

ADDITIONAL COMPETENCES REQUIRED OF CANDIDATES FOR STUDIES AND STUDENTS OF KUE

1. DIGITAL COMPETENCES

Candidate for studies:

Candidates applying for studies at the Krakow University of Economics should have digital competences enabling them to go through the recruitment process and then education on the selected degree program

During the recruitment process, it is necessary to be able to use a computer/laptop or multimedia device in a basic way, consisting primarily in the ability to use:

- web browsers (e.g. Chrome, Firefox),
- e-mail
- graphics software (to prepare a digital photo).

Student:

Digital competences necessary in each field of study are the ability to handle:

- word processors (e.g. Microsoft Word),
- spreadsheets (e.g. Microsoft Excel),
- e-mail (using web browsers or e-mail clients),
- in the case of distance learning: using communicators such as MS Teams, with support for a microphone and webcam, as well as programs that allow you to test knowledge at a distance (e.g. Moodle e-Platform, Microsoft Office 365).

All digital competences required of a candidate for studies and a student starting education at the University do not exceed the scope of the core curriculum of primary and secondary school.

USOS System

Each student of the University uses the University Study Service System (Polish acronym: USOS) to document the conduct of studies. In this system, the student registers for classes, makes obligatory selection of subjects to the appropriate curriculum and stage of study, checks decisions and resolutions regarding the course of study and the benefits granted (e.g. a removal from roster, extending examination session, scholarships, awarding place in a dormitory, etc.). This system is used to communicate with the University on an ongoing basis, which is why the University has prepared detailed instructions for students regarding the necessary actions in this system, e.g. registration for classes, selections, submitting applications, etc., which are available at:

https://usosweb.uek.krakow.pl/kontroler.php?_action=news%2Fdefault&panel=DOMYSLNY&file=instrukcje.html&lang=en

In case of problems or possible questions, students have at their disposal the USOSWeb technical helpdesk and mUSOS (Mobile USOS):

https://usosweb.uek.krakow.pl/kontroler.php?_action=news%2Fkontakt&lang=en

In addition, the [CSI website](#) ("Help"> Student) provides instructions on how to use the basic IT services used at the University.

2. ACCESS TO COMPUTERS

In justified cases, the University may temporarily make basic computer equipment available for:

- candidates for studies: to register and enroll in the Online Recruitment of Candidates,
- students: to participate in the teaching process and to communicate with the University's units.

In the Information Systems Center and in the Main Library, computer workstations with Internet access are available and ongoing support is provided in the field of equipment operation.