0000-00-00

City/town:\*

Country:  
- ▾

Faculty:

Mode of study:

Maturity certificate

Country of issue of maturity certificate:  
- ▾

save

cancel

Graduation document (diploma/secondary school certificate)

Type:  
- ▾

Number:


Issued by:

Issue date:  
0000-00-00

Place of issue:

After filling in all the required information, the status YES should appear next to each item in the Personal Data section on the top of the page. You can then proceed to the next step.

### 3. Add candidature



Personal data

Photo TAK [edit]

Personal details TAK [view]

Addresses TAK [view]

Education TAK [view]

Account data

confirmation email TAK

Phone number NIE [edit]

✓

Add candidature

Your candidatures