**IMPORTANT!**

Linking courses to your degree programmes in USOSWeb

**INSTRUCTION MANUAL**

It is necessary that you link your courses to your degree programme. Otherwise, at the end of the academic year, the Students’ Office will not be able to credit the courses you have taken. Course-linking also ensures that the names of the courses will be printed correctly on your examination card and on your Diploma Supplement.

Please follow the instruction manual below.

1) Log in to the USOSweb. Choose *Student’s Section* from the menu bar.
2) Enter My studies section.

3) Enter Linkage (the paper clip icon).
4) A list of courses you have registered for will be displayed. The information on linkage status shows beside each course name. The example presented in the picture below shows that all the courses are not linked - it means that none of them will be credited nor printed on your examination card. You should change the linkage status from unlinked to linked. In order to do so, click the add link command.

5) Now you have been moved to another section. Here you should indicate your degree programme (e.g. DU-EK-ANG). After doing so, tick the option I want to link this course to specific stage of this program. Consequently, tick the right stage of your studies, that is the year of your studies. (Note: If you are a 1st-year student and you decide to take a course from the 2nd-year curriculum to complete it in the 1st year, you should link this course and indicate the current year of your studies, that is 1st year). When you click the continue icon, the linkage will automatically save and you will be moved back to the initial page.
6) The picture below shows that the linkage has been saved and the course has been linked to the right degree programme and stage of studies. If you link any course by mistake and notice it, you can always change this incorrect decision by clicking the [unlink] icon.

7) It is possible to leave a course unlinked to your current year of study, but you should do so only in case of courses taken in advance - you do not link it to the first year of study (although you are planning to complete it in the first year), because - following the curriculum - you want to have it credited in your second year. In this case, you should link the course only to your degree programme and not to the year of study. You will be able to link the course to your second year of study only when you are enrolled in
the second year by the Students’ Office. Only then this option will be available.

Please note! If you leave any course unlinked to your degree programme, you will not be able to print your examination card. If, however, you will not link the course to the year of study, you will not be able to get a credit for this course and, consequently, it will be marked as not completed, which means that it will be impossible for you to complete and finish the year of study in which the unlinked course was taken. You will then need to retake the course in the next year, and if you are a 2nd-year student you will need to retake the course nevertheless, which will prolong the duration of your study. This, however, concerns only obligatory courses or electives you are obliged to get a credit for once your registration request has been approved.

Linking your courses is also necessary to ensure that all course names and marks are correctly printed on your Diploma Supplement.