

Student applications in USOSweb


To go to the **Applications** module after logging in to USOSweb, click **STUDENT'S SECTION - Applications**

The screenshot shows the USOSweb interface for Jagiellonian University in Kraków. The top navigation bar includes 'NEWS', 'DIRECTORY', 'MYUSOSWEB', 'STUDENT'S SECTION', 'STAFF SECTION', 'COMMON SECTION', 'ADMIN', and 'CONTACT'. The 'STUDENT'S SECTION' is currently selected. On the left sidebar, there are several menu categories: INTRODUCTION, STAFF, REGISTRATIONS (with sub-items like calendar, cart, for courses, direct for groups, group preferences), REGISTRATIONS FOR EXAMS, TOKEN REGISTRATIONS, MY STUDIES (with sub-items like tests, grades, linkage, declaration, POL-on, decisions, promotions, dean's groups, applications, rankings, stipends, student mobility, surveys, payments2, payments, diplomas, obligations, mLegitymacja), MEETINGS, and UJ E-MAIL ACTIVATION. The main content area displays a grid of application modules, each with an icon and a brief description. The 'Applications' module, which includes the text 'Submit applications to the dean, view submitted applications and see the dean's decisions...', is highlighted with an orange border. Other modules include Registrations, Tests, Final grades, Linkage, Decisions, Promotions, Rankings, Scholarships, Student Exchange, Surveys, Diplomas, and Meetings. At the bottom of the page, there is a footer with the text 'University Study-Oriented System - USOSweb 6.6.0.0 (2016-07-14) - contact'.

To apply click **submit a new application**

Applications



 [submit a new application](#)

List of submitted applications


Items 1..2 of 2 <input type="checkbox"/> SHOW OPTIONS				
Study program and stage	Subject ▲▼	Submission date ▲▼	Decision date ▲▼	Options
Electronic Information Processing First year, Electronic Information Processing/2020/2021 academic year	Application for transfer and acknowledgement of ects credits	2021-02-09 21:35:11	no reply	details
Electronic Information Processing First year, Electronic Information Processing/2020/2021 academic year	Application for transfer and acknowledgement of ects credits	2021-02-09 14:48:15	no reply	details

If you are studying more than one study program, choose the one to which you will apply – click **choose and continue**

New application



Choose the study program

 Select a study program related to the application you want to submit.

Program code	Description	Admission date	Status of the study program	
WZKS-0123-1SO	Electronic Information Processing	2020-10-01	Student	choose and continue
WZKS-0200-2SO	(in Polish) Zarządzanie mediami i reklamą, stacjonarne drugiego stopnia	2020-10-01	Student	choose and continue
WZKS-0202-2NO	(in Polish) Finanse i controlling, niestacjonarne drugiego stopnia	2020-10-01	Student	choose and continue
WZKS-069-2-MD-10	(in Polish) Neuropsychologia i neurokognitywistyka, stacjonarne jednolite magisterskie	2020-10-01	Student	choose and continue

A list of the available application types will appear. Just before submitting the application, read carefully the description in **the Information section**, which contains the requirements necessary for the case to be considered by the secretary, director or dean.

To apply click **complete the application**

New application ?

Study program: Electronic Information Processing [WZKS-0123-1SO]

Choose the application type

Application type	Components included
1. Application for transfer and acknowledgement of ects credits	<i>justification</i>
<p>Pursuant to § 11 of the Regulations for Study, <i>Upon a student's motion dean may agree to transfer and acknowledge ECTS credits within the period of five years from the date of passing a course. In such case also grades are transferred, both positive and negative. The provisions of § 5 shall apply. A condition for transferring ECTS credits against credits assigned to classes and practice determined in a study programme shall be verification of correspondence of the obtained learning outcomes. Detailed conditions and procedures for transfer and acknowledgement of ECTS credits may be defined by the Faculty Council in consultation with the self-governing students organisation.</i></p> <p>Important:The request must be accompanied by the following documents:</p> <ul style="list-style-type: none">• Documentation of progress in following the programme under which a given course was passed;• Course syllabus. <p>The request shall not be accepted without the attachments specified above.</p> <p>Fill the form</p>	
2. Request for advance registration (registration for the next year of studies in the same academic year)	<i>justification</i>
<p>Pursuant to § 9 (4) of the Regulations for Study <i>Upon student's request dean may agree to advance registration. In such case student is obliged to pass this year till the end of academic year in which student was granted an advance registration.</i></p> <p>Fill the form</p>	
3. Motion for recognising failure in sitting an exam as justified	<i>justification</i>
<p>Pursuant to § 12 (11) of the Regulations for Study, <i>Upon student's reasoned motion, filed within 7 days from the scheduled exam date, dean may recognise failure in sitting an exam as justified and determine – in consultation with person conducting classes – additional exam date, not later than till the end of a given academic year; the above applies as well to repeat exam. Restitution of additional exam date is not allowed.</i></p> <p>Important:The motion must be submitted within seven (7) days from the scheduled examination date.</p> <p>The motion must be accompanied by a document evidencing the student's inability to sit the exam.</p> <p>Without the document referred to above, the motion shall not be accepted.</p> <p>Fill the form</p>	

Enter **the content of the application** in the text field

Start entering the content of the application by clicking **Insert Application Template** and then completing the missing elements in the template and removing unnecessary

New application



Study program: Electronic Information Processing [WZKS-0123-1SO]

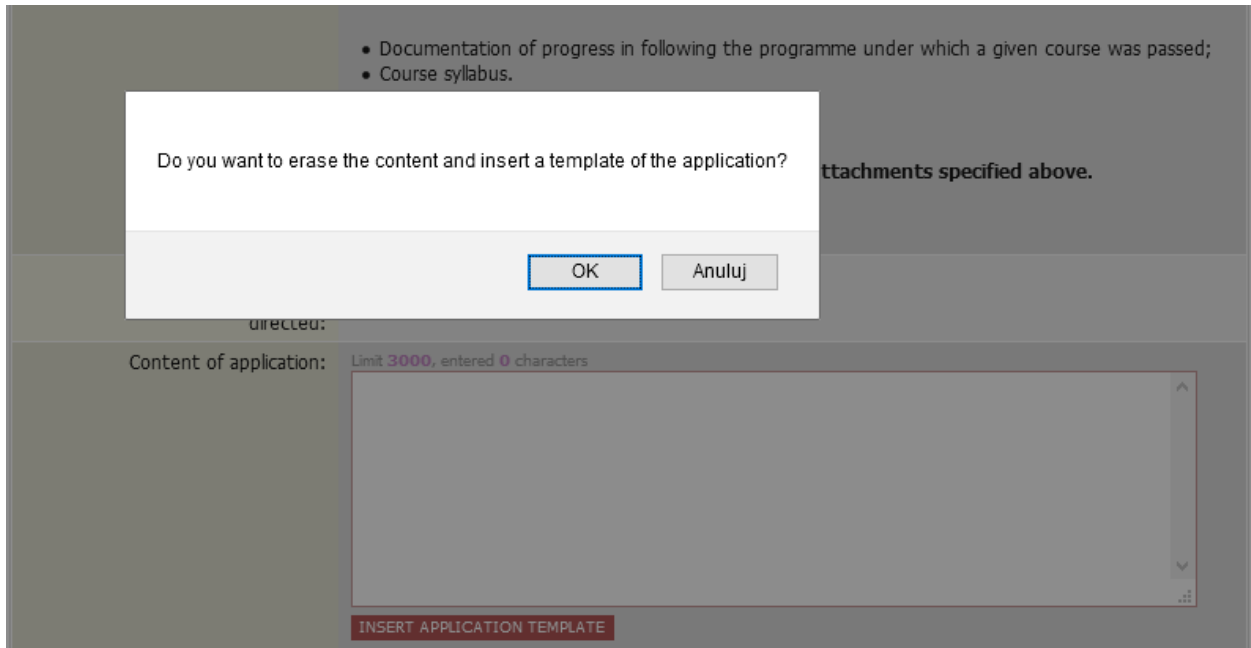
Edit your application



Fill out the form and press the *next* button on the bottom of the page.

Application type:	Application for transfer and acknowledgement of ects credits
Additional information:	<p>Pursuant to § 11 of the Regulations for Study, <i>Upon a student's motion dean may agree to transfer and acknowledge ECTS credits within the period of five years from the date of passing a course. In such case also grades are transferred, both positive and negative. The provisions of § 5 shall apply. A condition for transferring ECTS credits against credits assigned to classes and practice determined in a study programme shall be verification of correspondence of the obtained learning outcomes. Detailed conditions and procedures for transfer and acknowledgement of ECTS credits may be defined by the Faculty Council in consultation with the self-governing students organisation.</i></p> <p>Important:The request must be accompanied by the following documents:</p> <ul style="list-style-type: none">• Documentation of progress in following the programme under which a given course was passed;• Course syllabus. <p>The request shall not be accepted without the attachments specified above.</p>
Student's office to which application is directed:	Chair of Computer Linguistics [UJ.WZ.KLK]
Content of application:	<p>Limit 3000, entered 0 characters</p> <div style="border: 1px solid gray; padding: 10px; min-height: 100px;"><p style="text-align: center; color: red;">textbox</p></div> <p>INSERT APPLICATION TEMPLATE</p>
Attachments:	<p>You may only attach PDF documents. Maximum attachment size: 10.00 MiB Maximum number of attachments: 10 Minimum number of attachments: 2</p> <p>ATTACH A FILE</p>
NEXT	
<p style="color: red;">Content of application is required. Attach the required number of files. (0/2)</p>	

After clicking **insert application template**, the system makes sure whether you want to replace the content of the text field with the content of the template



Expressing consent fills the text field with the content of the template and the number of required attachments is indicated in red at the bottom of the form without the system will not go **Further**

Student's office to which application is directed:	Chair of Computer Linguistics [UJ.WZ.KLK]
Content of application:	<p>Limit 3000, entered 0 characters</p> <p>Pursuant to § 11.2 of the Regulations for First-Cycle, Second-Cycle and Long-Cycle Programmes of Study at the Jagiellonian University (adopted by the Senate of the Jagiellonian University by Resolution No. 25/IV/2019, as amended), I hereby apply for the transfer and acknowledgement of the ECTS credits earned following the passing of the course in the academic year 20...../.....</p> <p>I have passed the course referred to above:</p> <ul style="list-style-type: none"> - while participating in a student exchange programme to which the University is a party - in another field of study or specialisation - in another university - in the same field of study or specialisation before resuming studies - in the same field of study or specialisation before re-admission <p>INSERT APPLICATION TEMPLATE</p>
Attachments:	<p>You may only attach PDF documents. Maximum attachment size: 10.00 MiB Maximum number of attachments: 10 Minimum number of attachments: 2</p> <p>ATTACH A FILE</p>

Attached files must be in pdf format and exactly described in the field next to the file name. The number of attached files may not be less than that required by the application

Attachments:	You may only attach PDF documents. Maximum attachment size: 10.00 MiB Maximum number of attachments: 10 Minimum number of attachments: 2
	ATTACH A FILE
	1. attachments-1.pdf 0.07 MiB <input type="text" value="Course syllabus"/> DELETE
	2. attachments-2.pdf 0.07 MiB <input type="text" value="Opinion of the course coordinator"/> DELETE
NEXT	

The edition is completed after clicking **NEXT** and displaying the summary of the submitted application

After checking the correctness of content of the application and the number of attachments, you can click **CONFIRM** or **RETURN TO EDITING**

I want to receive email confirmation of the application **i**

Remember!

By confirming the application you declare that you are aware of the liability arising out of provision of data that does not correspond to the actual situation.

SUBMIT **GO BACK TO EDITING**

Selecting **CONFIRM** displays a message

Clicking **Cancel** withdraws from submitting the application, clicking **OK** results in submitting the application and sending an e-mail notification to the student's account and displaying the following information:

Do you want to submit the application? It cannot be changed or deleted. Warned about disciplinary responsibility based on the Art. 307 of the Act of 20 July 2018 – Law on Higher Education and Science, Dziennik Ustaw (Journal of Laws) from 2020 item 85 as amended, "A student shall be subject to disciplinary liability for any breach of the regulations applicable in a higher education institution and for any act which offends the dignity of the student – by confirming the application you declare that the information presented in the application above correspond to the actual situation.

OK **Anuluj**

The application is automatically added to the list of submitted applications with the filing date.

Application has been submitted



Application has been submitted. Decision can be found in the list of submitted applications, available through the link on the left menu. You can also print any application from the list of submitted applications.

To check the details of application, click on **details**

Applications



submit a new application

List of submitted applications

Study program and stage	Subject ▲▼	Submission date ▲▼	Decision date ▲▼	Options
Electronic Information Processing First year, Electronic Information Processing/2020/2021 academic year	Application for transfer and acknowledgement of ects credits	2021-02-09 21:35:11	no reply	details
Electronic Information Processing First year, Electronic Information Processing/2020/2021 academic year	Application for transfer and acknowledgement of ects credits	2021-02-09 14:48:15	no reply	details

CAUTION:

The application submitted to USOSweb is visible by the secretary's office / dean's office only after the synchronization of the USOSweb with the main USOS database (every morning).

The answer given by the Director / Dean on a given day will appear in USOSweb after the next data synchronization.

Reply to the application

In the Application module there is a list of all submitted applications with the possibility of printing them, with the dates of their submission, consideration and **details**.

No date of consideration of the application with the entry "no answer" means:

Answer



The considered application shows the "decision date", and "the answer of the dean / director" with details.

→ [Print application](#)

Answer

Decision date:	2021-02-10 12:37
Student's decision acknowledgement date:	2021-02-10 14:37:05
Answer	Zgadzam się 10.02.2021 12:37:26 - mgr [redacted] rozpatrzył podanie.
	Justification of the answer: zgodnie z regulaminem wyrażam zgodę

Student's application

Student's name:	[redacted]
Application type:	Application for transfer and acknowledgement of ects credits
Submission date:	2021-02-09 14:48
Application subject:	Application for transfer and acknowledgement of ects credits
Program stage:	First year, Electronic Information Processing/2020/2021 academic year
Student's office to which application is directed:	Chair of Computer Linguistics [UJ.WZ.KŁK]
	Request/Justification: <i>Pursuant to § 11.2 of the Regulations for First-Cycle, Second-Cycle and Long-Cycle Programmes of Study at the Jagiellonian University (adopted by the Senate of the Jagiellonian University by Resolution No. 25/IV/2019, as amended), I hereby apply for the transfer and acknowledgement of the ECTS credits earned following the passing of the course in the academic year 20...../.....</i> <i>I have passed the course referred to above:</i> <i>- while participating in a student exchange programme to which the University is a party</i> <i>- in another field of study or specialisation</i> <i>- in another university</i> <i>- in the same field of study or specialisation before resuming studies</i> <i>- in the same field of study or specialisation before re-admission</i> <i>Please find attached to my request:</i> <i>- Documentation of progress in following the programme under which a given course was passed; documentation of the course of a degree programme</i> <i>- Course syllabus;</i> <i>- Opinion of the course coordinator (optional).</i> <i>* Delete as appropriate.</i>
Attachments:	1. 85037_DYR-ECTS-PON5_1 0.41 MiB attachment first 2. 85037_DYR-ECTS-PON5_2 1.77 MiB attachment second

If the application has deficiencies, which were described in **detail** in the initial information, it will be sent to the student with a note to supplement the non-compliance and **fill in a new application**

Applications



submit a new application

List of submitted applications

Items 1..5 of 5 <input type="checkbox"/> SHOW OPTIONS				
Study program and stage	Subject ▲▼	Submission date ▲▼	Decision date ▲▼	Options
(in Polish) Zarządzanie mediami i reklama, stacjonarne drugiego stopnia /2020/2021 academic year	Request for electronic student card duplicate	2021-02-10 14:12:53	no reply	details
Electronic Information Processing First year, Electronic Information Processing/2020/2021 academic year	Application for transfer and acknowledgement of ects credits	2021-02-10 12:24:08	no reply	details
Electronic Information Processing First year, Electronic Information Processing/2020/2021 academic year	Application for transfer and acknowledgement of ects credits	2021-02-10 09:45:56	no reply	details
Electronic Information Processing First year, Electronic Information Processing/2020/2021 academic year	Application for transfer and acknowledgement of ects credits	2021-02-09 21:35:11	2021-02-10 11:30:37 Answer: Podanie zawiera braki - złóż ponownie kompletny wniosek 10.02.2021 11:30:37 - mgr [redacted] wysłał informację o brakach w podaniu i konieczności uzupełnienia braków.	details
Electronic Information Processing First year, Electronic Information Processing/2020/2021 academic year	Application for transfer and acknowledgement of ects credits	2021-02-09 14:48:15	2021-02-10 12:37:26 Answer: Zgadzam się 10.02.2021 12:37:26 - mgr [redacted] rozpatrzył podanie.	details

The returned application will contain the **date of consideration** with **details** of the problem and the case number, which should be added to the header of the new application in the form:

In response to procedural errors of application in No.

List of applications in USOSweb:

1. NOTICE OF STUDENT'S LEAVE OF ABSENCE
2. NOTICE OF TRANSFER TO ANOTHER UNIVERSITY
3. NOTICE OF WITHDRAWAL FROM A DECLARED COURSE DUE TO CHANGE OF CLASS SCHEDULE
4. REQUEST FOR ADVANCE REGISTRATION (REGISTRATION FOR THE NEXT YEAR OF STUDIES IN THE SAME ACADEMIC YEAR)
5. REQUEST FOR COMMISSION EXAMINATION
6. MOTION FOR DEAN'S LEAVE
7. MOTION FOR RECOGNISING FAILURE IN SITTING AN EXAM AS JUSTIFIED
8. REQUEST FOR CONDITIONAL REGISTRATIOHN FOR THE NEXT YEAR OF STUDIES
9. REQUEST FOR REGISTRATION AFTER DEAN'S/STUDENT LEAVE
10. REQUEST FOR ELECTRONIC STUDENT CARD DUPLICATE
11. REQUEST FOR ELECTRONIC STUDENT CARD REPLACEMENT
12. REQUEST FOR INDIVIDUAL STUDY PLAN
13. REQUEST FOR CONSENT FOR ANOTHER REPETITION OF A YEAR OF STUDY
14. REQUEST FOR CONSENT TO REPEAT A YEAR OF STUDY
15. APPLICATION FOR TRANSFER AND ACKNOWLEDGEMENT OF ECTS CREDITS
16. REQUEST FOR CONSENT TO TAKE HIGHER-YEAR COURSES
17. REQUEST FOR CONSENT TO DETERMINE THE THIRD EXAM DATE FOR A GIVEN COURSE DURING THE SAME ACADEMIC YEAR
18. REQUEST FOR CONSENT TO PASS COURSES NOT COVERED BY STUDY PROGRAMME/PERFORM PART OF THE STUDY PROGRAMME IN OTHER HIGHER EDUCATION INSTITUTIONS, INCLUDING THOSE ABROAD
19. REQUEST FOR CONSENT TO CHANGE SUPERVISOR OF DIPLOMA THESIS
20. REQUEST FOR AWARDING CREDIT FOR PRACTICE BY STUDENT WHO HAS CONFIRMED EXPERIENCE CORRESPONDING TO AIMS AND OUTCOMES OF PRACTICE
21. REQUEST FOR AWARDING CREDIT FOR PRACTICE BY STUDENT WHO HAS CONFIRMED EXPERIENCE CORRESPONDING TO AIMS AND OUTCOMES OF PRACTICE