**REGISTRATION FOR CLASSES IN THE USOS SYSTEM FOR THE WINTER SEMESTER 2023/2024**

**(based on Study Regulations v. 2022)**

GENERAL RULES.

All students whom the Dean in July this year positively settle the current summer semester, are activated to enroll for the winter semester 2023/2024. Persons who are in the deletion procedure will not be allowed to register.

In the USOS system, it is not technically possible to enroll in subjects from higher semesters by advancement. No applications for promotion will be considered.

Only persons enrolled in the last semester (stage) of studies will be able to register for the diploma thesis. Enrollment for a diploma thesis takes place only in the administrative mode.

A REGISTRATION tab has been created on the faculty website, which should be checked on a regular basis. The information contained therein is the main source of information about records and is updated on an ongoing basis.

When registering, please pay attention to the applicable prerequisites (registration blockades), e.g. for Mathematical Analysis 3 you cannot sign up without passing the Mathematical Analysis. 2. The exceptions are laboratory classes in Physics 2, which can be enrolled without passing Physics 1, and laboratory classes in Strength of Materials 2 Lab. without passing the Strength of mats. 1. The blockades in force are given in a separate announcement posted on the faculty website.

The organization of enrollment, broken down into full-time and extramural students, has been provided in a separately announced faculty enrollment plan.

Students will be admitted to the USOS system in three rounds lasting approx. 1.5 hours each, then there will be a break of approx. 15 minutes before the start of the next round. During the break, logging in and registering for classes will not be possible. Students from the current semester (stage) 1 will be assigned to individual rounds based on the value of the recruitment indicator, and other students based on the average grade from the previous winter semester. During each enrollment tranche, admitted students will enroll in accordance with the "first come, first served" principle for available places in enrollment groups.

NOTE: The USOS system is not a fully real-time system, the effects of saving will not be visible to the dean's office employees immediately, but only after data migration to the database, which the system performs every even hour. When students click "save to a group" they will immediately see whether they have been enrolled in a given group, while the employees handling the registration will be able to check the status of the groups only after the end of the round.

NOTE: During corrections, students are required to correct their records, e.g. liquidation of the so-called "overlays" or deleting the enrollment for subjects for which the student had no right to enroll, i.e. did not have the prerequisites met.

**DEADLINES FOR REGISTRATIONS AND THEIR CORRECTIONS**

- faculty records for full-time studies 11-14.09.2023

- faculty records of extramural studies 14/09/2023

- 1st correction of faculty records 20/09/2023

- university-wide enrollment 27-28.09.2023

- corrections of university-wide records 29/09/2023

- 2nd correction of faculty records 2.10.2023

Detailed information on university-wide enrollment can be found on the AKZ website.

**ENROLLING PROBLEMS**

**Problems during registration should be reported to the e-mail address: zapisy.usosw2@pwr.edu.pl (emails sent to other addresses will not be considered)**

**ATTENTION:** The Vice-Dean for Teaching, the Proxy for Teaching and Teaching Assistants do not handle enrollment, so do not call or e-mail them regarding enrollment.

**CHANGES TO ENTRIES INTRODUCED BY THE TEAM OF RECORDS ADMINISTRATORS**.

Small groups will be liquidated successively, if due to the liquidation of a given group there are overlaps in the enrollment of students assigned to other groups - the student should liquidate them himself. There are also changes in the rooms - before classes, please check in which rooms the classes are held (the room shown in the system is always up-to-date). If there are no places for classes in all groups, the team of administrators of Zakłady.usosw2@pwr.edu.pl should be informed by e-mail and then in the system, sign up for classes in an additionally created group.

After the corrections of the faculty records are completed, the final liquidation of small groups will take place, and students from these groups will be reassigned to groups where there are free places - so there may be "overlays", they should be reported to the e-mail address Zakłady.usosw2@pwr.edu.pl. In a situation where the overlay was created by the student himself during the enrollment process and if it is not possible to reassign to another group for a free place, the overlay will be eliminated by deleting the enrollment for the course from the first implementation.

**REGISTRATION FOR REVIEWS FROM THE 1ST SEMESTER.** Registration for these repetitions will be possible only in administrative mode by the enrollment administrator based on a completed questionnaire available at the end of September after the end of recruitment for the 1st semester available on the faculty website, tab REGISTRATIONS.

6. REGISTRATION FOR SEMESTERS 2, 4 and 6. Registration for these repetitions will be possible only in administrative mode by the enrollment administrator on the basis of a completed questionnaire available on the faculty website, tab REGISTRATION.

**REGISTRATION BLOCKS** for subjects (courses) listed in the study plan are absolutely binding - they will be enabled during enrollment. The list of blocked subjects is posted on the faculty website in a separate announcement. Students are obliged to follow these blocks themselves, i.e., for example, a student who has failed, for example, math analysis. 2 does not have the right to sign up for the Analysis of Mathematics. 3, even if the system allows them to do so. If it is found during the inspections conducted during the semester that the student is enrolled in blocked classes, the student will be removed from such a course, or if this is not possible, the student will not be allowed to complete the course.

The vice-dean does not grant consent to release from the blocking of enrollment for a given subject.

Those who do not comply with the blockades on subsequent enrollments will be placed at the end of the enrollment queue with the latest enrollment dates assigned, so that they do not block other students' places by enrolling in courses for which they are not entitled to enroll.

**UNIVERSITY-GENERAL REGISTRATIONS**.

The rules of enrolling for general university classes (foreign languages, sports classes, humanities courses) are available on the AKZ website.

Acceptable variants of the implementation of language courses in the first and second degree studies are listed on the SJO website in the "Educational paths" tab.

On university-wide enrollment, you should sign up for foreign languages ​​and sports activities, paying attention to whether the course is adequate to the study plan (number of hours and credits). Students of full-time engineering studies are required to complete 4 hours of PE classes (two 2-hour courses with 0 ECTS). Completing, for example, a foreign language or physical education course for a lower number of ECTS points or number of hours than specified in the study plan may result in a deficit preventing admission to the diploma examination.

**CAST CLASSES.** The class schedules provided in the system and on the faculty website are informative and may change during or after the beginning of the semester for organizational reasons. The student is registered for classes on a specific date in a given room, and not to the teacher.

**DIPLOMA THESIS**. In order to register for the 1st implementation or for a retake with a new topic of the diploma thesis, the student should submit it to the dean's office (room 351, building L1) or send it by e-mail to address: Zakłady.pracadyplomowa@pwr.edu.pl completed application for enrollment. The application should include a screenshot of the approved topic of the diploma thesis (as, for example, "print screen") in accordance with the example of the application posted on the faculty website in the "Diplomants - Download" tab. Applications without such a copy of the approved subject will not be processed. To register for a repeat of the diploma thesis with a continuation of the current topic, an application must be submitted with the consent of the supervisor (promotor) and information about the degree of advancement of the thesis (> 75% required). More details are provided in a separate announcement.

**LACK OF REGISTRATION MEANS DELETION**. Pursuant to the Study Regulations, failure to register for any classes (except for students on sick leave, for students who are parents or for pregnant students) means resignation from studies and being struck off the list of students. During the dean's leave, it is obligatory to enroll at least for overdue courses.

In the case of students admitted to the first semester, the reason for deletion is failure to sign the oath act within the prescribed period.

NOTE: in accordance with the Study Regulations, par. 16 sec. 13 the student's failure to attend classes for the first 3 weeks of classes may be a reason for striking off the list of students.

In the case of registration for retake classes during university-wide enrollment or during corrections of faculty enrollment, students enrolled in retake courses must be settled in the USOS system. Confirmation of payment of the fee should be sent to the appropriate teaching assistant. Students who fail to pay the fees for the retake courses within the indicated period will be subject to the procedure of striking them off the list of students in accordance with §33 section 2. point 3. of the Study Regulations.

Vice-Dean for Didactics

Dr. Eng. Andrzej Batog, prof. college