



USOSweb – General manual

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1. Login to USOSweb

USOSweb at AGH UST is available at web.usos.agh.edu.pl. To log in to the system click on the **Log in** button in the upper right corner of the page (Fig. 1).

Detailed information on logging in and resetting or setting a new password can be found in the **USOSweb – Login and password change**, on the website: <https://www.usos.agh.edu.pl/usos-dla-studenta/> (USOS for student) and on the website: <https://www.cok.agh.edu.pl/index.php?id=2912> (USOS for academic teachers)

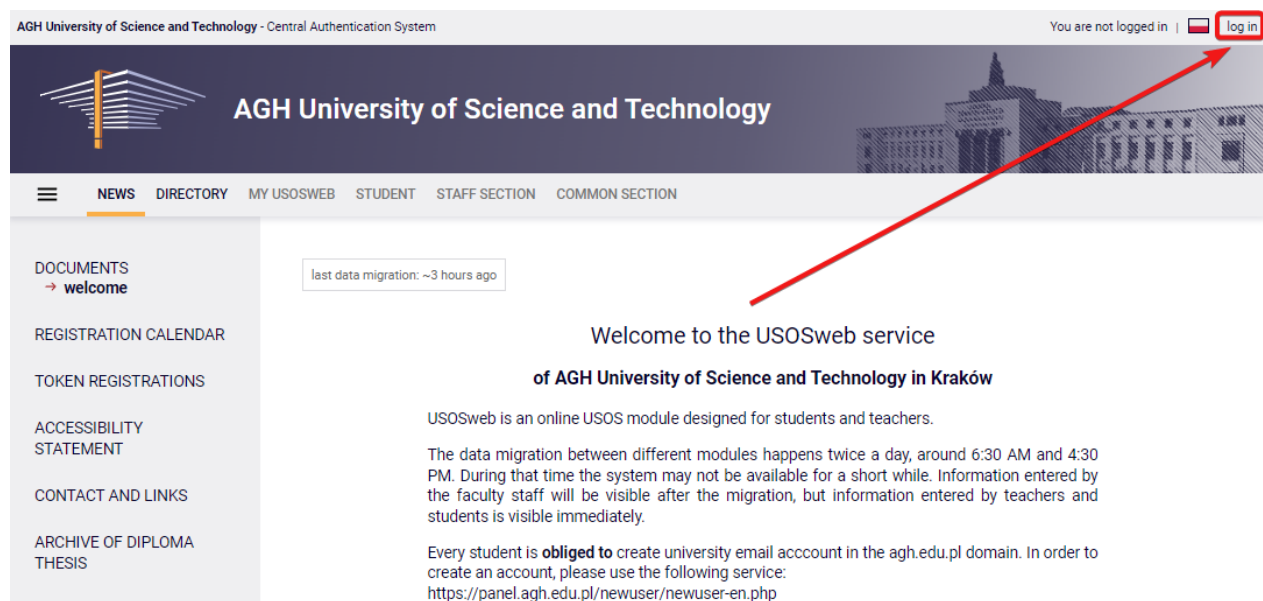


Figure 1. The location of the "log in" button in USOSweb.

You will be redirected to the login page. In the lower right corner you can change the language version of the page (Fig. 2).

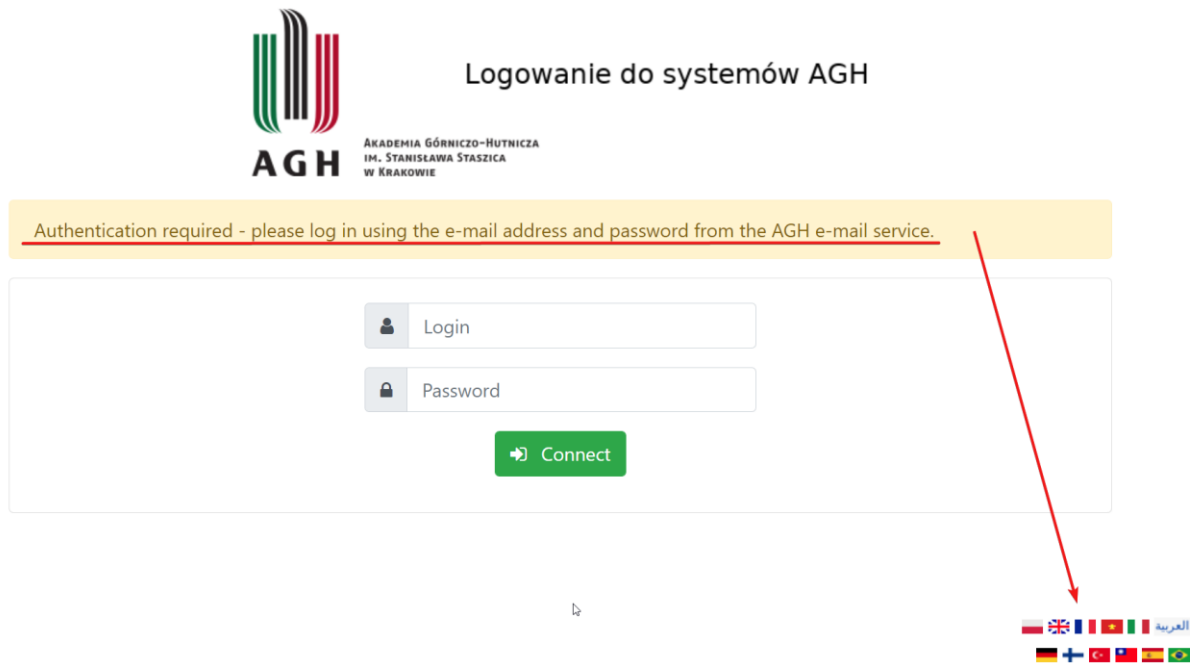


Figure 2. Login panel of the system to USOSweb.

In USOSweb, **News** and **Directory** tabs are available without the need to log in. After login, we gain access to the **My USOSweb** and **Common Section** tabs. Students also have access to the **Student's section** tab, and academic teachers – to the **Staff section** tab (Fig. 3).

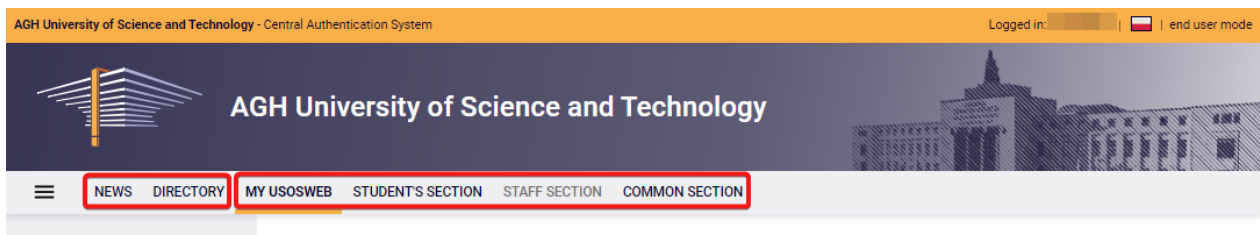


Figure 3. Successful USOSweb login page.

2. News

The **News** tab contains the latest information about the USOSweb system (Fig. 4). In addition, at the bottom of the page there is a table with important contact details.

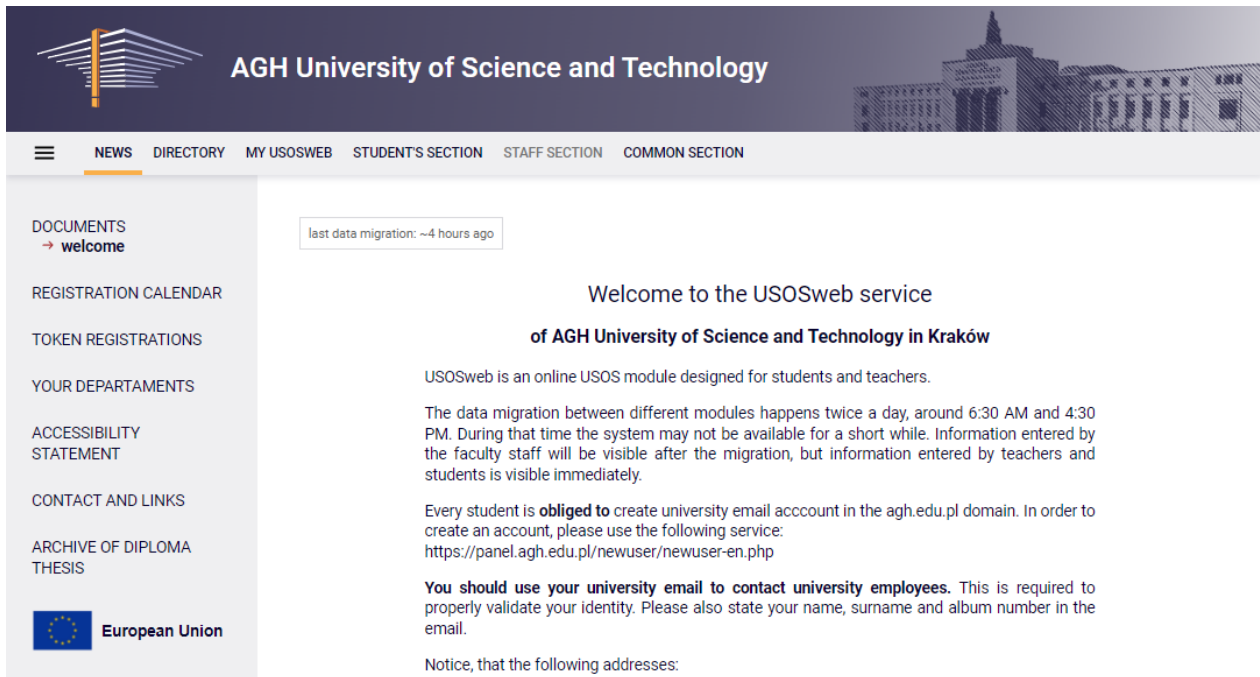


Figure 4. News – home page.

Navigation panel on the left side includes, among others:

- Registration calendar
- Contact and links
- Archive of Diploma Thesis

2.1. Registration calendar

Here you can check what registrations are available and what is their status. However, at the beginning it is necessary to specify the unit which registrations you want to view (Fig. 5).

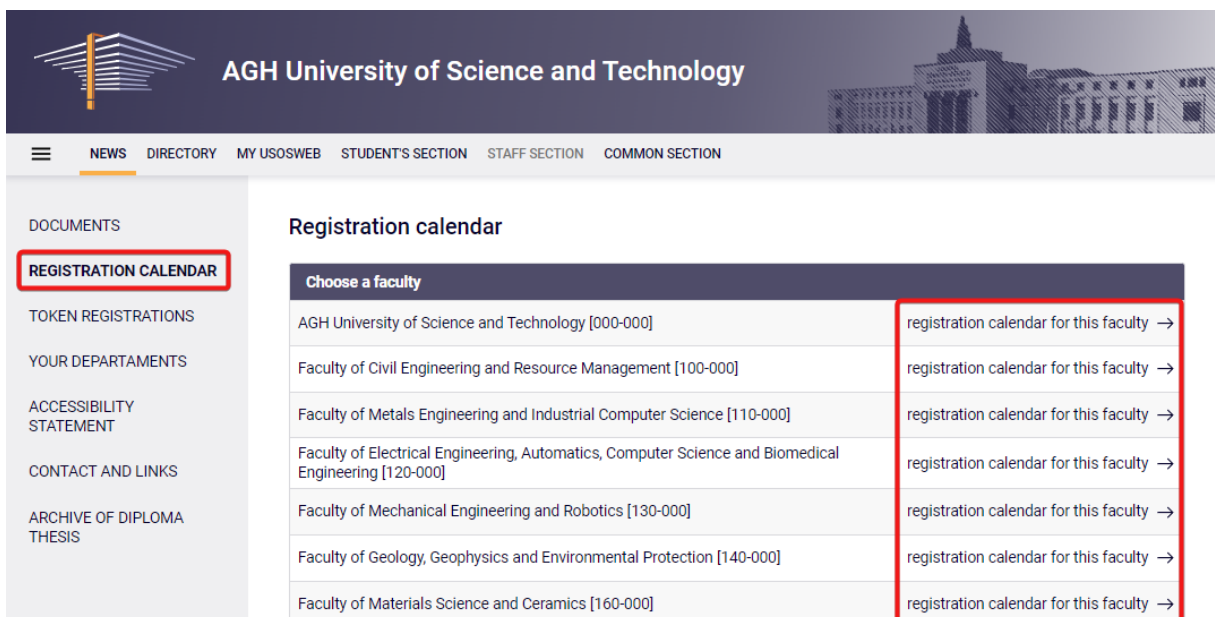


Figure 5. News – Registration calendar.

After selecting the registration calendar for a given unit, you will be redirected to the subpage presenting the registrations (Fig. 6). Here you can view what items are associated with each registration, and after clicking the **description** button, you will receive additional information about what the registration is about.

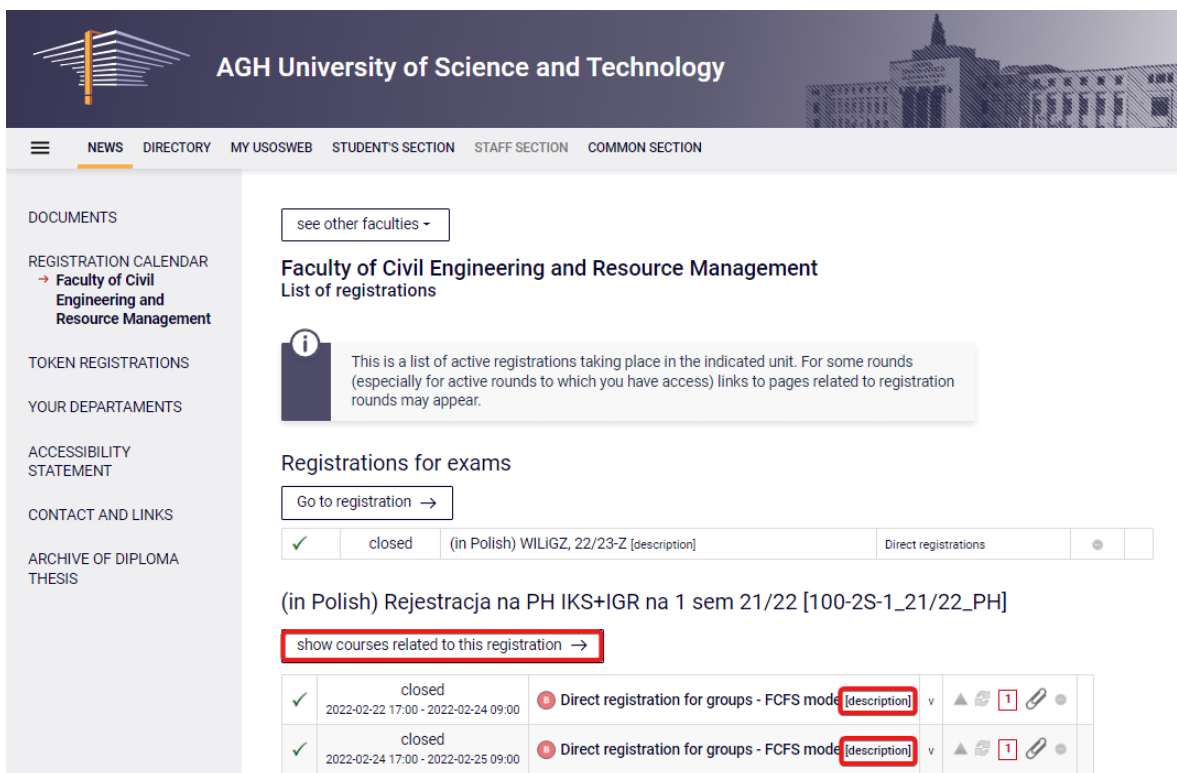
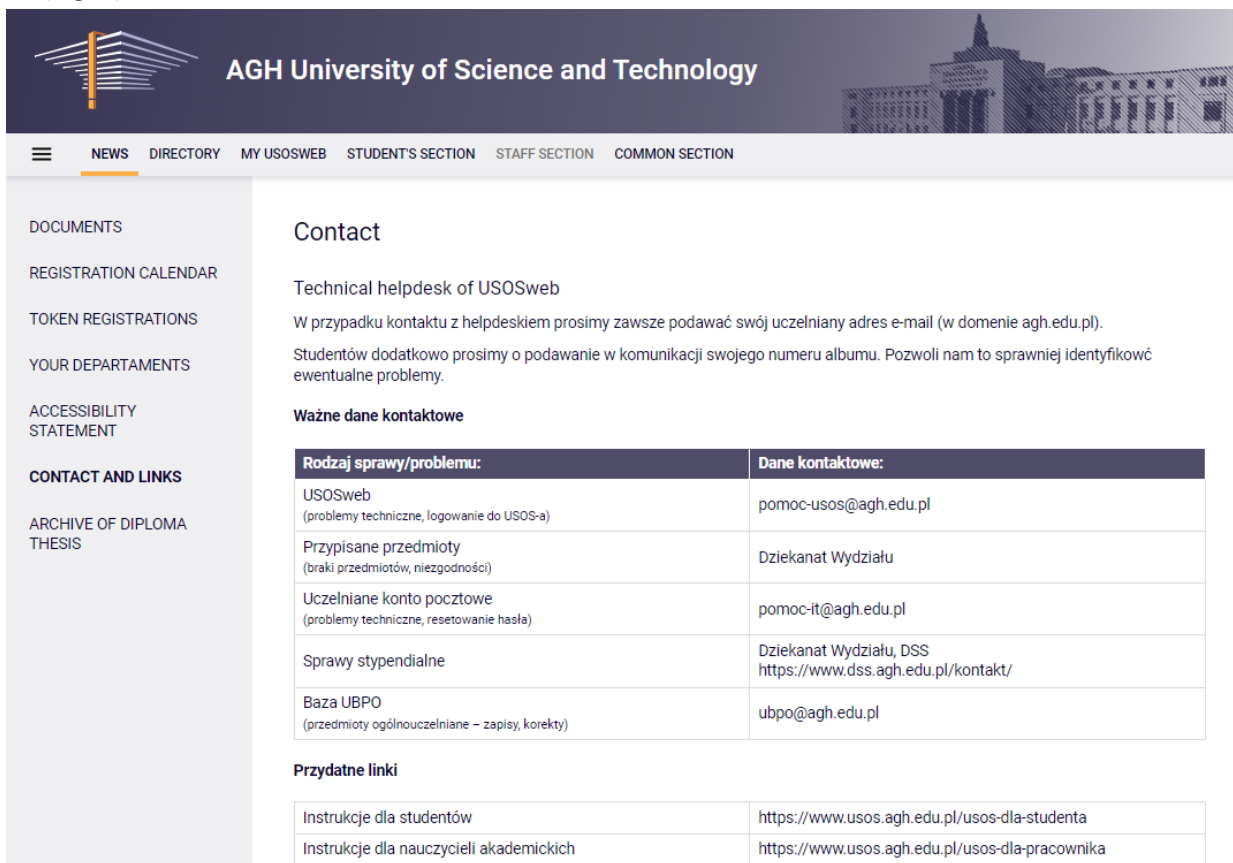


Figure 6. News – Registration calendar for the unit.

2.2. Contact and links

In the **Contact and links** tab you will find contact details for technical support and links to useful web-sites. (Fig. 7).



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NEWS DIRECTORY MY USOSWEB STUDENT'S SECTION STAFF SECTION COMMON SECTION

DOCUMENTS
REGISTRATION CALENDAR
TOKEN REGISTRATIONS
YOUR DEPARTAMENTS
ACCESSIBILITY STATEMENT
CONTACT AND LINKS
ARCHIVE OF DIPLOMA THESIS

Contact

Technical helpdesk of USOSweb

W przypadku kontaktu z helpdeskiem prosimy zawsze podawać swój uczelniany adres e-mail (w domenie agh.edu.pl).

Studentów dodatkowo prosimy o podawanie w komunikacji swojego numeru albumu. Pozwoli nam to sprawniej identyfikować ewentualne problemy.

Ważne dane kontaktowe

Rodzaj sprawy/problemu:	Dane kontaktowe:
USOSweb (problemy techniczne, logowanie do USOS-a)	pomoc-usos@agh.edu.pl
Przypisane przedmioty (braki przedmiotów, niezgodności)	Dziekanat Wydziału
Uczelniane konto pocztowe (problemy techniczne, resetowanie hasła)	pomoc-it@agh.edu.pl
Sprawy stypendialne	Dziekanat Wydziału, DSS https://www.dss.agh.edu.pl/kontakt/
Baza UBPO (przedmioty ogólnouczelniane – zapisy, korekty)	ubpo@agh.edu.pl

Przydatne linki

Instrukcje dla studentów	https://www.usos.agh.edu.pl/usos-dla-studenta
Instrukcje dla nauczycieli akademickich	https://www.usos.agh.edu.pl/usos-dla-pracownika

Figure 7. News – Contact and links.

2.3. Archive of Diploma Thesis

Clicking on the **Archive of Diploma Theses** link will redirect you to the APD (Fig. 8).

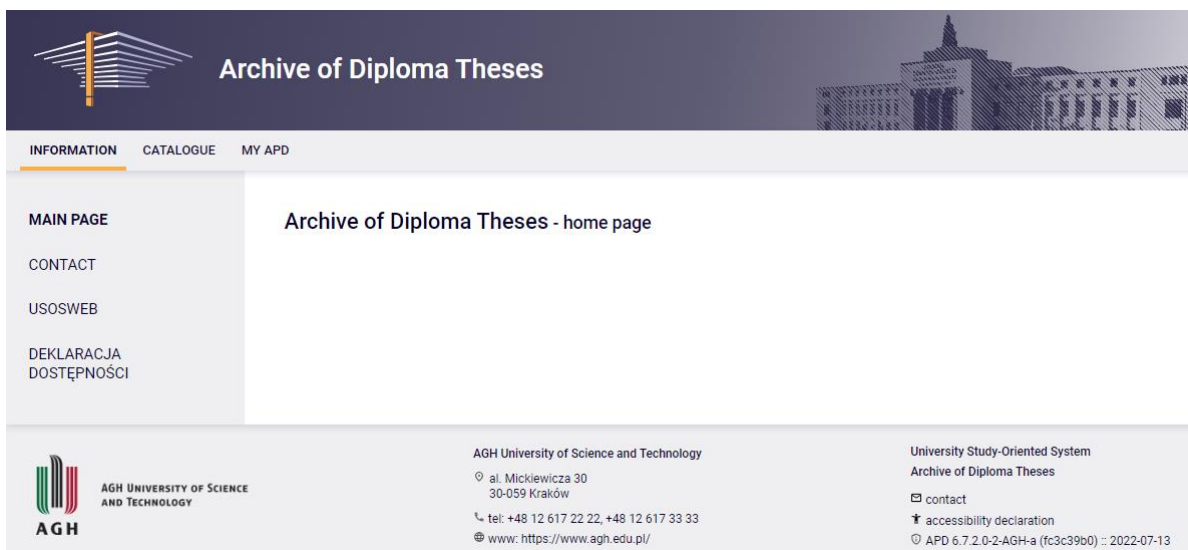


Figure 8. Archive of Diploma Theses

Detailed information on the functioning of the APD can be found in separate instructions:

- for a student, on the website <https://www.usos.agh.edu.pl/usos-dla-studenta/>:
 - **APD – Searching and signing for the diploma thesis topics**
 - **Graduation process**
- for academic teachers, on the website <https://www.cok.agh.edu.pl/index.php?id=2912>:
 - **Dodawanie tematów prac dyplomowych** (English version soon)
 - **Graduation process in the USOS system – User manual for a supervisor and a reviewer**
 - **Instrukcja – Protokół egzaminu dyplomowego** (English version soon)

3. Directory

The tab allows you to browse or search for information about students and staff, faculties, courses, studies and dormitories (Fig. 9).

The main page of the directory allows quick search for the above-mentioned items in USOS. Selecting the appropriate option in the navigation panel on the left side, will redirect you to the directory related only to a given issue.

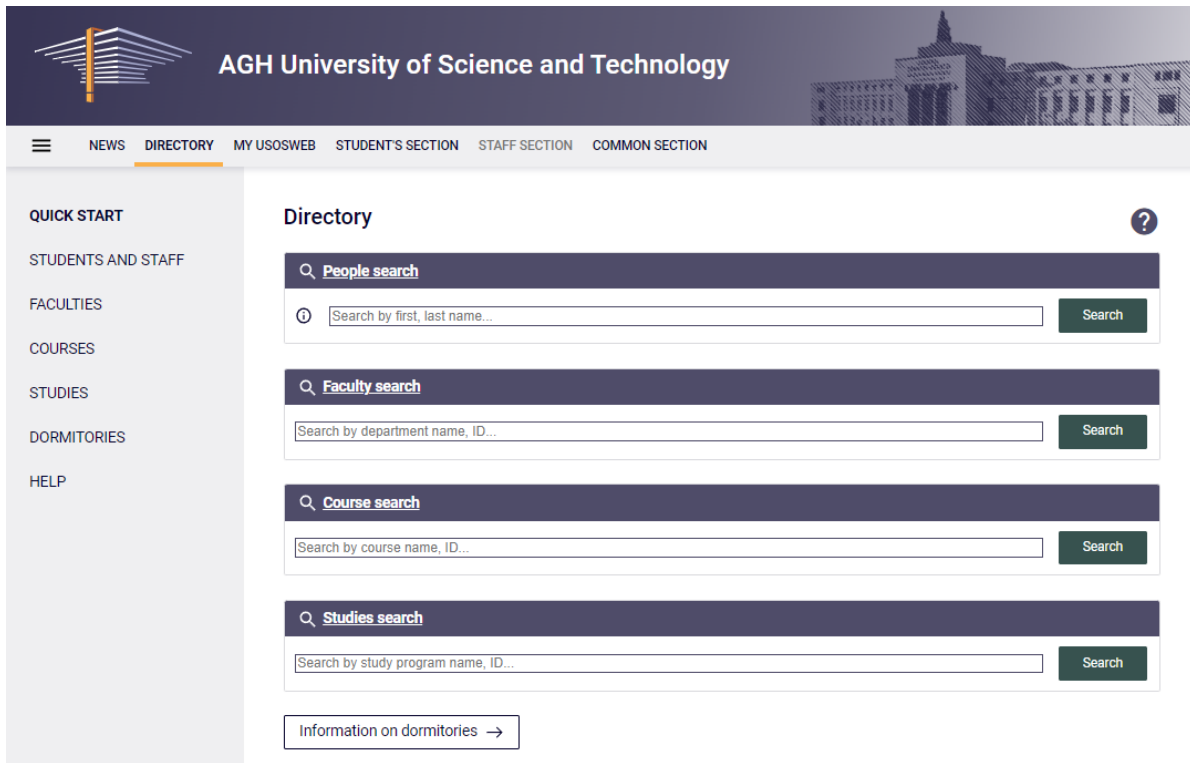


Figure 9. Directory – home page.

3.1. Students and staff

The search engine allows you to find a specific student or employee and search for employees working in a specific department/unit (Fig. 10).

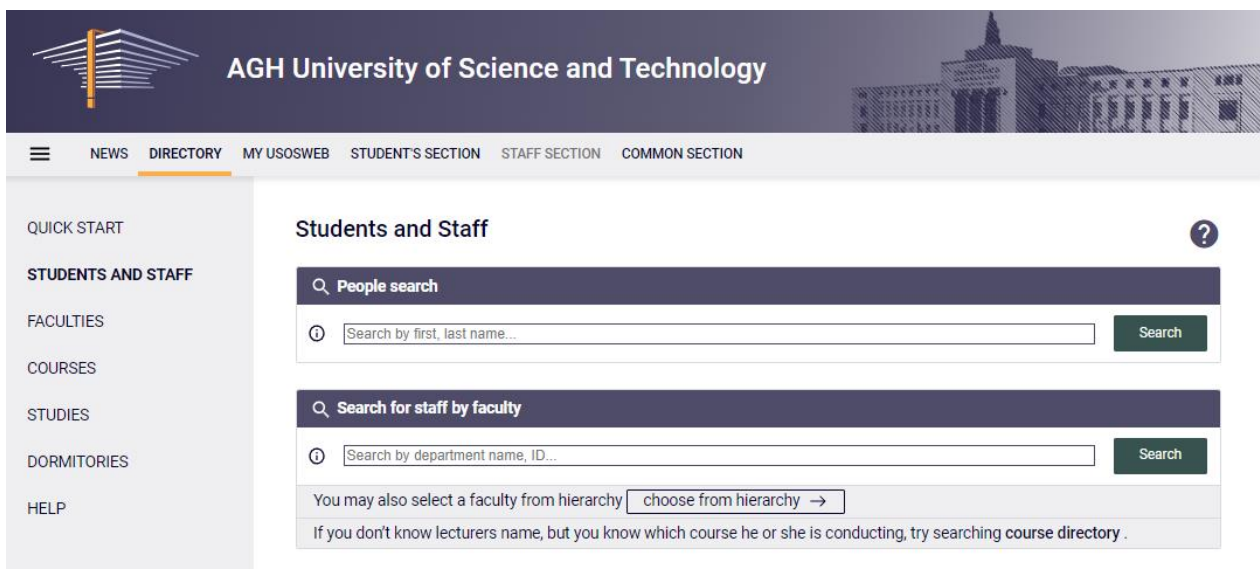


Figure 10. Directory – Students and staff.

3.2. Faculties

Faculties can be searched by entering the searched phrase in the search window or by using the **Department tree**, where there is a list of all faculties at AGH (Fig. 11).

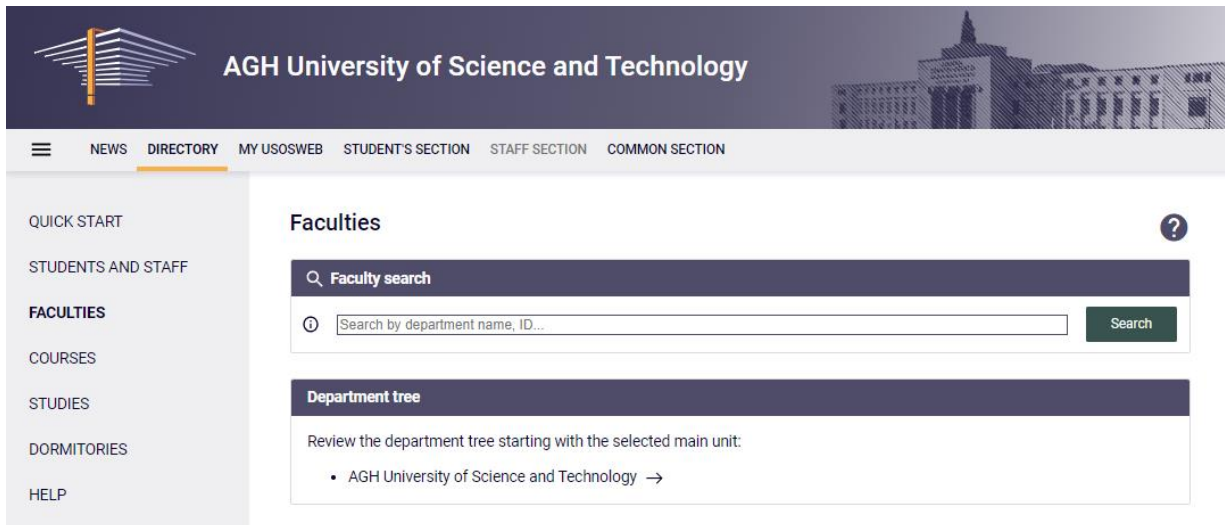


Figure 11. Directory – Faculties.

3.3. Courses

On the website there is a search engine and a catalog of all courses carried out at the university in the current didactic cycle (Fig. 12).

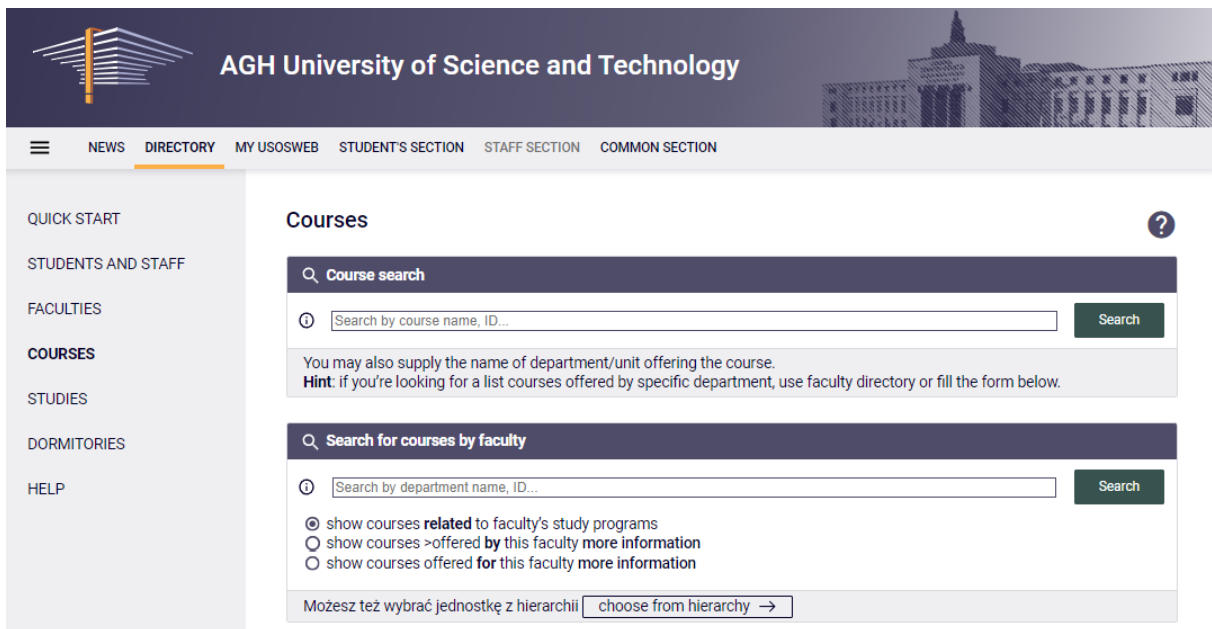


Figure 12. Directory – Courses.

3.4. Studies

The website contains a search engine and a catalogue of fields and programs of studies carried out at the university (Fig. 13).

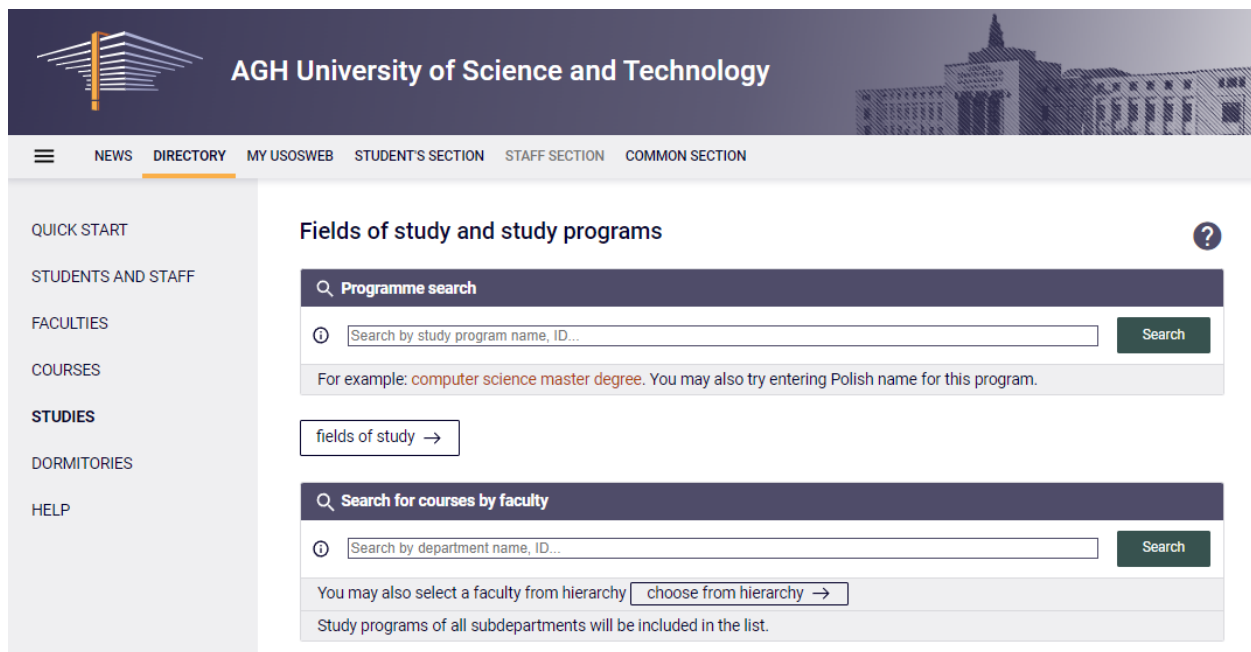


Figure 13. Directory – Fields of study and study programs.

3.5. Dormitories

The **Dormitories** button takes you to the **Student houses** subpage on the AGH UST Student Campus website (Fig. 14).

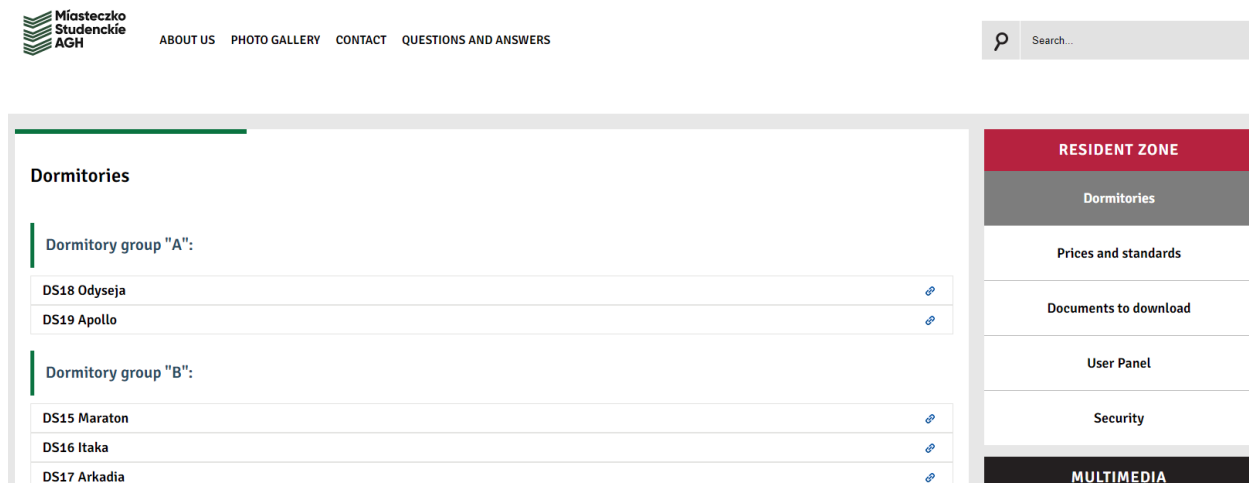


Figure 14. Subpage Dormitories on the AGH UST Student Campus website.



3.6. Help

It contains information on the functioning of each of the search engines and directories in the **Directory** section and instructions on how to create search phrases (Fig. 15). Help is available in Polish only.

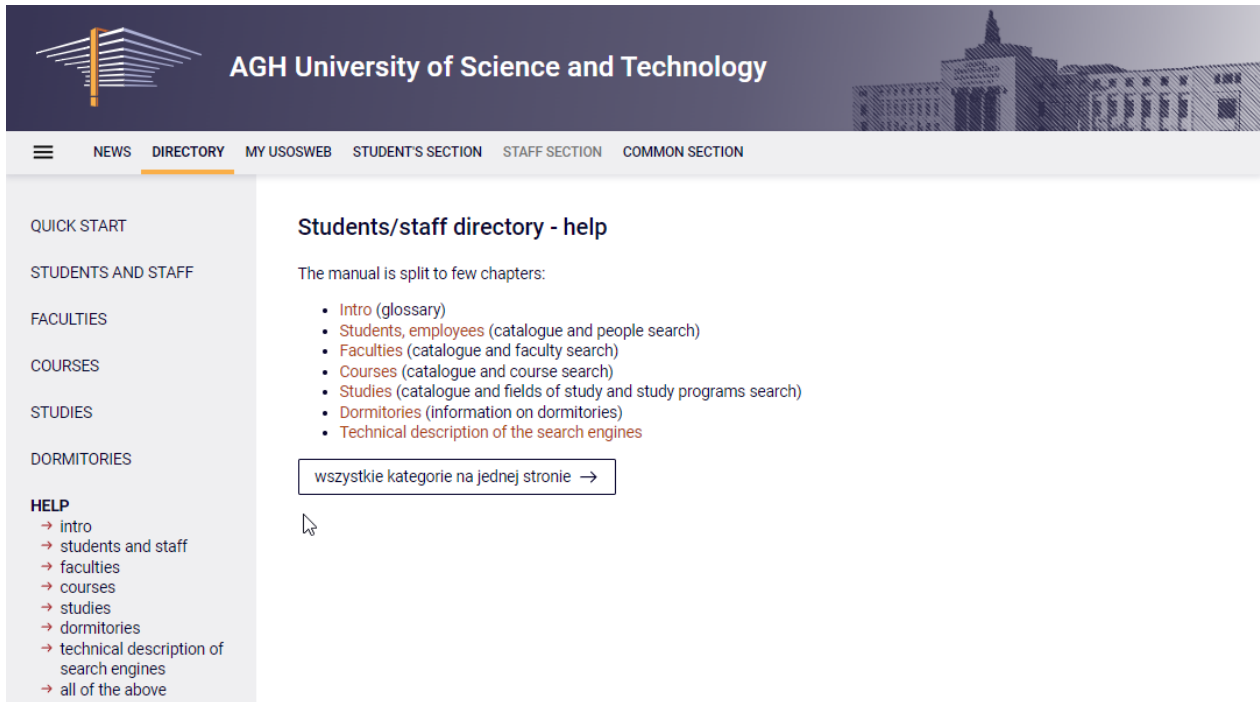


Figure 15. Directory help.

4. My USOSweb

The main page of the tab presents the most useful information for **logged-in users** (Fig. 16). For students, this will be, for example, information about the subjects which the student is enrolled. In the case of academic teachers – e.g. information about upcoming classes. After selecting the appropriate option in the navigation on the left, we go to the various modules of the system.

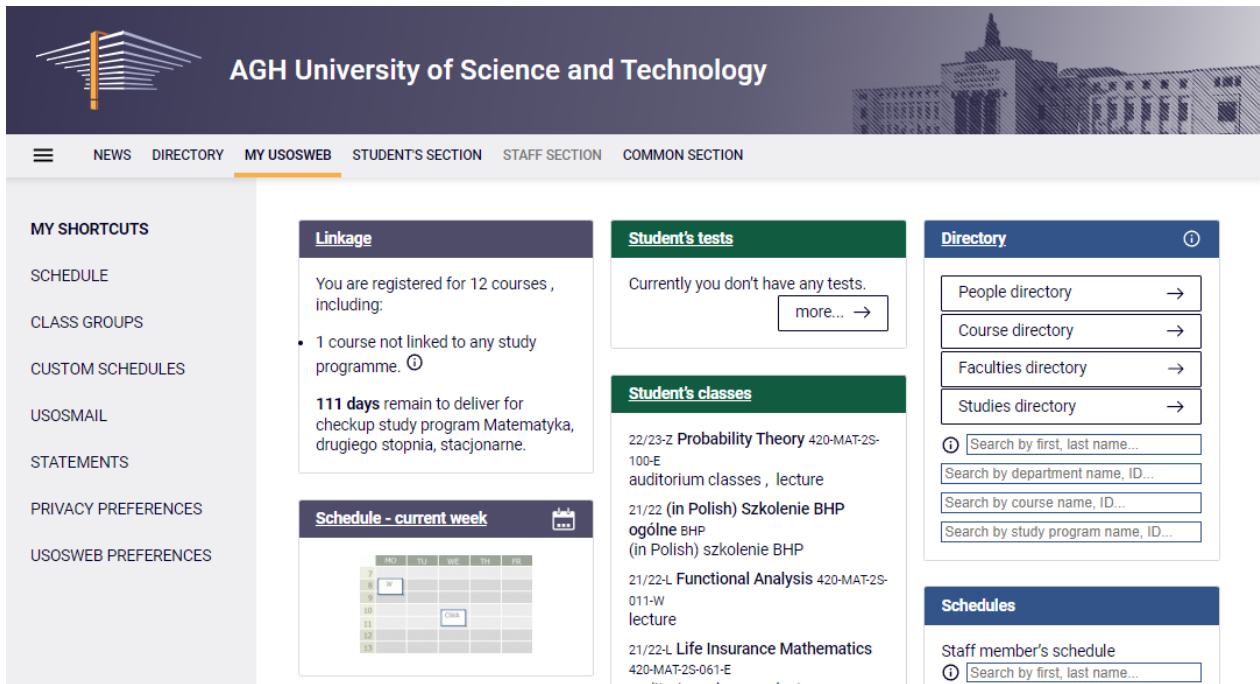


Figure 16. My USOSweb – homepage.

4.1. Schedule

By default, the system displays the schedule for the week (Fig. 17). You can change the view from weekly to semester. The **earlier/later** buttons allow you to move to an earlier or next week or semester.

The schedule can be enlarged or printed. Changing **show HTML version / show image version** setting changes the way the plan generates. If you select **Show advanced settings**, you can further modify how the plan is displayed.

Clicking on the tile with the item that is on the plan will take you to a page where you can find information about the class group.



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NEWS DIRECTORY MY USOSWEB STUDENT'S SECTION STAFF SECTION COMMON SECTION

MY SHORTCUTS

SCHEDULE

CLASS GROUPS

CUSTOM SCHEDULES

USOSMAIL

STATEMENTS

PRIVACY PREFERENCES

USOSWEB PREFERENCES

My schedule

Chosen plan division: weekly semester

before Displayed week: 2022-11-07 - 2022-11-13 after

Schedule settings: show HTML version | magnify | print this schedule show advanced settings

	Monday	Tuesday	Wednesday	Thursday	Friday
7:00					
8:00	Probability Theory (room 103, building A3/A4)				
9:00					
10:00					
11:00			Probability Theory (room 1.9, building B7)		
12:00					
13:00					

List of building codes mentioned above:

- A3/A4 - (in Polish) A-3/A-4
- B7 - (in Polish) B-7

send this schedule

eksportuj (Calendar)

eksportuj aktualny semestr do csv

eksportuj nastepny semestr do csv

Figure 17. My USOSweb – Schedule.

REMARK! In some faculties, the **schedule is not entered into the USOS**. In such a situation, information about the schedule can be found on the website of a given faculty.

4.2. Class groups

Preview of classes in which the student participates or classes which are coordinated by an academic teacher (Fig. 18).

The **select academic year** tile allows you to view subjects from that academic year. By default, the system displays items from the current year.

Clicking on the name of the course takes you to a page with general information about a given group, while clicking on the name of the group – to the page with information about a given class group. In the case of academic teachers, there is also a button **all students enrolled in a subject**, which allows you to view all the students participating in a given class.

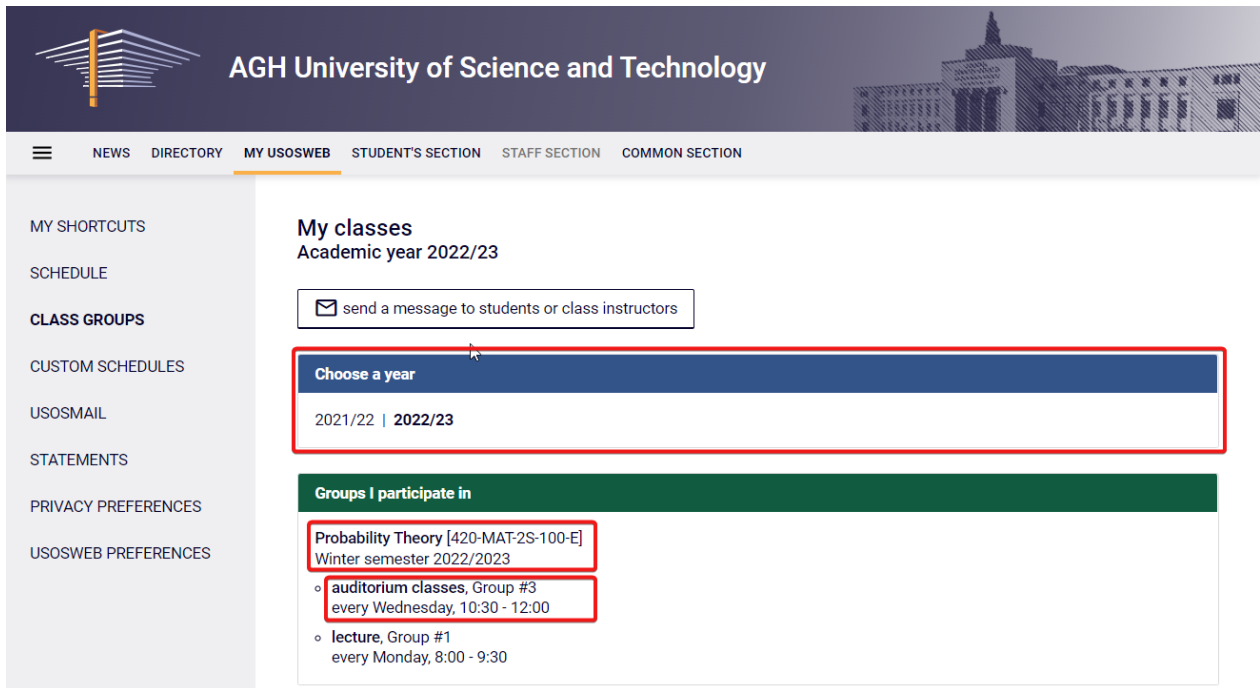


Figure 18. My USOSweb – Class group (academic teacher view).

4.3. Custom schedules

The panel gives you the opportunity to add your own events to the calendar (Fig. 19).

REMARK! Before using the module, you should read its instructions and examples of use.

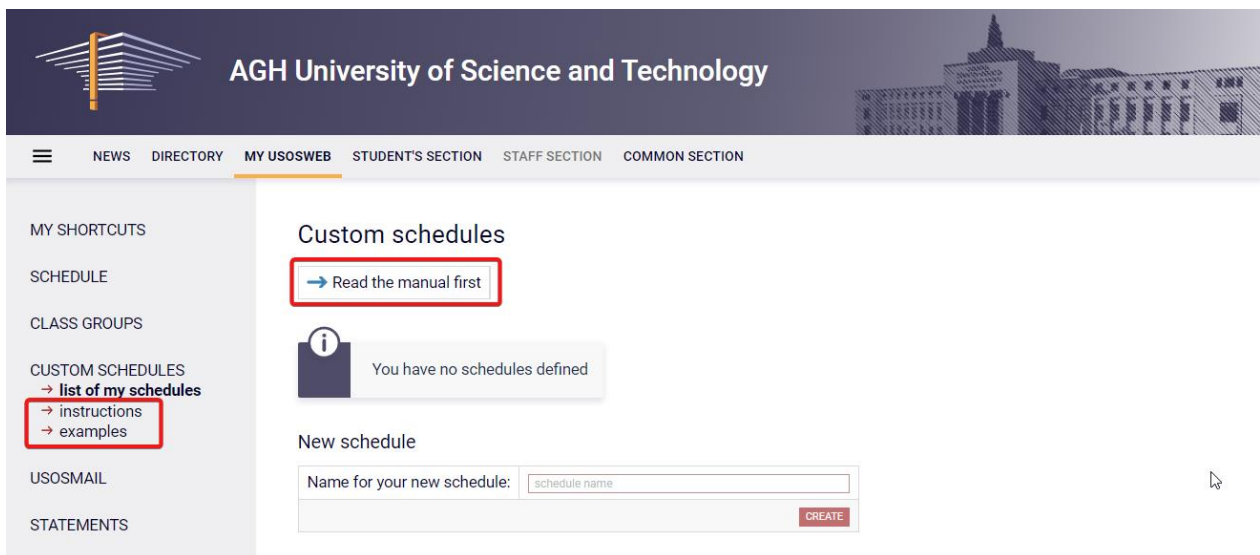


Figure 19. My USOSweb – Custom schedules.



4.4. USOSmail

The panel allows you to send messages to other USOSweb users (Fig. 20).

For more details how to use USOSmail, see **Wysyłanie wiadomości e-mail** (English version soon) on the website <https://www.cok.agh.edu.pl/index.php?id=2912>.

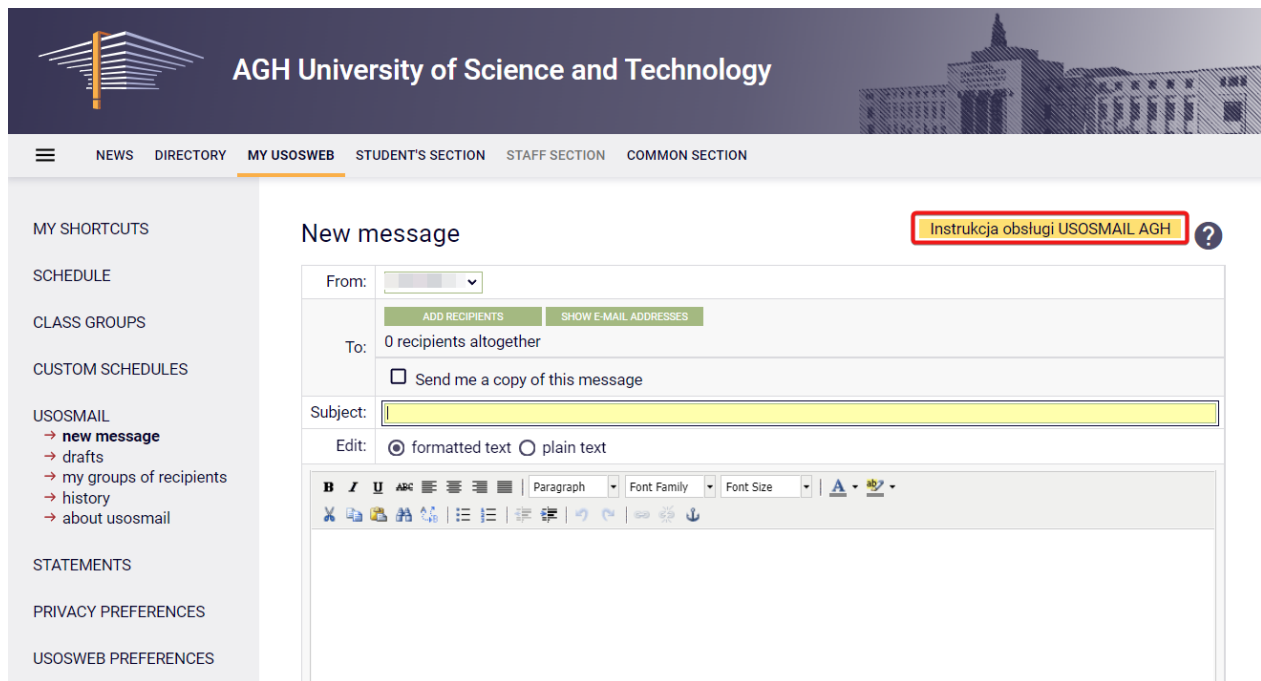


Figure 20. My USOSweb – USOSmail.

4.5. Statements

The statements module is not yet used at AGH UST.

4.6. Privacy preferences

Allows you to change the visibility of information such as your name or photo (Fig. 21). By default, all settings are set to "Nobody [has access to data]".

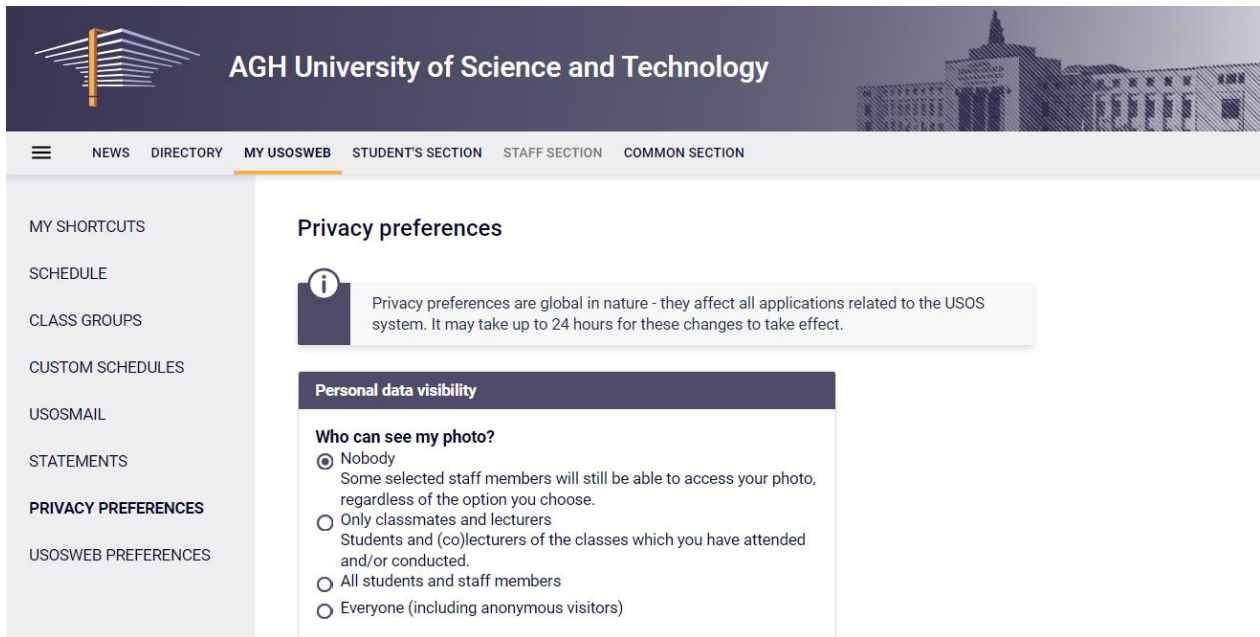


Figure 21. My USOSweb – Privacy Preferences.

The last setting concerns the permission to display the student's name in the Archive of Diploma Theses (Fig. 22). Of course, ticking this option is not mandatory, but we encourage graduates to give such consent.

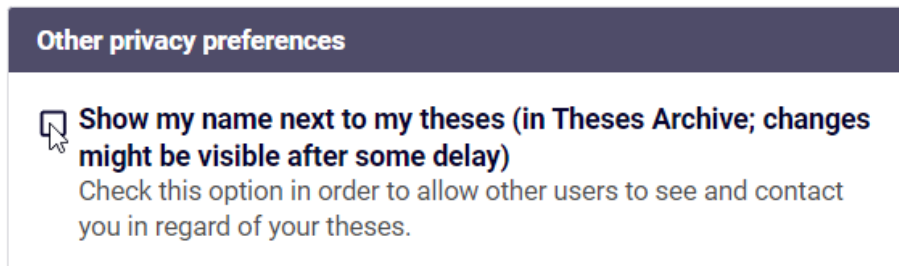


Figure 22. My USOSweb – permission to display the name in the APD.

4.7. USOSweb preferences

Allows you to change the display of some USOSweb elements (Fig. 23).



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NEWS DIRECTORY MY USOSWEB STUDENT'S SECTION STAFF SECTION COMMON SECTION

MY SHORTCUTS
SCHEDULE
CLASS GROUPS
CUSTOM SCHEDULES
USOSMAIL
STATEMENTS
PRIVACY PREFERENCES
USOSWEB PREFERENCES

USOSweb preferences

There preferences affect only this one USOSweb server in particular.

General preferences

Default number of table rows on a single page:
 10 20 30 100 300 500
Suggested value: 30

When greater number is selected, then when you visit pages with long lists of values (search results for example), you will get more rows - no need to reload the page for the next portion. But remember that more data takes more time to display (usually because the server load, but if you have an old machine then it might also be the cause). So maybe it's best to leave the default value as is and change it temporarily in specific cases? (see next paragraph)

Remember that you can change this attribute (temporarily) in specific cases (display greater amount of data only when you need it). This relates to all the lists, above which you find a header like the one below.

<	<<	Elementy 1..30 z 6527	>>	>	✓
Kod przedmiotu ▲		Nazwa jednostki			

Figure 23. My USOSweb – USOSweb Preferences.

5. Student's section

The **Student's section** tab (Fig. 24) contains, among others, information on registration for subjects, scholarships, access to grades and student payments. Links to modules can be found in the left navigation panel or click the appropriate tile.

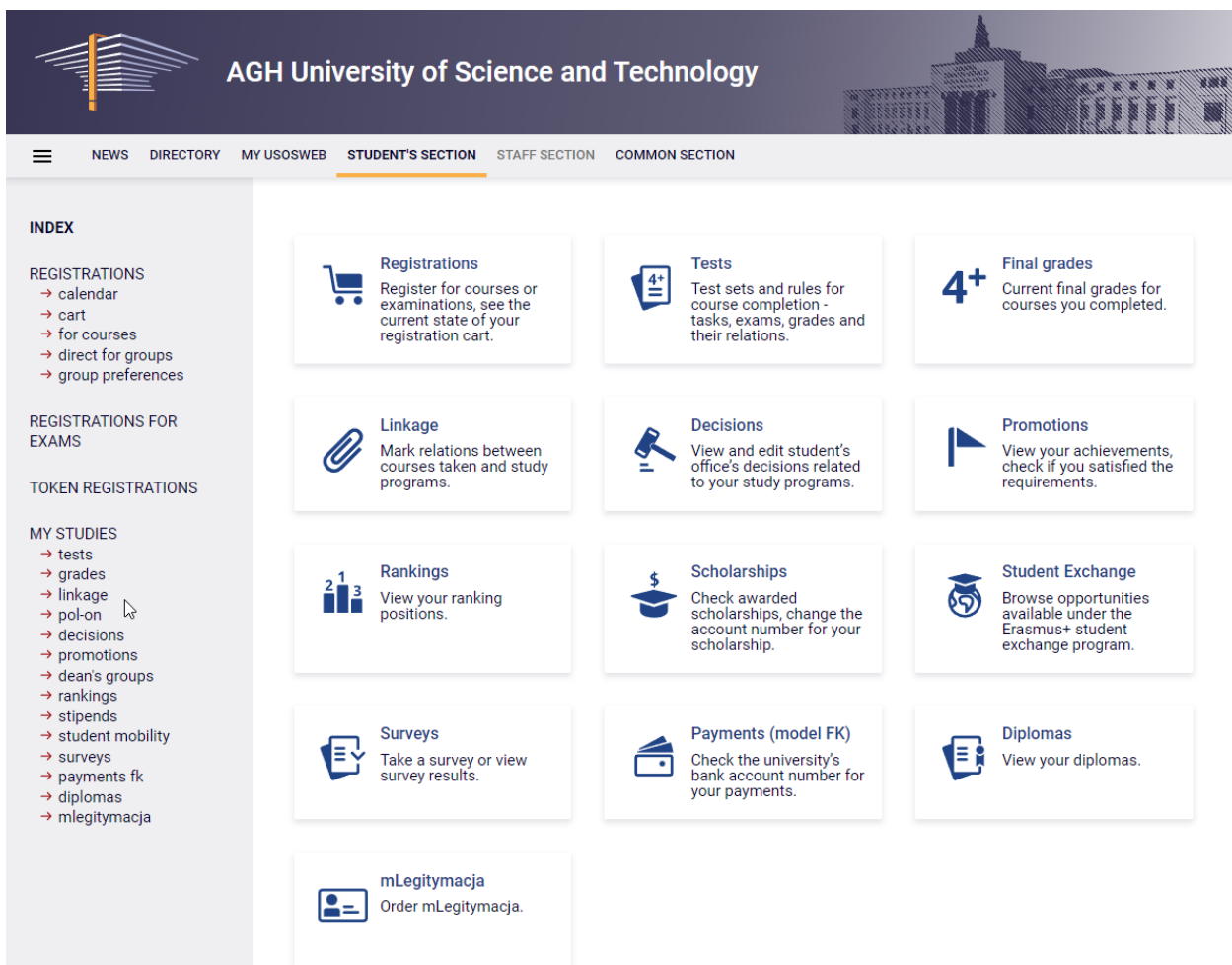
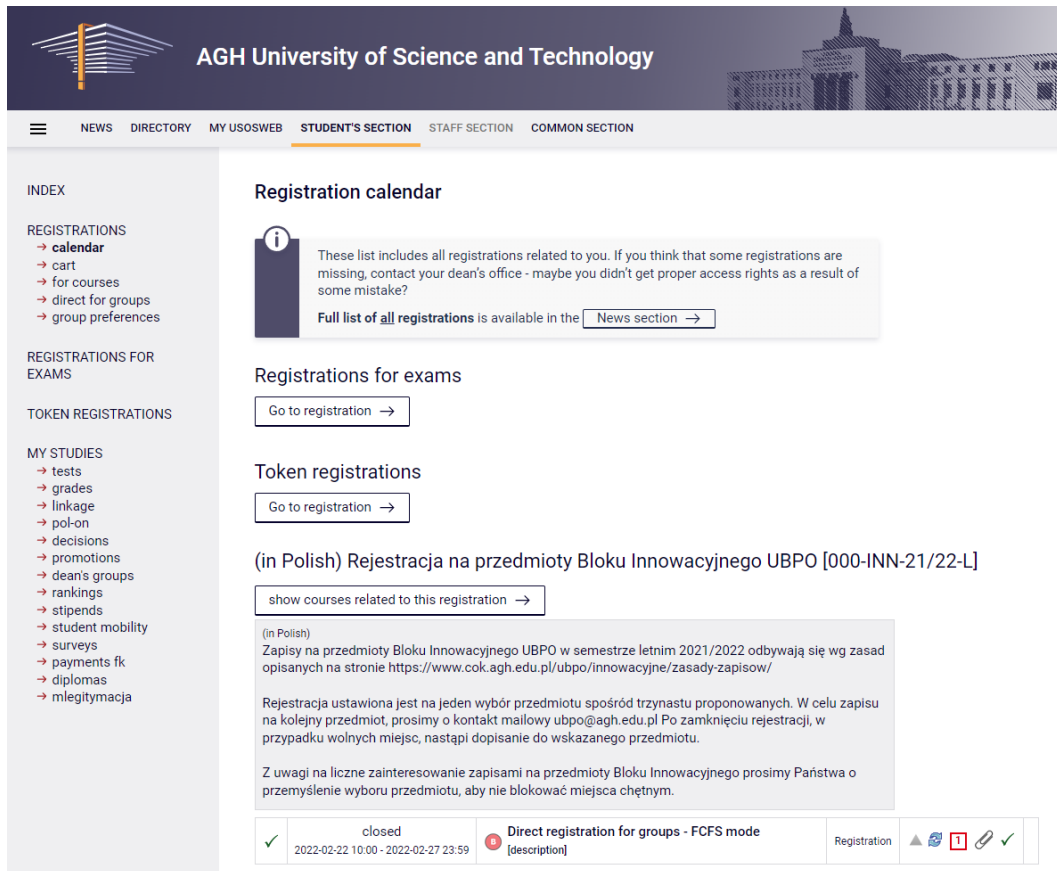


Figure 24. Student's section – home page.

5.1. Registrations

The website allows you to register for subjects and preview ongoing or upcoming registrations in which a given student can take part (Fig. 25).

Detailed information on registration under UBPO can be found in the instructions ***Instrukcja rejestracji na przedmioty HES z UBPO za pośrednictwem USOSweb*** (English version soon).



Registration calendar

These list includes all registrations related to you. If you think that some registrations are missing, contact your dean's office - maybe you didn't get proper access rights as a result of some mistake?

Full list of all registrations is available in the [News section](#) →

Registrations for exams

[Go to registration](#) →

Token registrations

[Go to registration](#) →

(in Polish) Rejestracja na przedmioty Bloku Innowacyjnego UBPO [000-INN-21/22-L]

[show courses related to this registration](#) →

(in Polish)
Zapisy na przedmioty Bloku Innowacyjnego UBPO w semestrze letnim 2021/2022 odbywają się wg zasad opisanych na stronie <https://www.cok.agh.edu.pl/ubpo/innowacyjne/zasady-zapisow/>

Rejestracja ustawiona jest na jeden wybór przedmiotu spośród trzynastu proponowanych. W celu zapisu na kolejny przedmiot, prosimy o kontakt mailowy ubpo@agh.edu.pl Po zamknięciu rejestracji, w przypadku wolnych miejsc, nastąpi dopisanie do wskazanego przedmiotu.

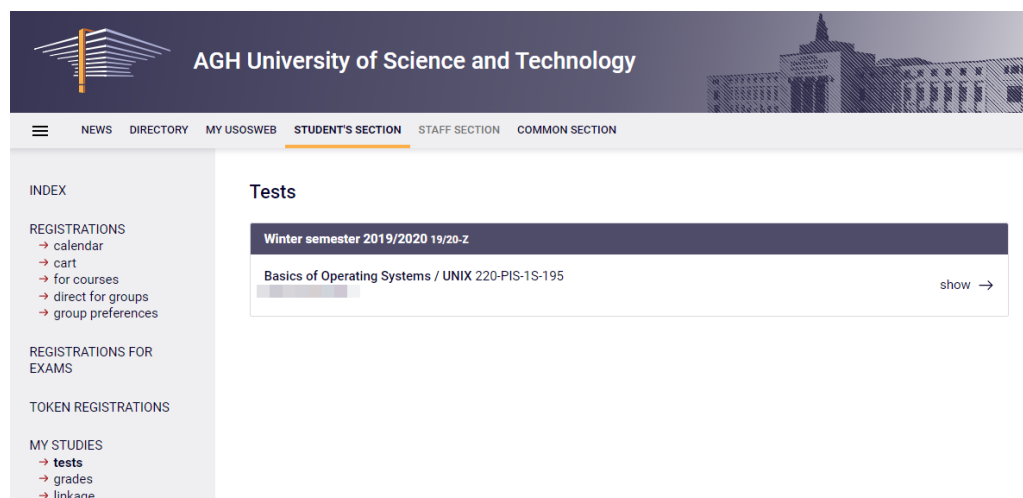
Z uwagi na liczne zainteresowanie zapisami na przedmioty Bloku Innowacyjnego prosimy Państwa o przemyślenie wyboru przedmiotu, aby nie blokować miejsca chętnym.

✓	closed 2022-02-22 10:00 - 2022-02-27 23:59	Direct registration for groups - FCFS mode [description]	Registration	▲	🔍	🔗	✓
---	---	---	--------------	---	---	---	---

Figure 25. Student's section – Registrations – calendar.

5.2. Tests

It makes it possible to preview partial grades in subjects, if the academic teacher keeps records of such grades in this module (Fig. 26).



Tests

Winter semester 2019/2020 19/20-Z

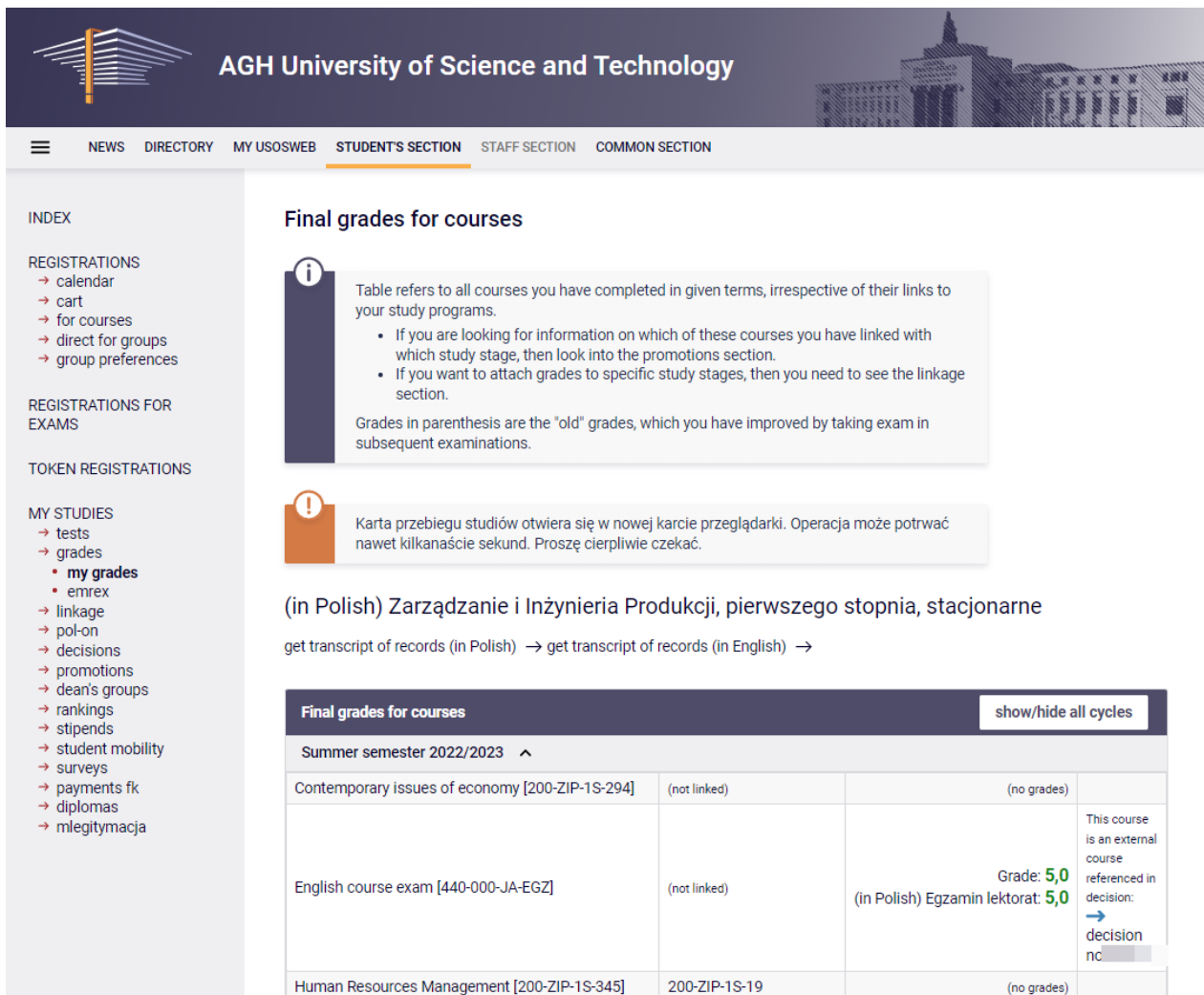
Basics of Operating Systems / UNIX 220-PIS-1S-195	show →
---	------------------------

Figure 26. Student's section – tests.

REMARK! Academic teachers are not obliged to complete grades in this panel, so grades from tests in many subjects may not be presented here.

5.3. Final grades

The panel allows you to preview the grades (Fig. 27).



Final grades for courses

Table refers to all courses you have completed in given terms, irrespective of their links to your study programs.

- If you are looking for information on which of these courses you have linked with which study stage, then look into the promotions section.
- If you want to attach grades to specific study stages, then you need to see the linkage section.

Grades in parenthesis are the "old" grades, which you have improved by taking exam in subsequent examinations.

Karta przebiegu studiów otwiera się w nowej karcie przeglądarki. Operacja może potrwać nawet kilkanaście sekund. Proszę cierpliwie czekać.

(in Polish) Zarządzanie i Inżynieria Produkcji, pierwszego stopnia, stacjonarne
 get transcript of records (in Polish) → get transcript of records (in English) →

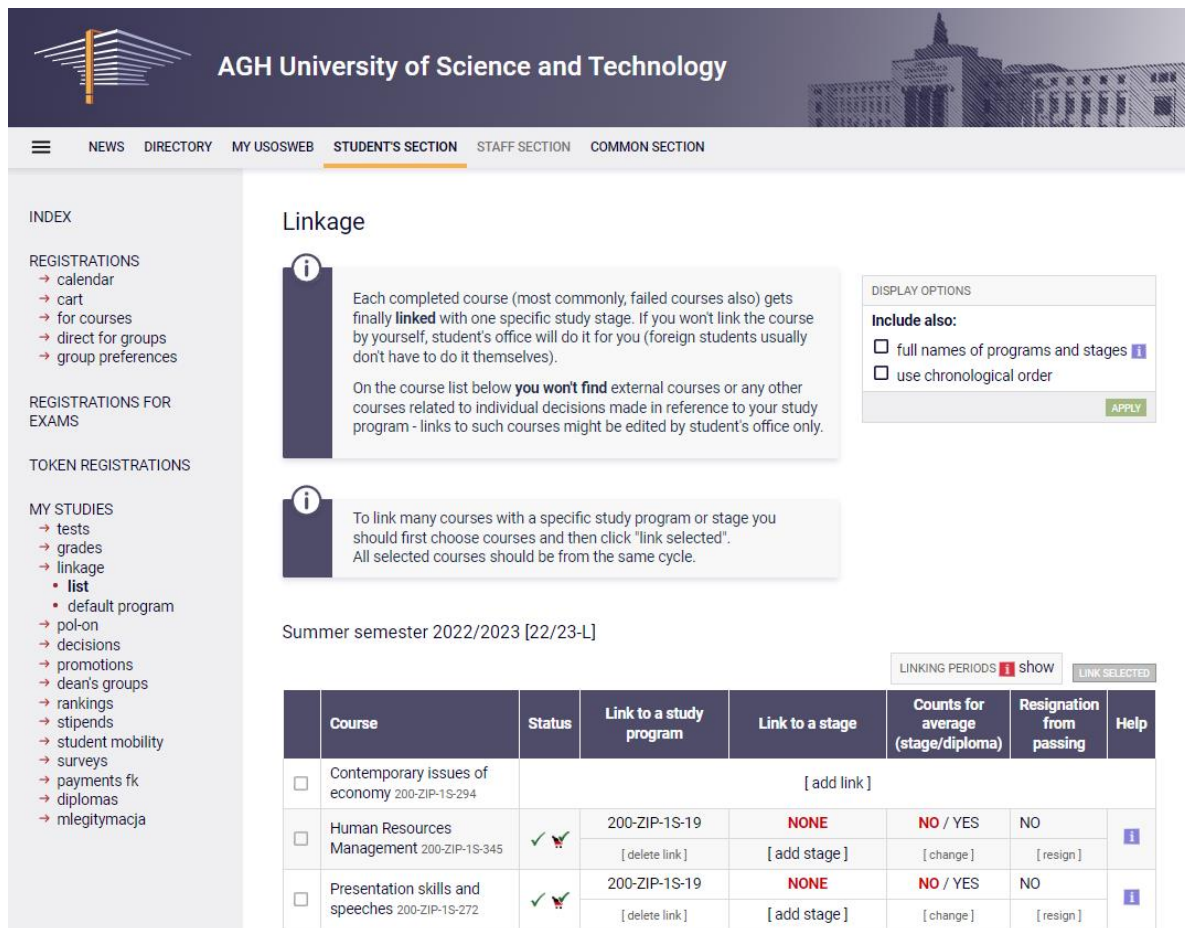
Final grades for courses			show/hide all cycles
Summer semester 2022/2023 ^			
Contemporary issues of economy [200-ZIP-1S-294]	(not linked)	(no grades)	
English course exam [440-000-JA-EGZ]	(not linked)	Grade: 5,0 (in Polish) Egzamin lektorat: 5,0	This course is an external course referenced in decision: → decision nc
Human Resources Management [200-ZIP-1S-345]	200-ZIP-1S-19	(no grades)	

Figure 27. Student's section – grades.

5.4. Linkage

The panel allows you to view the subjects that are assigned to a given student (Fig. 28).

REMARK! In case of incorrect subjects, please contact the dean's office of the faculty, not the USOS help department!



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Linkage

Each completed course (most commonly, failed courses also) gets finally **linked** with one specific study stage. If you won't link the course by yourself, student's office will do it for you (foreign students usually don't have to do it themselves).

On the course list below **you won't find** external courses or any other courses related to individual decisions made in reference to your study program - links to such courses might be edited by student's office only.

To link many courses with a specific study program or stage you should first choose courses and then click "link selected". All selected courses should be from the same cycle.

Summer semester 2022/2023 [22/23-L]

LINKING PERIODS **1** show LINK SELECTED

	Course	Status	Link to a study program	Link to a stage	Counts for average (stage/diploma)	Resignation from passing	Help	
<input type="checkbox"/>	Contemporary issues of economy 200-ZIP-1S-294		[add link]					
<input type="checkbox"/>	Human Resources Management 200-ZIP-1S-345	✓	200-ZIP-1S-19 [delete link]	NONE [add stage]	NO / YES [change]	NO [resign]	i	
<input type="checkbox"/>	Presentation skills and speeches 200-ZIP-1S-272	✓	200-ZIP-1S-19 [delete link]	NONE [add stage]	NO / YES [change]	NO [resign]	i	

DISPLAY OPTIONS

Include also:

full names of programs and stages **i**

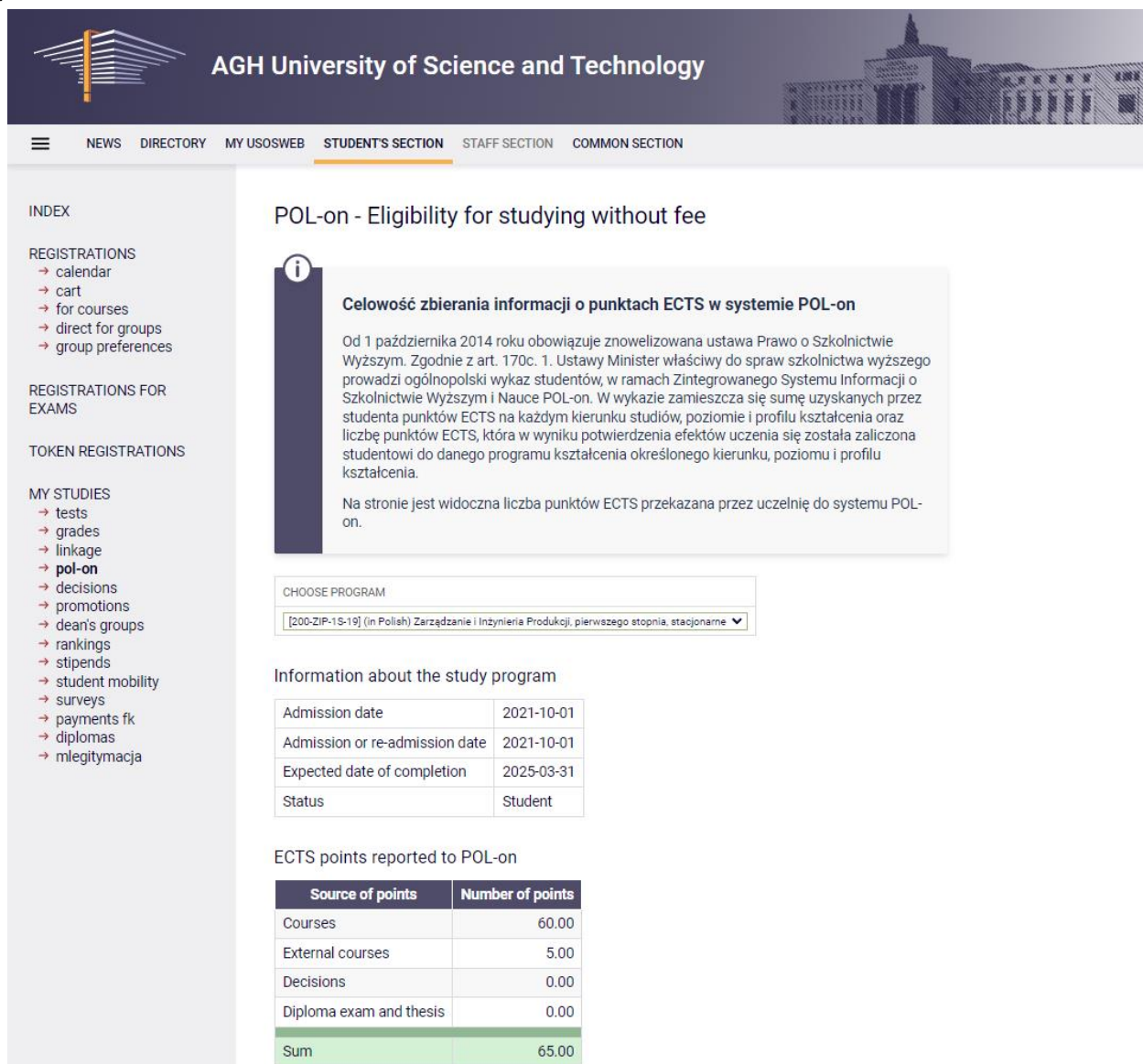
use chronological order

APPLY

Figure 28. Student's section – linkage.

5.5. POL-on

The panel allows you to see what data about the student's ECTS credits are transferred to POL-on (Fig. 29).



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NEWS DIRECTORY MY USOSWEB **STUDENT'S SECTION** STAFF SECTION COMMON SECTION

INDEX

REGISTRATIONS

- calendar
- cart
- for courses
- direct for groups
- group preferences

REGISTRATIONS FOR EXAMS

TOKEN REGISTRATIONS

MY STUDIES

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- grades
- linkage
- **pol-on**
- decisions
- promotions
- dean's groups
- rankings
- stipends
- student mobility
- surveys
- payments fk
- diplomas
- mlegitymacja

POL-on - Eligibility for studying without fee

Celowość zbierania informacji o punktach ECTS w systemie POL-on

Od 1 października 2014 roku obowiązuje znowelizowana ustawa Prawo o Szkolnictwie Wyższym. Zgodnie z art. 170c. 1. Ustawy Minister właściwy do spraw szkolnictwa wyższego prowadzi ogólnopolski wykaz studentów, w ramach Zintegrowanego Systemu Informacji o Szkolnictwie Wyższym i Nauce POL-on. W wykazie zamieszcza się sumę uzyskanych przez studenta punktów ECTS na każdym kierunku studiów, poziomie i profilu kształcenia oraz liczbę punktów ECTS, która w wyniku potwierdzenia efektów uczenia się została zaliczona studentowi do danego programu kształcenia określonego kierunku, poziomu i profilu kształcenia.

Na stronie jest widoczna liczba punktów ECTS przekazana przez uczelnię do systemu POL-on.

CHOOSE PROGRAM

[200-ZIP-1S-19] (in Polish) Zarządzanie i Inżynieria Produkcji, pierwszego stopnia, stacjonarne

Information about the study program

Admission date	2021-10-01
Admission or re-admission date	2021-10-01
Expected date of completion	2025-03-31
Status	Student

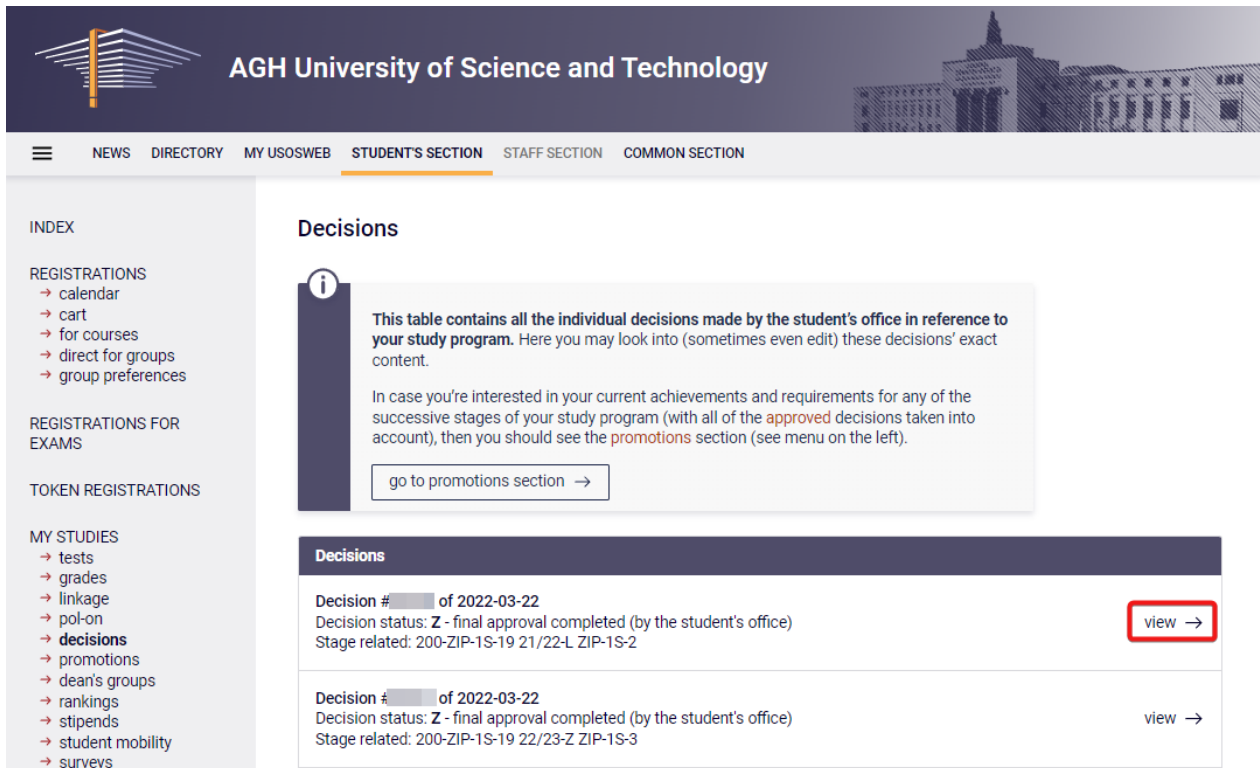
ECTS points reported to POL-on

Source of points	Number of points
Courses	60.00
External courses	5.00
Decisions	0.00
Diploma exam and thesis	0.00
Sum	65.00

Figure 29. Student's section – POL-on.

5.6. Decisions

The panel makes it possible to see the decision of the dean's office regarding individual changes in the student's study program (Fig. 30).



Decisions

This table contains all the individual decisions made by the student's office in reference to your study program. Here you may look into (sometimes even edit) these decisions' exact content.

In case you're interested in your current achievements and requirements for any of the successive stages of your study program (with all of the **approved** decisions taken into account), then you should see the **promotions** section (see menu on the left).

[go to promotions section →](#)

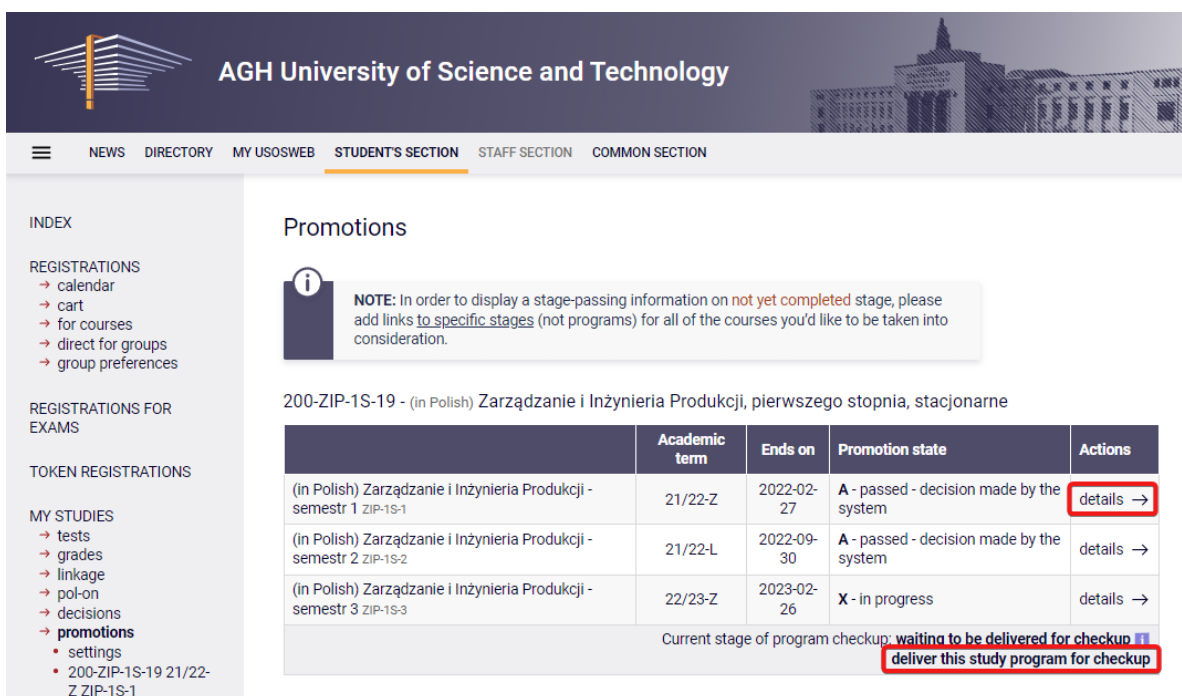
Decisions	
Decision # [redacted] of 2022-03-22 Decision status: Z - final approval completed (by the student's office) Stage related: 200-ZIP-1S-19 21/22-L ZIP-1S-2	view →
Decision # [redacted] of 2022-03-22 Decision status: Z - final approval completed (by the student's office) Stage related: 200-ZIP-1S-19 22/23-Z ZIP-1S-3	view →

Figure 30. Student's section – decisions.

5.7. Promotions

The panel allows you to view the status of passing individual stages of studies (Fig. 31). Clicking the **details** button takes students to a page showing the status of their passing of individual subjects on a given program.

If the student is in the process of passing the stage of study, has received all final grades in the subjects implemented at this stage and verified that all of them are correct, then he can click the report **the program for settlement** button. The dean's office may take this into account when the student is settled earlier, if it results from the settlement procedures at the faculty.



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Promotions

NOTE: In order to display a stage-passing information on **not yet completed** stage, please add links to specific stages (not programs) for all of the courses you'd like to be taken into consideration.

200-ZIP-1S-19 - (in Polish) Zarządzanie i Inżynieria Produkcji, pierwszego stopnia, stacjonarne

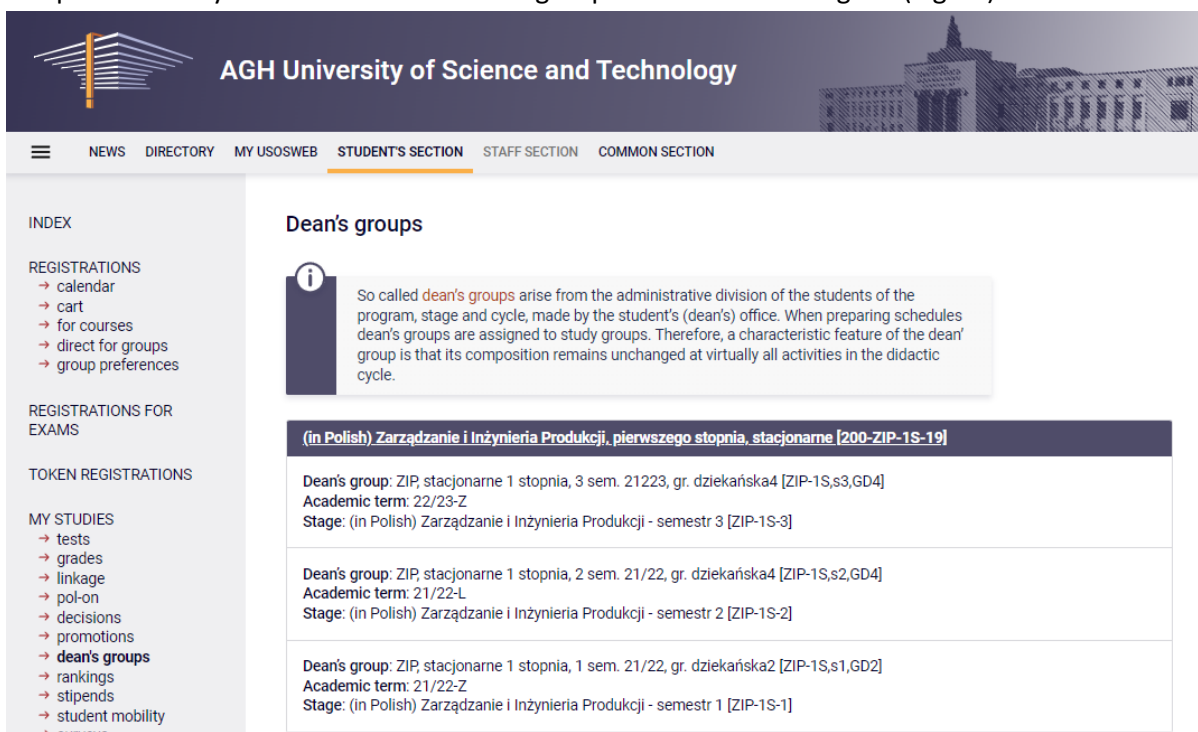
	Academic term	Ends on	Promotion state	Actions
(in Polish) Zarządzanie i Inżynieria Produkcji - semestr 1 ZIP-1S-1	21/22-Z	2022-02-27	A - passed - decision made by the system	details →
(in Polish) Zarządzanie i Inżynieria Produkcji - semestr 2 ZIP-1S-2	21/22-L	2022-09-30	A - passed - decision made by the system	details →
(in Polish) Zarządzanie i Inżynieria Produkcji - semestr 3 ZIP-1S-3	22/23-Z	2023-02-26	X - in progress	details →

Current stage of program checkup: **waiting to be delivered for checkup** [I](#)
[deliver this study program for checkup](#)

Figure 31. Student's section – promotions.

5.8. Dean's groups

The panel allows you to see to which dean's groups the student is assigned (Fig. 32).



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Dean's groups

So called **dean's groups** arise from the administrative division of the students of the program, stage and cycle, made by the student's (dean's) office. When preparing schedules dean's groups are assigned to study groups. Therefore, a characteristic feature of the dean's group is that its composition remains unchanged at virtually all activities in the didactic cycle.

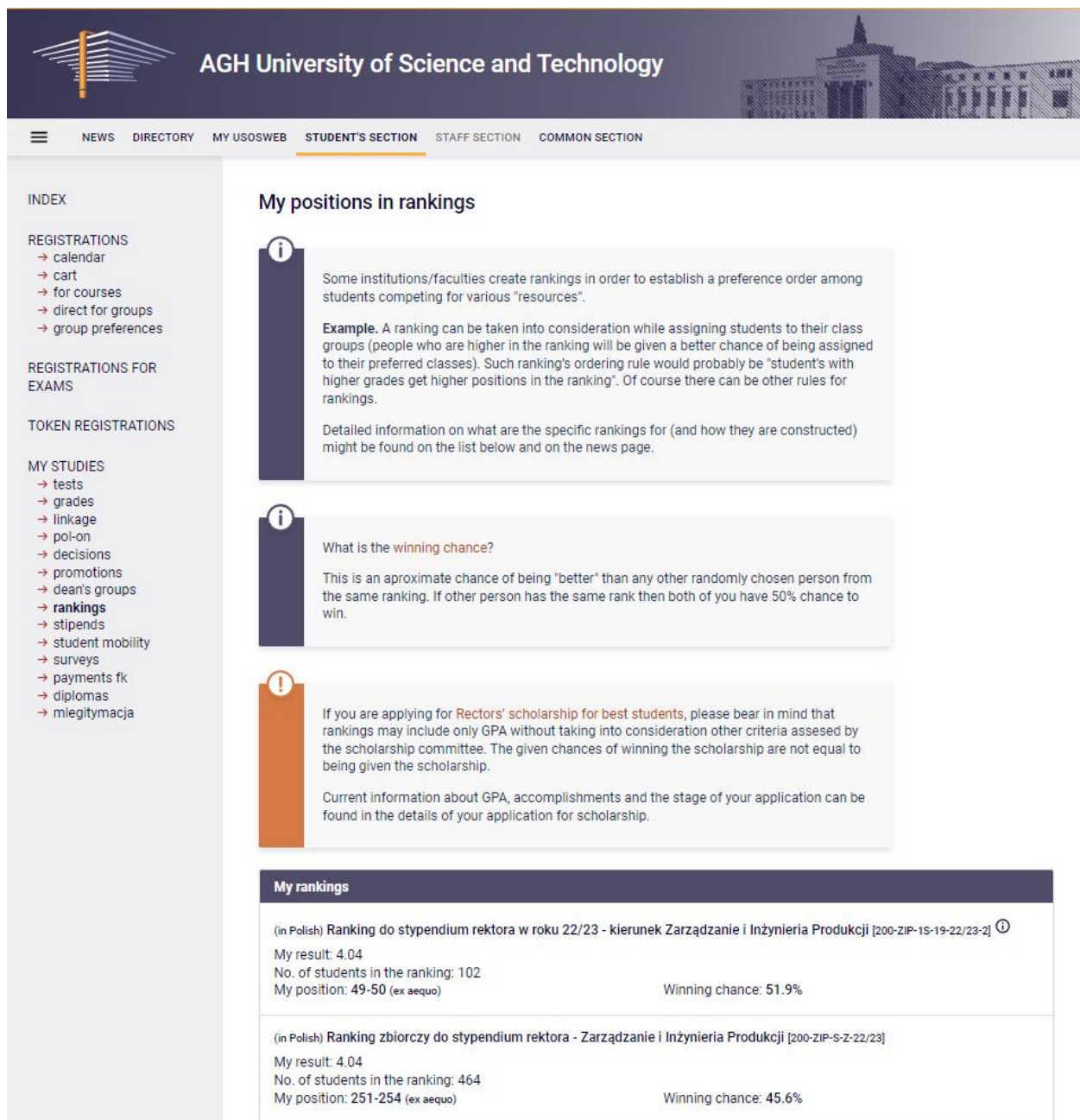
(in Polish) Zarządzanie i Inżynieria Produkcji, pierwszego stopnia, stacjonarne [200-ZIP-1S-19]

<p>Dean's group: ZIP, stacjonarne 1 stopnia, 3 sem. 21223, gr. dziekańska4 [ZIP-1S,s3,GD4] Academic term: 22/23-Z Stage: (in Polish) Zarządzanie i Inżynieria Produkcji - semestr 3 [ZIP-1S-3]</p>
<p>Dean's group: ZIP, stacjonarne 1 stopnia, 2 sem. 21/22, gr. dziekańska4 [ZIP-1S,s2,GD4] Academic term: 21/22-L Stage: (in Polish) Zarządzanie i Inżynieria Produkcji - semestr 2 [ZIP-1S-2]</p>
<p>Dean's group: ZIP, stacjonarne 1 stopnia, 1 sem. 21/22, gr. dziekańska2 [ZIP-1S,s1,GD2] Academic term: 21/22-Z Stage: (in Polish) Zarządzanie i Inżynieria Produkcji - semestr 1 [ZIP-1S-1]</p>

Figure 32. Student's section – dean's groups.

5.9. Rankings

The panel makes it possible to see where in the ranking of the best students applying, for example, for the rector's scholarship, the student is located (Fig. 32).



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 → dean's groups
 → **rankings**
 → stipends
 → student mobility
 → surveys
 → payments fk
 → diplomas
 → mlegitymacja

My positions in rankings

i Some institutions/faculties create rankings in order to establish a preference order among students competing for various "resources".

Example. A ranking can be taken into consideration while assigning students to their class groups (people who are higher in the ranking will be given a better chance of being assigned to their preferred classes). Such ranking's ordering rule would probably be "student's with higher grades get higher positions in the ranking". Of course there can be other rules for rankings.

Detailed information on what are the specific rankings for (and how they are constructed) might be found on the list below and on the news page.

i What is the **winning chance**?

This is an approximate chance of being "better" than any other randomly chosen person from the same ranking. If other person has the same rank then both of you have 50% chance to win.

i If you are applying for **Rectors' scholarship for best students**, please bear in mind that rankings may include only GPA without taking into consideration other criteria assessed by the scholarship committee. The given chances of winning the scholarship are not equal to being given the scholarship.

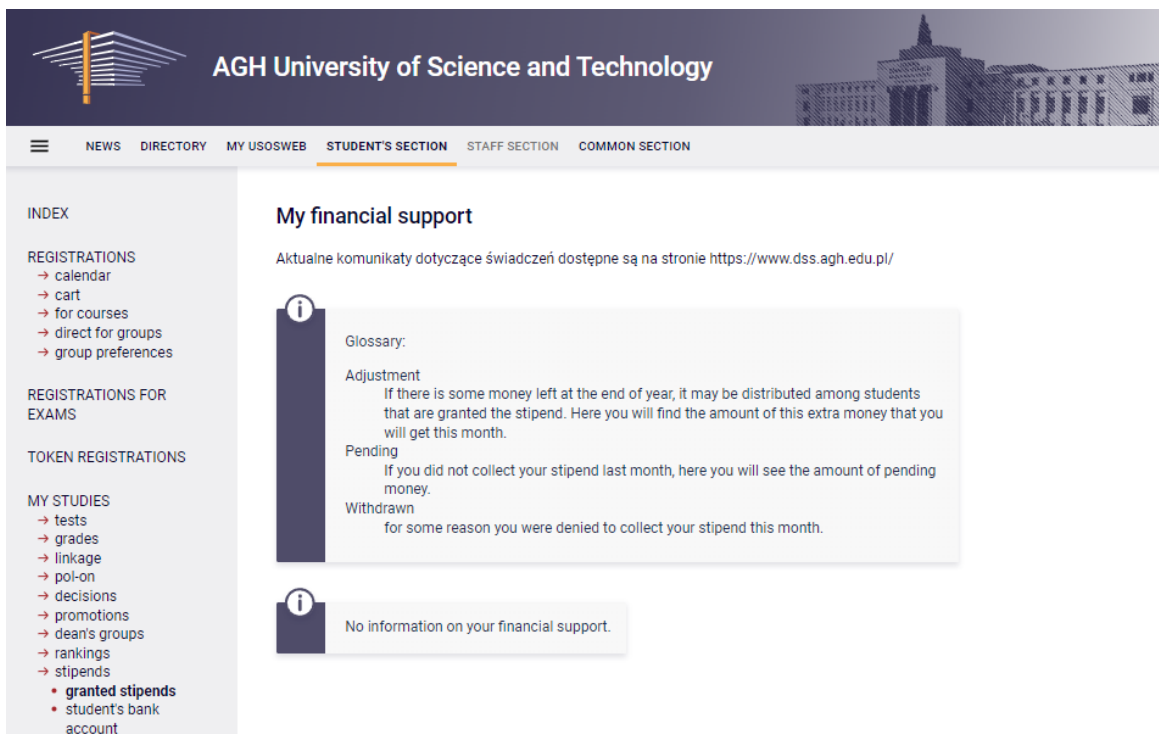
Current information about GPA, accomplishments and the stage of your application can be found in the details of your application for scholarship.

My rankings	
(in Polish) Ranking do stypendium rektora w roku 22/23 - kierunek Zarządzanie i Inżynieria Produkcji [200-ZIP-1S-19-22/23-2] ⓘ	
My result: 4.04	
No. of students in the ranking: 102	
My position: 49-50 (ex aequo)	Winning chance: 51.9%
(in Polish) Ranking zbiorczy do stypendium rektora - Zarządzanie i Inżynieria Produkcji [200-ZIP-S-Z-22/23]	
My result: 4.04	
No. of students in the ranking: 464	
My position: 251-254 (ex aequo)	Winning chance: 45.6%

Figure 33. Student's section – rankings.

5.10. Stipends

The panel allows you to preview scholarships awarded to a student (Fig. 34) and change the student's bank account number.



The screenshot shows the AGH University of Science and Technology website. The header includes the university logo and name. Below the header is a navigation menu with options: NEWS, DIRECTORY, MY USOSWEB, STUDENT'S SECTION (highlighted), STAFF SECTION, and COMMON SECTION. On the left side, there is a sidebar menu with categories: INDEX, REGISTRATIONS (with sub-items: calendar, cart, for courses, direct for groups, group preferences), REGISTRATIONS FOR EXAMS, TOKEN REGISTRATIONS, MY STUDIES (with sub-items: tests, grades, linkage, pol-on, decisions, promotions, dean's groups, rankings, stipends, granted stipends, student's bank account).

The main content area is titled "My financial support". It contains a message: "Aktualne komunikaty dotyczące świadczeń dostępne są na stronie <https://www.dss.agh.edu.pl/>". Below this is a glossary section with an information icon (i) and the following items:

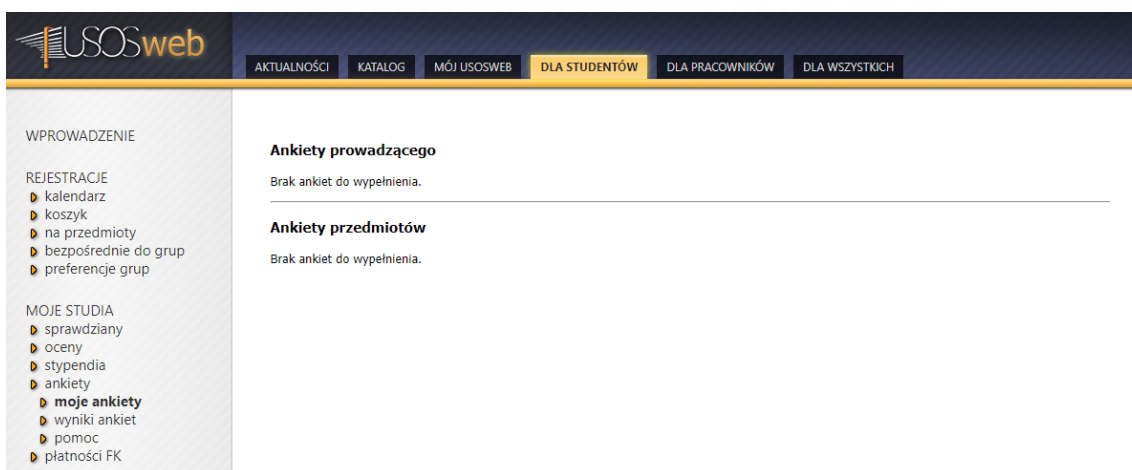
- Glossary:**
- Adjustment**
If there is some money left at the end of year, it may be distributed among students that are granted the stipend. Here you will find the amount of this extra money that you will get this month.
- Pending**
If you did not collect your stipend last month, here you will see the amount of pending money.
- Withdrawn**
for some reason you were denied to collect your stipend this month.

At the bottom of the main content area, there is another information icon (i) and the text: "No information on your financial support."

Figure 34. Student's section – Stipends.

5.11. Surveys

The panel allows you to complete questionnaires on the activities in which the student participated in a given semester (Fig. 35). This section is only in Polish.



The screenshot shows the USOSweb website. The header includes the USOSweb logo and a navigation menu with options: AKTUALNOŚCI, KATALOG, MÓJ USOSWEB, DLA STUDENTÓW (highlighted), DLA PRACOWNIKÓW, and DLA WSZYSTKICH. On the left side, there is a sidebar menu with categories: WPROWADZENIE, REJESTRACJE (with sub-items: kalendarz, koszyk, na przedmioty, bezpośrednie do grup, preferencje grup), MOJE STUDIA (with sub-items: sprawdziany, oceny, stypendia, ankiety, moje ankiety, wyniki ankiet, pomoc, płatności FK).

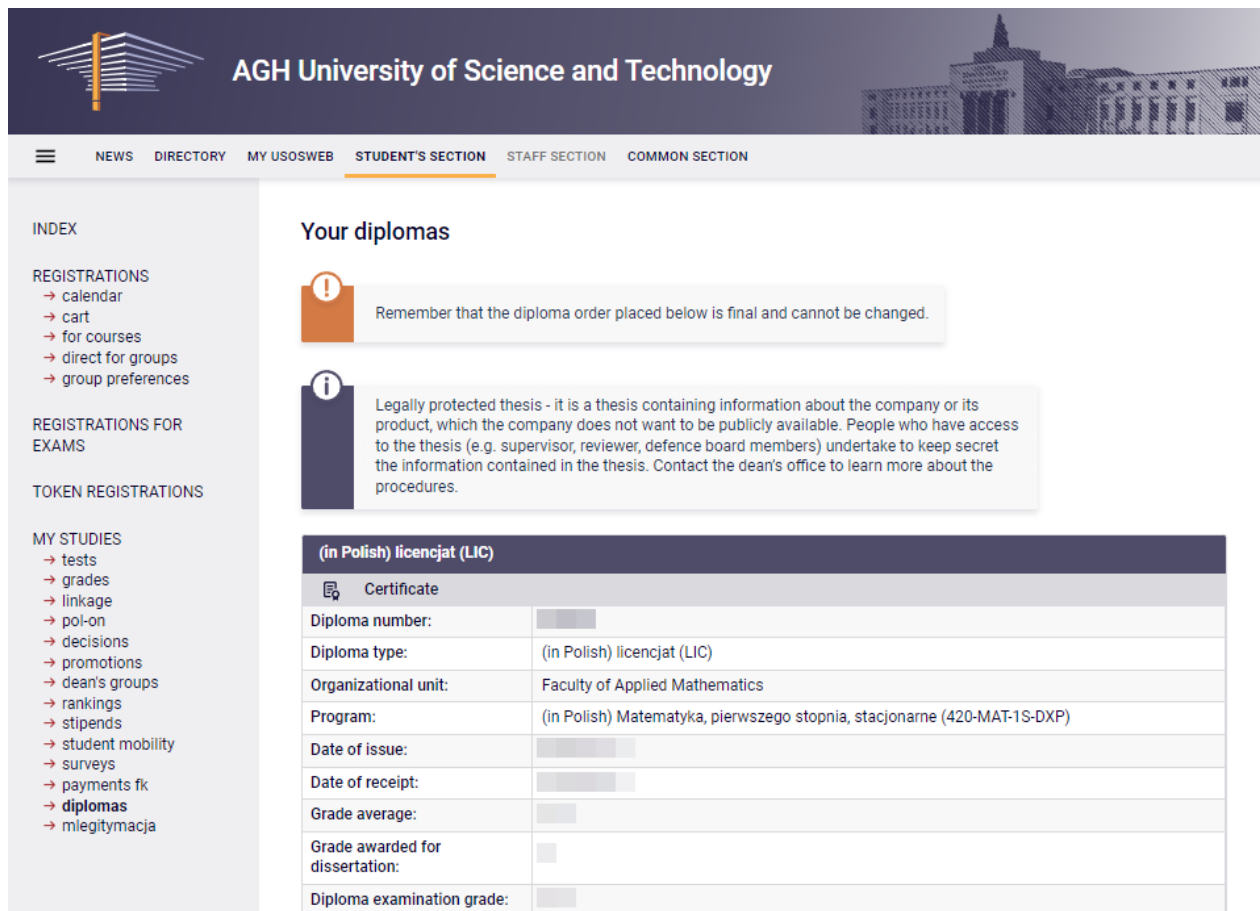
The main content area is titled "Ankiety prowadzącego". It contains the text: "Brak ankiet do wypełnienia." Below this is a horizontal line and the section title "Ankiety przedmiotów". It contains the text: "Brak ankiet do wypełnienia."

Figure 35. Student's section – Surveys.

5.12. Diplomas

Panel designed for graduating students (Fig. 36).

Detailed information on how to use the panel can be found in **Graduation process** manual on the website <https://www.usos.agh.edu.pl/usos-dla-studenta/>. (Chapter 6. . USOSweb – completing remaining data required for the graduation process).



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 → **diplomas**
 → mlegitymacja

Your diplomas

! Remember that the diploma order placed below is final and cannot be changed.

i Legally protected thesis - it is a thesis containing information about the company or its product, which the company does not want to be publicly available. People who have access to the thesis (e.g. supervisor, reviewer, defence board members) undertake to keep secret the information contained in the thesis. Contact the dean's office to learn more about the procedures.

(in Polish) licencjat (LIC)	
Certificate	
Diploma number:	
Diploma type:	(in Polish) licencjat (LIC)
Organizational unit:	Faculty of Applied Mathematics
Program:	(in Polish) Matematyka, pierwszego stopnia, stacjonarne (420-MAT-1S-DXP)
Date of issue:	
Date of receipt:	
Grade average:	
Grade awarded for dissertation:	
Diploma examination grade:	

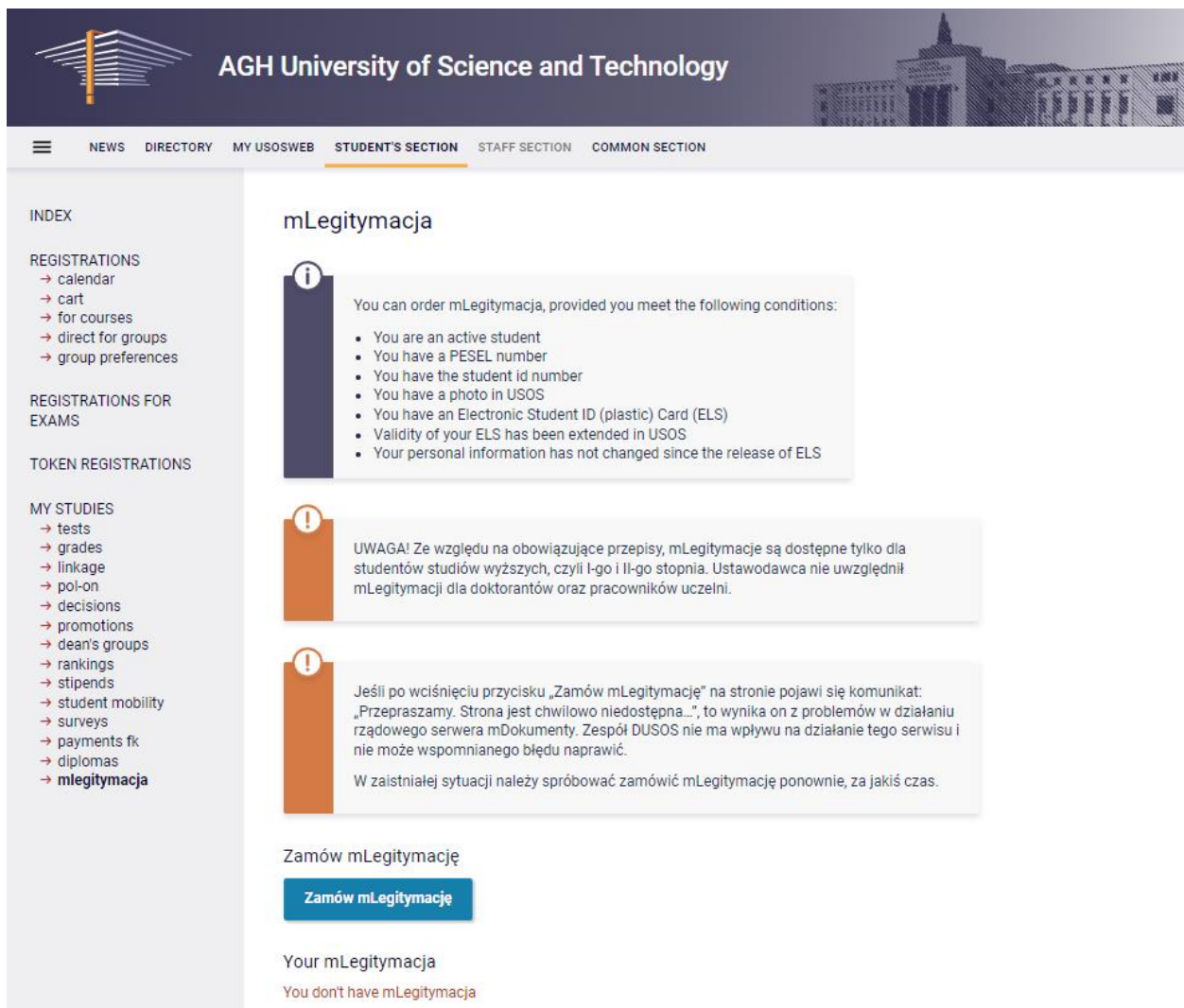
Figure 36. Student's section – Diplomas.

5.13. mLegitymacja

The panel allows you to make or invalidate the mLegitymacja (Fig. 37). Details are described in a separate instruction.

REMARK! mLegitymacja can only be obtained by students of first and second degree studies. However, it cannot be obtained by doctoral students. It cannot be obtained by people without Polish citizenship.

Detailed information on setting up mLegitymacja can be found in the **USOSweb – mLegitymacja** manual on the website: <https://www.usos.agh.edu.pl/usos-dla-studenta/>.



The screenshot shows the AGH University of Science and Technology website. The header includes the university logo and name. The navigation menu is at the top, with 'STUDENT'S SECTION' highlighted. On the left, there is a sidebar menu with categories like 'INDEX', 'REGISTRATIONS', 'REGISTRATIONS FOR EXAMS', 'TOKEN REGISTRATIONS', and 'MY STUDIES'. The 'mLegitymacja' link is highlighted under 'MY STUDIES'. The main content area is titled 'mLegitymacja' and contains an information icon, a list of conditions for ordering, two warning messages, and a 'Zamów mLegitymację' button.

mLegitymacja

You can order mLegitymacja, provided you meet the following conditions:

- You are an active student
- You have a PESEL number
- You have the student id number
- You have a photo in USOS
- You have an Electronic Student ID (plastic) Card (ELS)
- Validity of your ELS has been extended in USOS
- Your personal information has not changed since the release of ELS

UWAGA! Ze względu na obowiązujące przepisy, mLegitymacje są dostępne tylko dla studentów studiów wyższych, czyli I-go i II-go stopnia. Ustawodawca nie uwzględnił mLegitymacji dla doktorantów oraz pracowników uczelni.

Jeśli po wciśnięciu przycisku „Zamów mLegitymację” na stronie pojawi się komunikat: „Przepraszamy. Strona jest chwilowo niedostępna...”, to wynika on z problemów w działaniu rządowego serwera mDokumenty. Zespół DUSOS nie ma wpływu na działanie tego serwisu i nie może wspomnianego błędu naprawić.

W zaistniałej sytuacji należy spróbować zamówić mLegitymację ponownie, za jakiś czas.

Zamów mLegitymację

Zamów mLegitymację

Your mLegitymacja

You don't have mLegitymacja

Figure 37. Student's section – mLegitymacja.

6. Staff section

The **Staff section** tab (Fig. 38) is available only to academic teachers.

REMARK! If an academic teacher does not have access to this tab, he/she should ask the dean's office of his/her faculty to send the appropriate application to the DUSOS department.

REMARK! The panels: *Editing courses*, *Exam registration* and *Postulates* are currently not supported by USOSweb at AGHUST.

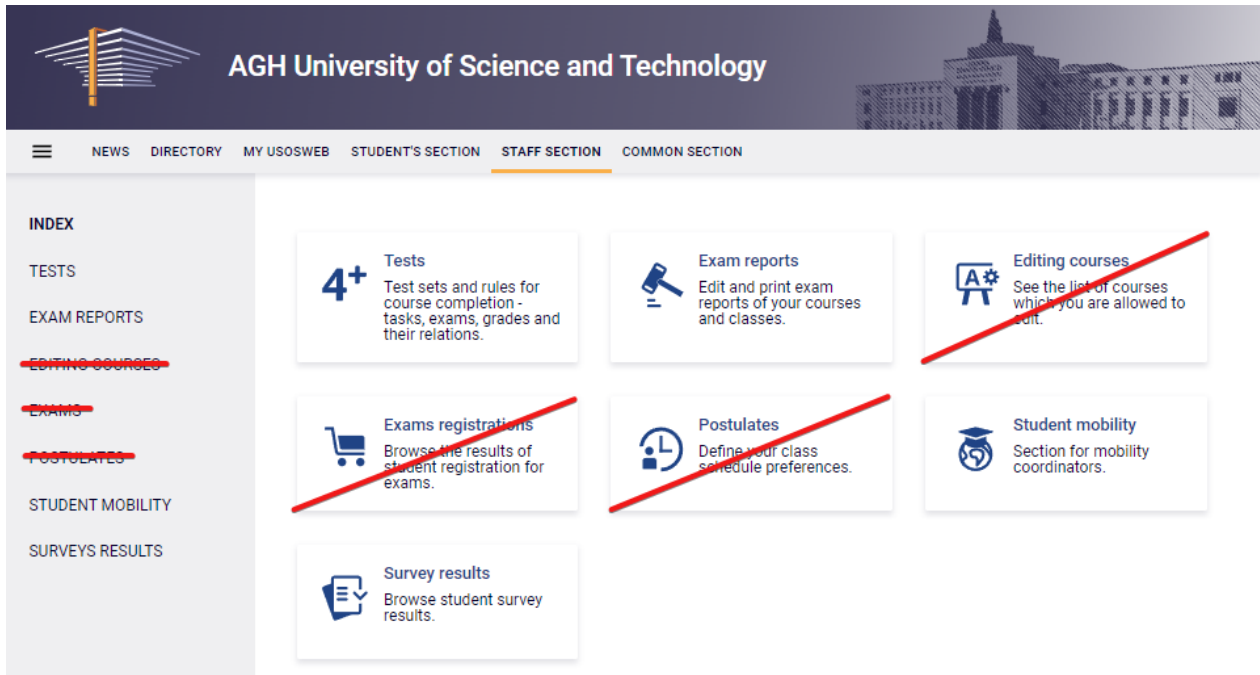
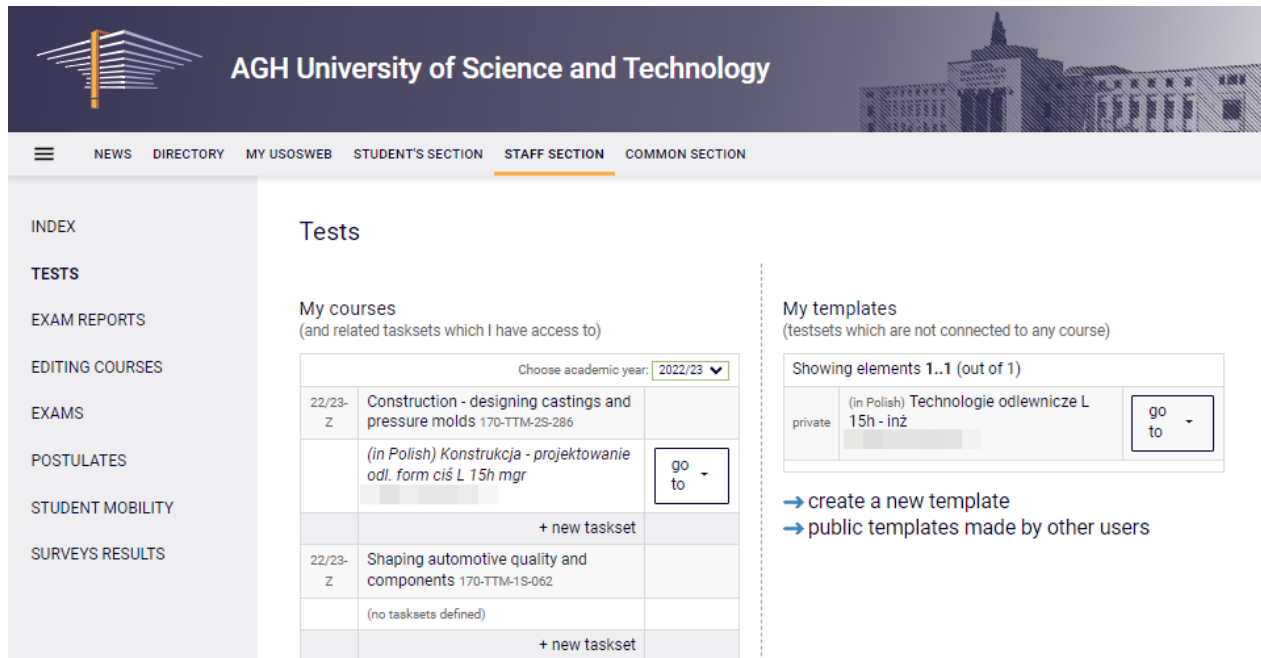


Figure 38. Staff section – home page.

6.1. Tests

The panel allows you to define the rules of passing and issue partial grades for individual subjects (Fig. 39).

Detailed information on the operation of tests is described in the **Tests** manual on the website <https://www.cok.agh.edu.pl/index.php?id=2912>.



Tests

My courses
(and related tasksets which I have access to)

Choose academic year: 2022/23

22/23-Z	Construction - designing castings and pressure molds 170-TTM-2S-286	
	(in Polish) Konstrukcja - projektowanie odl. form ciś L 15h mgr	go to
		+ new taskset
22/23-Z	Shaping automotive quality and components 170-TTM-1S-062	
	(no tasksets defined)	
		+ new taskset

My templates
(testsets which are not connected to any course)

Showing elements 1..1 (out of 1)

private	(in Polish) Technologie odlewnicze L 15h - inż	go to
---------	--	-------

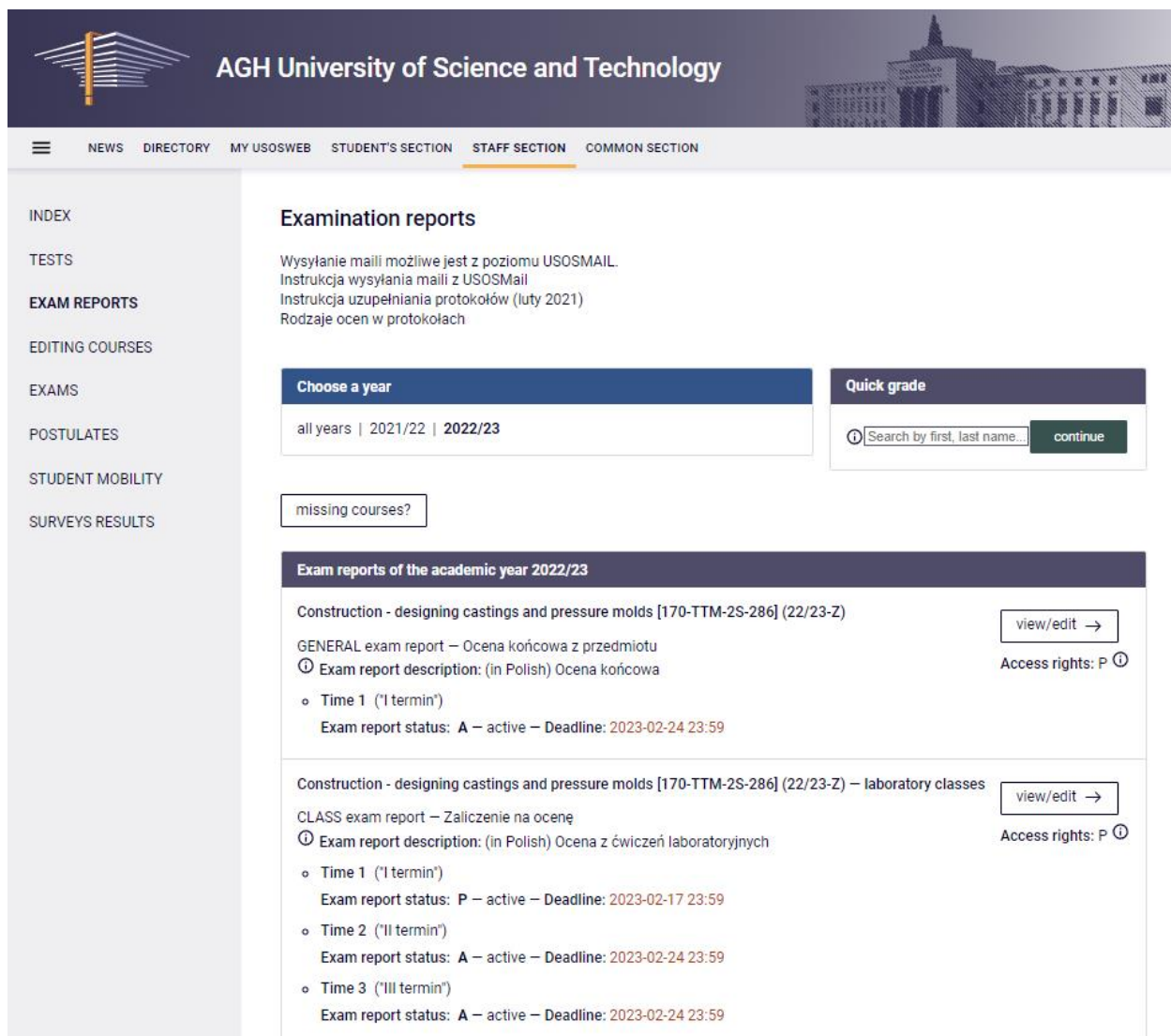
→ create a new template
→ public templates made by other users

Figure 39. Staff section – tests.

6.2. Exam reports

The panel allows you to complete the protocols from the final assessments (Fig. 40).

For details on protocol support, see the separate **Protokoły** (English version soon) manual. You may also find the manuals **Ekspert listy studentów oraz import ocen** (English version soon) useful. Both manuals can be found on the website: <https://www.cok.agh.edu.pl/index.php?id=2912>.



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EDITING COURSES
EXAMS
POSTULATES
STUDENT MOBILITY
SURVEYS RESULTS

Examination reports

Wysyłanie maili możliwe jest z poziomu USOSMAIL.
Instrukcja wysyłania maili z USOSMail
Instrukcja uzupełniania protokołów (luty 2021)
Rodzaje ocen w protokołach

Choose a year
all years | 2021/22 | **2022/23**

Quick grade
Search by first, last name... **continue**

missing courses?

Exam reports of the academic year 2022/23

Construction - designing castings and pressure molds [170-TTM-2S-286] (22/23-Z) view/edit →
GENERAL exam report – Ocena końcowa z przedmiotu
Exam report description: (in Polish) Ocena końcowa
Access rights: P ⓘ

- Time 1 ('I termin')
Exam report status: **A** – active – Deadline: 2023-02-24 23:59

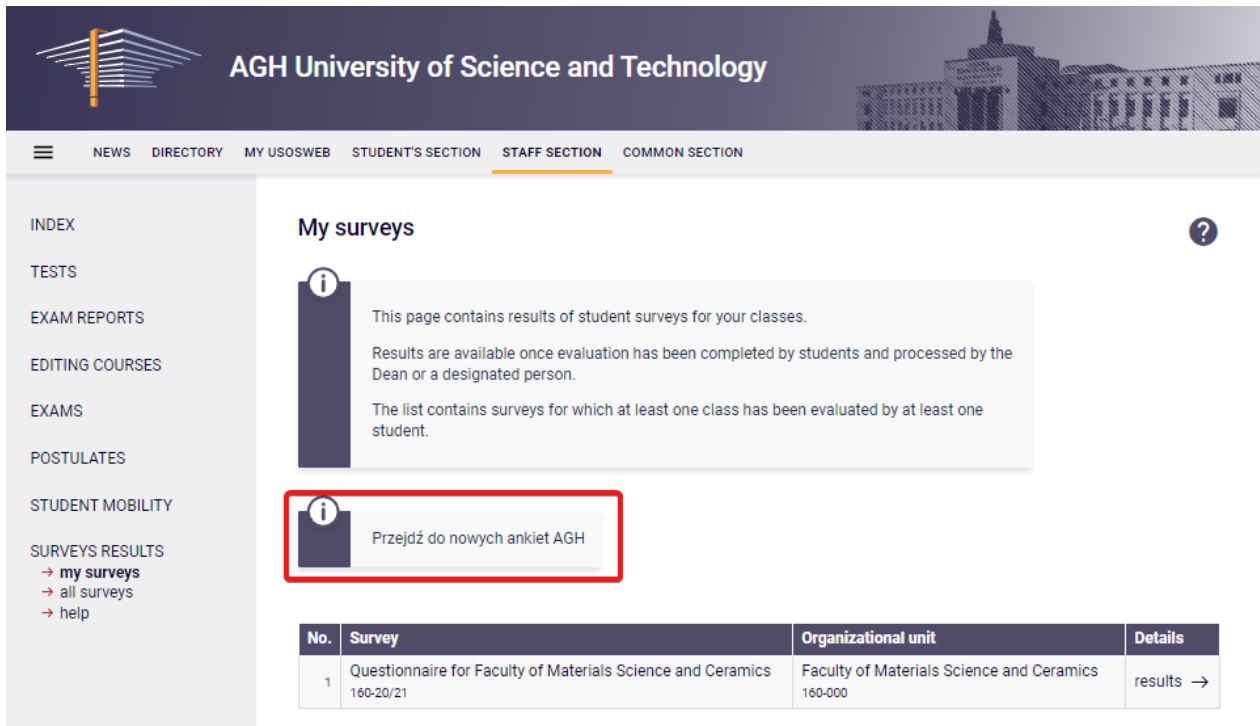
Construction - designing castings and pressure molds [170-TTM-2S-286] (22/23-Z) – laboratory classes view/edit →
CLASS exam report – Zaliczenie na ocenę
Exam report description: (in Polish) Ocena z ćwiczeń laboratoryjnych
Access rights: P ⓘ

- Time 1 ('I termin')
Exam report status: **P** – active – Deadline: 2023-02-17 23:59
- Time 2 ('II termin')
Exam report status: **A** – active – Deadline: 2023-02-24 23:59
- Time 3 ('III termin')
Exam report status: **A** – active – Deadline: 2023-02-24 23:59

Figure 40. Staff section – Exam reports.

6.3. Survey results

The panel allows you to view the results of surveys for the academic years 19/20 and 20/21. Since the academic term 21/22 surveys are carried out in another module, which can be accessed after clicking on **Go to new AGH UST surveys** (Przejdź do nowych ankiet AGH)(Fig. 41).



My surveys ?

i This page contains results of student surveys for your classes.
Results are available once evaluation has been completed by students and processed by the Dean or a designated person.
The list contains surveys for which at least one class has been evaluated by at least one student.

i [Przejdź do nowych ankiet AGH](#)

No.	Survey	Organizational unit	Details
1	Questionnaire for Faculty of Materials Science and Ceramics 160-20/21	Faculty of Materials Science and Ceramics 160-000	results →

Figure 41. Staff section – Survey results.

7. Common section

In the Common section panel (Fig. 42), you can, among others, change certain personal data and bank account information.

REMARK! *Applications coordinating* does not apply to students or academic teachers.

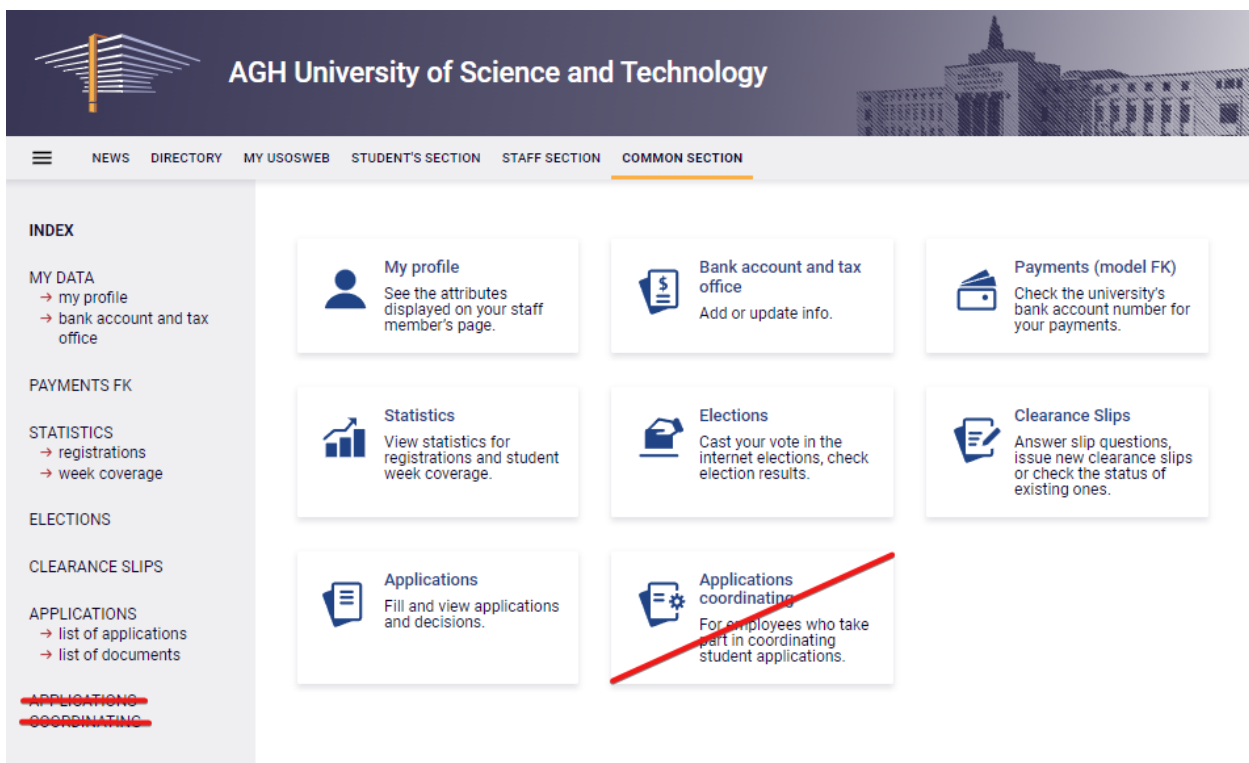


Figure 42. Common section – home page.

7.1. My data – my profile

The panel allows you to enter additional (optional!) data into USOSweb. For academic teachers option to provide consultation hours for students may be useful (Fig. 43). Confirm the changes with the **Save** button.

REMARK! For students, the email address starting with a string of numbers **is correct!** These digits are the student's album number, and messages sent to the address provided in USOSweb – will go to the second e-mail address chosen by the student.



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MY DATA
→ my profile
→ bank account and tax office

PAYMENTS FK

STATISTICS
→ registrations
→ week coverage

ELECTIONS

CLEARANCE SLIPS

APPLICATIONS
→ list of applications
→ list of documents

APPLICATIONS COORDINATING

My profile

Email address: (editing is not allowed)

Webpage address: (editing is not allowed)

Date of birth:

Staff phone number 1:

Staff phone number 2:

Mobile phone number: (editing is not allowed)

ORCID ID: (editing is not allowed)

PBN ID: (editing is not allowed)

Zainteresowania naukowe:

Zainteresowania naukowe (po angielsku):

Office hours:

Uwaga! Adresy mailowe:

- [numer albumu]@student.agh.edu.pl
- [wybrany przez studenta login]@student.agh.edu.pl

są równoznaczne i poprawne.

Save

Figure 43. Common section – My data – my profile.

7.2. My details – bank account and tax office

A place where students who receive a scholarship must provide the bank account number to which they wish to receive money (Figure 44). On the subpage, you can also indicate the tax office with which you settle.



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NEWS DIRECTORY MY USOSWEB STUDENT'S SECTION STAFF SECTION COMMON SECTION

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MY DATA
→ my profile
→ **bank account and tax office**

PAYMENTS FK

STATISTICS
→ registrations
→ week coverage

ELECTIONS

CLEARANCE SLIPS

APPLICATIONS
→ list of applications
→ list of documents

APPLICATIONS COORDINATING

Domestic bank account in PLN

i On this page you can check and add or correct your bank account numbers, to which the university will pay money (eg. Scholarships).

No bank account number given yet.

The set of bank account actions available to you (add, delete and/or modify) depends on the administrator settings.

Available bank account operations:

- add bank account
- change bank account

Transfer numerów kont bankowych do systemu księgowego odbywa się raz w miesiącu - **28. dnia każdego miesiąca po godz. 16:30**. Oznacza to, że **jeśli zmienisz numer konta przed tym terminem**, świadczenia w nadchodzącym miesiącu zostaną wypłacone na nowy – wprowadzony przez Ciebie numer konta. **Jeśli zmienisz numer konta po upływie wskazanego terminu, musisz zgłosić zmianę** w Sekcji Wypłat i Rozliczeń Stypendiów w Dziale Spraw Studenckich pod adresem dss@agh.edu.pl W innym wypadku, świadczenia w nadchodzącym miesiącu zostaną wypłacone na **dotychczasowy numer konta bankowego**.

Działania związane z kontami w walutach innych niż PLN dostępne są jedynie dla osób mających przyznany wyjazd, który nie został jeszcze podpisany.

Type your chosen bank account name and number

Account name:

Account number:

Currency:

Bank name:

Figure 44. Common section – My details – bank account and tax office.

7.3. Payments FK

At this point, the student can view the status of his charges towards the university (Fig. 45).

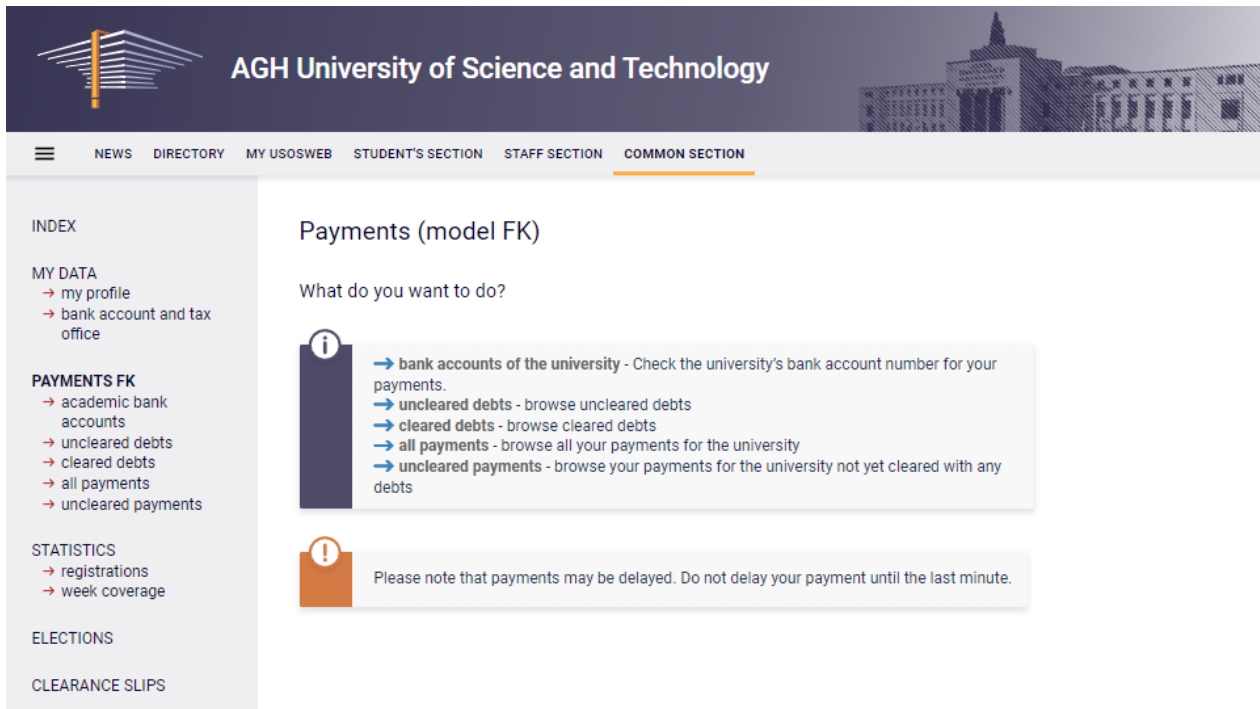
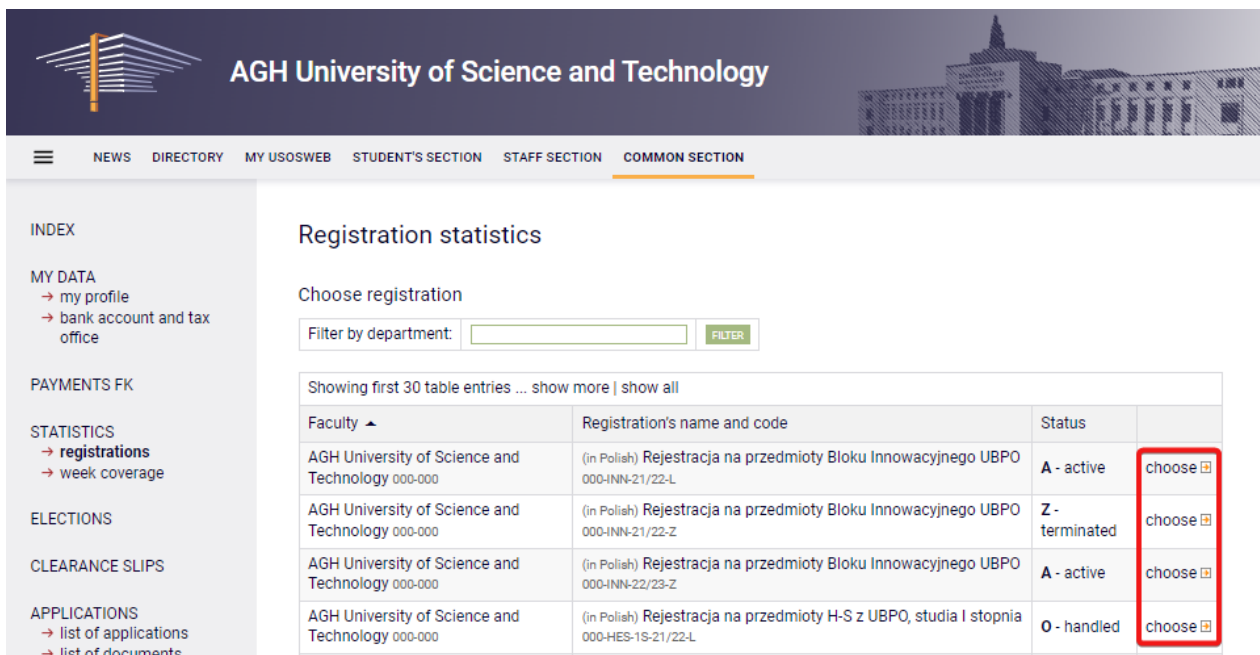


Figure 45. Common section – Payments FK.

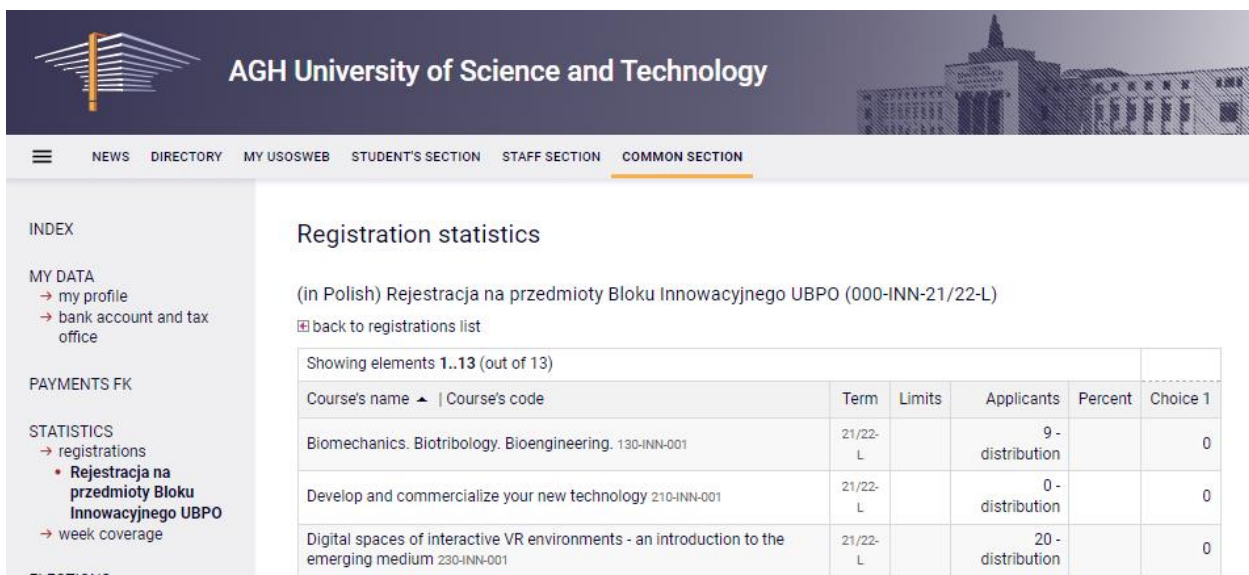
7.4. Registration statistics

The website allows you to view the registration of items (Fig. 46). After clicking the **choose** button, information about the number of occupied places in a given registration is displayed. (Fig. 47).



Faculty	Registration's name and code	Status	
AGH University of Science and Technology 000-000	(in Polish) Rejestracja na przedmioty Bloku Innowacyjnego UBPO 000-INN-21/22-L	A - active	choose
AGH University of Science and Technology 000-000	(in Polish) Rejestracja na przedmioty Bloku Innowacyjnego UBPO 000-INN-21/22-Z	Z - terminated	choose
AGH University of Science and Technology 000-000	(in Polish) Rejestracja na przedmioty Bloku Innowacyjnego UBPO 000-INN-22/23-Z	A - active	choose
AGH University of Science and Technology 000-000	(in Polish) Rejestracja na przedmioty H-S z UBPO, studia I stopnia 000-HES-1S-21/22-L	O - handled	choose

Figure 46. Common section – Registration statistics.



Registration statistics

(in Polish) Rejestracja na przedmioty Bloku Innowacyjnego UBPO (000-INN-21/22-L)

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Course's name ▲ Course's code	Term	Limits	Applicants	Percent	Choice 1
Biomechanics. Biotribology. Bioengineering. 130-INN-001	21/22-L		9 - distribution		0
Develop and commercialize your new technology 210-INN-001	21/22-L		0 - distribution		0
Digital spaces of interactive VR environments - an introduction to the emerging medium 230-INN-001	21/22-L		20 - distribution		0

Figure 47. Common section – Registration statistics – preview of the item.

7.5. Student week coverage statistics

Subpage intended for academic teachers. It allows you to view coverage and the schedule of classes for students from a selected class group, which can be useful, for example, when planning consultation hours or the date of the tests.

To view the coverage plan, choose the selected class and click **view** (Fig. 48).

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Student week coverage statistics

i This page can be useful when planning the date of the test, exam or consultations.
Select one (or more) of the ongoing study groups to view the collective "occupation" schedule of students from the selected groups. The values shown on the plan correspond to the number of students who have classes on a date that conflicts with the selected time.

Choose your classes

21/22-Z: Differential and Difference Equations (230-INF-1S-313) - laboratory classes group #3

1/22-Z: Differential and Difference Equations (230-INF-1S-313) - laboratory classes group #4

before This schedule is up-to-date between: **2022-10-01 - 2023-02-26** after

i Schedule settings: [show HTML version](#) | [magnify](#) | [print this schedule](#) show advanced settings

	Monday	Tuesday	Wednesday	Thursday	Friday
7:00					
8:00	10	8	3	6	10
9:00	10	10	8	8	10
10:00	9	7	6	3	9
11:00	9	7	8	4	10

Figure 48. Common section – Student week coverage statistics.

7.6. Applications

The subpage allows you to fill in and check applications for scholarships and administrative letters that the student has submitted or can submit (Fig. 49).

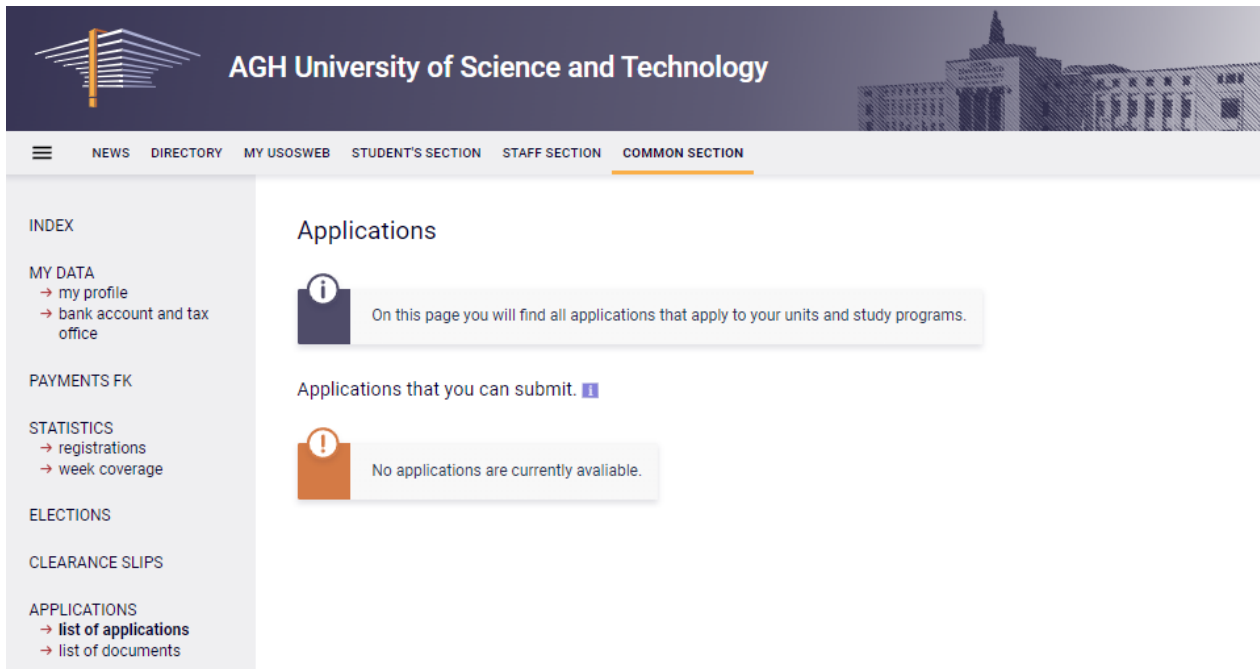


Figure 49. Common section – List of applications.

7.7. Elections

The panel allows you to participate in elections held on the USOSweb platform (e.g. to the student government) (Fig. 50).

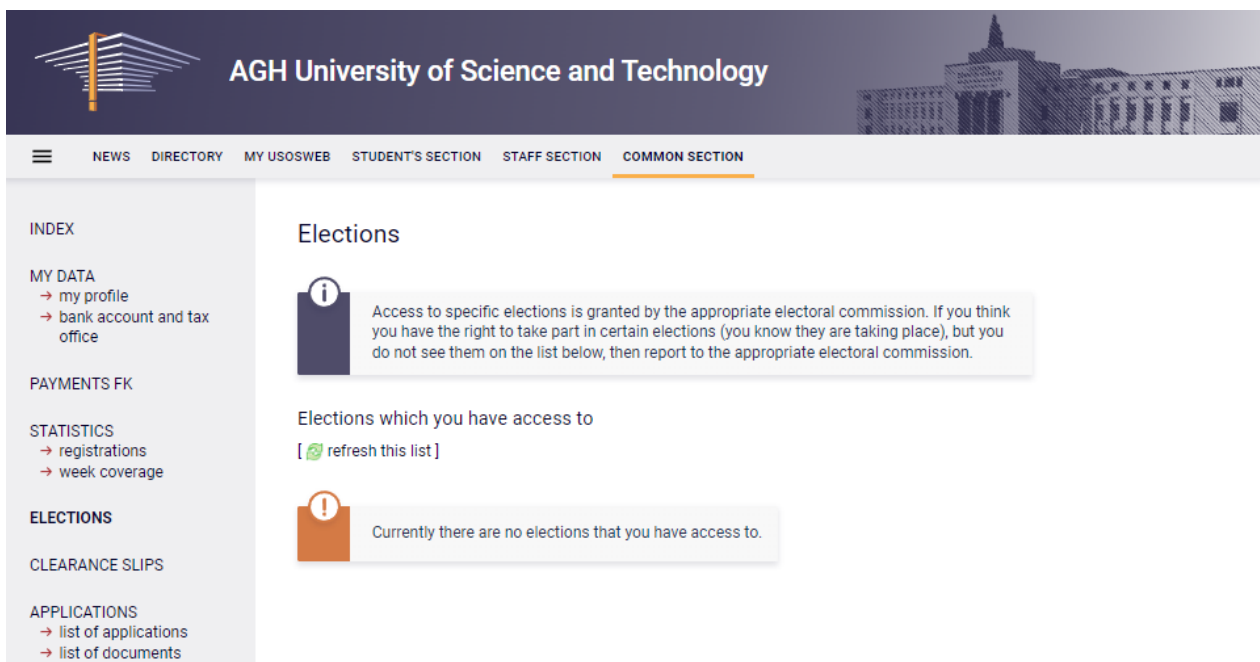
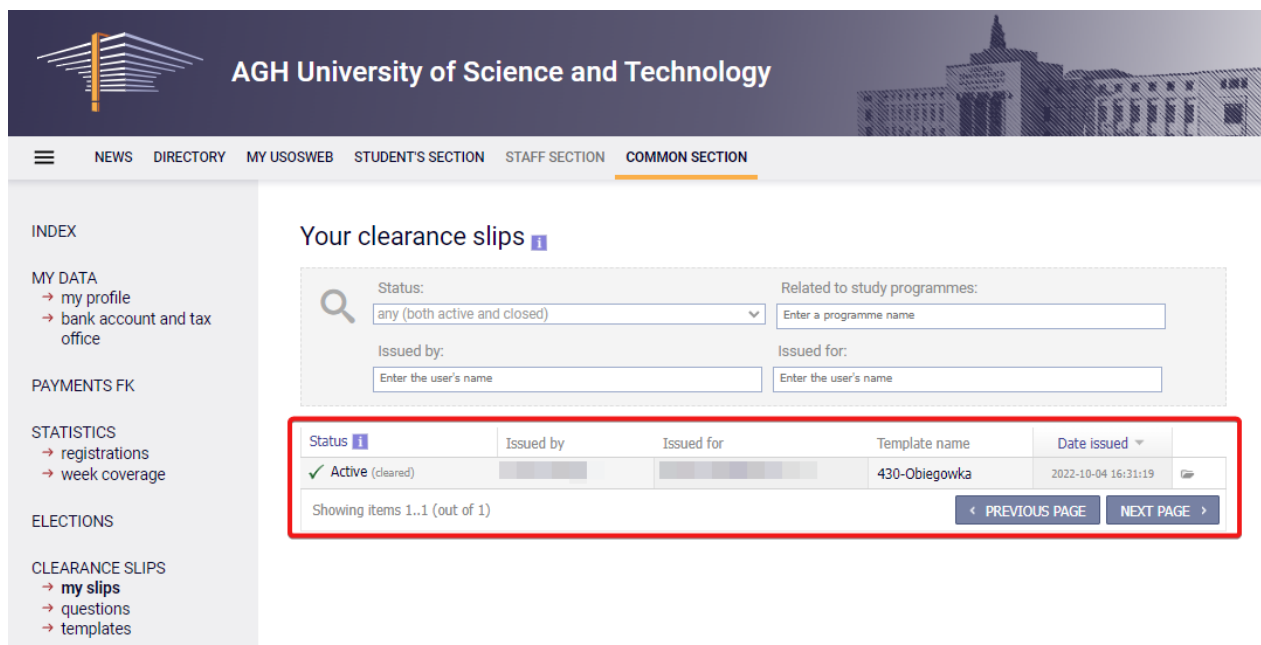


Figure 50. Common section – Elections.

7.8. Clearance slips

Panel designed for graduating students. It makes it possible to view whether the student has settled accounts with the Main Library and other AGH UST units (the set of units may differ for different faculties) (Fig. 51).

Detailed information about clearance slips can be found in the **Graduation process** on the website: <https://www.usos.agh.edu.pl/usos-dla-studenta/> (Chapter 7. Online clearance slips).



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Your clearance slips

Status: any (both active and closed) Related to study programmes: Enter a programme name

Issued by: Enter the user's name Issued for: Enter the user's name

Status	Issued by	Issued for	Template name	Date issued
✓ Active (cleared)			430-Obiegowka	2022-10-04 16:31:19

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Figure 51. Common section – clearance slips.

If you have any technical questions, please contact us at: pomoc-usos@agh.edu.pl