

USOSWeb (WNE) UW (but not only): some basic information for new students (2025/26)

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Dean's Representative for the USOS System
(University Study-Oriented System or Student Management Information System)

What we are going to talk about?

- USOSWeb general idea and oath/clauses
- USOSWeb registration for courses
- Central registration at UW languages, physical education, OGUN (general courses)
- Courses linking to your programme
- Tuition fee: Instalment plan selection
- University email account for students and WNE Computer Lab account

USOSWeb general information

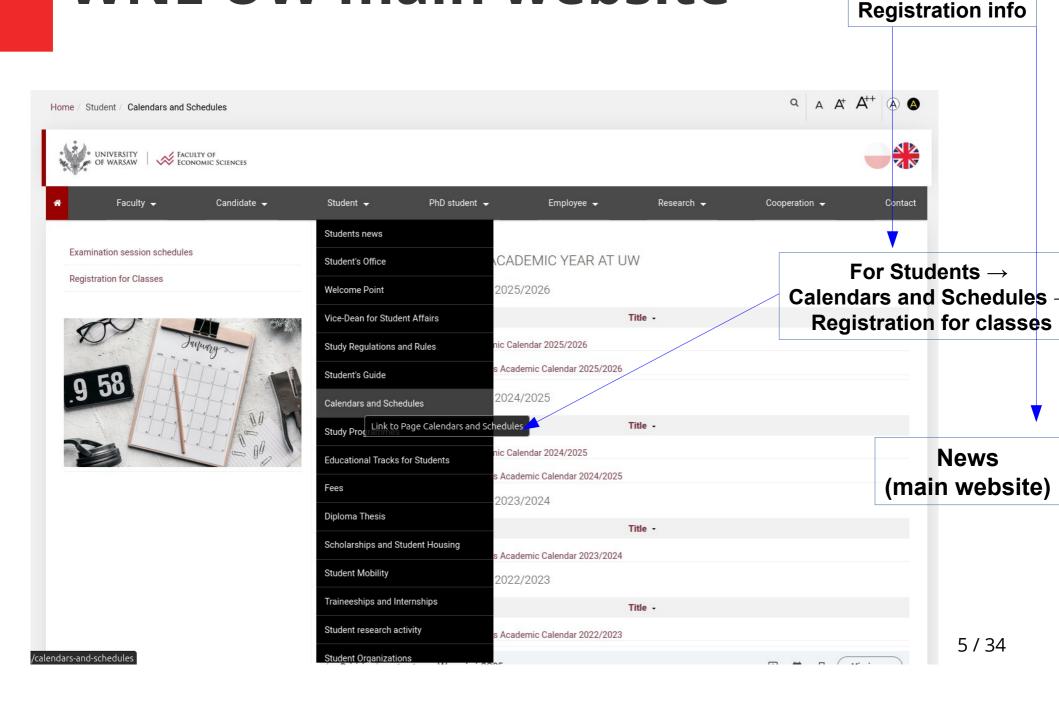
Become more and more important !!!

- USOSWeb is a system that in many cases provides access to information that used to be available in the Students' Office (at the Faculty): <u>courses plan</u>, <u>assessment / grades</u>, <u>rankings</u>, <u>information about</u> <u>courses</u>, <u>lecturers</u>, <u>student exchange programmes</u> <u>etc.</u>
- USOSWeb in many cases allows to avoid the need for coming to Students' Office: <u>as above + oaths</u> and clauses, registrations, payments, scholarships issues, surveys, applications, student exchange, dormitories etc.

Important websites

- WNE UW website
 - http://www.wne.uw.edu.pl/
- USOSweb WNE UW
 - https://usosweb.wne.uw.edu.pl
- UW web portal
 - http://www.uw.edu.pl/
- Central USOSweb UW
 - https://usosweb.uw.edu.pl
- Token registration service
 - https://rejestracja.usos.uw.edu.pl/
- Dormitories (in Polish and in English)
 - http://www.uw.edu.pl/student_/akademiki/
 - https://bpm.uw.edu.pl/en/dormitory/ (in English)
 - https://welcome.uw.edu.pl/before-you-arrive/accomodation/ (in English)

WNE UW main website



For Students → Calendars and Schedules → Registration for classes

Examination session schedules

Registration for Classes

REGISTRATION FOR CLASSES

First round of registration

Ist year students: Online registration for classes (at the Faculty of Economic Sciences) for 1st year students will start on September 25th. Detailed schedule is available below.

Transfer of token registrations to Central USOSweb

From 22 April 2025 all token registrations (PHYSICAL EDUCATION, LANGUAGE COURSES, OGUNS) will be available only in the Central USOSweb service (https://usosweb.uw.edu.pl/). The current token registration service has been deactivated. Token registrations will not be available in the WNE USOSweb, while registrations for courses run by WNE (for WNE study programmes) will be in the WNE's USOSweb as before.

During the pilotage round of token registrations in USOSweb, which will take place from March 31, 2025, 9:00 p.m. to April 6, 2025, 11:59 p.m., you can report comments and technical problems to zetonowe.pomoc@uw.edu.pl

A short user manual describing the token registration module in the Central USOSweb system is available here.

Registration schedule - Fall semester AY 2024/2025

- Fall (Winter) semester AY 2025/2026 FIIA 2 nd and 3 rd year, IEC, QF, DSBA 2 nd year
- FIIA 1 st year, DSBA, IEC, QF 1 st year

Registration in the USOS system is obligatory for all students. Students who do not register in the USOS system will not be able to participate in the classes.

Students are reminded that failure to register will cause their absence from the course participants list, and from the examination sheet. This poses the risk of course retake, even if you will have participated and fulfilled contentwise course requirements. Smooth run of the administrative work demands your cooperation. Below you may find some useful manuals:

Title -

Presentation from the training Recording from the training

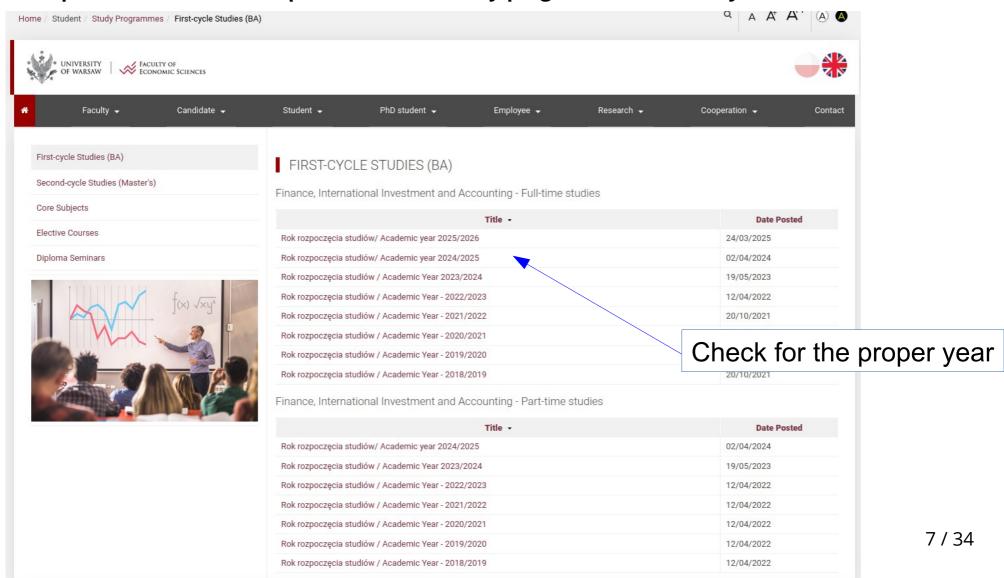
USOSWeb - Manual
USOS Training Recording 25.09.2024

Thumbnail

Curriculum and classes schedule: Student → Study programmes or

https://www.wne.uw.edu.pl/en/students/study-programmes/first-cycle-studies

https://www.wne.uw.edu.pl/en/students/study-programmes/second-cycle-studies



Curriculum example – 1st year classes are important

WYDZIAŁ NAUK EKONOMICZNYCH UNIWERSYTETU WARSZAWSKIEGO

Faculty of Economic Sciences, University of Warsaw Studia I stopnia/ First cycle studies full-time studies

rok akademicki (academic year) 2025(2026

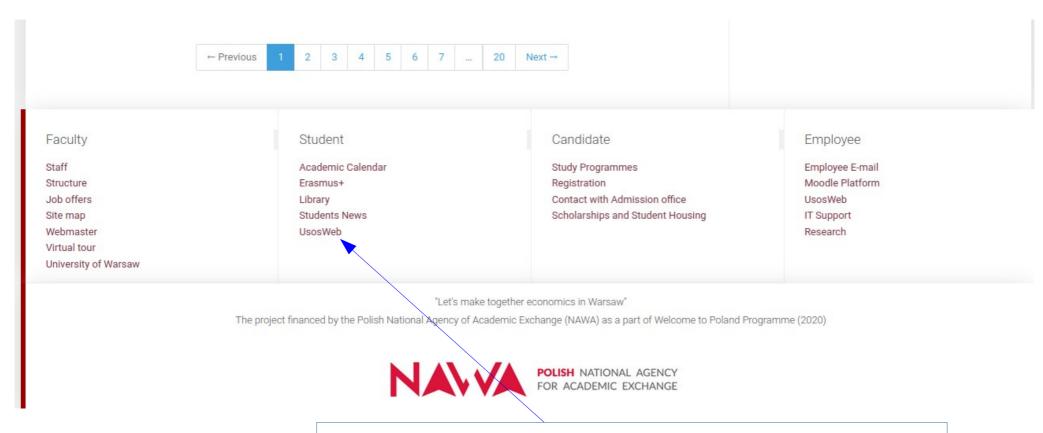
kierunek: FINANSE, INWESTYCJE MIĘDZYNARODOWE i RACHUNKOWOŚĆ field of study: Finance, International Investment and Accounting

			Course type	hours / ECTS		YEAR					Total		
	Przedmiot	Course			I		=			III	hours/	Form of credit	
					S			Semester			Total	Tomi of credit	
					1	2	3	4	5	6	ECTS		
A.	Course Code	General courses	godz.										
1	UW offer	Foreign language (different than English, UW offer)*	lab. classes	hours	60	60	60	60			240	credit	
				ECTS	2	2	2	2			8		
2	UW offer	Foreign language (min B2	examination	-					4		4	exam	
		level)**		ECTS					2		2		
3	UW offer	Physical education	classes	hours		30	30	30			90	credit	
						0	0	0			0		
4	2400-FIM1NI	IT tools in economics	seminar	hours		30					30	credit	
				ECTS		3					3		
5	UW offer	General elective courses humanistic (OGUN)	lecture	hours ECTS		60					60 6	credit	
_			lecture	hours						30	30		
5	UW offer	General elective courses (OGUN)		ECTS						3	3	credit	
6	UW offer	Occupational Safety and	training via	hours	4						4	credit	
0	Ovv oner	Health (OSH)	internet	ECTS	0,5						0,5	credit	
7	2400-FIM1POWI	-FIM1POWI Intelectual Property Protection	training	hours	6						6	credit	
′	2400-1 111111-0111			ECTS	0,5						0,5	Credit	
	Total of hours in the group	o of courses		hours	70	180	90	90	4	30	464		
	SUMA ECTS w grupie			ECTS	3	11	2	2	2	3	23		
В.	Przedmioty podstawowe	Core courses											
8	2400-FIM1WDE	Introduction to economics	lecture	hours	30						30	credit	
0	Z400-1 IIVI I VV DE	introduction to economics	lecture	ECTS	5						5	Credit	

Login to USOSweb

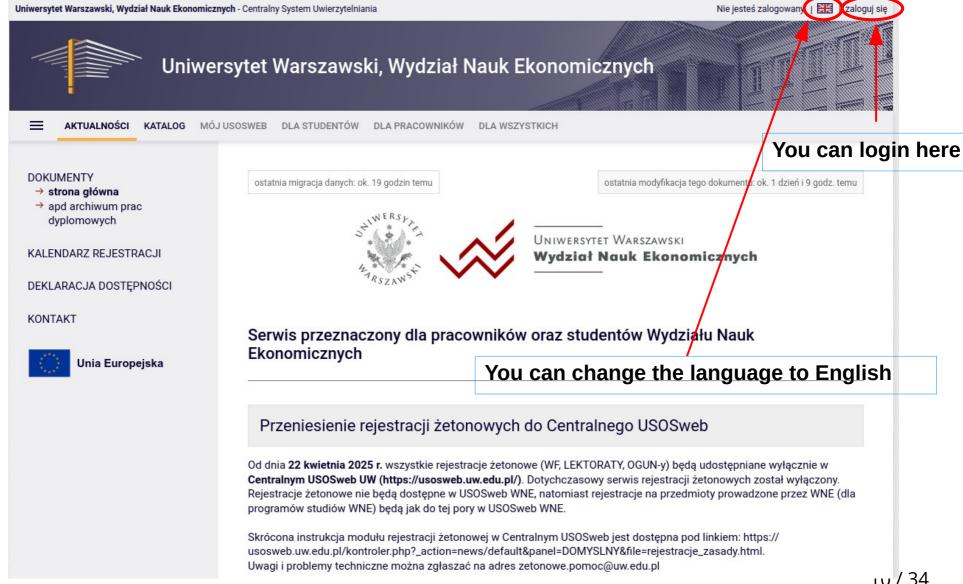
(at the bottom of the main website)

(https://usosweb.wne.uw.edu.pl/)



Registration for courses at WNE UW is possible ONLY through the WNE USOSWeb System

Login to USOSweb



USOSWeb login (and to the other Services)

Central Authentication System (CAS)

Through this service we can get access to many services and pages at UW

Your username is PESEL number (artificial LOGIN ID for foreigners) or university e-mail address

Your password is from IRK system or got from Students Office at WNE (mostly for foreigners without PESEL number)









For foreigners with so-called artificial LOGIN ID (007)... the username is different from the one in the IRK system – new artificial LOGIN is issued in USOS!!!

ktronicznych Uniwersytetu Warszawskiego dla społeczności regionu" realizowany w ramach acyjnego Województwa Mazowieckiego, współfinansowany przez Unię Europejską ze środków Europejskiego Funduszu Rozwoju Regionalnego

Login to the other services

There is no WNE e-learning

https://elearning.wne.uw.edu.pl/

platform on this list:

Offical on-line services of the University of Warsaw which are compatible with the CAS

USOSweb servers

- USOSweb of the Central Campus
- · USOSweb of the Faculty of Chemistry
- USOSweb of the Faculty of Journalism and Political Sciences
- USOSweb of the Faculty of Physics
- USOSweb of the Faculty of Mathematics, Informatics, and Mechanics
- USOSweb of the Faculty of Economics

Pozostałe serwisy systemu USOS

- USOSownia
- Token Registration System
- Archive of Diplomas
- Room Reservation System
- ECTS Course Catalogue
- Ankieter (Surveyor)

Pozostałe serwisy

- Centre for Open and Multimedia Education
- Student email account setup
- Web portal of University of Warsaw
- Issue Tracking System JIRA

Serwisy wydziałowe

- Web portal of the Faculty of Mathematics, Informatics, and Mechanics
- · Ankieter (Surveyor) of the Faculty of Mathematics, Informatics, and Mechanics
- E-learning platform of the Faculty of Mathematics, Informatics, and Mechanics
- Room Reservation System of the Faculty of Mathematics, Informatics, and Mechanics
- Web portal of the Faculty of Physics
- E-learning platform of the Institute of Applied Linguistics
- Wiki of the Faculty of Biology
- Intership Registration System of the Faculty of Law and Administration

Registration for physical education, language courses, university courses (OGUN)

Uniwersytet Warszawski
Centralny Serwer Uwierzytelniania
Enter your Username and Password to continue.

Username:

Password:

Hide my identifier

LOGIN

new account | list of services | about this page | polska wersja





wersytetu Warszawskiego dla społeczności regionu" realizowany w ramach dztwa Mazowieckiego, współfinansowany przez Unię Europejską ze środków kiego Funduszu Rozwoju Regionalnego

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Access to the other services with CAS (common) login

USOSweb – after login

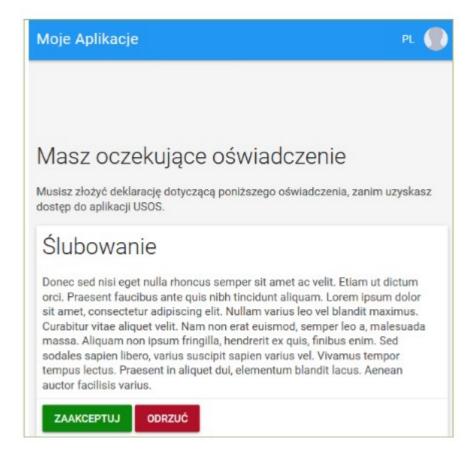
MY USOSWEB View University of Warsaw, Faculty of Economics S ces - Central Authentication System Logged in: Mateusz Kopyt | ___ | change password | log out Unive ity of Warsaw, Faculty of Economics Sciences MY USOSWEB STUDENT'S SECTION STAFF SECTION After login we can change our MY SHORTCUTS password to the Central Student's tests Schedul irrent week Authentication System (CAS) SCHEDULE 2024L Mathematical Analysis II People directory 2024Z Intellectual Property **CLASS GROUPS** Protection Course directory \rightarrow 2024Z Linear Algebra 2024Z Mathematical Analysis I CUSTOM SCHEDULES Faculties directory \rightarrow more... → \rightarrow Studies directory USOSMAIL **=** STATEMENTS Schedule ext week Find an employee Student's classes PRIVACY PREFERENCES TH 2025Z Accounting part II 2400-Find a department FIM2RACII **USOSWEB PREFERENCES** Seminar 11 12 13 2025Z Econometrics 2400-FIM3EC Find a course by name 14 Classes, Lecture 15 16 2025Z Finance I 2400-FIM2FI1A WYK 17 18 Classes, Lecture Find a course by code 2025Z Macroeconomics II 2400-

How to get to registrations:

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USOSweb – the oath, clauses

- A student 'is created' at the moment of matriculation and signing/taking the oath (generally from 1 October).
- A student at the University of Warsaw signs:
 - the RODO (General Data Protection Regulation) clause (cannot be rejected)
 - the oath (can be rejected, but...
 there are significant
 consequences)
 - Other clauses ... (sometimes)
- Not signing the clause or rejection of the oath will result in access to USOSweb being denied.



USOSweb registration for courses: STUDENT'S SECTION -> REGISTRATIONS (calendar)

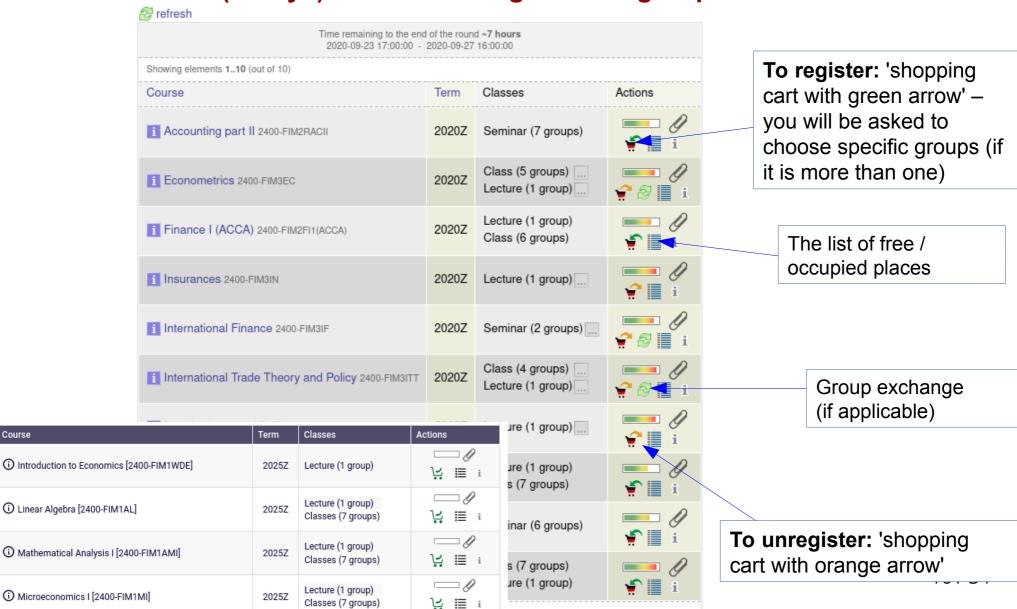


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We search from the list of registrations the proper one – we wish to register

USOSweb registration for courses (the example in an older colour scheme!!!)

We choose only proper courses according to the curriculum – not (always) all from the registration group

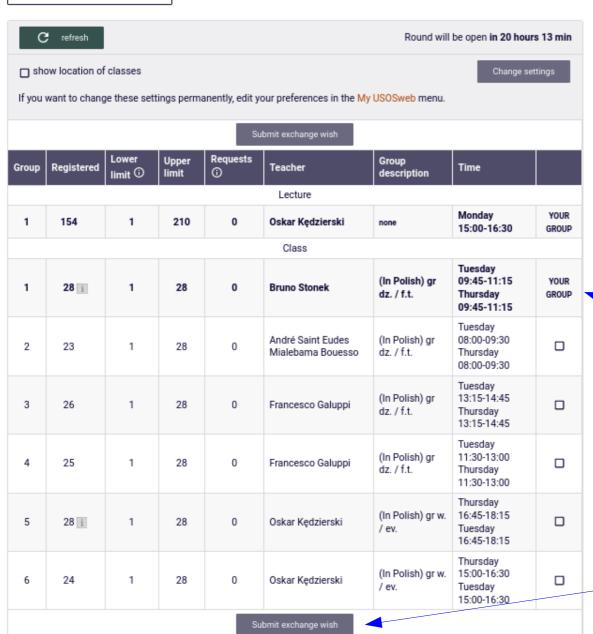


USOSweb registration for courses (Group exchange)

Linear Algebra (2023Z) [2400-FIM1AL]

Obligtory courses - 1st year of first cycle studies (FIIA) - Fall semester 2023/24 [2400-2023Z-EN1-OBL1]

← go back to the list of courses



Group already assigned

You can indicate the desired group

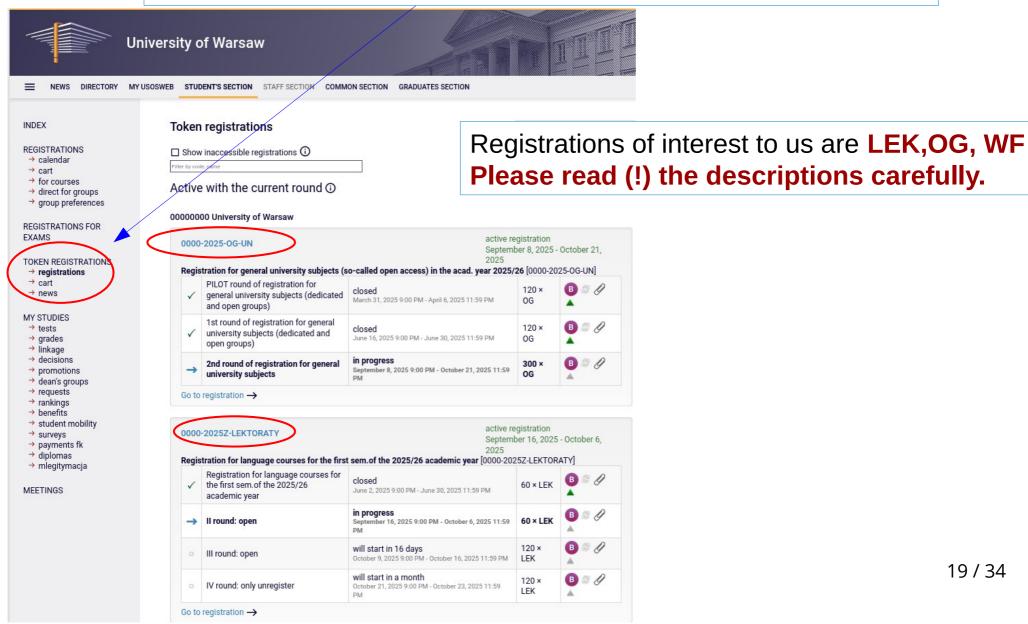
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IPP and OSH (BHP)

- There will be separate registration for IPP classes, or you will be enrolled administratively (some programmes).
- IPP classes will be held:
 - For some PL and all EN programmes in November/December (registration may start at the end of October) – information coming soon
- You are / will be soon automatically registered by the Students' Office for the OHS (Occupational Health and Safety) cours.
- OHS classes are offered remotely on the CKC UW Campus platform: https://kampus.uw.edu.pl/

Token registration: https://usosweb.uw.edu.pl/ Language courses, physical education, university courses (OGUN)

After login to Central USOSweb (as for USOSWeb WNE) we have to choose STUDENT'S SECTION → TOKEN REGISTRATIONS



Token registration: https://usosweb.uw.edu.pl/ Language courses, physical education, university courses (OGUN)

Language Placement Tests

Before registering for an **English, French, Spanish, German, Russian, Italian** language class, you are required to take an online placement test, which is available on webpage <u>kampus</u>. The test result will help you choose the most suitable level (A1, A2, B1, B2, C1, C2, according to the Common European Framework of Reference). If you encounter any issues accessing the placement test, please report them to <u>pomoc-ckc@uw.edu.pl</u>

Due to data migration, it is recommended to take the placement test two days before the start of registration for language courses.

The Office for Innovation in Teaching and Learning

Cart

last modification of news: 171 days ago



Here you will find information about your registrations and tokens spent. Token registrations are deleted after some time and information about tokens spent is archived. The Show archived registrations button allows you to see the archived data. Notice that not all data is stored, for instance, locations and times of classes will not be available.

TOKEN REGISTRATIONS

- → registrations
- → cart
- → news

Tokens

Туре	Description	Granted (i)	Spent (i)	Purchased (i)
EGZ-JO	Egzaminy z języków obcych	2	0	0
LEK	Zajęcia z języków obcych	240	0	0
OG	Przedmioty ogólnouniwersyteckie (wolnego dostępu)	300	0	0
OGP	Wykłady dla cudzoziemców w POLONICUM	180	0	0
POL	Lektoraty z języka polskiego w Polonicum	240	0	0
WF	Zajęcia wychowania fizycznego	90	0	0

Courses

Course	Group	Cost	Payment (i)	(i)	
--------	-------	------	-------------	-----	--

Token registration: https://usosweb.uw.edu.pl/ Language courses, physical education, university courses (OGUN)

- First-cycle studies PL/EN full-time/evening – token registration for language classes
- Second-cycle studies EN: no language classes, possibility of 30 hours of language classes from a special group: 0000-2025Z-LEKTORAT2
- Registering for more subjects than you have tokens will result in a fee.

 Students receive 300 OG tokens for their entire first and second cycle studies.

Active with the current round ①

00000000 University of Warsaw

	-2025-OG-UN stration for general university subjects (s			- October 21,
√	PILOT round of registration for general university subjects (dedicated and open groups)	closed March 31, 2025 9:00 PM - April 6, 2025 11:59 PM	120 × OG	B @ 0
~	1st round of registration for general university subjects (dedicated and open groups)	closed June 16, 2025 9:00 PM - June 30, 2025 11:59 PM	120 × OG	B ≥ Ø
→	2nd round of registration for general university subjects	in progress September 8, 2025 9:00 PM - October 21, 2025 11:59 PM	300 × OG	B ≅ Ø

Token registration: https://usosweb.uw.edu.pl/ Language courses, physical education, university courses (OGUN)

Registration for language courses for the first sem.of the 2025/26 academic year 0000-2025Z-LEKTORATY

last modification of news: 171 days ago

active registration September 16, 2025 - October 6, 2025		Curre	nt round will end z	a 12 days			
➤ My registrations (0) ► My tokens	(240 × LEK))		В			
① Show only courses with vacancies							
i Hide courses I can not register to							
① Show only those courses and groups that have groups dedicated to me							
i Filter by day of the week	v						
i Filter by classes time	:						
i Filter by ECTS points							
i Filter by number of hours	• • •						
i Filter by lecturers							
	Search by name						
i Filter by courses' groups				~			
filter:		roune z hide not ni	nned courses 🛧 le	ace filtere			
inter.	Espana descriptions Eshow gr	oupo 7º mae not pr	inica coarses R	oo mero			
Number of displayed courses: 85 of 213. U	Jse filters to easily find groups. Sorting	g courses by cours	e code/name cour	se			
[3005-BULOA1-A2] Bulgarian Language C	classes A1 - begginer's level		Winter semester 2	2025/26			
[3005-CH00B1] Croatian Language Class	ses B1 - intermediate level	[3623-C	HIA1-ID] Chines	e langua	ge without signs - beginner level	Winter	semester 2025/26
		✓ [3623-C	HIA1-eng] Chine	se langı	age - beginner level taught in English	Winter	semester 2025/26
		LEK - Fore	ign language	classes			
		1	21 / 25		1st semester of language learning. NEW GROUP FROM BASICS. Language classes are held in annual cycles (except for e show more	details	00 × LEK or 1242.6 PLN

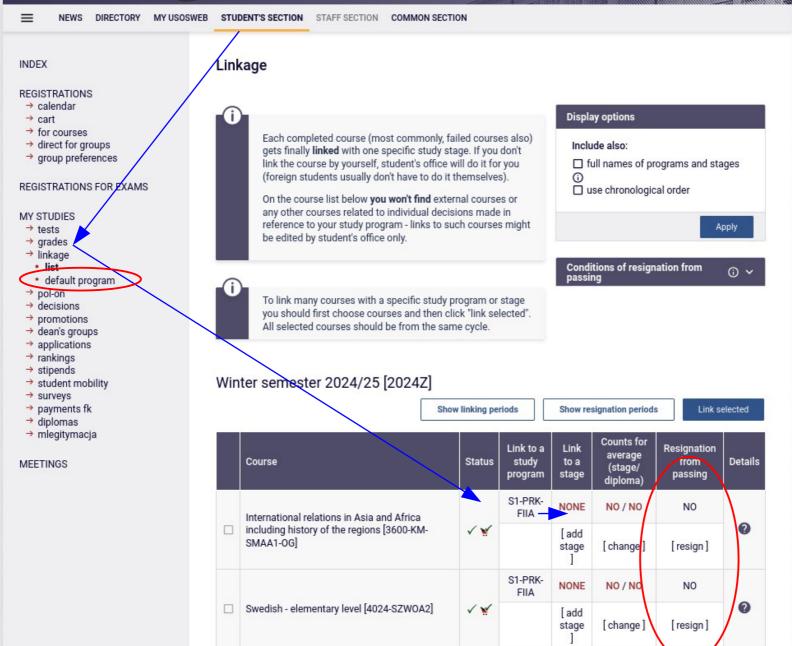
Linking courses to your programme

The idea:

To credit current <u>study term</u> and to enrol for a new one, each student should indicate which courses are to be taken into consideration as part of the <u>study curriculum</u> for which he/she has obtained credit in a given study term, and which are to be regarded as extracurricular or for another programme.

- From 2015/16 linking courses are obligatory during registration for courses
 - If a student studies in <u>one programme</u>, links are <u>automatically</u> added !!!
 - One may set default programme to be linked to your courses!
- The need to <u>verify</u> linkage for the study term prior to settlement (finishing a year of studies).

Linking courses (after registration)



Instalment plan choosing

(Only for those who pay tuition fee for studies)

- Until 12 Oct. you must choose how to pay tuition fees
 - 1 instalment, 2 instalments or 10 instalments (EUR / PLN depending on study programme)
 - 1 instalments in EUR for foreigners on full-time / stationary programmes in Polish language /S1-...,
 S2-.../)*
- After this date, the system automatically assigns one (1) instalment plan
- As soon as possible select your plan it allows a quick settlement of the amounts already paid
- Students of programmes in English and foreigners on full-time / stationary programmes in Polish: transfer money to EUR account (except some fees); others to PLN account



Instalment plan choosing (Only for those who pay tuition fee for studies)

PAYMENTS FK

- → academic bank

 → accounts

 ✓
- → uncleared debts
- cleared debts
- all payments
- → uncleared payments

STATISTICS

- → registrations
- → week coverage

ELECTIONS

CLEARANCE SLIPS

APPLICATIONS

- → list of applications
- → list of documents

APPLICATIONS COORDINATING

MOBILE USOS

unit and whether the account is in the same currency as the assigned payment.

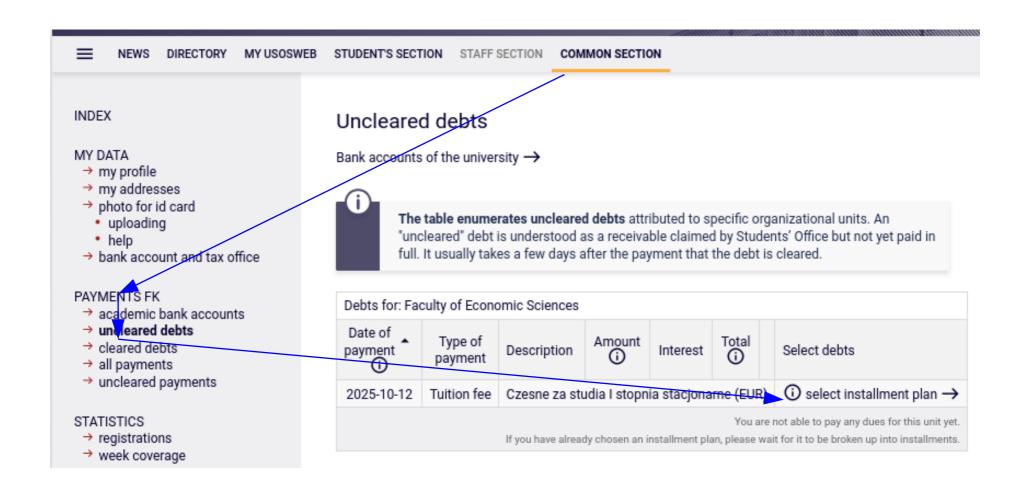
You may have numerous virtual accounts. Each payment should be made to appropriate account. In case the uncleared debts site shows more than one virtual account number for the amount due you should choose a proper one according to the description in the table. In case of any doubts please contact the office of the Dean of the organization unit on whose behalf the payment should be made.

Do not disclose or make available your virtual account number to other users, as each user has got a different account number to which his/her payments should be made.

Your virtual accounts Account number: Description: Currency: PL 21 1160 2215 1007 6000 Account for: Faculty of PLN download payment slip **Economic Sciences** (Bank Millennium SA Bankowy Punkt Rozliczeń Nr 1, SWIFT: BIGBPLPW) Account for: Faculty of PL 45 1160 2215 1010 6000 **EUR** download payment slip **Economic Sciences** (Bank Millennium SA Bankowy Punkt Rozliczeń Nr 1, SWIFT: BIGBPLPW) PL 96 1160 2215 1009 7000 Account for: University of PLN download payment slip Warsaw (Bank Millennium SA Bankowy Punkt Rozliczeń Nr 1, SWIFT: BIGBPLPW) PL 54 1160 2215 1009 3000 Account for: Physical PLN download payment slip **Education Centre** (Bank Millennium SA Bankowy Punkt Rozliczeń Nr 1, SWIFT: BIGBPLPW)

Instalment plan choosing

(Only for those who pay tuition fee for studies)



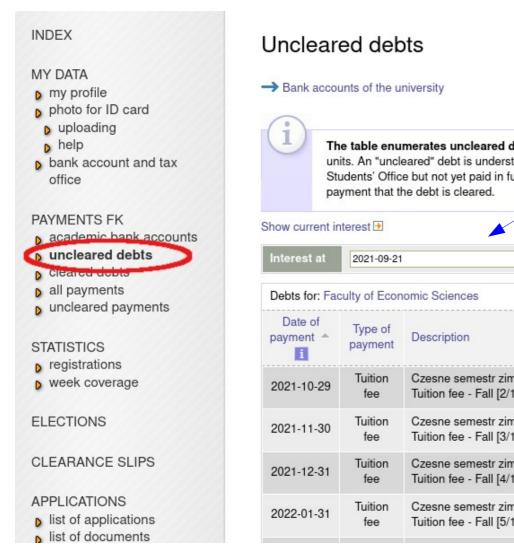
Instalment plan choosing

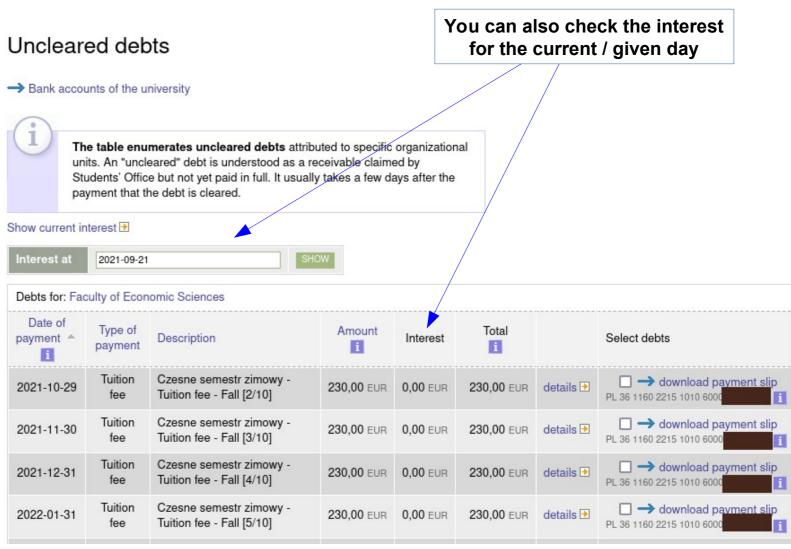
(Only for those who pay tuition fee for studies)

Date of payment	Type of payment	Description	Amount ①	Interest	Total	Select debt	s	
2025-10-12	Tuition fee	Czesne za stud	a I stopnia sta	acjonarne (E	UR)	① sel	ect installme	nt plan
	Wa	rning! Once the p	olan is selecte	d, you won't	be able to	change it.	>	
Date	Description			Installme number	nt	Amount	Default	
2025-10-15	Czesne opłata r	oczna - Annual tu	ition fee		1	3550,00 EUR	Yes	Choos
2025-10-15	Czesne semest [1/2]		1	1850,00 EUR				
2026-01-31	Czesne semest	r letni - Tuition fee	e - Spring [2/2]		2	1850,00 EUR	No	Chaos
2025-10-15	Czesne semest [1/10]	r zimowy - Tuition	fee - Fall		1	390,00 EUR		
2025-10-31	Czesne semestr zimowy - Tuition fee - Fall [2/10]				2	390,00 EUR		
2025-11-28	Czesne semest [3/10]	:	3	390,00 EUR	\	\		
2025-12-31	Czesne semest [4/10]	r zimowy - Tuition	fee - Fall		4	390,00 EUR		
2026-01-30	Czesne semest [5/10]	r zimowy - Tuition	fee - Fall		5	390,00 EUR		
2026-02-27	Czesne semest [6/10]	r letni - Tuition fee	e - Spring		6	390,00 EUR	No	Choos
2026-03-31	Czesne semest [7/10]	r letni - Tuition fee	e - Spring		7	390,00 EUR		
2026-04-30	Czesne semest [8/10]	r letni - Tuition fee	e - Spring		8	390,00 EUR		
2026-05-29	Czesne semest [9/10]	r letni - Tuition fee	e - Spring		9	390,00 EUR		
2026-06-30	Czesne semest	r letni - Tuition fee	e - Spring	1	0	390,00 EUR		

Uncleared debts

(the example in an older color scheme!!!)





1) After matriculation your account to the WNE Computer lab has been / will be created by the IT administrator.

The user account form:

- Login: the first letter of your name, the first letter of your surname and the student ID number (to be found in USOSWeb)
- Password: the same as login but starting with CAPITAL letter and with * at the end
- After the first login the system asks you to change above password (current one is temporary)

Example:

Jan Kowalski student's ID 123456

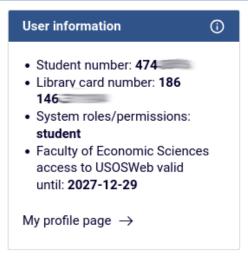
Login: jk123456

Password: Jk123456*

2) Logging in and out of computers in the WNE lab (Windows 10/2

- use CTRL-ALT-DEL to show login screen
- log out after you finish do not turn computers off

Your student's ID can be found on MY USOSWEB



3) Creating student's university e-mail account – the full information may be found on: https://it.uw.edu.pl/en/uslugi/UslugiMojaPocztaGmailStudent/
To CREATE OR PASSWORD RECOVERY GO TO: https://mojekonto.uw.edu.pl

• <u>UW e-mail accounts should be created automatically for WNE students</u> (you should get an e-mail information about it)

MY MAIL Gmail for students Gmail for employees Exchange Email domains of University units

How to create a Gmail account?

 Students - Account is created automatically at the moment of student registration. If for any reason it was not created automatically, you can set it up manually at: mojekonto.uw.edu.pl

What is the login?

Students: initial.surname@student.uw.edu.pl (m.eacron.student.uw.edu.pl)

Where to log in to my account?

- · gmail.com
- If you already use a gmail account use the "add new account" option
- Gmail configuration on popular mail clients manual by google

Forgotten password reset:

mojekonto.uw.edu.pl

Changing the password:

myaccount.google.com

I have problems with my Google account, where can I seek help?

3) To CREATE GO TO: https://mojekonto.uw.edu.pl

Google Student

No account



<u>Students are obligated</u> to have student's e-mail account in the UW domain (!) - according to the Study rules

- At WNE e-mail accounts are created on the UW central e-mail server (provided by google) – it can't be a private gmail account
- OBLIGATION TO HAVE A WORKING / ACTIVE EMAIL ACCOUNT IN THE USOSWeb SYSTEM
- Once you create UW e-mail account, it should be transferred to USOSweb automatically.
- There is no obligation to come to the IT Office at WNE in order to complete, activate your account etc.



Thank you for your attention!

Mateusz Kopyt
Dean's Representative for the USOS System
usosweb@wne.uw.edu.pl *

* Please provide your name, surname, programme, student's ID number (no USOS ID or IRK number)