# USOSweb - basics

Wydział Psychologii Uniwersytetu Warszawskiego
1.09.2023

# USOSweb  - login

URL: usosweb.uw.edu.pl

login – „faked" pesel numer, received from the WISP office, password - coppied from IRK

Password reset: "forgotten password" link, using an e-mail assigned to USOS account.

# USOSweb  - language

Change between polish and english version

## USOSweb  - data migration

USOSweb (system for students and teachers) and USOS (database) exchange information during data migrations

Data migration takes place everyday, around 4-5 AM

Information updated in USOS is visible in USOSweb next day (and vice-versa)

Data migration is especially important during registration. Reporting a problem in the same day as registration start means that any fix will be available next day and can prevent access to registration. Reporting problems as soon as they are occured is critical.

## USOSweb  - problems, errors

All information in USOSweb needs to be verified often.

If any action in USOS is taken, you need to check if its  correctly visible in USOSweb

Reporting problems as soon as they are occured is critical. Solving a problem may be more difficult as the time pass.

# USOSweb - main page

**Information about linked courses**

## Linkage

You are registered for 23 courses, including:

- **2 courses not linked to any study programme!** ⓘ
- 8 courses linked to a study programme, but not to any stage. ⓘ

**30 days** remain to deliver for checkup study program Psychologia w języku angielskim, stacjonarne, jednolite magisterskie.

**Schedule - created automatically based on registered courses**

## Schedule - current week 📅

|  | MO | TU | WE | TH | FR |
|---|---|---|---|---|---|
| 7 |  |  |  |  |  |
| 8 |  |  |  |  |  |
| 9 |  |  |  |  |  |
| 10 |  |  |  |  |  |
| 11 |  |  |  |  |  |
| 12 |  |  |  |  |  |
| 13 |  |  |  |  |  |

## Schedule - next week 📅

|  | MO | TU | WE | TH | FR |
|---|---|---|---|---|---|
| 7 |  |  |  |  |  |
| 8 |  |  |  |  |  |
| 9 |  |  |  |  |  |
| 10 |  |  |  |  |  |
| 11 |  |  |  |  |  |
| 12 |  |  |  |  |  |
| 13 |  |  |  |  |  |

**List of registered groups**

## Directory ⓘ

| People directory | → |
| Course directory | → |
| Faculties directory | → |
| Studies directory | → |

ⓘ Search by first, last name...

Search by department name, ID...

Search by course name, ID...

Search by study program name, ID...

**Directory – a database for course**

## User information ⓘ

- Student number:
- Library card number:
- System roles/permissions:
- Faculty of Psychology access to USOSWeb valid until:

My profile page →

**Student card number**

# USOSweb - Directory

Information about courses organized by every faculty of UW
Searching via course name or code
Information if the course is available in current semester
Redirect to course homepage with syllabi



## Search results

**Your query:**

2500-en-ps    [Search again]

☐ show course groups in separate column
☐ show brief course description under each row
☑ show terms and registration carts    ☐ additional information about registration and classes    ⓘ [Change settings]
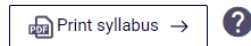
|< | < | Elements 1..30 of 120 | > | >| | ☐ Show options

| Course code | Department name | Course title | Department name in Polish | Course title in Polish | Key ⓘ | | | | | Actions |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | 2022Z | 2022L | 2022 | 2023Z | 2023 | |
| 2500-EN-PS-PZAW-DOD1 | Faculty of Psychology | | Wydział Psychologii Additional internship 1 | n/a | n/a | 🛒 ⓘ | n/a | 🛒 ⓘ | ⓘ Course page → |
| 2500-EN-PS-PZAW-DOD2 | Faculty of Psychology | | Wydział Psychologii Additional internship 2 | n/a | n/a | 🛒 ⓘ | n/a | 🛒 ⓘ | ⓘ Course page → |
| 2500-EN-PS-CSP5-06 | Faculty of Psychology | | Wydział Psychologii Advances in Humanistic and Existential Therapy | n/a | 🛒 ⓘ | n/a | n/a | n/a | ⓘ Course page → |
| 2500-EN-PS-SB-09 | Faculty of Psychology | | Wydział Psychologii Assessment and Development Centre | n/a | 🛒 ⓘ | n/a | n/a | n/a | ⓘ Course page → |
| 2500-EN-PS-PZAW-POD | Faculty of Psychology | | Wydział Psychologii Basic internship | n/a | n/a | 🛒 ⓘ | n/a | 🛒 ⓘ | ⓘ Course page → |
| 2500-EN-PS-CS5-02 | Faculty of Psychology | | Wydział Psychologii Child and Adolescent Clinical Psychology | 🛒 ⓘ | n/a | n/a | 📎 🛒 ⓘ | n/a | ⓘ Course page → |

Course page contains syllabi and information about group/groups schedule
Before the registration it is necessary to check those information, to select the most interesting courses and avoid conflicts in the schedule during semester. During the registration it is recommended to pick groups as fast as possible.

## Academic Skills

Print syllabus →   ?

← go back to course search results

### General data

| | |
|---|---|
| Course ID: | 2500-EN-PS-OB1Z-1 |
| Erasmus code / ISCED: | (unknown) / (unknown) |
| Course title: | Academic Skills |
| Name in Polish: | Academic Skills |
| Organizational unit: | Faculty of Psychology |
| Course groups: | obligatory courses for 1 year |
| ECTS credit allocation (and other scores): | 4.00 ⓘ |
| Language: | English |
| Type of course: | obligatory courses |
| Short description: | The aim of the course is to give 1st-year international students of a taught MA in Psychology the necessary oral presentation skills and academic writing skills to structure and present their ideas effectively in English. |
| Learning outcomes: | Students will become familiar with and competent in the use of academic discourse in their particular field of study. After extensive practice, they will have a clear understanding of academic register, the importance of academic integrity and the basic rule of APA style. Receptive and productive skills in English will be enhanced and students will find a more fluent and effective style for presenting their ideas in the English language. |

### Classes in period "Winter semester 2023/24" (future)

| | |
|---|---|
| Time span: | 2023-10-01 - 2024-01-28 |
| Type of class: | Seminar, 30 hours    more information → |
| Coordinators: | (unknown) |
| Group instructors: | Renata Słowińska |
| Students list: | (inaccessible to you) |
| Examination: | Course - Grading<br>Seminar - Grading |

Choosen plan division:
○ this week
◉ course term

🔍 see course schedule

Before registering, check which year can access the course

| General data | |
|---|---|
| Course ID: | 2500-EN-PS-EAc6-01 |
| Erasmus code / ISCED: | 14.4 ⓘ / (0313) Psychology ⓘ |
| Course title: | Acculturation - the Psychology of Multicultural Societies |
| Name in Polish: | Acculturation - the Psychology of Multicultural Societies |
| Organizational unit: | Faculty of Psychology |
| Course groups: | (in Polish) Academic basket<br>(in Polish) electives for 3,4 and 5 year<br>Social Psychology basket |
| ECTS credit allocation (and other scores): | 4.00 ⓘ |
| Language: | English |
| Type of course: | elective courses |

| General data | |
|---|---|
| Course ID: | 2500-EN-PS-EAc-13 |
| Erasmus code / ISCED: | 14.4 ⓘ / (0313) Psychology ⓘ |
| Course title: | Key Studies in Psychology |
| Name in Polish: | Key Studies in Psychology |
| Organizational unit: | Faculty of Psychology |
| Course groups: | (in Polish) Academic basket<br>(in Polish) Elective courses<br>(in Polish) electives for 1st year |
| ECTS credit allocation (and other scores): | 3.00 ⓘ |
| Language: | English |
| Type of course: | elective courses |

# USOSweb - Aplications

Aplications are submitted through USOSweb system

| ≡ | NEWS | DIRECTORY | MY USOSWEB | STUDENT'S SECTION | STAFF SECTION | COMMON SECTION | GRADUATES SECTION |

**Applications**
Submit applications to the dean, view submitted applications and see the dean's decisions.
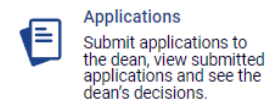
USOSweb collect information about all submitted applications and their status

During creation of application - In case of being a student of more than one program, you need to choose the correct program to send application to.

| Kod programu | Opis | Data przyjęcia | Status na programie | |
|---|---|---|---|---|
| SJ-PS | Psychologia, stacjonarne, jednolite magisterskie | | Student | wybierz i kontynuuj ⊞ |

Creating an application allow to choose from 21 predefined types. If the topic doesn't seem to fit in any, please select „other"

After receiving a reply it is critical to read the decision.
Often, the agreement is given under conditions.
If conditions aren't met – the decision will not be done.

# Registrations

Registration for courses organized by Faculty of Psychology are avalaible in USOSweb

NEWS    DIRECTORY    MY USOSWEB    **STUDENT'S SECTION**    STAFF SECTION    COMMON SECTION    GRADUATES SECTION
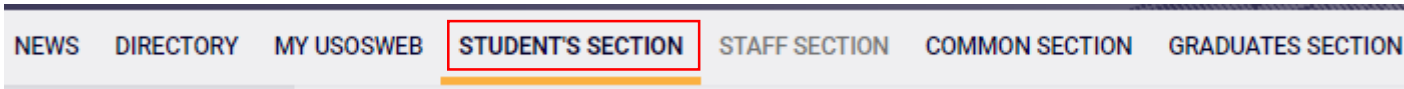
**Registrations**
Register for courses or examinations, see the current state of your registration cart.

Going to registrations page will show all accessible registrations.
During one semester you may have access to several registrations, for different groups of courses

## WISP Registration for Obligatory courses 2023Z - Winter Semester 2023/2024 [2500-EN-PS-23Z-OB]

| | | | | | |
|---|---|---|---|---|---|
| ✓ | closed<br>2023-05-30 20:00 - 2023-06-13 23:59 | Direct registration for groups - FCFS mode [description] | 1st | ▲ 🔁 📎 ✓ | |
| ✓ | closed<br>2023-06-20 20:00 - 2023-06-25 23:59 | Direct registration for groups - FCFS mode [description] | 2nd | ▲ 🔁 📎 ✓ | |
| ☐ | will start in **5 days**<br>2023-09-05 20:00 - 2023-09-10 23:59 | Direct registration for groups - FCFS mode [description] | 3rd | ▲ 🔁 📎 ✓ | → Go to registration |
| ☐ | will start in **19 days**<br>2023-09-19 20:00 - 2023-09-24 23:59 | Direct registration for groups - FCFS mode [description] | 4th | ▲ 🔁 📎 ✓ | |

→ Go to registration

If there are no required registrations – please report it to USOSWEB @ psych.uw.edu.pl,
In the e-mail: student ID number and information, which registration/courses are missing is required.

Registering for the groups is possible only during active rounds.



Click to go to to the courses and group available in the registration

Registration rounds schedule.
Registering for course is possible only in active round.

Registration type „first come first served".
During this registration the main criterium are free spots in group.
It is recommended to register as soon as possible

Group exchange – during open round, for switching group of the course (if there are open slots in the new group)

Po wejściu w odpowiednią rejestrację, wyświetli się lista dostępnych przedmiotów:



## Direct registration for class-groups
WISP Registration for Obligatory courses 2023Z - Winter Semester 2023/2024 [2500-EN-PS-23Z-OB]

← go back to the registration calendar

C refresh

Round will be open **in 5 days**
2023-09-05 20:00:00 - 2023-09-10 23:59:00

Showing elements **1..15** (out of 15)

| Course | Term | Classes | Actions |
|---|---|---|---|
| ⓘ Academic Skills [2500-EN-PS-OB1Z-1] | 2023Z | Seminar (2 groups) | |
| ⓘ Basic Psychological Skills [2500-EN-PS-OB1-1] | 2023Z | Class (3 groups) | |
| ⓘ Biological Bases of Behaviour I [2500-EN-PS-OB1Z-2] | 2023Z | Lecture (1 group) Seminar (2 groups) | |
| ⓘ Clinical Psychology and Psychopathology [2500-EN-PS-OB3Z-1] | 2023Z | Lecture (1 group) Seminar (2 groups) | |
| ⓘ Cognitive Psychology II [2500-EN-PS-OB2Z-4] | 2023Z | Lecture (1 group) | |

Term – academic year 2023/2024
2023Z – 1st semester
2023L – 2nd semester
2023 – 1&2 semester

Group(s) fulfillment state

Course available for registration

Information about course groups

Course name, direct link to Directory

Green basket icon – beginning of registration for selected course

In case of being assigned to more than one active programs, before registering to the group system will ask to which program course will be linked and accounted during promotion

**Default links**

Registration, in which you can participate, is in progress or will start soon. The registration requires to link the courses you register for to study programs. As you study at more than one program, you will need to select the program for each course. The need to make this decision can reduce your chance to successfully complete the registration during **Direct registration for groups**, where the order of applications matters. To avoid this, you can specify the default program of study in advance **here** .

Hide message

**Choose default linkage program**

◉ no default linkage program ⓘ

◯

◯ Psychology, full-time, long cycle programme

◯

Save

Chosen program is active until log out.
If the default linkage is not configured, system will ask to choose the program every time the new group is chosen.
This might have an impact during the registration with „first come first served" type.

After selecting a course, it is necessary to select a group, even if there is only one group in the course

| 10 | 0 | | 12 | 0 | brak | D | brak | SJ-MSMP , SJ-PRK-PS-MISH , **SJ-PS** ... | ○ | ← Available group |
| 11 | 0 | | 12 | 0 | brak | D | brak | SJ-MSMP , SJ-PRK-PS-MISH , **SJ-PS** ... | ○ | |
| 12 | 0 | | 12 | 0 | brak | W | brak | NWJ-PS ... | | ← Unavailable group |
| 13 | 0 | | 12 | 0 | brak | W | brak | NWJ-PS ... | | |

Rejestruj ← After selecting a group, confirmation is required

Succesfull registration is confirmed with a prompt

**Rejestracja na przedmioty obowiązkowe I rok (2022Z) [2500-REJESTR-I]**
Rejestracja na przedmioty obligatoryjne I rok BLOKI - semestr zimowy [2500-PL-2022Z-I-B]

✓ Pomyślnie zarejestrowano na przedmiot. Zostało dodane podpięcie pod program Psychologia, stacjonarne, jednolite magisterskie. Odśwież stronę

← wróć do listy przedmiotów

# Registration, removing groups

During open rounds, there might be an option to resign and sign off from group.
The option is enabled for each course individually, it is marked with an icon 🛒

| Przedmiot ▲ | Cykl dyd. | Zajęcia | Akcje |
|---|---|---|---|
| Rejestracja na przedmioty obowiązkowe I rok [2500-REJESTR-I] | 2022Z | Seminarium (24 grupy) ... | 🛒 → ☰ i |

After clicking and icon, confirmation is required

Komunikat ze strony usosweb.uw.edu.pl

Czy na pewno chcesz się wyrejestrować?

**OK**    Anuluj

Successful sign off is confirmed with a message

✓ Pomyślnie wyrejestrowano z przedmiotu. Odśwież stronę

## WARNING!!!

Removing a registration is final. It is possible to register back only if there are free spots in the group.
Removing registrations for obligatory courses may result in problems later during the year.
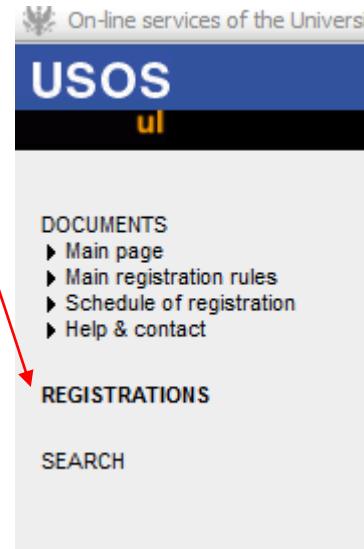
Registration is available on dedicated site - https://rejestracja.usos.uw.edu.pl/
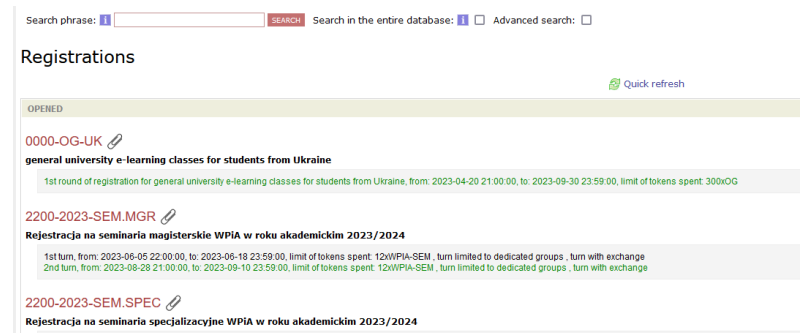
Login – same credential as USOSweb

Registrations link contain list of every configured registration (both active and future ones)

Opened – list of active registration.

For registration, every course requires a payment in tokens



Amount of tokens available is always visible in the „CART" (left side menu, after login)

Every student is granted a specified amount of tokens.
In case of problems with tokens – contact WISP office.

After selecting a registration, the list of courses groups will be displayed
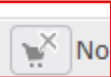
| Group code | |
|---|---|
| 0000-HUM-OG | General university courses in the humanities |
| 0000-OG | General university courses |
| 0000-SPOL-OG | General university courses in the social sciences |

After clicking a group name, list of assigned courses will be displayed.
Clicking name of course will display a list of groups.
To register, click an icon

## Kurs doskonalący znajomość języka polskiego jako obcego r

General data

| | No tokens. | |
|---|---|---|
| Course code: | 0508-KDJPB1-OG | |
| Course name: | Kurs doskonalący znajomość języka polskiego jako obcego na poziomie B1 | |
| Language of instruction: | Polish | |

# Faculty of Psychology courses - code

1  2  3

**2500-EN-PS-OB1Z-1 – Academic Skills**

1 - 2500 – Faculty of Psychology code.
2 - EN – language of the course
3 - PS - Psychology

1  2  3  4

**2500-EN-PS-OB1Z-1 – Academic Skills**

1 - OB – course type – obligatory
2 - 1/2/3/4 - rok studiów na którym obowiązuje dany przedmiot
3 - Z/L – term (Z- 1st semester, L- 2nd semester)
4 - 1,2 itd. – numer of the course

1  2  3  4

**2500-EN-PS-E(Ac/Ap)(x)-(number) - (title)**

1 - **E** – course type - elective
2 – **Ac** – academic, **Ap** - applied
3 - **x** – basket, elective group (optional)
4 – numer of the course

# Komunikacja e-mail

Every email sent to the faculty has to be sent from student mail or from a domain of UW

Every email needs an information:
- Student ID number
- Name and surname
- If problem is about courses, groups – please add course code and group number

One case = one e-mail

In case of longer discussions – do not remove text of previous email

USOSweb support:

USOSWEB @ psych.uw.edu.pl