# **USOSweb** - basics

Wydział Psychologii Uniwersytetu Warszawskiego 28.08.2024

### **USOSweb** - login

URL: usosweb.uw.edu.pl

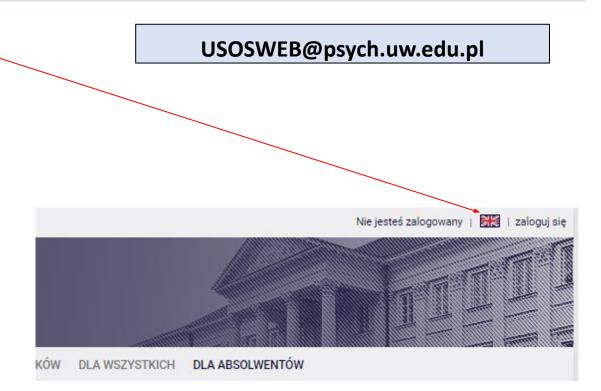
Login – pesel number or "faked" pesel number received from the MISP office + password coppied from IRK

Password reset: "forgotten password" link, using an e-mail assigned to USOS account - ...@student.uw.edu.pl

Change between polish and english version



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



### **USOSweb** - data migration

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

Data migration take 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 occur is critical.

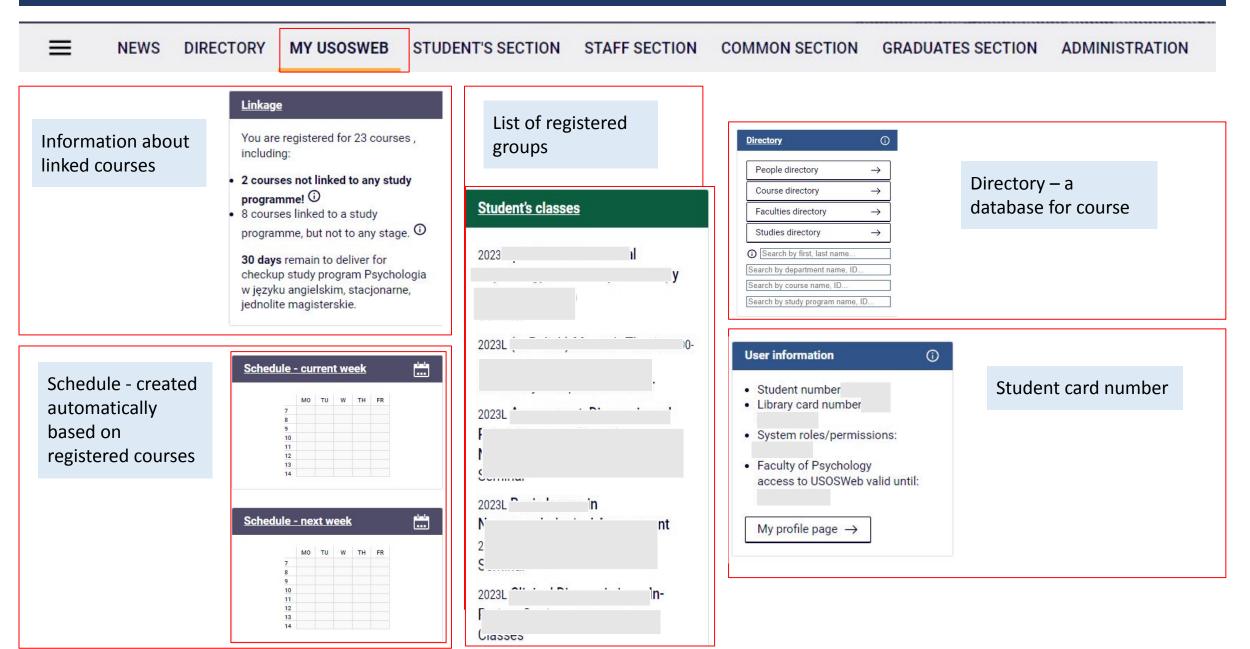
### USOSweb - problems, errors

All information in USOSweb need to be verified often.

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

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

### USOSweb - main page



### **USOSweb** - **Directory**

Information about courses organized by every Faculty of University of Warsaw.

Searching via course name or code.

Information if the course is available in current semester.

Redirect to course homepage with syllabi.

Uni	iversity of Warsaw	c	् Your query:								
	USOSWEB STUDENT STAFF SECTION COMMON SECTION GRADUATES SECTION	2	2500-en-ps							Sea	rch again
QUICK START	Directory (?	Show	v course groups in separate co v brief course description unde v terms and registration carts	er each row	about regis	tration and	classes		G	D	Change settings
STUDENTS AND STAFF	Q. <u>People search</u>	I	Elements 130 of 12		w options				_		
FACULTIES	Search by first, last name     Search	Course code	Department Course _ name title	Department Course name in title in	Key 🛈						Actions
COURSES		2500-		Polish Polish	2022Z	2022L	2022	2023Z	2023		
STUDIES	Q Faculty search	EN-PS- PZAW-	Faculty of Psychology	Wydział Psychologii Additional internship 1	n/a	n/a	l× i	n/a	<b>∖×</b> i	0	Course page $\rightarrow$
DORMITORIES	Search by department name, ID Search	DOD1		Additional internation							
HELP	Q. <u>Course search</u> Search by course name, ID	2500- EN-PS- PZAW- DOD2	Faculty of Psychology	Wydział Psychologii Additional internship 2	n/a	n/a	<b>]×</b> ₁i	n/a	Ì¥, i	0	Course page $\rightarrow$
	Search by course name, ID Search	2500- EN-PS- CSP5- 06	Faculty of Psychology	Wydział Psychologii Advances in Humanistic and Existential Therapy	n/a	Ì¥, i	n/a	n/a	n/a	0	Course page $\rightarrow$
	Search by study program name, ID Search	2500- EN-PS- SB-09	Faculty of Psychology	Wydział Psychologii Assessment and Development Centre	n/a	<b>∖×</b> i	n/a	n/a	n/a	0	Course page $\rightarrow$
	Information on dormitories $\rightarrow$	2500- EN-PS- PZAW- POD	Faculty of Psychology	Wydział Psychologii Basic internship	n/a	n/a	<b>]×</b> i	n/a	Ì¥, i	0	Course page $\rightarrow$
		2500- EN-PS- CS5-02	Faculty of Psychology	Wydział Psychologii Child and Adolescent Clinical Psychology	Ì¥, i	n/a	n/a	∂ }≭, i	n/a	0	Course page $\rightarrow$

### Search results

### Syllabus

General data				Class				
Course ID:	2500-EN-PS-0	DB1Z-1		Place				
Erasmus code / ISCED:	(unknown) / (un	(unknown) / (unknown)						
Course title:	Academic Sk							
Name in Polish:	Academic Sk							
Organizational unit:	Faculty of Ps							
Course groups:	obligatory co	urses for 1 year		1.000				
ECTS credit allocation (and other scores):	4.00 (i)		Asses and a criter					
Language:	English							
Type of course:	obligatory co							
Short description:		the course is to give 1st-year international students of a taught MA in Psychology the oral presentation skills and academic writing skills to structure and present their ideas n English.						
Learning outcomes:	of study. Afte importance o	become familiar with and competent in the use of academic discourse in their particular field or extensive practice, they will have a clear understanding of academic register, the f academic integrity and the basic rule of APA style. Receptive and productive skills in English ced and students will find a more fluent and effective style for presenting their ideas in the lage.						
	Full description:	This course is intended to introduce students to the most essential academic skills of oral p academic writing in psychology. It is designed, so that it should appeal both to students who writing, and to those who are eager to improve their skill even further. First, we will cover the academic writing, with the aim of developing both conceptual and linguistic clarity. Second, presentations, from idea building, through visual techniques, to managing stress. Throughou students will be working on their individual essay topic. They will complete a number of in-c assignments in the process, culminating in the submission of the essay and the final present	o struggle with essay principles of we will focus on oral ut the semester, lass and homework	List o				
Bibliography:		<ul> <li>Some useful texts and online resources:</li> <li>- Anderson, C. (2017) TED talks: the official TED guide to public speaking. London: Nicola Brealey Publishing.</li> <li>-Bailey, S. (2003). Academic writing. A practical guide for students. London: Routledge Falmer.</li> <li>- Pinker, S. (2014). The sense of style: The thinking person's guide to writing in the 21st century. New York: Viking.</li> <li>- Fulwiler, T. (2002). College Writing : A Personal Approach to Academic Writing . Portsmouth: Boynton Publishers.</li> <li>- https://owl.purdue.edu/</li> <li>- https://simplypsychology.org/psychology-essay.html</li> </ul>						

Class hours:	30
Places limit:	(no limit)
aliczenie:	Grading
Assessment methods and assessment priteria:	Assessment methods and criteria Points for the course are awarded as follows: a) Participation/preparation/class assignments 30% b) Presentation 30% c) Academic essay (1500 words) 40% Attendance rules 2 unexcused absences and 2 more excused absences are allowed per term. Exceeding this limit will result in a student failing the course. Academic honesty Students must respect the principles of academic integrity. Cheating and plagiarism (including copying work from other students, internet or other sources) are serious violations that are punishable and instructors are required to report all cases to the administration.
ist of topics:	<ol> <li>Course introduction. Do we still need to develop writing and presentation skills in the era of modern Al?</li> <li>Essay writing- introduction. The structure of an academic essay.</li> <li>Getting started: selecting the essay topic/ understanding the question; command terms; conducting research.</li> <li>The power of the paragraph: on coherence and relevance.</li> <li>The Academic register and improving writing style. Techniques of proofreading and editing.</li> <li>Critical thinking: analysis and synthesis. Expressing opinions.</li> <li>Creativity: is it useful in science communication?</li> <li>Avoiding plagiarism. Summarizing, paraphrasing, quoting.</li> <li>APA referencing.</li> <li>Empirical paper vs. academic essay.</li> <li>Presentations. Idea building: from throughline to structure.</li> <li>Presentation skills: on formatting, presentation tools and managing stress.</li> <li>Practice presentations.</li> </ol>

### **USOSweb** - directory

Course page contain 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.

Classes in pe	riod "Winter semester 2024/25" (f	uture)							
Time span:	2024-10-01 - 2025-01-26								
Type of class:	Seminar, 30 hours more inform	nation $\rightarrow$	Ì×, i						
Coordinators:	(unknown)				timetable ı	ange:			
Group instructors:	Renata Słowińska		weekly     course term     Mo TU W TH FR					R	
Students list:	(inaccessible to you)		7 8 9		SEM				
Examination:	Course - Grading Seminar - Grading		10 SEM						
		s groups his on class schedule → Timeframe(s)			Lecturers		Places ①	Actions	
	1	every Tuesday, 8:30 - 10:00,	room	405	Renata Słowińska		0/23	details	
	2	every Tuesday, 10:15 - 11:45	5, room 405 Renata Słowińska			lowińska	0/23	details	
		tures are taking place in this b ing and Learning Facility – 5/7			et			L	

Course:	Academic Skills [2500-EN-PS-OB1Z-1]
Class:	Winter semester 2024/25 [2024Z] (future) Seminar [SEM], group no.1 [other groups]
Time and location: 🛈	every Tuesday, 8:30 - 10:00 room 405 Teaching and Learning Facility – 5/7 Stawki Street what is the address?
All dates: ()	2024-10-01 08:30 : 10:00 room 405 (in Polish) Budynek Dydaktyczny - Stawki 5/7 2024-10-08 08:30 : 10:00 room 405 (in Polish) Budynek Dydaktyczny - Stawki 5/7 2024-10-15 08:30 : 10:00 room 405 (in Polish) Budynek Dydaktyczny - Stawki 5/7 2024-10-22 08:30 : 10:00 room 405 (in Polish) Budynek Dydaktyczny - Stawki 5/7 2024-10-29 08:30 : 10:00 room 405 (in Polish) Budynek Dydaktyczny - Stawki 5/7 2024-11-05 08:30 : 10:00 room 405 (in Polish) Budynek Dydaktyczny - Stawki 5/7 2024-11-12 08:30 : 10:00 room 405 (in Polish) Budynek Dydaktyczny - Stawki 5/7 2024-11-12 08:30 : 10:00 room 405 (in Polish) Budynek Dydaktyczny - Stawki 5/7 2024-11-19 08:30 : 10:00 room 405 (in Polish) Budynek Dydaktyczny - Stawki 5/7 2024-11-26 08:30 : 10:00 room 405 (in Polish) Budynek Dydaktyczny - Stawki 5/7 2024-12-03 08:30 : 10:00 room 405 (in Polish) Budynek Dydaktyczny - Stawki 5/7 2024-12-10 08:30 : 10:00 room 405 (in Polish) Budynek Dydaktyczny - Stawki 5/7 2024-12-10 08:30 : 10:00 room 405 (in Polish) Budynek Dydaktyczny - Stawki 5/7 2024-12-17 08:30 : 10:00 room 405 (in Polish) Budynek Dydaktyczny - Stawki 5/7 2025-01-70 7 08:30 : 10:00 room 405 (in Polish) Budynek Dydaktyczny - Stawki 5/7 2025-01-14 08:30 : 10:00 room 405 (in Polish) Budynek Dydaktyczny - Stawki 5/7 2025-01-14 08:30 : 10:00 room 405 (in Polish) Budynek Dydaktyczny - Stawki 5/7 2025-01-14 08:30 : 10:00 room 405 (in Polish) Budynek Dydaktyczny - Stawki 5/7 2025-01-12 08:30 : 10:00 room 405 (in Polish) Budynek Dydaktyczny - Stawki 5/7
Number of students:	0
Places available:	23
Examination:	Grading
Lecturer:	Renata Słowińska

### USOSweb - directory

### Before registering, check which year can access the course

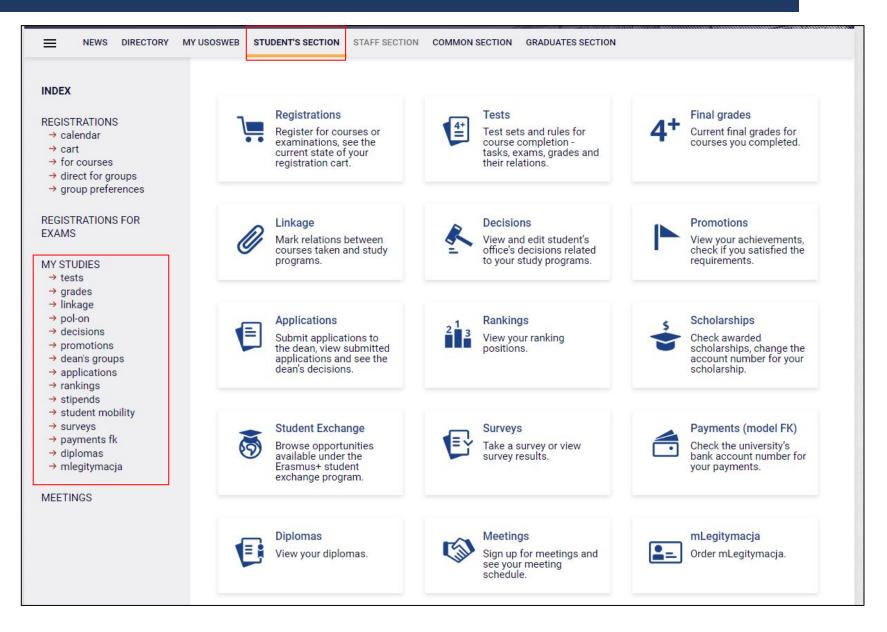
Course ID:	2500-EN-PS-EAc6-01
Erasmus code / ISCED:	14.4 <sup>(1)</sup> / (0313) Psychology <sup>(1)</sup>
Course title:	Acculturation - the Psychology of Multicultural Societies
Name in Polish:	Acculturation - the Psychology of Multicultural Societies
Organizational unit:	Faculty of Psychology
Course groups:	(in Polish) Academic basket (in Polish) electives for 3,4 and 5 year Social Psychology basket
ECTS credit allocation (and other scores):	4.00 ①
Language:	English
Type of course:	elective courses

General data	
Course ID:	2500-EN-PS-EAc-13
Erasmus code / ISCED:	14.4 0 / (0313) Psychology 0
Course title:	Key Studies in Psychology
Name in Polish:	Key Studies in Psychology
Organizational unit:	Faculty of Psychology
Course groups:	(in Polish) Academic basket (in Polish) Elective courses (in Polish) electives for 1st year
ECTS credit allocation (and other scores):	3.00 ①
Language:	English
Type of course:	elective courses

### The basic tools for obtaining information about the course of studies

# Functionality (among others)

- applications
- registrations
- connections
- settlement of stages
- course catalog
- class schedule
- grades
- scholarships



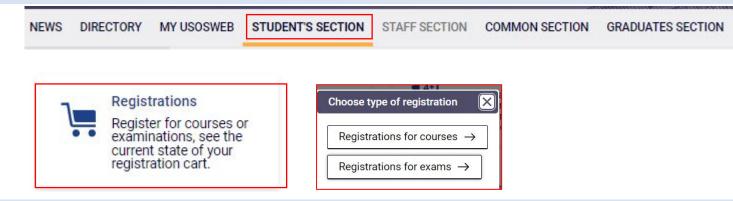
Applications									
Applications are submitted through USOSweb system									
	ENT'S SECTION STAFF SECTION COMMON SECTION GRADUATES SECTION								
USOSweb collect information abou	at all submitted applications and their status								
During creation of application - In case of being a student of more than one program, you need to choose the correct program to send application to. Choose the study program									
	Program: Applied Linguistics, full-time, BA programme [S1-PRK-LS-1]         Admission date         Status of the study program Student								
	Program: Psychology Studies in English, full-time [SJ-PS-ANG]         Admission date         Status of the study program Student								

Creating an application allow to choose from 21 predefined type. 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 done.

### Registrations

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



Going to registrations page will show all accessible registrations.

During one semester you may have access to several registrations, for different groups of courses

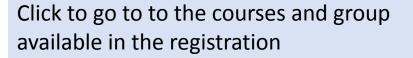
WISP Registration for Obligatory courses 2024Z - Winter Semester 2024/2025 [2500-EN-PS-24Z-OB]

will start in <b>8 days</b> 2024-09-03 20:00 - 2024-09-15 23:59	Direct registration for groups - FCFS mode [description]	1st	▲ 🖉 🖉 🗸	→ Go to registration
will start in <b>22 days</b> 2024-09-17 20:00 - 2024-09-29 23:59	Direct registration for groups - FCFS mode [description]	2nd	▲ ∅ ∅ ✓	

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

### Registration – list of available registrations

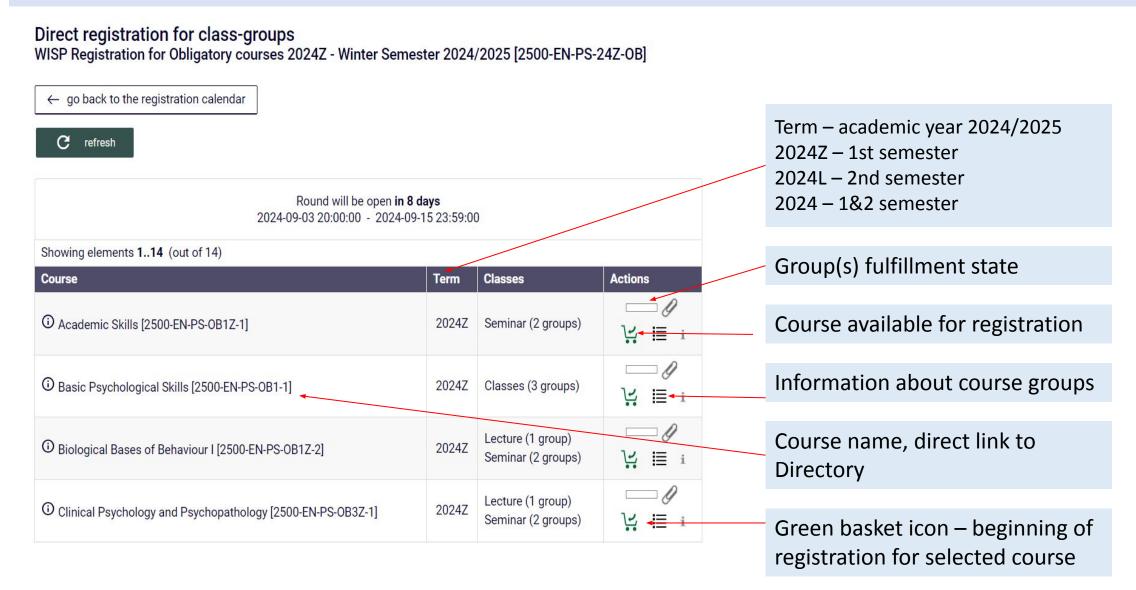
Registering for the groups is possible only during active rounds.



	will start in <b>8 days</b> 2024-09-03 20:00 - 2024-09-15 23:59			3:59	Direct registration for groups - FCFS mode [description]		1st	▲ 🛛 🖉 ✓	$\rightarrow$ Go to registration	
C	2024		in <b>22 days</b> - 2024-09-29 23	3:59	Direct registration for groups - FCFS [description]	2nd	▲ ∅ ∅ ✓			
					Registration type "first come first			Group excha	nge – during open round,	
Regi	stratio	on rounds	1		served".			•	group of the course (if	
U	schedule.				During this registration the main			there are open slots in the new		
Registering for course is			se is		criterium are free spots in group.			group)		
possible only in active round.					It is recommended to register as					
•		•			soon as possible					

### Registration

After entering the appropriate registration, a list of available items will be displayed:



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.

### Choose default linkage program

● no default linkage program ④

O Psychology, full-time, long cycle programme

0

친구님이 잘 잘 하는 것 같아요. 정말 것이 가지 않는 것 것 같아요. 한 것 같아요. 것 같아.

### Save

Chosen program is active until log out.

Hide message

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 , <b>SJ-PS</b>	0	- Available group
11	0	12	0	brak	D	brak	SJ-MSMP , SJ-PRK-PS-MISH , SJ-PS	0	
12	0	12	0	brak	W	brak	NWJ-PS	-	– Unavailable group
13	0	12	0	brak	W	brak	NWJ-PS		
			-						
									After colocting a group, confirmation is

Rejestruj

### Successful 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

### Deregistration, 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  $\frac{1}{2}$ 

Przedmiot 🔺	Cykl dyd.	Zajęcia	Akcje
Rejestracja na przedmioty obowiązkowe I rok [2500-REJESTR-I]	2022Z	Seminarium (24 grupy) 🛄	

## After clicking and icon, confirmation is required Komunikat ze strony usosweb.uw.edu.pl Czy na pewno chcesz się wyrejestrować?

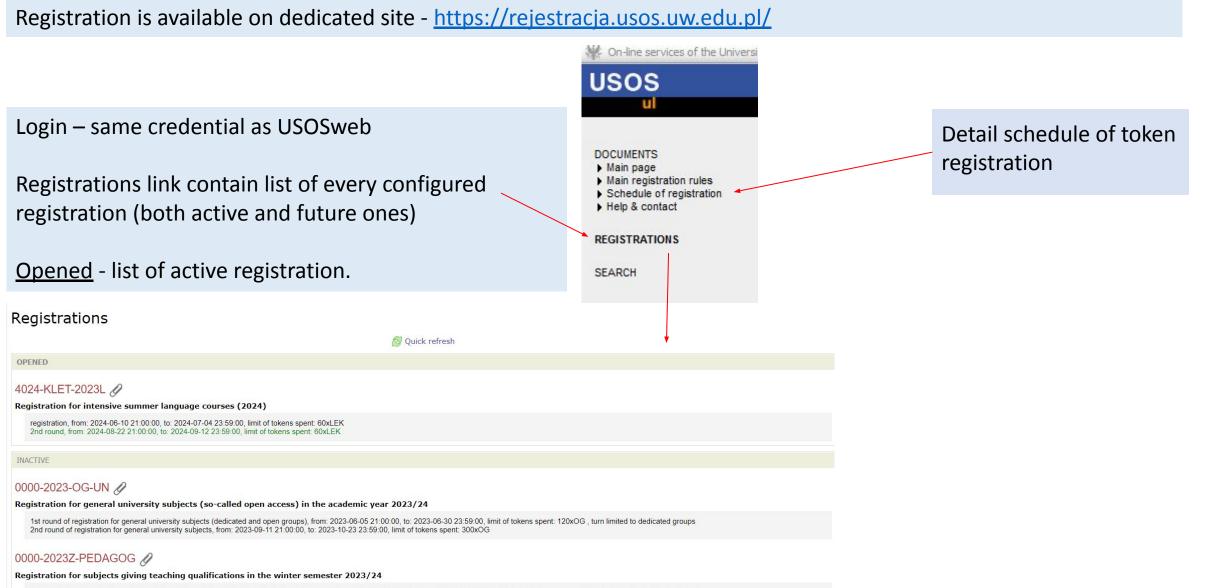
### Successful sign off is confirmed with a message



### 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



1st round of registration for subjects giving pedagogical qualifications (to dedicated groups), from: 2023-06-01 21:00:00, to: 2023-06-30 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: 2023-09-07 21:00:00, to: 2023-10-02 23:59:00, limit of tokens spent: 270xPED, turn limited to dedicated groups 3nd round of registration for subjects giving pedagogical qualifications, from: 2023-10-03 21:00:00, to: 2023-10-23 25:59:00, limit of tokens spent: 270xPED, turn limited to dedicated groups 3nd round of registration for subjects giving pedagogical qualifications, from: 2023-10-03 21:00:00, to: 2023-10-23 25:59:00, limit of tokens spent: 270xPED

### Registration for PE, language courses and general university courses (OGUN)

### For registration, every course require a payment in tokens

Registration not active.	
Course code:	3201-WTW-OG
Course name:	Introduction to eTwinning - training teachers to international cooperation at primary level
Language of instruction:	English
Term:	Winter semester 2023/24
Type of course:	Seminar
Number of hours:	30
ECTS credits:	3
Instructor:	dr hab. Elżbieta Gajek prof. ucz.
Time:	Tuesday 16:45-18:15
Price:	30 tokens of type OG
Admission places (registered/limit):	17/30

Amount of token 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.

DOCUMENTS Main page Main registration rules Schedule of registration Heip & contact REGISTRATIONS SEARCH	Your cart Here you will find information about your registrations, tokens spent to register and programmes linked to courses. 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.	
COURSES CONDUCTED	Tokens	
PAYMENTS	Token type     Remaining []     Spent []     Purchased     Granted	
EXCHANGE	E6Z-JO     I       LEK     I       OG     I       WFLA-SPEC     I	

### 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

### WISP courses - codes

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

- 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. number of the course

# $\frac{1}{2} \frac{3}{4} = \frac{4}{2500-EN-PS-E(Ac/Ap)(x)-(number)} - (title)$

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

### **Email communication**

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

Every email need 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