

USOSWeb (WNE) UW

(but not only) - some basic information for new students (2024/25)

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(University Study-Oriented System or Student Management Information System)

What we are going to talk about?

- USOSWeb general idea
- 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

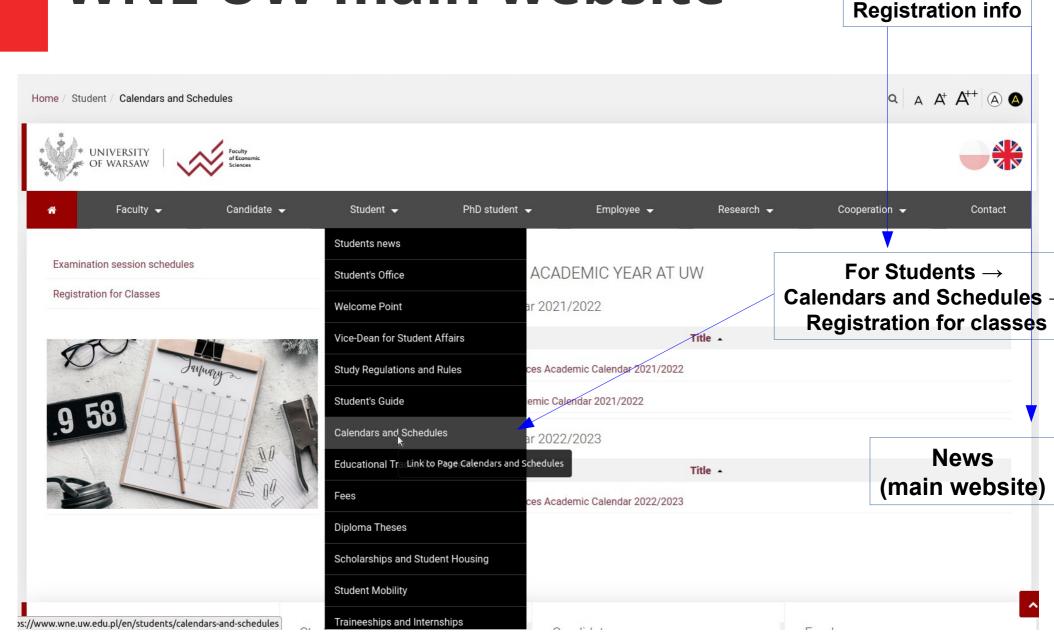
Become more and more important !!!

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

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 English info available)
 - 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

Ist year students: Online registration for classes (at the Faculty of Economic Sciences) for 1st year students will start on September 26th. Detailed schedule is available below.

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.

Registration schedule - Fall semester AY 2024/2025

FIIA – 2 nd and 3 rd year, IEC, QF, DSBA – 2 nd year

Registration schedule - Fall semester AY 2024/2025 - 1st year students

FIIA – 1 st year, IEC, QF, DSBA – 1 st year

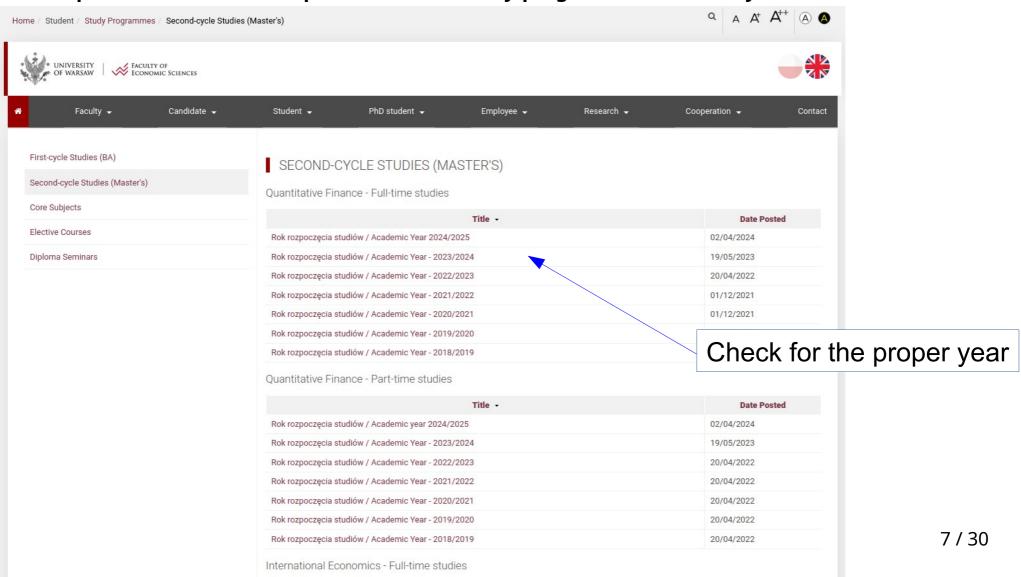
Students are reminded that failure to register will cause their absence from the course participants list, and from the examination sheet. This poses the risk of course retake, even if you will have participated and fulfilled contentwise course requirements. Smooth run of the administrative work demands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

· Presentation about USOS (and registration)

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) 2024/2025

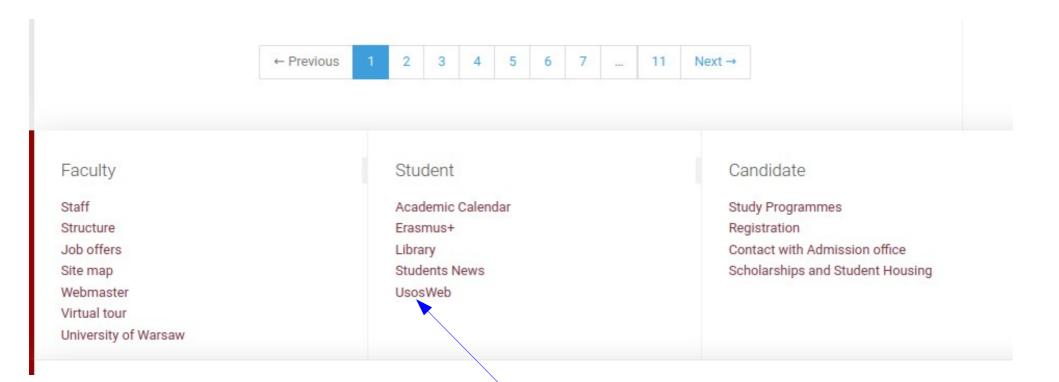
kierunek: FINANSE, INWESTYCJE MIĘDZYNARODOWE i RACHUNKOWOŚĆ field of study: Finance, International Investment and Accounting

20.02.2024

		Course	Course type	hours / ECTS		YEAR				Total		
	Przedmiot							III		hours/		
					Semester			Total		Form 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 level)**	examination	-					4		4	exam
_				ECTS					2		2	
3	UW offer	Physical education	classes	hours		30	30	30			90	credit
Ľ		ye.ear eareanen				0	0	0			0	
4	2400-FIM1NI	IT tools in economics	seminar	hours		30				\vdash	30	credit
Ľ				ECTS		3				3	4	
5	UW offer	General elective courses humanistic (OGUN)	lecture	hours		60				_	60	credit
⊢				ECTS		6					6	
_	UW offer	General elective courses	lecture	hours						30	30	orodit.
5	Ow oner	(OGUN)	lecture	ECTS						3	3	credit
6	UW offer	Occupational Safety and	training via	hours	4						4	credit
٥		Health (OSH)	internet	ECTS	0,5						0,5	Credit
7	2400-FIM1POWI	Intelectual Property	ty training	hours	6						6	credit
Ľ	2400-FIMITE OWI	Protection		ECTS	0,5						0,5	
	Total of hours in the group 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
				ECTS	5						5	

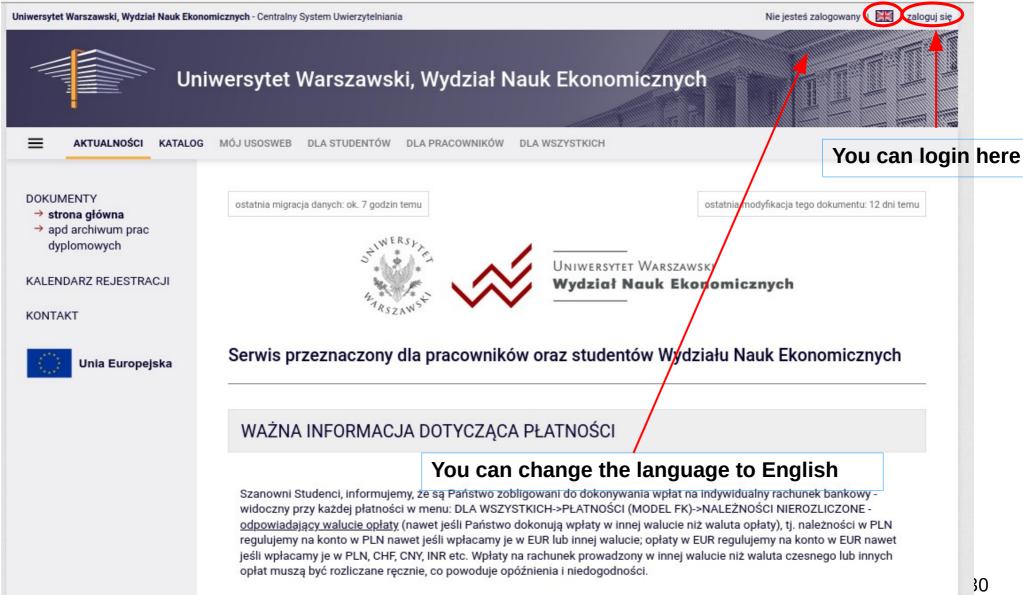
Login to USOSweb

(at the bottom of the main website)



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 get access to many services and pages at UW

Your username is PESEL number (artificial PESEL for foreigners)

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



PROGRAMME





For foreigners with artificial PESEL (007)... the username is different from the one in the IRK system – new artificial 'PESEL' is issued in USOS!!!

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

Login to the other services

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)

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

There is no WNE e-learning

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

platform on this list:

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



Username:

Password:

Hide my identifier

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





LOGIN

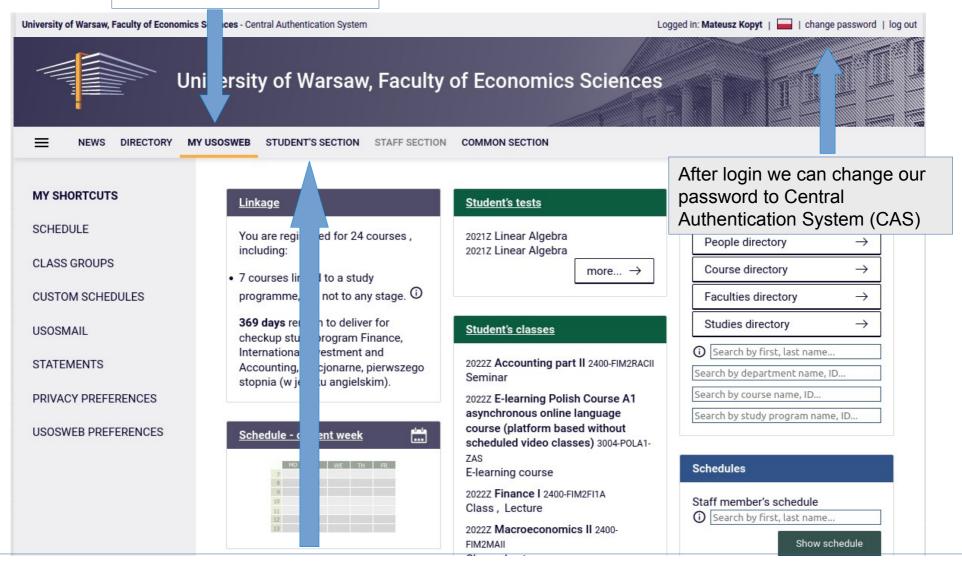
wersytetu Warszawskiego dla społeczności regionu" realizowany w ramach dztwa Mazowieckiego, współfinansowany przez Unię Europejską ze środków kiego Funduszu Rozwoju Regionalnego

12/30

Acces to the other services with CAS (common) login

USOSweb – after login

MY USOSWEB View



How to get to registrations:

13 / 30

STUDENT'S SECTION → REGISTRATIONS (Registration for courses or Direct for groups)

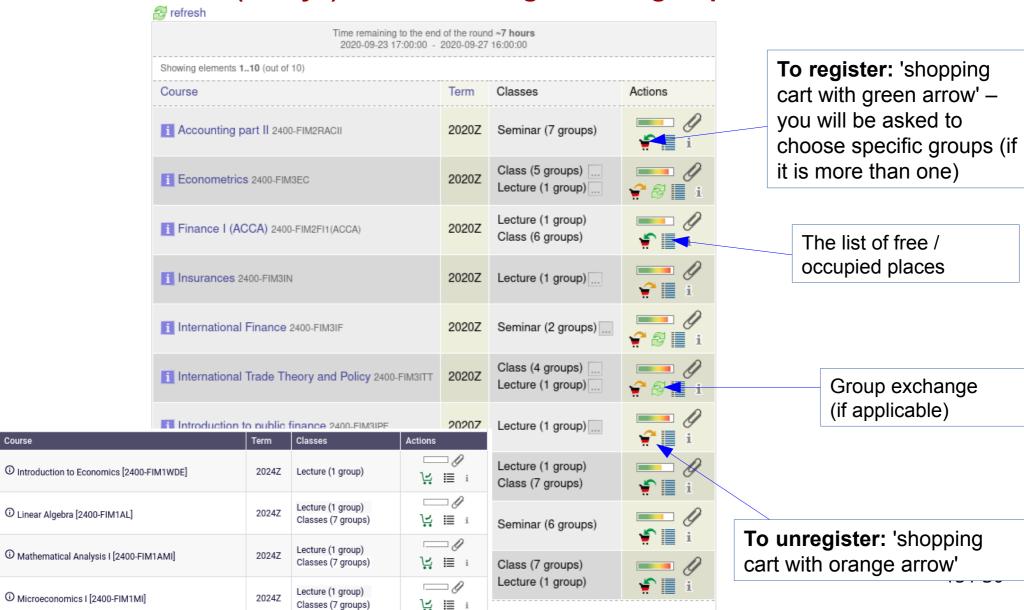
USOSweb registration for courses: STUDENT'S SECTION -> REGISTRATIONS (calendar)



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

USOSweb registration for courses (the example in an older color 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

16/30

IPP and OSH (BHP)

Registration for POWI course for programs in Polish and IPP in English [2400-2022Z_POWI_IPP]

show courses related to this registration →

NOTE!!! REGISTRATION WILL BE HELD LATER!!!

- IPP classes will be held in November / December (or registration starts at the end of October) information soon
- You are / will be soon automatically registered by the Dean's Office for OHS (Occupational Health and Safety) courses.
- OHS classes have so far been carried out remotely on the Campus CKC UW platform (new version of this 17/30 website for the coming year): https://kampus.uw.edu.pl/

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

After login to token registration service

we have to choose 'REGISTRATIONS' On-line services of the University of Warsa USOS Token registration Search in the entire database: 🚺 🗌 Advanced search: 🔲 Search phrase: 1 **DOCUMENTS** Main page Main registration rules Registrations Schedule of registration Registrations of interest to us are OG, WF, LEK-▶ Help & contact REGISTRATIONS remember about choosing the proper academic year (2024) OPENED SEARCH COURSES CONDUCTED 0000-2024-OG-UN CART Registration for general university subjects (so-called open access) in the academic year 2024/2025 1st round of registration for general university subjects (dedicated and open groups), from: 2024-06-03 21:00:00, to: 2024-06-30 23:59:00, limit of tokens spent: 120xOG, turn limited to dedicated groups PAYMENTS 2nd round of registration for general university subjects, from: 2024-09-09 21:00:00, to: 2024-10-25 23:59:00, limit of tokens spent: 300xOG **EXCHANGE** 0000-2024Z-PEDAGOG // Registration for subjects giving pedagogical certifications in the winter semester 2024/2025 1st round of registration for subjects giving pedagogical qualifications (to dedicated groups), from: 2024-06-10 21:00:00, to: 2024-06-30 23:59:00, limit of tokens spent: 270xPED, turn limited to dedicated groups 2nd round of registration for subjects giving pedagogical qualifications (to dedicated groups), from: 2024-09-05 21:00:00, to: 2024-09-30 23:59:00, limit of tokens spent: 270xPED, turn limited to dedicated groups 3rd round of registration for subjects giving pedagogical qualifications, from: 2024-10-01 21:00:00, to: 2024-10-25 23:59:00, limit of tokens spent: 270xPED 4100-2024Z-CE Registration for a language course for part-time students at the Centre for Europe . Registration, from: 2024-06-03 21:00:00, to: 2024-06-30 23:59:00, limit of tokens spent: 60xLEK, turn limited to dedicated groups Il round, from: 2024-09-09 21:00:00, to: 2024-10-06 23:59:00, limit of tokens spent: 60xLEK, turn limited to dedicated groups LEK-2024Z Registration for language courses for the first sem.of the 2024/25academic year Registration for language courses for the first sem.of the 2024/25 academic year, from: 2024-06-03 21:00:00, to: 2024-06-30 23:59:00, limit of tokens spent: 60xLEK, turn limited to dedicated groups Il round: open, from: 2024-09-16 21:00:00, to: 2024-10-07 23:59:00, limit of tokens spent: 60xLEK III round: open, from: 2024-10-10 21:00:00, to: 2024-10-14 23:59:00, limit of tokens spent: 120xLEK IV tura - tylko wyrejestrowanie. Brak możliwości rejestracji., from: 2024-10-20 21:00:00, to: 2024-10-22 23:59:00, limit of tokens spent: 120xLEK LEK-2024Z-Z Registration for language courses for the first semester of the 2024/25 academic year / 30

Registration for groups of extramural students, from: 2024-09-19 21:00:00, to: 2024-10-13 23:59:00, limit of tokens spent: 60xLEK, turn limited to dedicated groups

2nd round, from: 2024-10-17 23:59:00, to: 2024-10-20 23:59:00, limit of tokens spent: 60xLEK, turn limited to dedicated groups

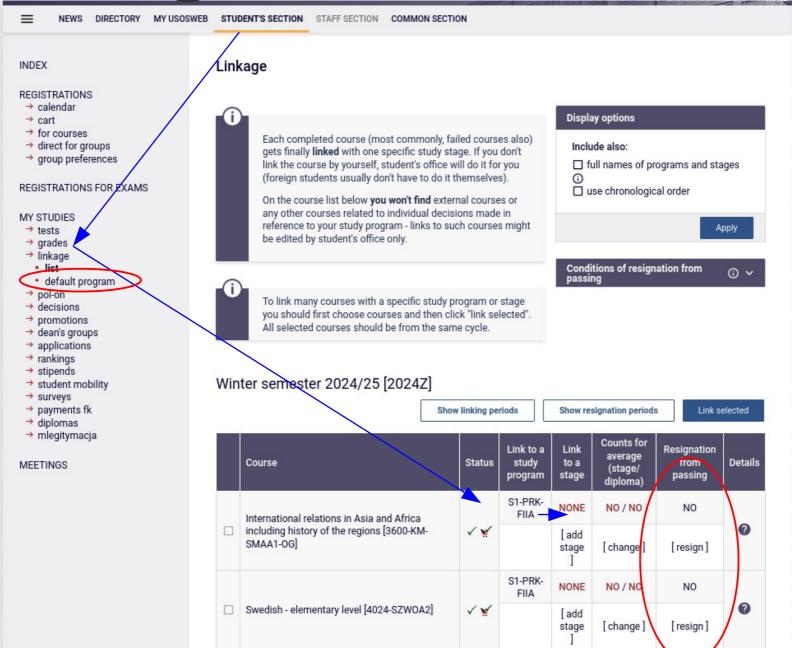
Linking courses to your programme

The idea:

To credit current <u>study term</u> and enrolling for a new one, each student should indicate which courses are to be taken into consideration as part of the <u>study</u> <u>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 at <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).

Linking courses (after registration)



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

- Until 14 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.

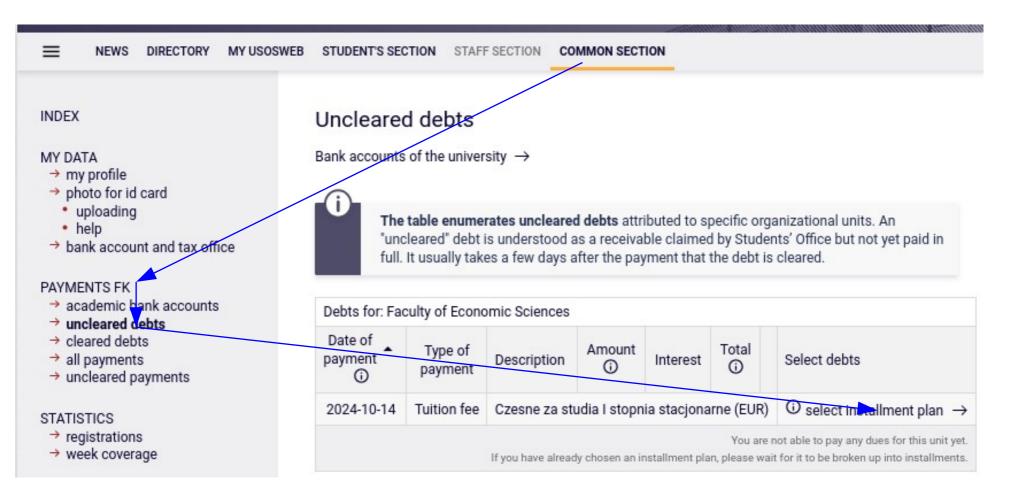
You may have numerous virtual accounts. Each payment should be made to appropriate account. In case the uncleared debts site shows more than one virtual account number for the amount due you should choose a proper one according to the description in the table. In case of any doubts please contact the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



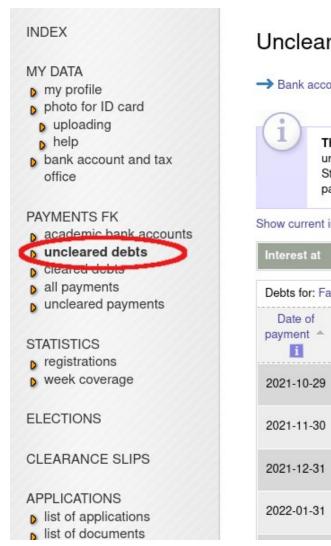
Instalment plan choosing

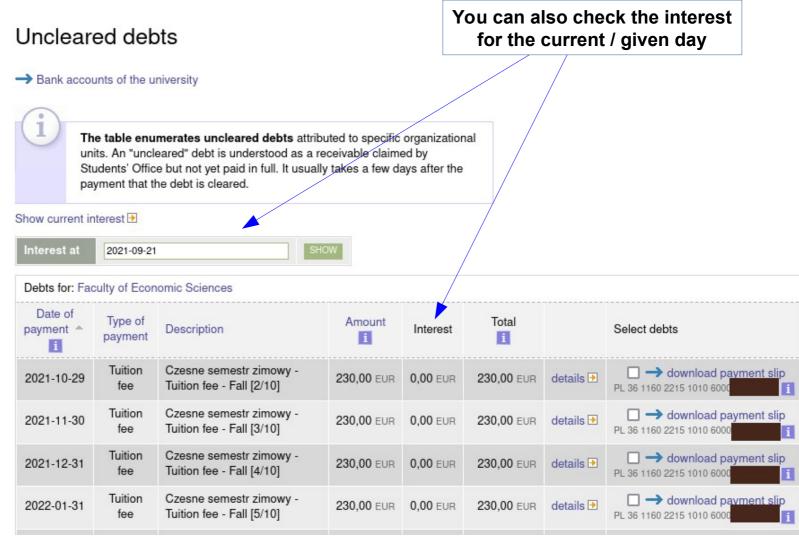
(Only for those who pay tuition fee for studies)

Date of payment •	Type of payment	Description	Amount ①	Interest	Total	Select debts				
2024-10-14	Tuition fee Czesne za studia I stopnia stacjona				onarne (EUR) ① select installment					
	Wa	rning! Once the p	olan is selected	l, you won't	be able to	change it.	\supset			
Date	Description			Installme number	ent	Amount				
2024-10-15	15 Czesne opłata roczna - Annual tuition fee				1	3200,00 EUR	Yes	Choose		
2024-10-15	Czesne semestr [1/2]	zimowy - Tuition	fee - Fall		1	1650,00 EUR				
2025-01-31	Czesne semesti	letni - Tuition fee	e - Spring [2/2]		2	1650,00 EUR	Nd	Choose		
2024-10-15	Czesne semestr [1/10]	zimowy - Tuition	rfee - Fall		1	350,00 EUR				
2024-10-31	Czesne semestr [2/10]		2	350,00 EUR	\					
2024-11-29	Czesne semestr [3/10]		3	350,00 EUR						
2024-12-31	Czesne semestr zimowy - Tuition fee - Fall [4/10]				4		350,00 EUR			
2025-01-31	Czesne semestr [5/10]		5	350,00 EUR						
2025-02-28	Czesne semestr [6/10]		6		No	Choose				
2025-03-31	Czesne semestr [7/10]	letni - Tuition fee	e - Spring		7	350,00 EUR				
2025-04-30	Czesne semestr [8/10]	letni - Tuition fee	e - Spring		8	350,00 EUR				
2025-05-30	Czesne semestr [9/10]	letni - Tuition fee	e - Spring		9	350,00 EUR				
2025-06-30		zesne semestr letni - Tuition fee - Spring 10 350,00 E								

Uncleared debts

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





1) After immatriculation 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

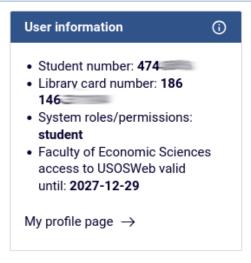
Login: jk123456

Password: Jk123456*

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

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

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 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



Students are obligated 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 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 Comp. Lab 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)