

# REGISTRATION FOR CLASSES IN THE USOS SYSTEM FOR THE SUMMER SEMESTER 2022/2023

applies to students after the 1st semester of first- and second-cycle studies  
(based on the Study Regulations v. 2022)

**NOTE: timetables for full-time and extramural studies have been prepared for variant of conducting classes in a traditional form (in rooms). No form is provided hybrid conduct of classes or credits or exams**

## 1. GENERAL RULES

All students registered in the system in the winter semester 2022/2023 are activated to enroll for the summer semester 2022/2023 except for those who are currently in the deletion procedure, e.g. due to arrears in fees.

All students who are currently in the USOS system will participate in the USOS system in the 1st semester (stage) of engineering or master's studies.

In the USOS system, there is no technical possibility of saving promotion to higher subjects Semesters. No applications for promotion will be considered.

When registering, please pay attention to the prereption (registration blocks), e.g.

You cannot sign up for Mathematical Analysis 2 without passing Matemat's Analysis. 1.

The exception is laboratory classes in Physics 2, which you can sign up for without passing Physics 1. Registration for a lecture in Physics 2 requires passing Physics 1 W + Ć. Existing blocks were given in a separate announcement posted on the faculty website.

The organization of enrolment divided into full-time and extramural students is given separately announced plan of faculty records.

When registering on 16.02.2023, you can only sign up for classes from the 2nd semester including preprops. Registration for repetitions from the 1st semester will be possible only in the mode Administration.

Students will be admitted to enrollment in the USOS system on 16.02.2023 in three rounds lasting about 1.5 hours, then there will be a break about 15 minutes before the start next turn. Students will be assigned to each round based on the value of the indicator recruitment. **Due to the technical capabilities of the usos system, students who have not been qualified for the first round, only at the time of launching the second and similarly of the third round, they will see in USOSweb the possibilities of registration. Students from the first and second round will automatically added to the third turn.**

During the tranche of the record, they were admitted to it students will enroll on a first-come, first-served basis for available vacancies in record groups.

NOTE: the USOS system is not fully a real-time system for employees Dean's Office, the effects of the record will not be visible in the system immediately, but only after the data migration to the database that the system executes in every even hour. Students at the moment of clicking "Save to group" will immediately see if you have been saved to a given group, while employees handling enrollment will be able to check the status only after the end of the turn group fillings.

NOTE: During corrections, students are required to correct their records, e.g. liquidation, the so-called "overlays" or deleting the subscription for subjects for which the student had no right to enroll, so he didn't have fulfilled preprops.

## 2. **DEADLINES FOR ENROLLMENT AND THEIR CORRECTIONS**

- faculty enrollment full-time studies at USOS 16.02.2023;
- faculty enrollment full-time studies in JSOS 16 - 19.02.2023;
- university-wide enrollment in JSOS 20.02.2023;
- faculty enrollment extramural studies at USOS 16.02.2023;
- faculty enrollment extramural studies in JSOS 21-22.02.2023;
- university-wide enrollment in USOS 22.02.2023;
- 1st correction of faculty records USOS 20.02.2023
- 1st correction of faculty records JSOS 24.02.2023
- corrections of university-wide enrollments 24.02.2023
- 2nd correction of faculty records 28.02.2023

Detailed information on university-wide enrollment can be found on the **AKZ website - <http://akz.pwr.edu.pl/>**

## 3. **PROBLEMS SIGNING UP**

Depending on the type of problem encountered during registration, it should be reported to individual e-mail addresses, which will speed up the reactions of the recording team:

- **Enrollment in revision courses from semester 1** [zapisy.kursypowtorkowesem1@pwr.edu.pl](mailto:zapisy.kursypowtorkowesem1@pwr.edu.pl)
- **no places in record groups** [zapisy.brakmiejscwgrupie@pwr.edu.pl](mailto:zapisy.brakmiejscwgrupie@pwr.edu.pl)
- **other problems occurring during registration in the USOS system:**  
[zapisy.usosw2@pwr.edu.pl](mailto:zapisy.usosw2@pwr.edu.pl)

**NOTE: Vice-Dean for Didactics, Plenipotentiary for Didactics and Assistants for Didactics in Dean's office do not they handle records, so you should not call or email them regarding registration.**

## 4. **CHANGES TO RECORDS MADE BY THE ADMIN TEAM RECORDS**

The liquidation of small groups will take place successively when, due to liquidation of a given group overlays were created in enrollment in students prescribed to other groups – student should liquidate them himself. There are also room changes – please before class check in which rooms classes take place (the room shown in the system is always current).

**If there are no places for classes in all groups, please inform by e-mail a team of administrators: [zapisy.brakmiejscwgrupie@pwr.edu.pl](mailto:zapisy.brakmiejscwgrupie@pwr.edu.pl) and then in the system make sign up for classes in an additional created group.**

After the completion of corrections of faculty records, the final liquidation of small groups will take place and students from these groups will be assigned to groups where there are vacancies – **so they can arise "overlays", they should be reported to the e-mail address: [zapisy.usosw2@pwr.edu.pl](mailto:zapisy.usosw2@pwr.edu.pl)**

In a situation where the overlay was caused by the student himself during enrollment and if it is not possible to rewrite to of another group for free space, the overlay will be eliminated by deleting the record on course from the 1st implementation.

## 5. **REGISTRATION FOR REPLAYS**

**Registration for repetitions from the first semester for students at USOS is possible only through administrative record by the administrator of subscriptions sent by e-mail student application.**

Applications will be considered on a first-come. Student obliged is to fill in the table below and send it to the e-mail address: [zapisy.kursypowtorkowesem1@pwr.edu.pl](mailto:zapisy.kursypowtorkowesem1@pwr.edu.pl)

In the table, list all the class groups of the classes that you have for it non-conflicting term with other activities. This will make it easier to find vacancies.

Surname	
Name	
Student ID number	
Course code	
Full name of course	
Date of classes	
Group number in USOS	
Form of classes	
Type of study	

**6. ENROLLMENT BLOCKS for subjects (courses) given in the study plan are absolutely valid – will be enabled during registration**

The list of blocked items is posted on the faculty website in a separate communication.

Students are obliged to do so themselves observe these blockades, i.e. for example, a student who has failed, for example, the matemat's analysis. 1 there is no the right to subscribe to the Analysis matemat. 2, even if the system allows them to write so (for reasons technical write-blocks in the system may be temporarily disabled).

In the case of statements during inspections carried out during the semester of enrollment for blocked classes, sstudent will be removed from such a course, or if this is not possible, the student will not will be admitted to credits from this course.

**The Vice-Dean does not grant consent to the exemption from the blockade of subscriptions for a given subject.**

Persons who do not comply with the blocks at the next registration will be placed at the end a write queue with the latest enrollment dates assigned so that they do not block places for other students by enrolling in courses to which they are not enrolled.

**7. UNIVERSITY-WIDE ENROLLMENT**

Rules for enrolment in university-wide subjects (courses) foreign languages, sports activities, humanities courses) are given on the **AKZ website <http://akz.pwr.edu.pl/>**

Acceptable variants of language courses at first- and second-cycle studies are given on

**SJO website in the "Educational paths" tab - <https://sjo.pwr.edu.pl/en/>**

On university-wide enrolments, you should enroll in foreign languages and sports activities, paying whether it is a course adequate to the study plan (number of hours and credits).

Students of study full-time engineering is required to complete 4 hours of PE classes (two 2-hour courses with 0 ECTS).

Completion of, for example, a foreign language or PE course for less than the number given in the study plan ECTS credits or the number of hours may result in a deficit preventing admission to diploma examination.

**8. STAFFING CLASSES**

The staffing of classes given in the system and on the faculty website are informative and may change for organizational reasons during or after the commencement Semester.

**The student is enrolled in classes on a specific date in a given room, not until Lecturer.**

**9. DIPLOMA THESES**

Students enrolling in classes of the 2nd semester enrollment rules for thesis does not apply.

**I would like to point out to master's students that they can agree in advance by the beginning of April 2023 with the selected lecturer preparing for them a topic consistent with their own interests, so that the lecturer they could submit the topic for approval in May 2023.**

#### **10. ABSENCE OF ENTRIES SHALL CONSTITUTE DELETION**

**In accordance with the Study Regulations, failure to enroll for any classes (except for students on sick leave, for students who are parents, or for pregnant students) means resignation from studies and removal from the list of students.** On holiday Dean's obligation to enroll at least for overdue courses.

In the case of students admitted to the 1st semester, the reason for deletion is not signing within the prescribed period of the oath act.

NOTE: in accordance with the Study Regulations par. 16 paragraph 13 non-participation by the student in classes for the first 3 weeks of classes, it may be a reason to be removed from the list of students.

- 11.** In the case of enrolment in revision classes during university-wide enrollment or When correcting faculty enrollments, students enrolled in revision courses these fees they must be settled in the USOS system. **Confirmation of payment of the fee should be send to the appropriate teaching assistant.**

For students who do not pay for revision courses within the indicated period, the procedure for removal from the list will be initiated students in accordance with §33 section 2 point 3. Study Regulations.

#### **12. RECOGNITION OF THE ACQUIS**

Persons who have passed some subjects from the study program on hearts. construction in e.g. parallel studies in other fields of study at WUT should before registration, agree by e-mail on the possibility of their recognition by the Vice-Dean. For the inclusion of such Students may apply for achievements until 22.02.2023 in the form of a generated application from the USOS system the application should be sent in the form of a scan to the e-mail address [dorobkiw2@pwr.edu.pl](mailto:dorobkiw2@pwr.edu.pl)

The application should be accompanied by a scan of documents confirming obtaining credits on another faculty in the form of an extract from the electronic index confirmed by the dean of the faculty, who have obtained this credit.

**I would like to point out that after enrolling in a given subject (course) and obtaining an unsatisfactory grade from it, it will not be possible to recognize its passing in the Dean's Office on the basis of an application for inclusion of achievements from another field of study.**

6.02.2023 r.

Vice-Dean for Didactics  
dr inż. Andrzej Batog, prof. uczelni