



# **USOSweb – General manual**

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## 1. Login to USOSweb

USOSweb at AGH UST is available at [web.usos.agh.edu.pl](http://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)

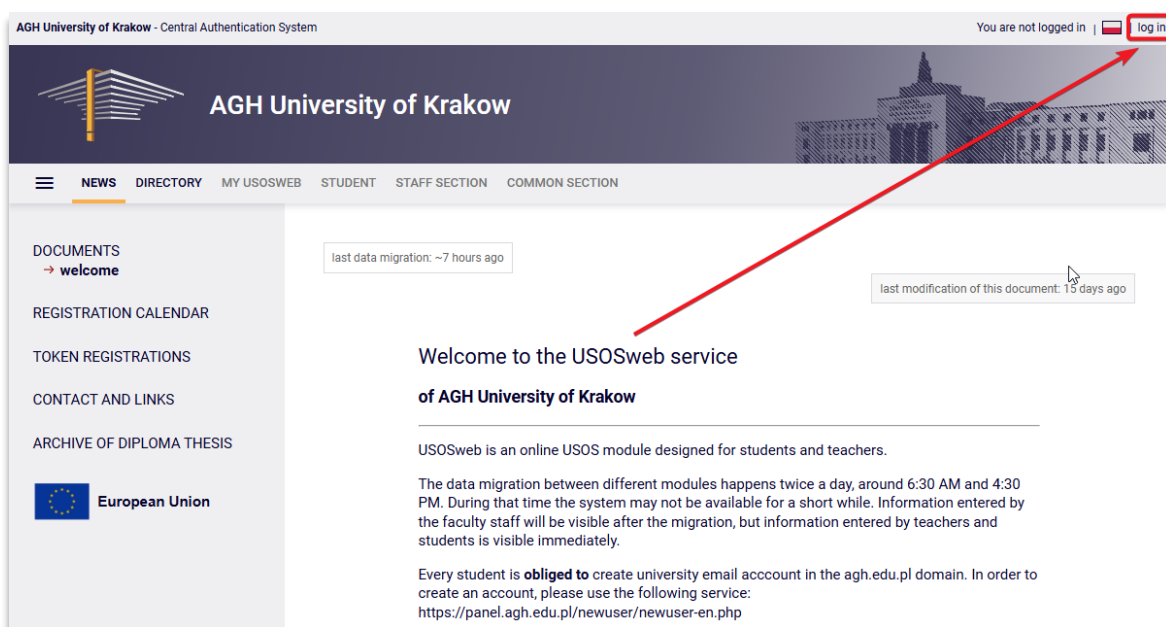


Figure 1. The location of the "log in" button in USOSweb.

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

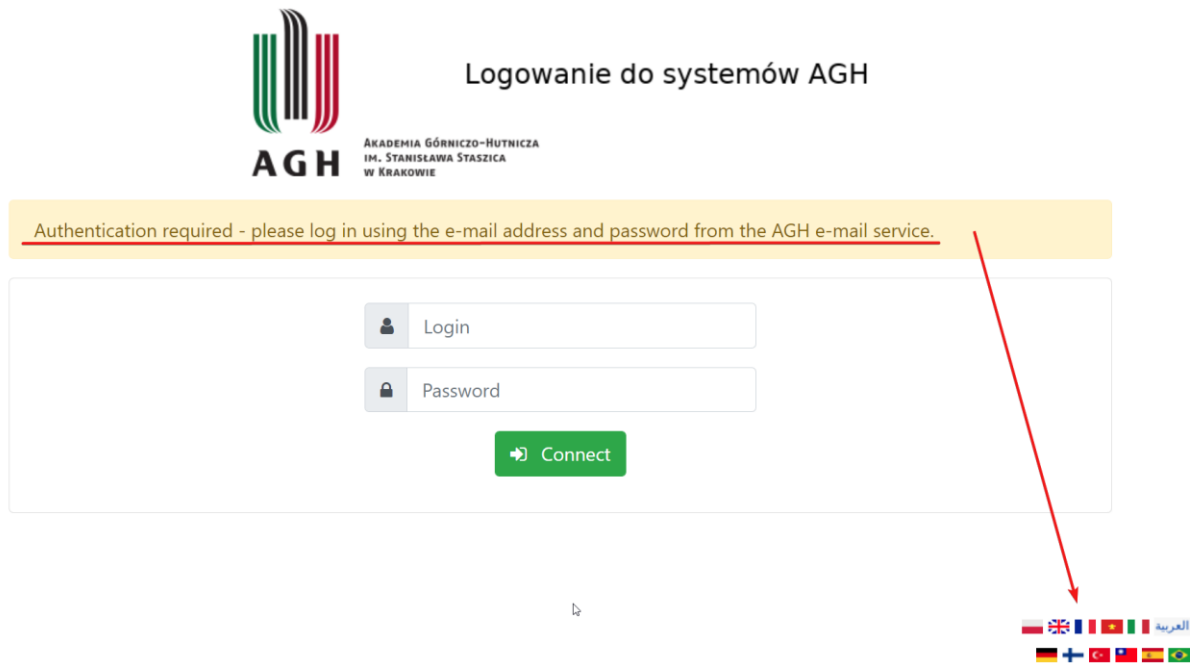


Figure 2. Login panel of the system to USOSweb.

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).

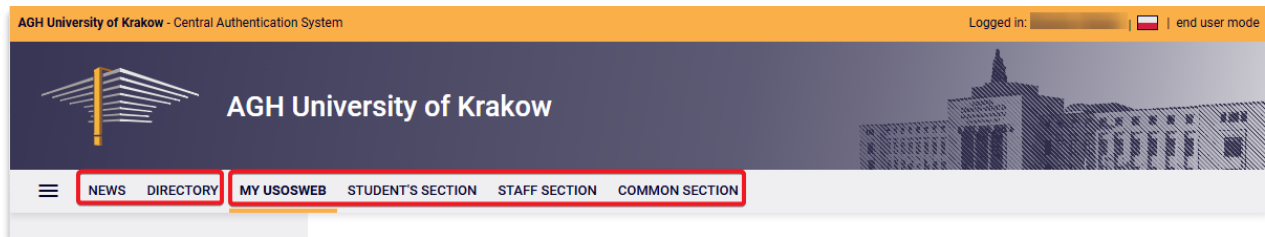


Figure 3. Successful USOSweb login page.

## 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.

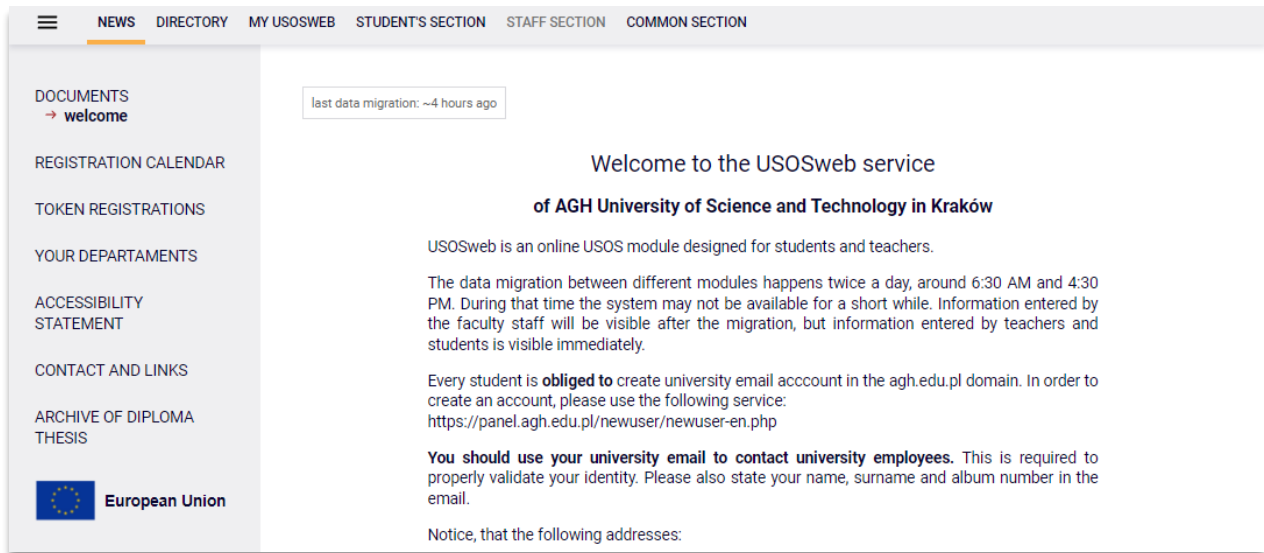


Figure 4. News – home page.

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).

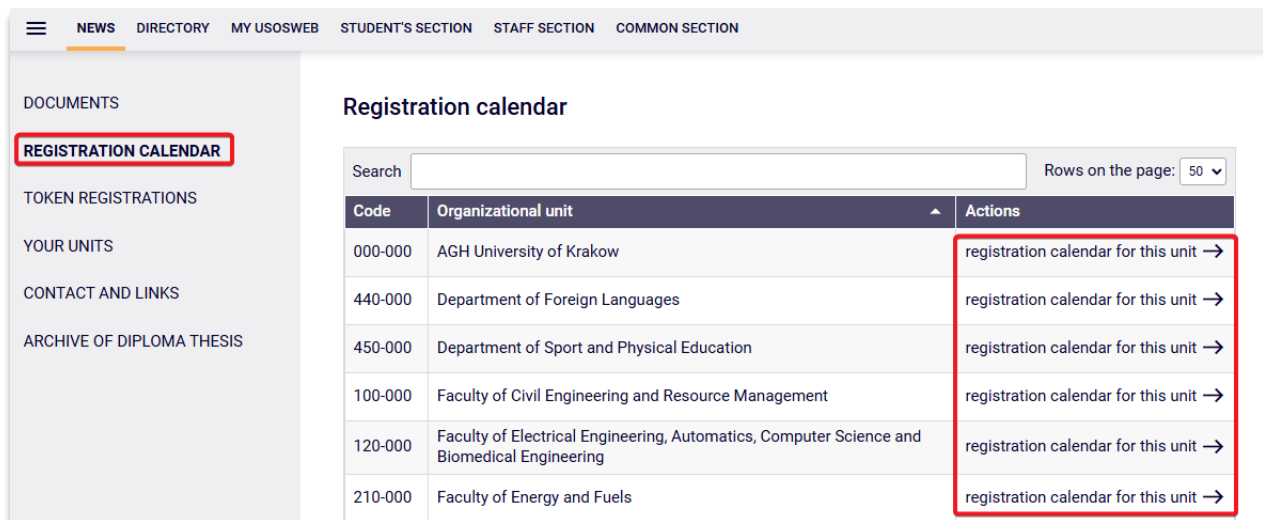
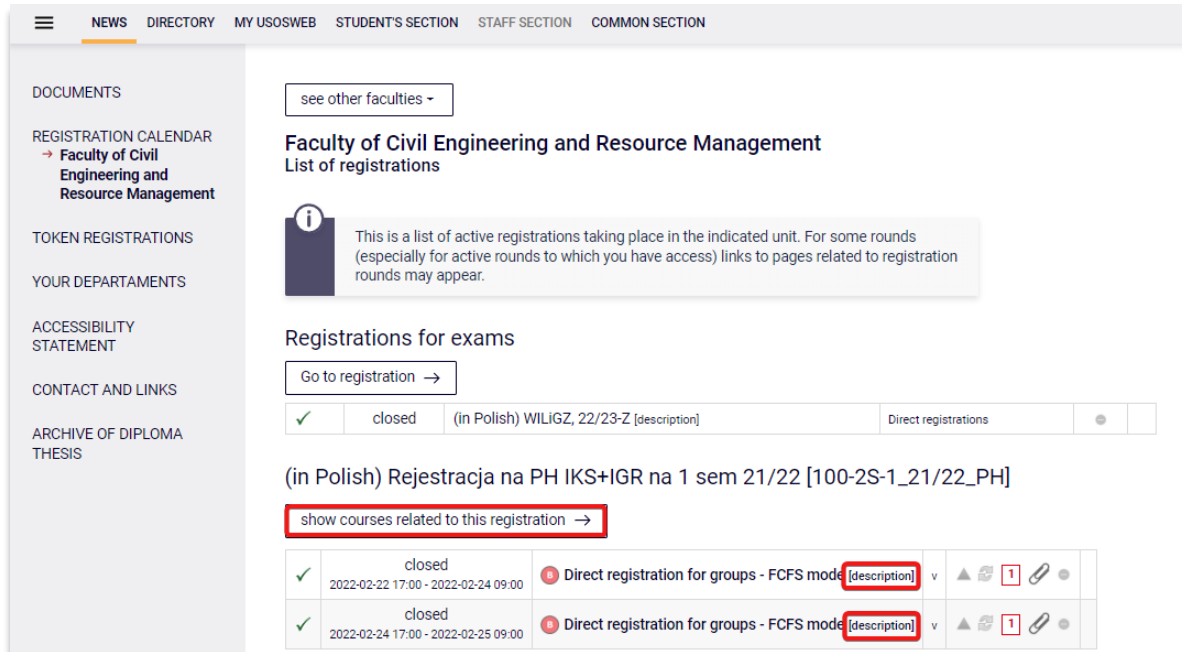


Figure 5. News – Registration calendar.

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.

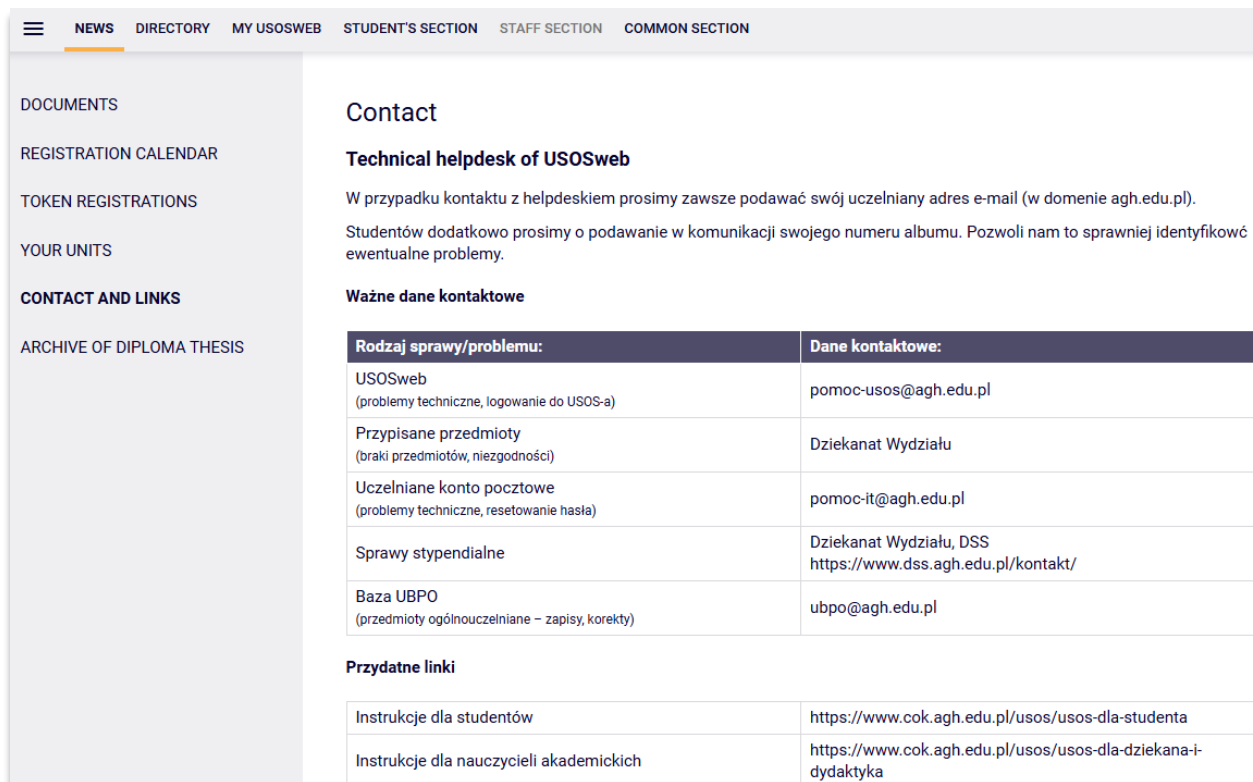


The screenshot shows the USOSweb interface for the Faculty of Civil Engineering and Resource Management. The main content area is titled 'List of registrations' and includes an information box stating: 'This is a list of active registrations taking place in the indicated unit. For some rounds (especially for active rounds to which you have access) links to pages related to registration rounds may appear.' Below this, there is a section for 'Registrations for exams' with a 'Go to registration' button. A table lists a registration for '(in Polish) WILIGZ, 22/23-Z' with a 'Direct registrations' link. Below this, a specific registration is highlighted: '(in Polish) Rejestracja na PH IKS+IGR na 1 sem 21/22 [100-2S-1\_21/22\_PH]'. A red box highlights the 'show courses related to this registration' button. Below this, a table lists two direct registration events for groups in FCFS mode, each with a red box around the 'description' button.

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 websites. (Fig. 7).



**CONTACT AND LINKS**

### 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 <a href="https://www.dss.agh.edu.pl/kontakt/">https://www.dss.agh.edu.pl/kontakt/</a>
Baza UBPO (przedmioty ogólnouczelniane – zapisy, korekty)	ubpo@agh.edu.pl

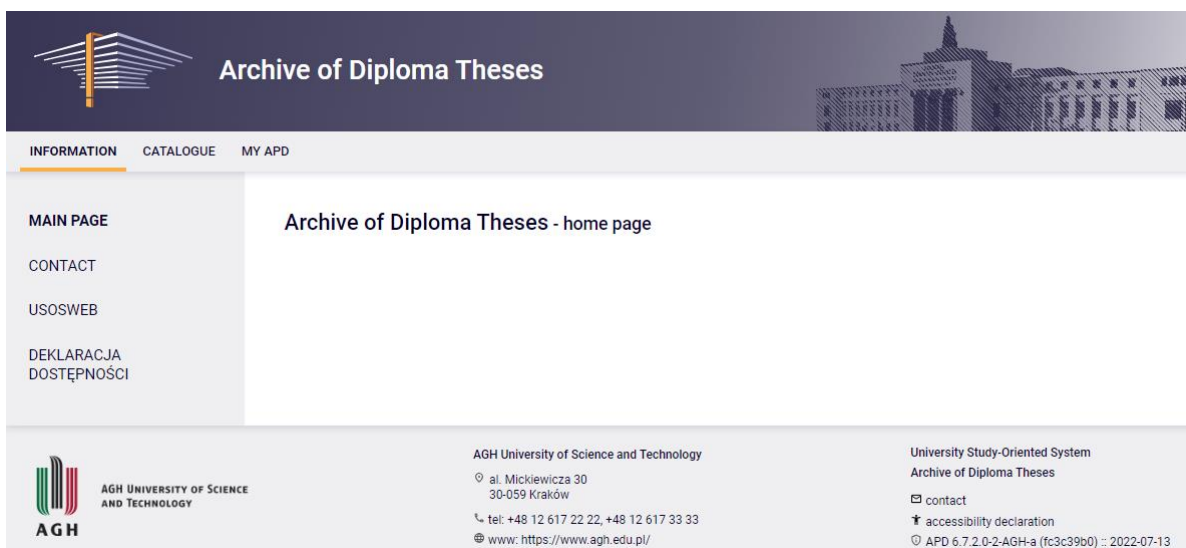
**Przydatne linki**

Instrukcje dla studentów	<a href="https://www.cok.agh.edu.pl/usos/usos-dla-studenta">https://www.cok.agh.edu.pl/usos/usos-dla-studenta</a>
Instrukcje dla nauczycieli akademickich	<a href="https://www.cok.agh.edu.pl/usos/usos-dla-dziekana-i-dydaktyka">https://www.cok.agh.edu.pl/usos/usos-dla-dziekana-i-dydaktyka</a>

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).



**Archive of Diploma Theses**

INFORMATION CATALOGUE MY APD

MAIN PAGE CONTACT USOSWEB DEKLARACJA DOSTĘPNOŚCI

Archive of Diploma Theses - home page

AGH UNIVERSITY OF SCIENCE AND TECHNOLOGY  
al. Mickiewicza 30  
30-059 Kraków  
tel: +48 12 617 22 22, +48 12 617 33 33  
www: <https://www.agh.edu.pl/>

University Study-Oriented System  
Archive of Diploma Theses  
contact  
accessibility declaration  
APD 6.7.2.0-2-AGH-a (fc3c39b0) :: 2022-07-13

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.

Directory

People search

Search by first, last name... Search

Faculty search

Search by department name, ID... Search

Course search

Search by course name, ID... Search

Studies search

Search by study program name, ID... Search

Information on dormitories →

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).

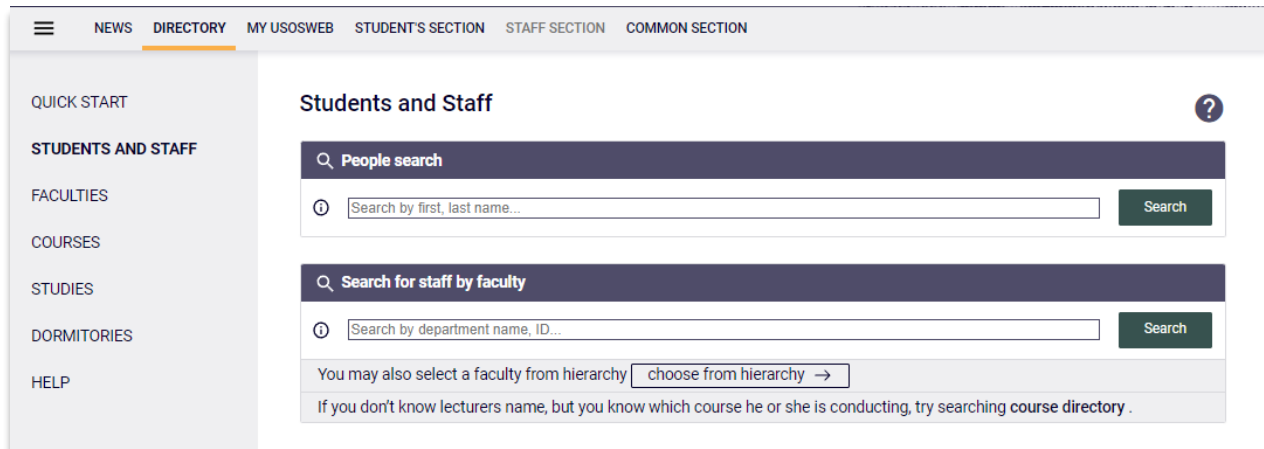


Figure 10. Directory – Students and staff.

### 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).

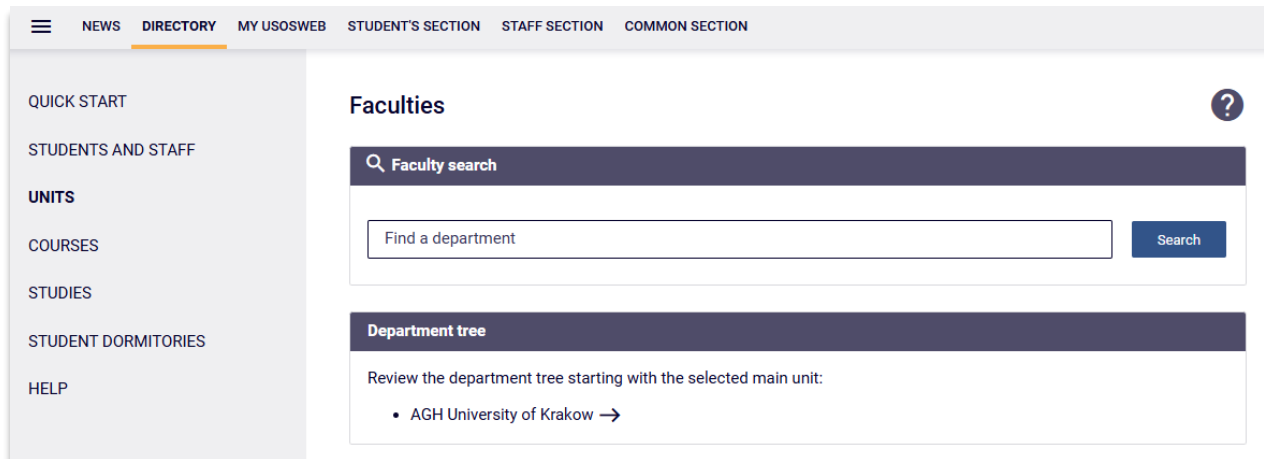


Figure 11. Directory – Faculties.

### 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).

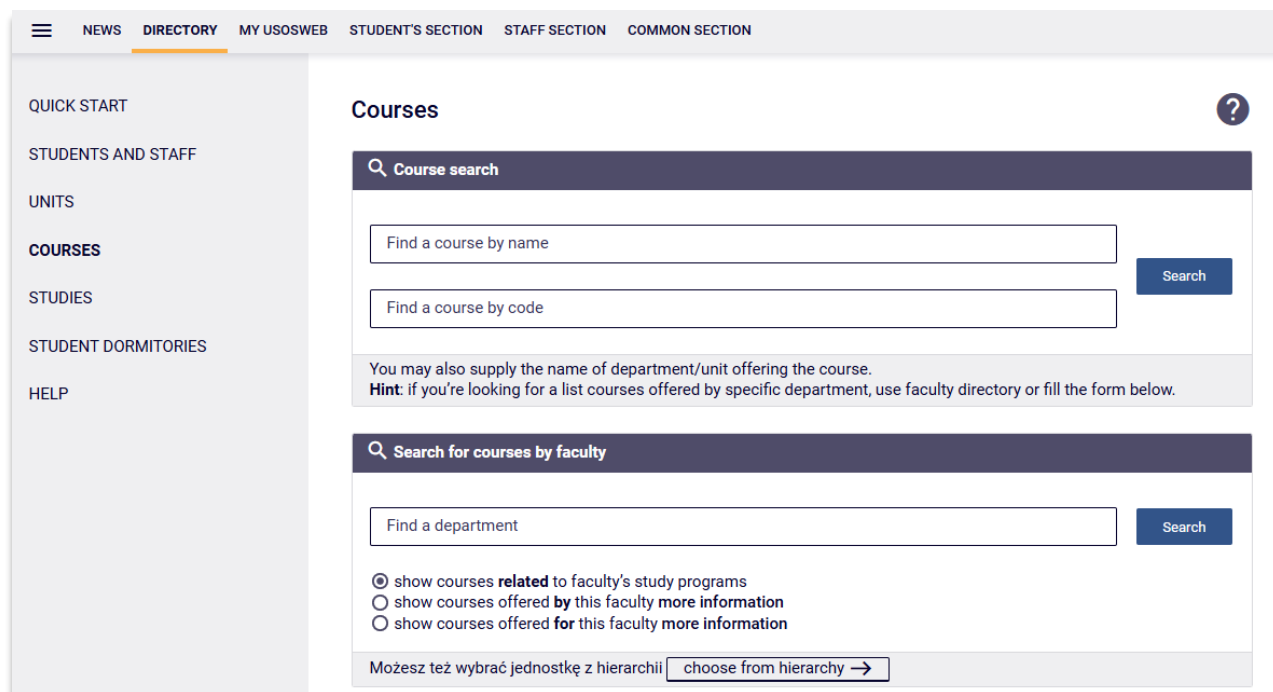


Figure 12. Directory – Courses.

### 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).

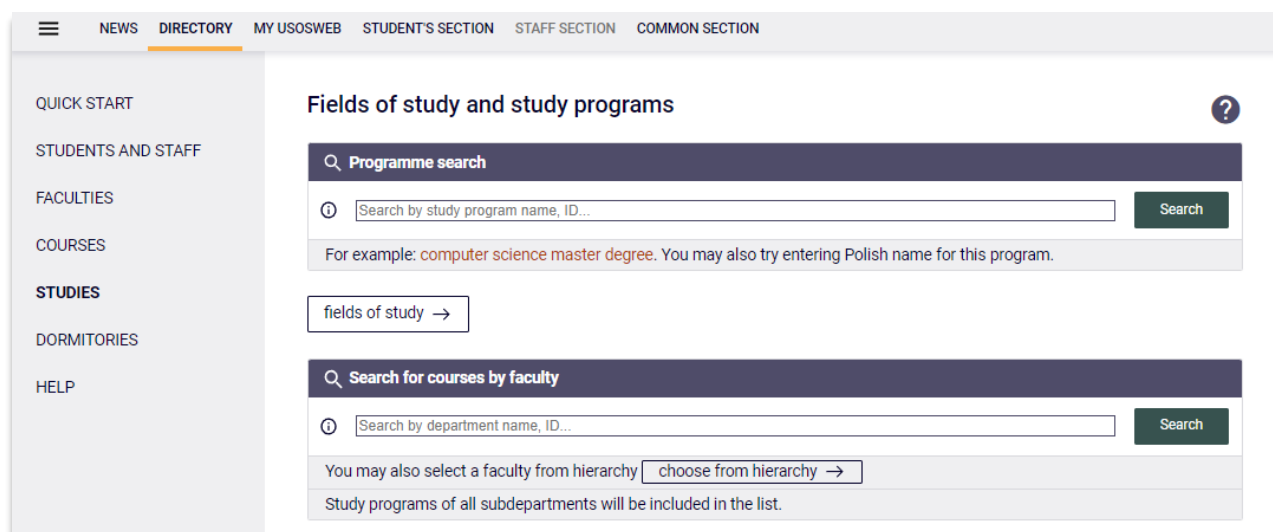


Figure 13. Directory – Fields of study and study programs.

### 3.5. Dormitories

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

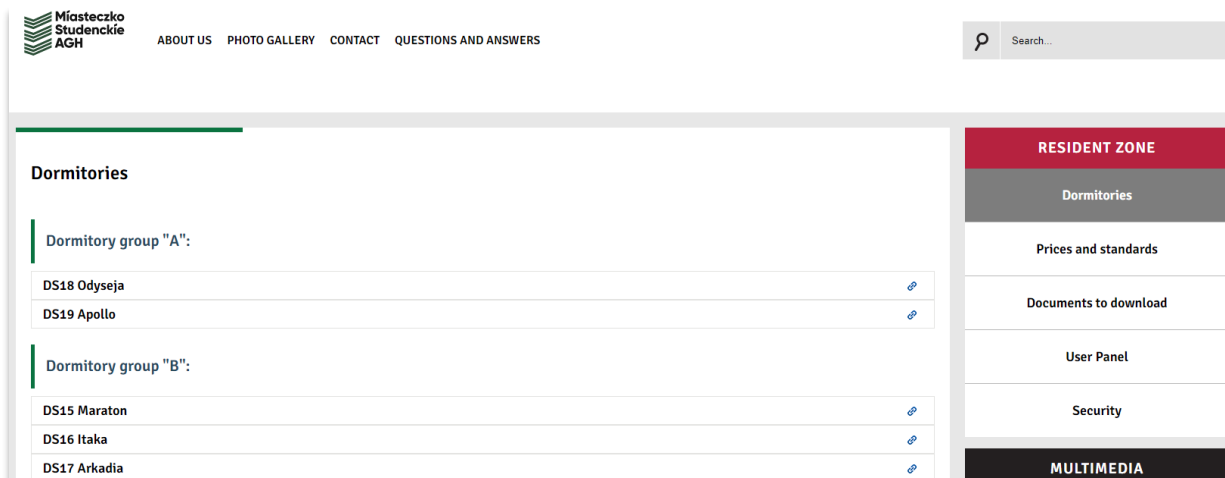


Figure 14. Subpage Dormitories on the AGH UST Student Campus website.

### 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.

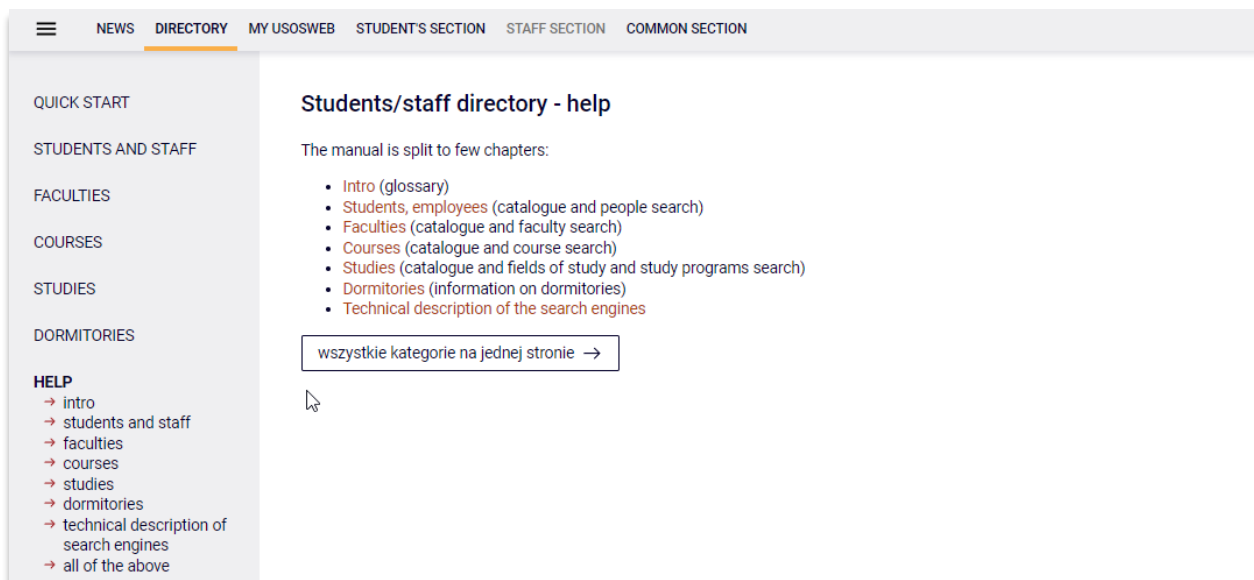


Figure 15. Directory help.

## 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.

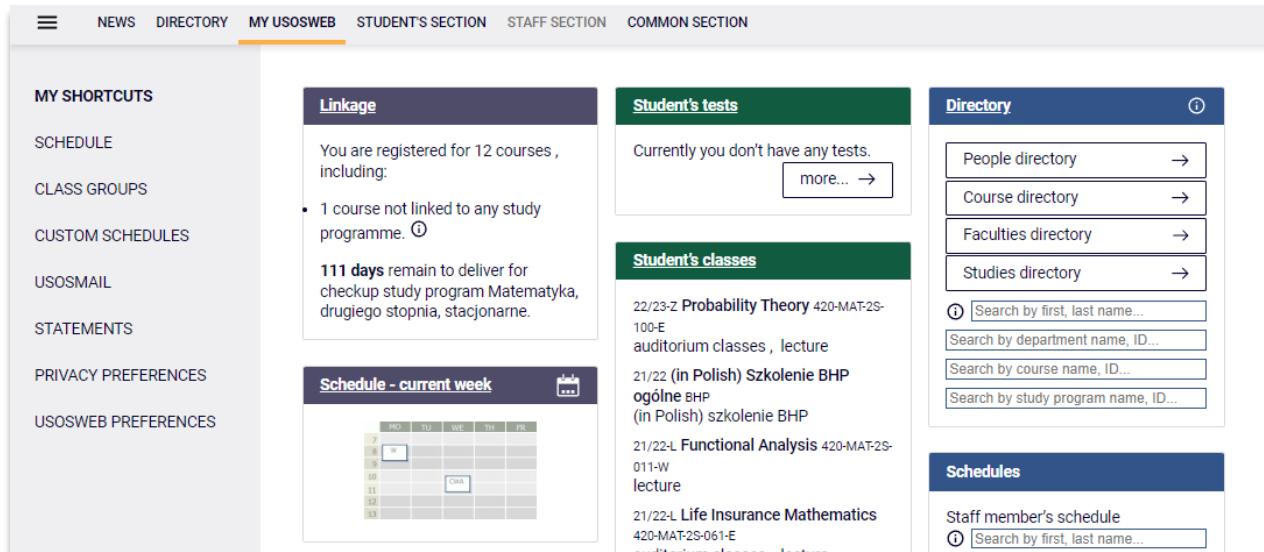


Figure 16. My USOSweb – homepage.

### 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.



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.

There are several ways to share your class schedule.

1. **Send this schedule** - sending the schedule using the initial URL tool (active for 14 days)
2. **Export (iCalendar)** - allows you to import the schedule to external programs, such as Google Calendar or Microsoft Outlook. Using this button you can also download the `.ics` file
3. **Export current/next semester to csv** - importing the file to Google Calendar requires customizing the `csv` file, more about the requirements see [here](#).

## 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.

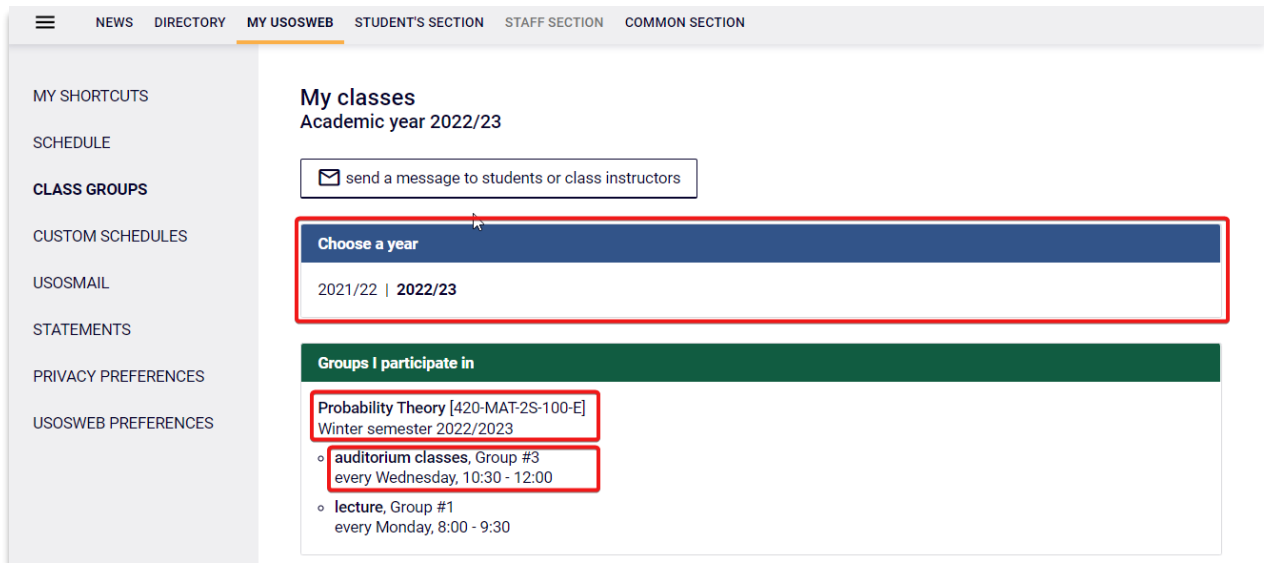


Figure 18. My USOSweb – Class group (academic teacher view).

### 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.

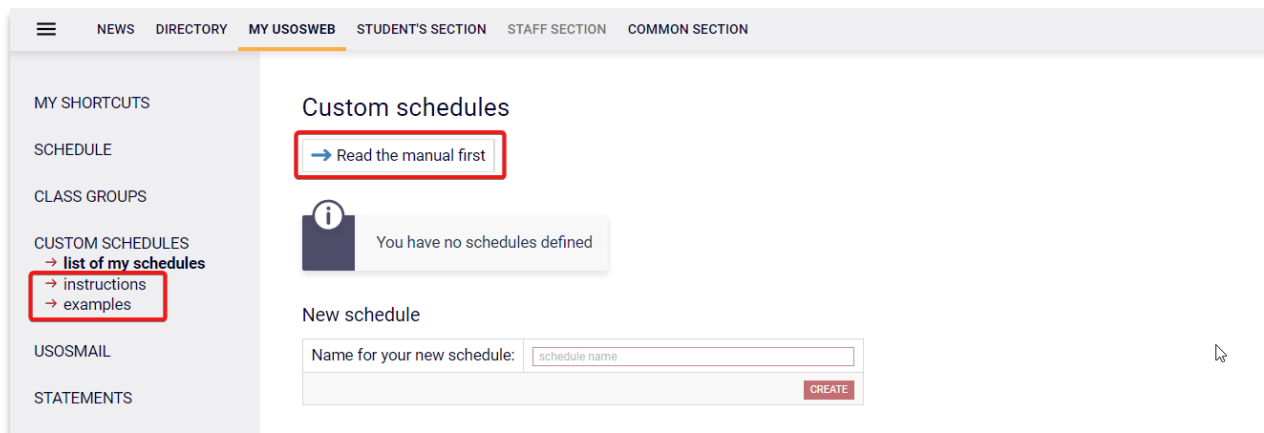


Figure 19. My USOSweb – Custom schedules.

### 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>.

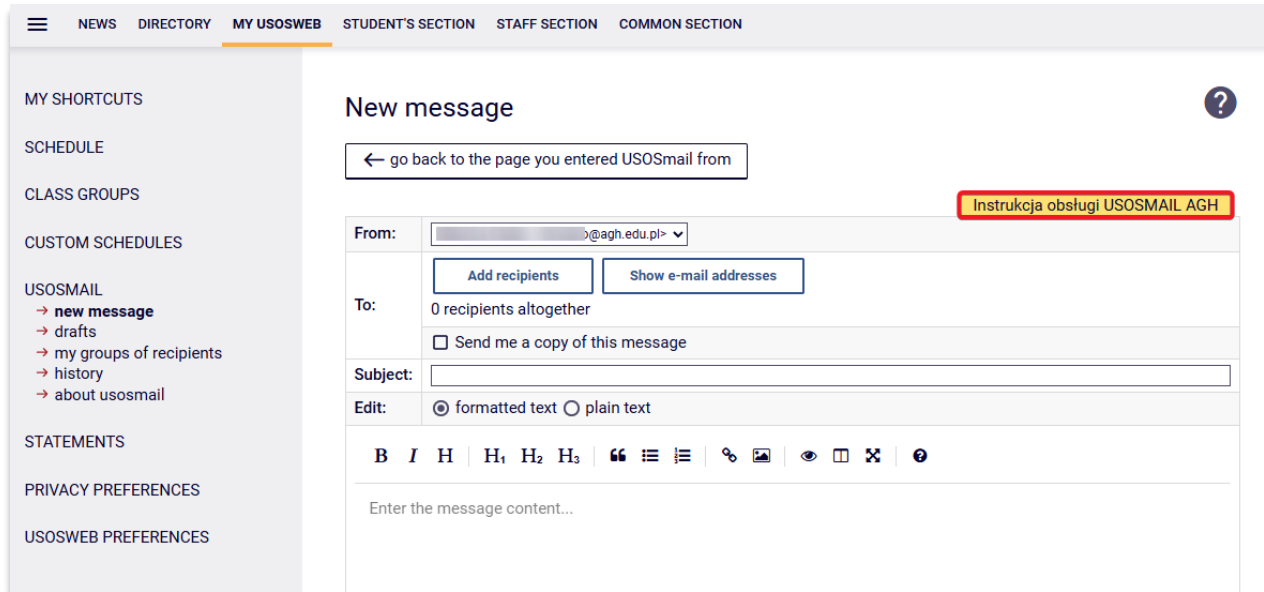


Figure 20. My USOSweb – USOSmail.

## 4.5. Statements

Students admitted to studies on AGH University of Krakow from 01.10.2023 are required to take electronic oaths (oaths of students admitted to studies before this date – made in the traditional form – remain valid until they complete their studies in a given program).

This module will display all electronic declarations assigned to the user, along with the status of the decision, the date of the decision, the program they concern and a link to the full content of the oath (Fig. 21).



Figure 21. My USOSweb – Statements.

## 4.6. Privacy preferences

Allows you to change the visibility of information such as your name or photo (Fig. 22). By default, all settings are set to "Only me. Some selected staff members will still be able to access your photo, regardless of the option you choose. Only classmates and lecturers".

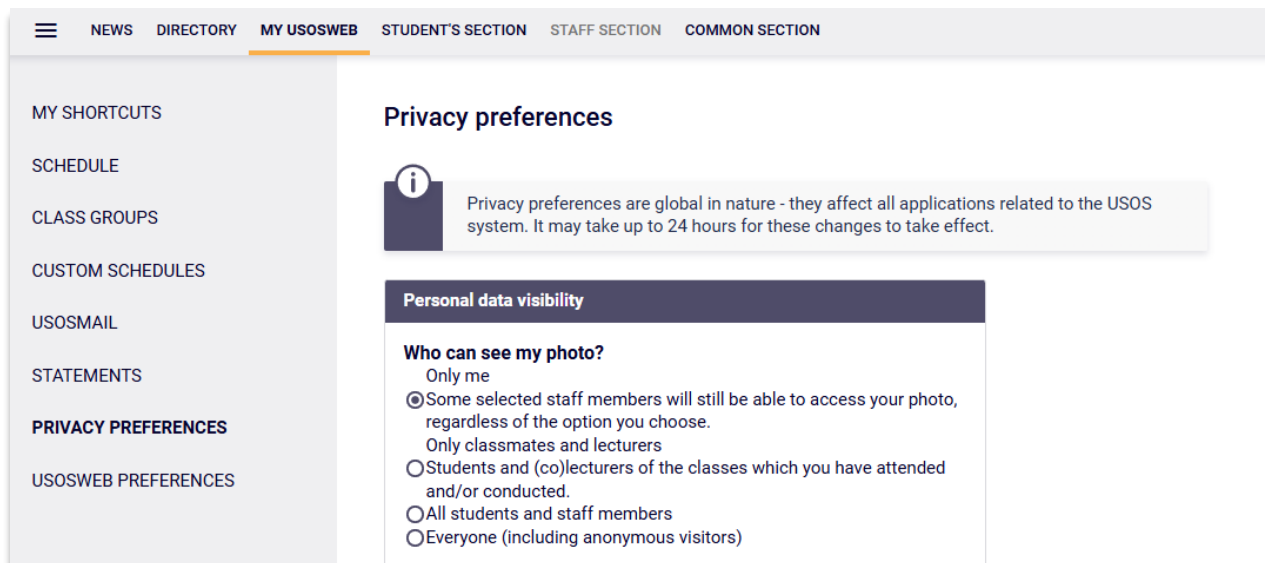


Figure 22. My USOSweb – Privacy Preferences.

The last setting concerns the permission to display the student's name in the Archive of Diploma Theses (Fig. 23). Of course, ticking this option is not mandatory, but we encourage graduates to give such consent.

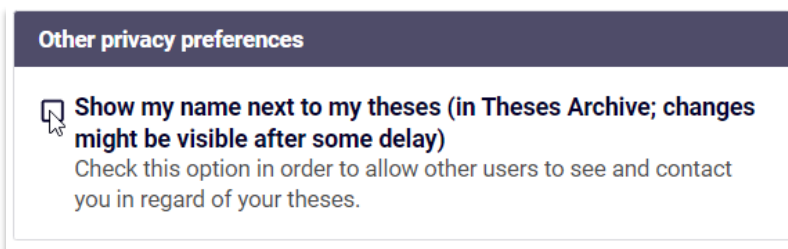


Figure 23. My USOSweb – permission to display the name in the APD.

## 4.7. USOSweb preferences

Allows you to change the display of some USOSweb elements (Fig. 24).

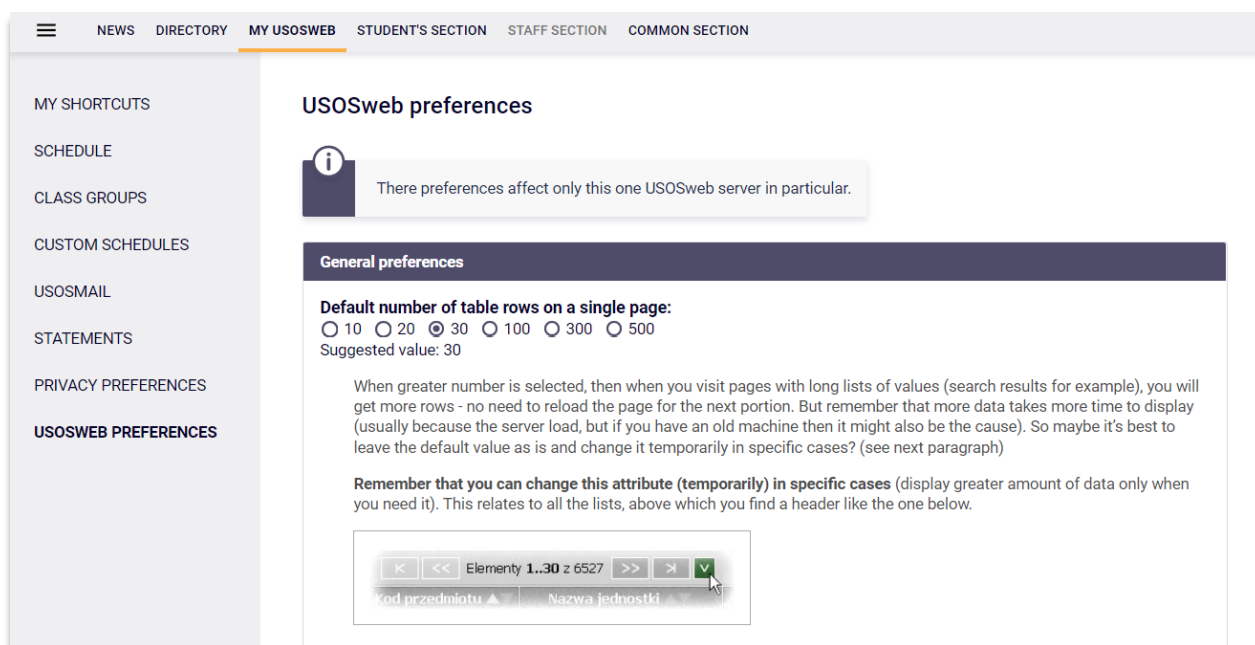


Figure 24. My USOSweb – USOSweb Preferences.

## 5. Student's section

The **Student's section** tab (Fig. 25) contains, among others, information on registration for subjects, scholarships, access to grades and tests. Links to modules can be found in the left navigation panel or click the appropriate tile.

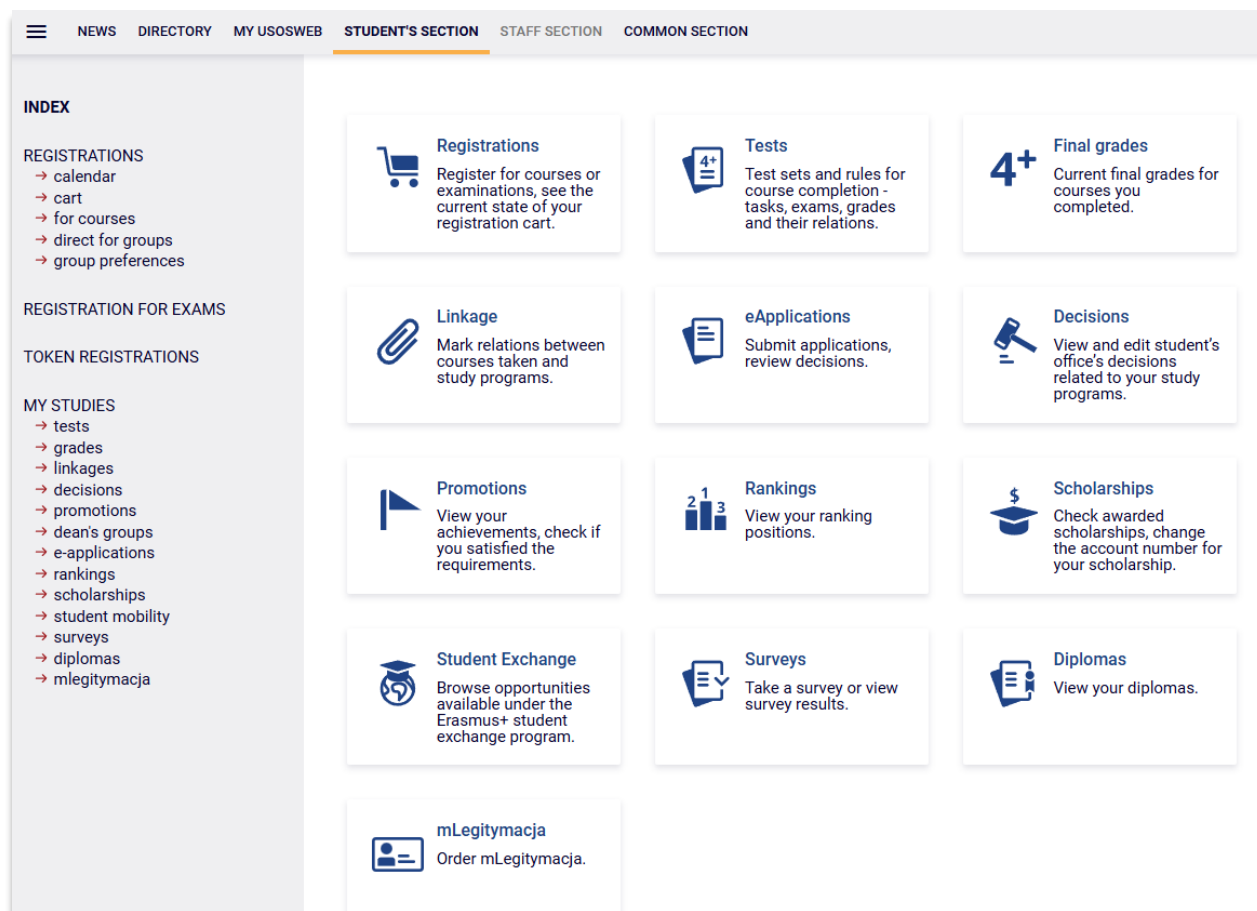
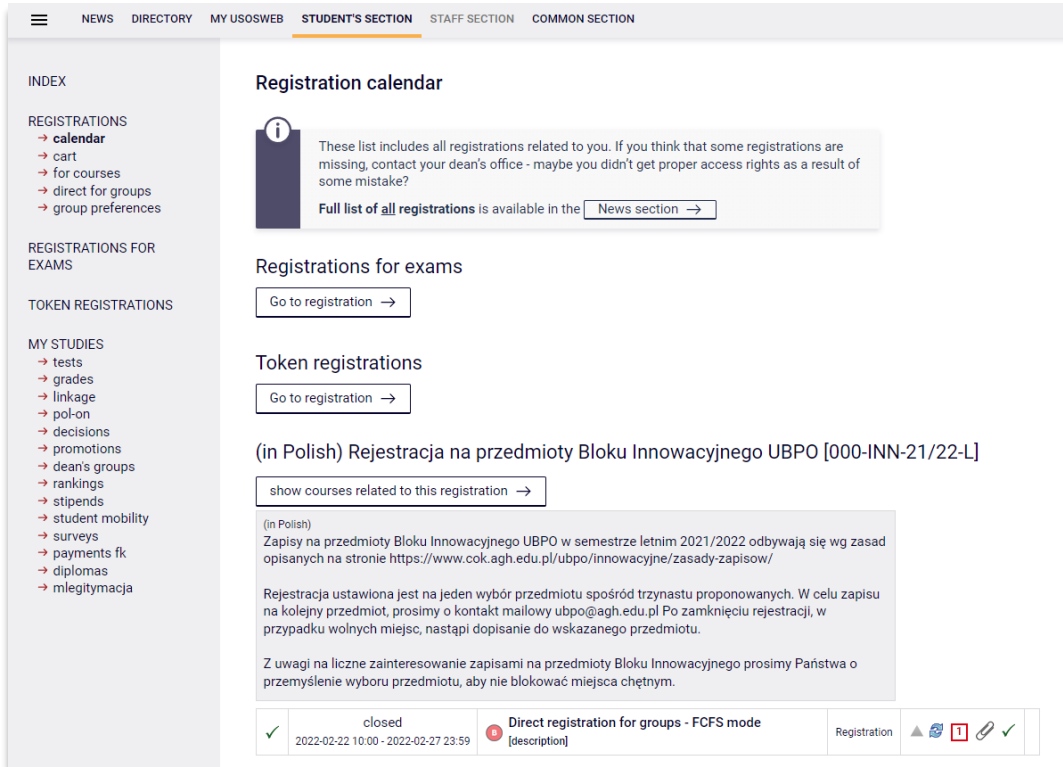


Figure 26. Student's section – home page.

## 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. 26).

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).



The screenshot shows the 'Registration calendar' page in the 'STUDENT'S SECTION'. The left sidebar contains a navigation menu with categories like 'REGISTRATIONS', 'REGISTRATIONS FOR EXAMS', 'TOKEN REGISTRATIONS', and 'MY STUDIES'. The main content area includes a 'Registration calendar' header, an information box with a warning icon, and sections for 'Registrations for exams' and 'Token registrations', each with a 'Go to registration' button. Below these is a section for '(in Polish) Rejestracja na przedmioty Bloku Innowacyjnego UBPO [000-INN-21/22-L]' with a 'show courses related to this registration' button. A detailed text box in Polish explains the registration process for the UBPO block. At the bottom, there is a table with registration details, including a 'closed' status and a 'Direct registration for groups - FCFS mode' label.

Figure 26. 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. 27).



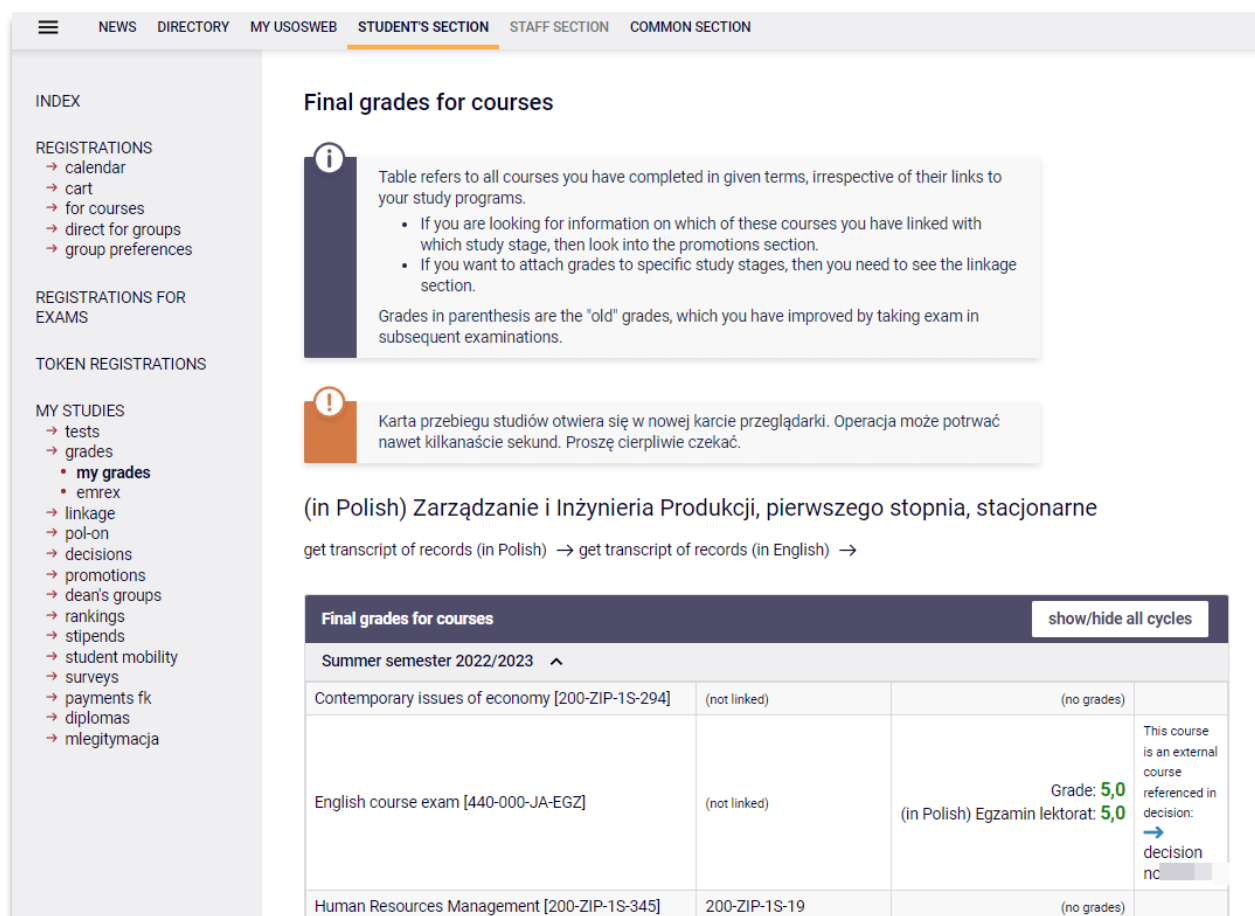
The screenshot shows the 'Tests' page in the 'STUDENT'S SECTION'. The left sidebar is identical to the previous screenshot. The main content area features a 'Tests' header and a table listing test results. The table has a dark header row for 'Winter semester 2019/2020 19/20-z' and a row for 'Basics of Operating Systems / UNIX 220-PIS-1S-195' with a 'show' button and arrow.

Figure 27. 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. 28).



**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) →

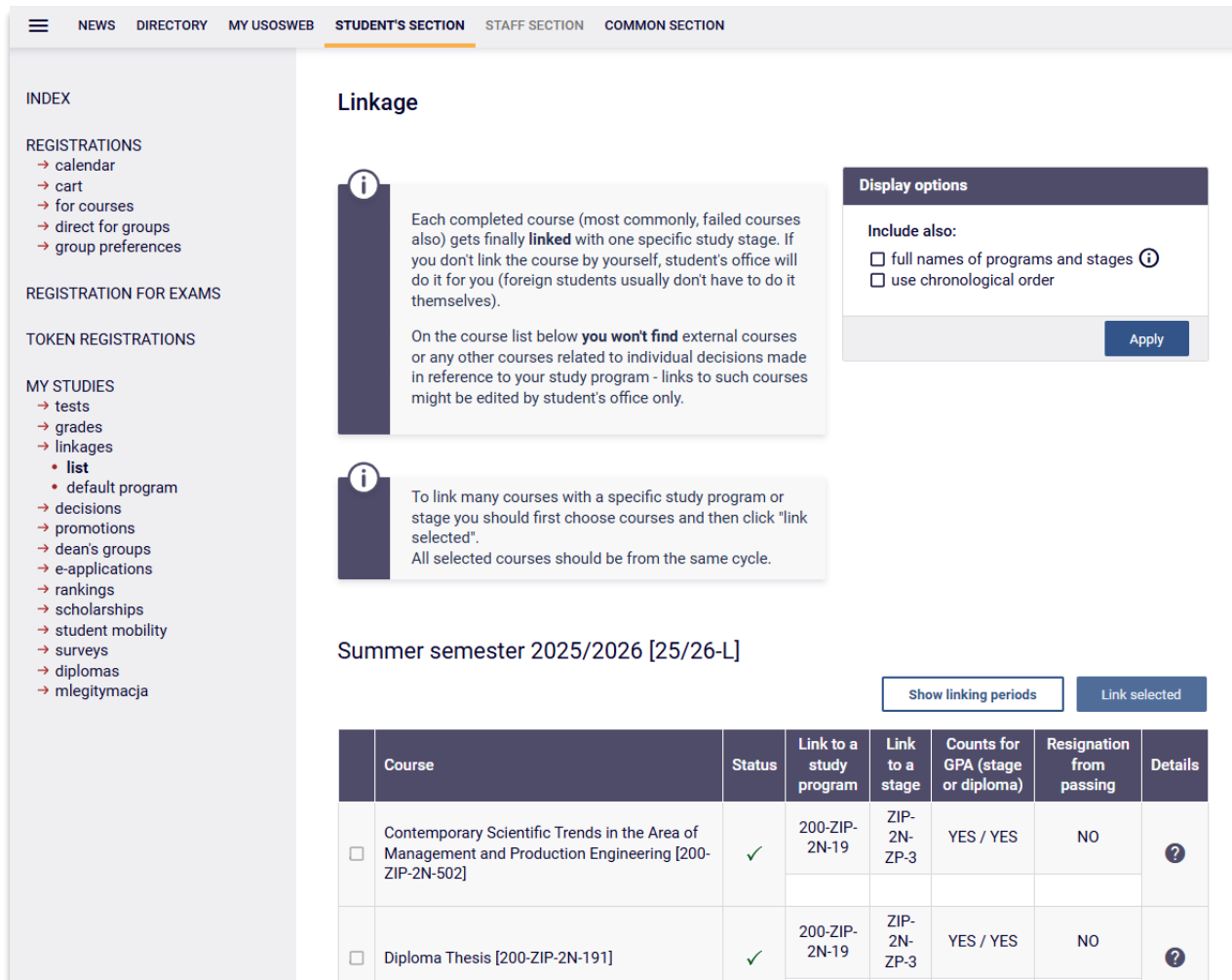
Final grades for courses			show/hide all cycles
Summer semester 2022/2023 ^			
Contemporary issues of economy [200-ZIP-1S-294]	(not linked)	(no grades)	
English course exam [440-000-JA-EGZ]	(not linked)	Grade: <b>5,0</b> (in Polish) Egzamin lektorat: <b>5,0</b>	This course is an external course referenced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

Figure 28. Student's section – grades.

## 5.4. Linkage

The panel allows you to view the subjects that are assigned to a given student (Fig. 29).

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



The screenshot shows the 'Linkage' page in the 'STUDENT'S SECTION' of the USOSweb interface. The page has a navigation menu on the left with categories like 'INDEX', 'REGISTRATIONS', 'REGISTRATION FOR EXAMS', 'TOKEN REGISTRATIONS', and 'MY STUDIES'. The main content area is titled 'Linkage' and contains two informational boxes. The first box explains that completed courses are linked to study stages and that external courses won't be found. The second box provides instructions on how to link multiple courses. To the right, there are 'Display options' for including program names and using chronological order. Below this is a table for the 'Summer semester 2025/2026 [25/26-L]' with columns for Course, Status, Link to a study program, Link to a stage, Counts for GPA, Resignation from passing, and Details. Two courses are listed: 'Contemporary Scientific Trends in the Area of Management and Production Engineering [200-ZIP-2N-502]' and 'Diploma Thesis [200-ZIP-2N-191]', both with a status of 'checked'.

**Linkage**

Each completed course (most commonly, failed courses also) gets finally **linked** with one specific study stage. If you don'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.

**Display options**

**Include also:**

- full names of programs and stages
- use chronological order

Apply

Summer semester 2025/2026 [25/26-L]

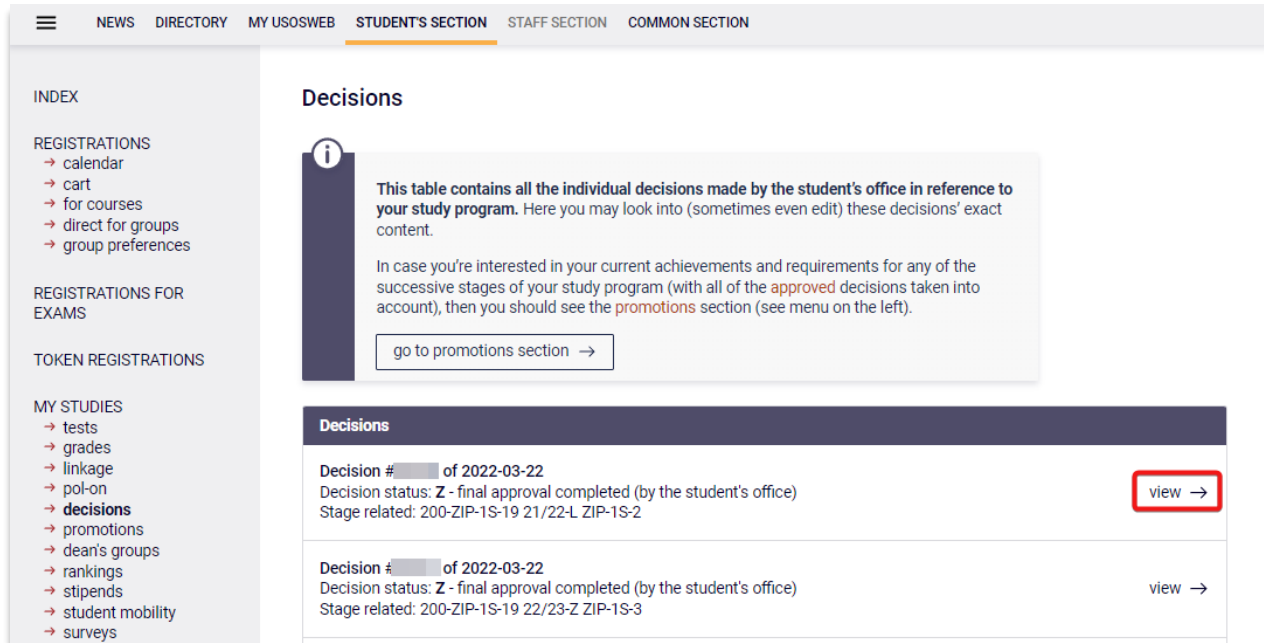
Show linking periods    Link selected

	Course	Status	Link to a study program	Link to a stage	Counts for GPA (stage or diploma)	Resignation from passing	Details
<input type="checkbox"/>	Contemporary Scientific Trends in the Area of Management and Production Engineering [200-ZIP-2N-502]	✓	200-ZIP-2N-19	ZIP-2N-ZP-3	YES / YES	NO	?
<input type="checkbox"/>	Diploma Thesis [200-ZIP-2N-191]	✓	200-ZIP-2N-19	ZIP-2N-ZP-3	YES / YES	NO	?

Figure 29. Student's section – linkage.

## 5.5. 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).



The screenshot shows the 'Decisions' page in the USOSweb system. The navigation menu on the left includes 'INDEX', 'REGISTRATIONS' (with sub-items: calendar, cart, for courses, direct for groups, group preferences), 'REGISTRATIONS FOR EXAMS', 'TOKEN REGISTRATIONS', and 'MY STUDIES' (with sub-items: tests, grades, linkage, pol-on, **decisions**, promotions, dean's groups, rankings, stipends, student mobility, surveys). The main content area is titled 'Decisions' and features an information box stating: '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). A button 'go to promotions section →' is provided. Below the information box is a table with the following data:

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	<a href="#">view →</a>
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	<a href="#">view →</a>

Figure 30. Student's section – decisions.

## 5.6. 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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  - 200-ZIP-2N-19 25/26-Z ZIP-2N-ZP-2
  - 200-ZIP-2N-19 25/26-L ZIP-2N-ZP-3
  - 200-IIE-1S-19 24/25-Z IIE-1S-1
  - 230-EIT-1N-19 20/21-Z EIT-1N-1
  - 230-EIT-1N-19 20/21-L EIT-1N-2
  - 230-EIT-1N-19 21/22-Z EIT-1N-3

## Promotions

**i** **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.

(in Polish) Zarządzanie i Inżynieria Produkcji, drugiego stopnia, niestacjonarne [200-ZIP-2N-19]

(in Polish) Zarządzanie i Inżynieria Produkcji - semestr 1 [ZIP-2N-1]

Academic term: 24/25-L details →

Ends on: 2025-09-30

Promotion state: **A** - passed - decision made by the system

(in Polish) ZIP, Zarządzanie produkcją - semestr 2 [ZIP-2N-ZP-2]

Academic term: 25/26-Z details →

Ends on: 2026-03-01

Promotion state: **A** - passed - decision made by the system

(in Polish) ZIP, Zarządzanie produkcją - semestr 3 [ZIP-2N-ZP-3]

Academic term: 25/26-L details →

Ends on: 2026-09-30

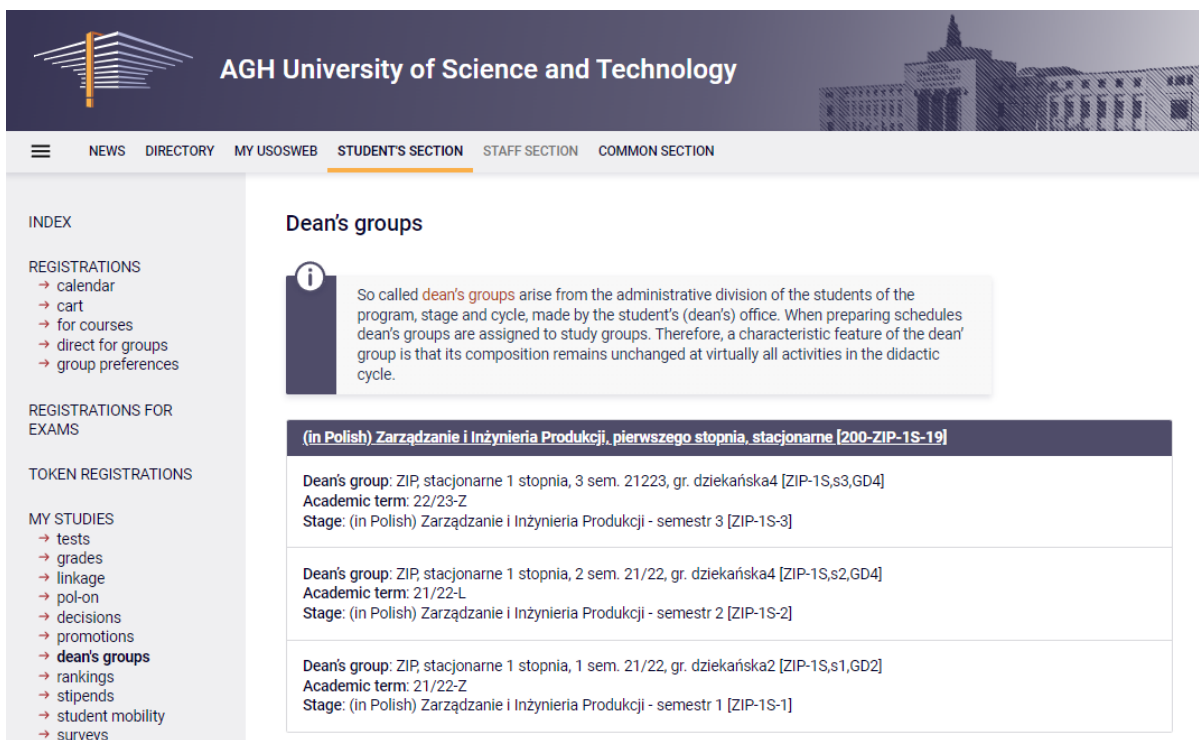
Promotion state: **X** - in progress

Current stage of program checkup: **waiting to be delivered for checkup** Deliver this study program for checkup

Figure 31. Student's section – promotions.

## 5.7. Dean's groups

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



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- surveys

**Dean's groups**

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

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

## 5.8. 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. 33).

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### 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.

**!** 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.

## 5.9. Scholarships

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

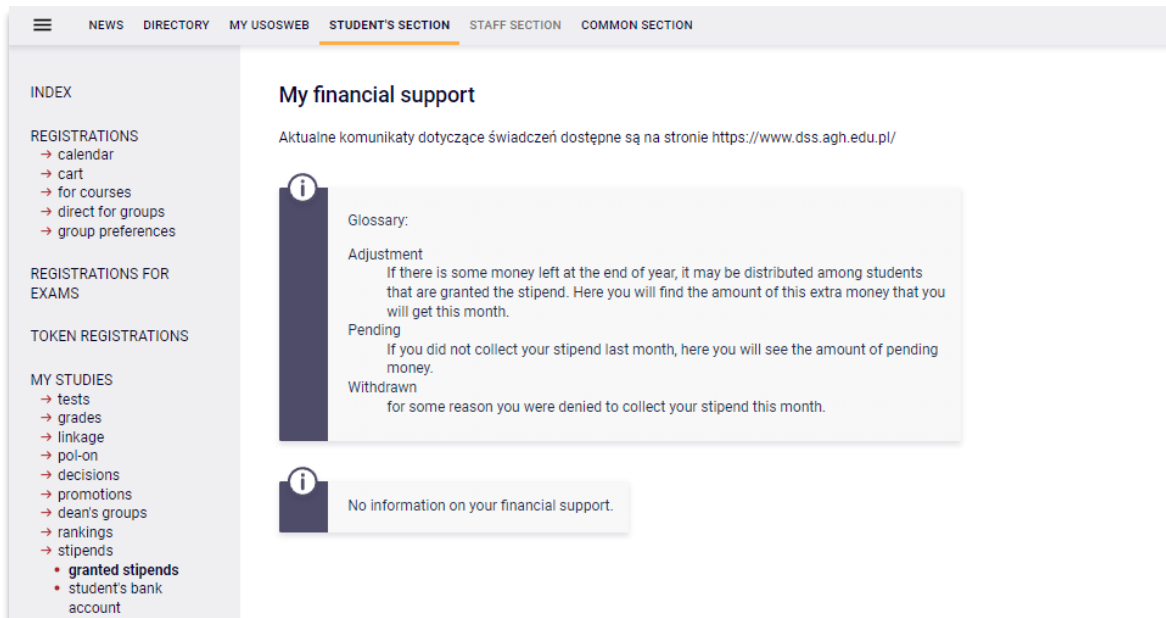


Figure 34. Student's section – Scholarships.

## 5.10. Student mobility

The panel allows you to view the history and details of student exchanges between universities. Here, you can also browse mobility offers and submit an application (Fig. 35).

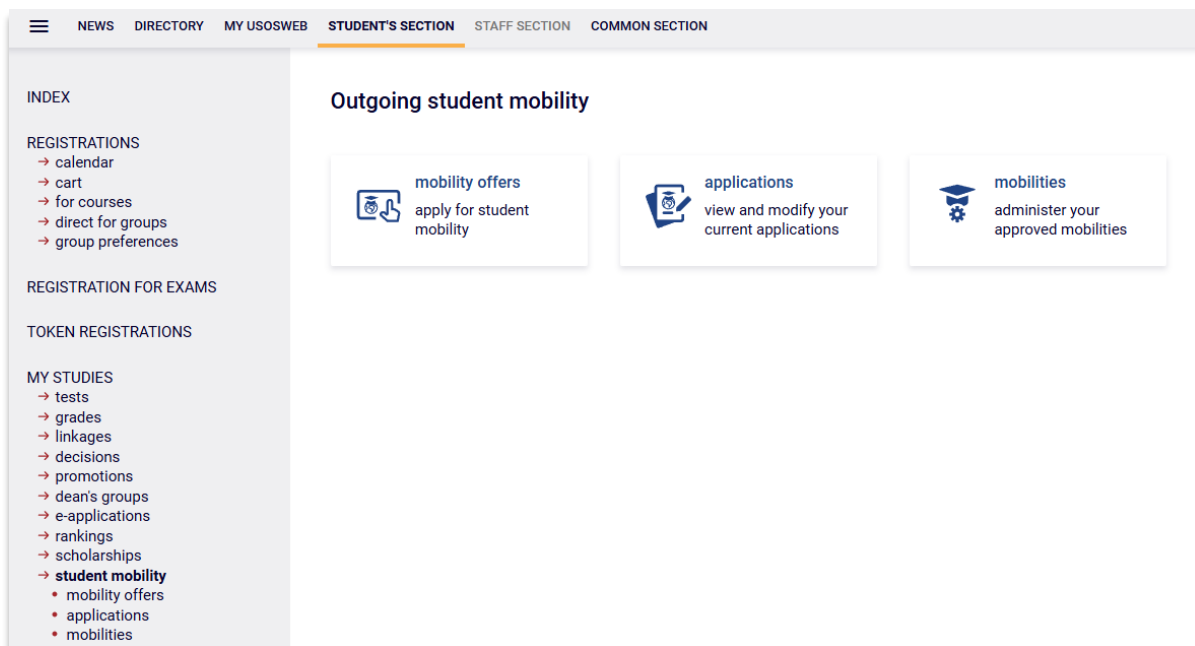


Figure 35. Student's section – Student mobility.



## 5.11. Surveys

The panel allows you to complete questionnaires on the activities in which the student participated in a given semester (Fig. 36). This section is only in Polish.

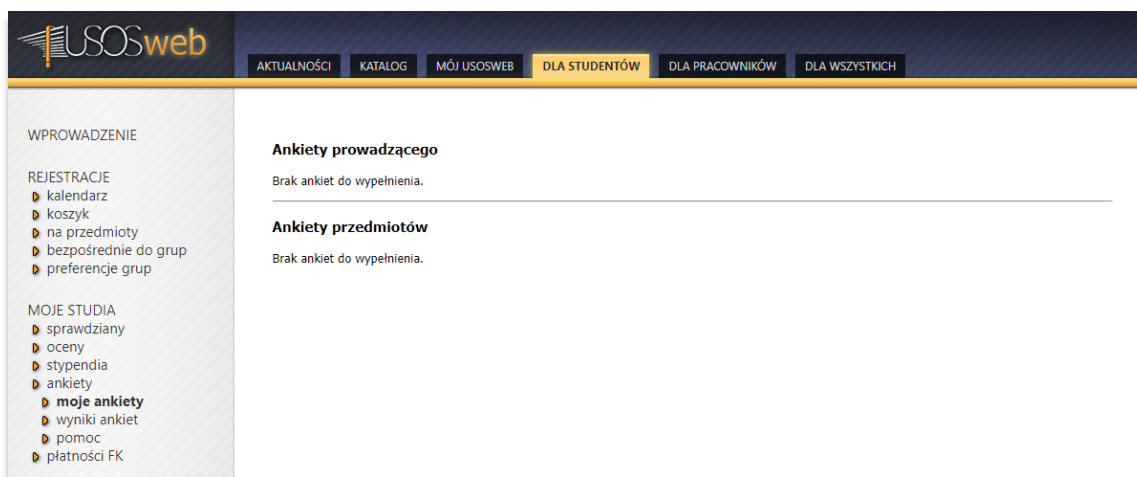
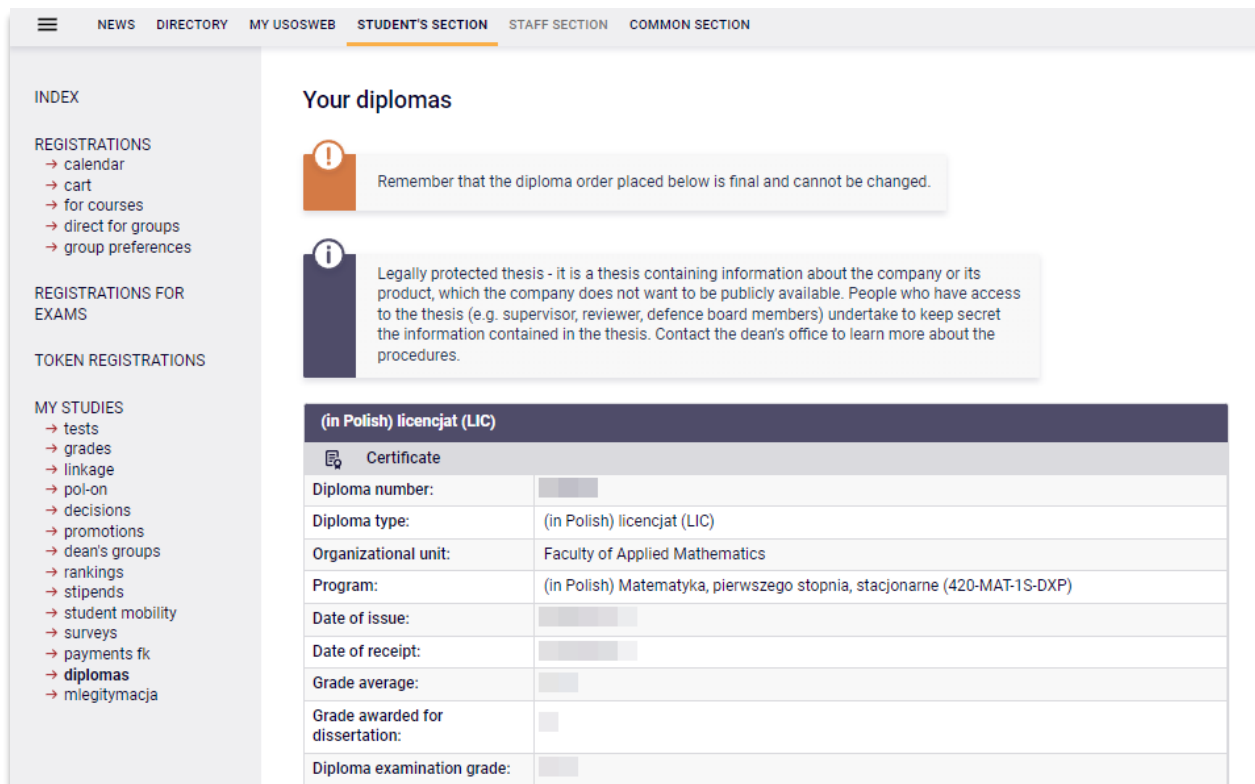


Figure 36. Student's section – Surveys.

## 5.12. Diplomas

Panel designed for graduating students (Fig. 37).

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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## 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 37. Student's section – Diplomas.

### 5.13. mLegitymacja

The panel allows you to make or invalidate the mLegitymacja (Fig. 38). 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/>.

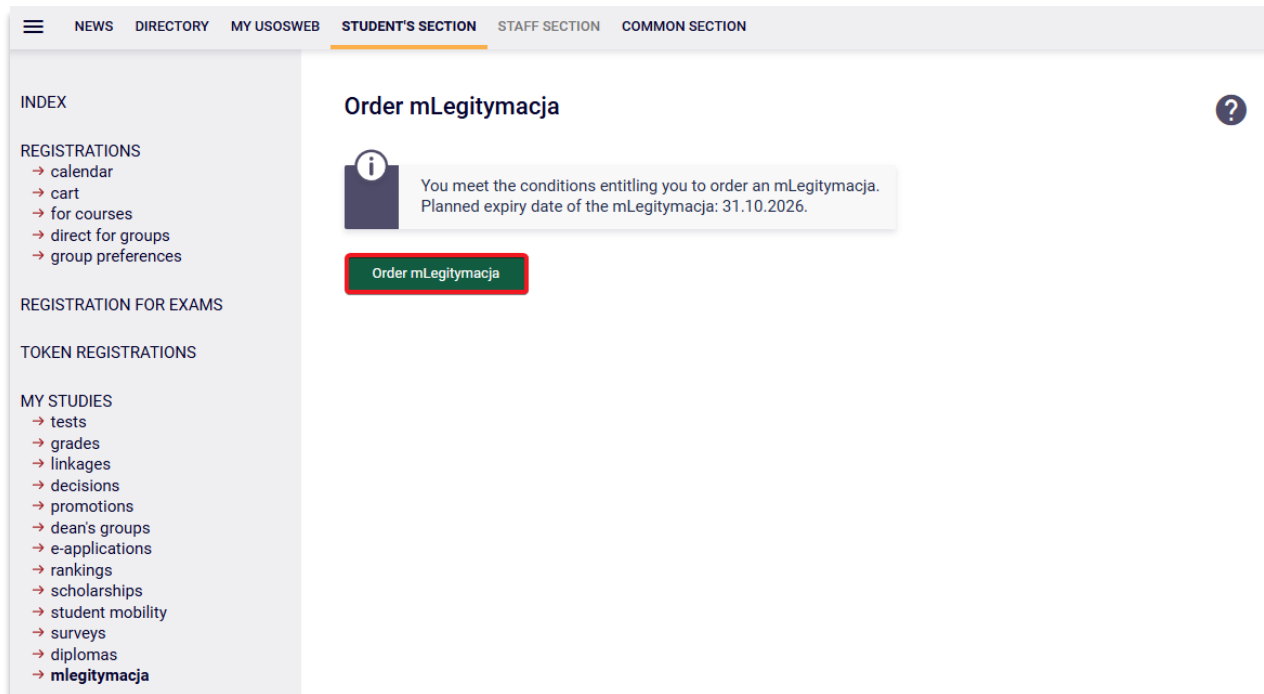


Figure 38. Student's section – mLegitymacja.

## 6. Staff section

The **Staff section** tab (Fig. 39) 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 AGH UST.

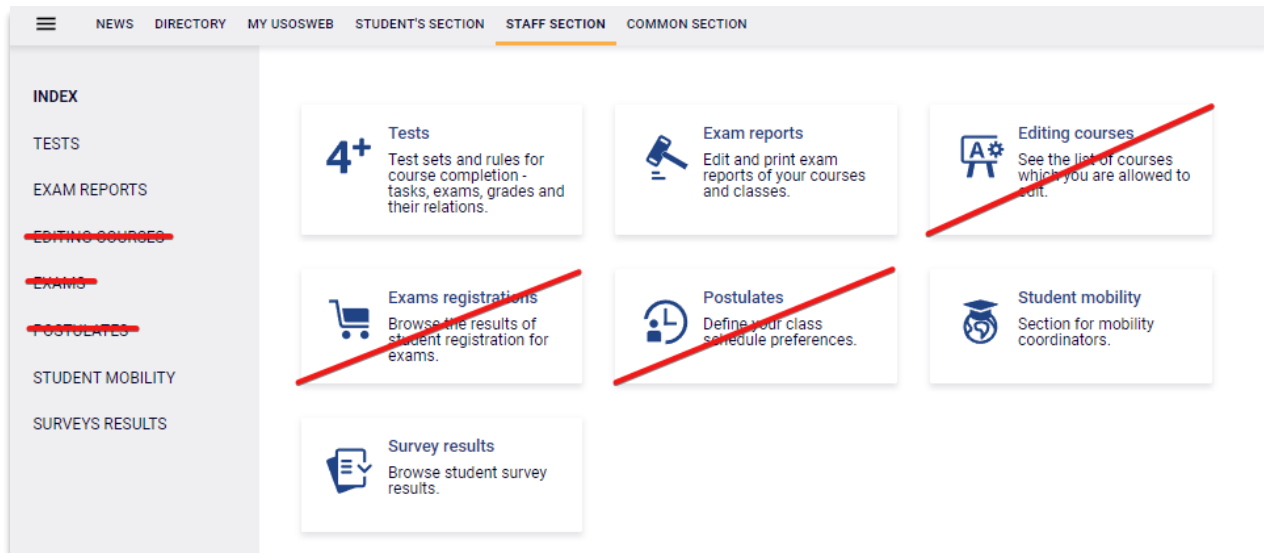


Figure 39. Staff section – home page.

## 6.1. Tests

The panel allows you to define the rules of passing and issue partial grades for individual subjects (Fig. 40).

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>.

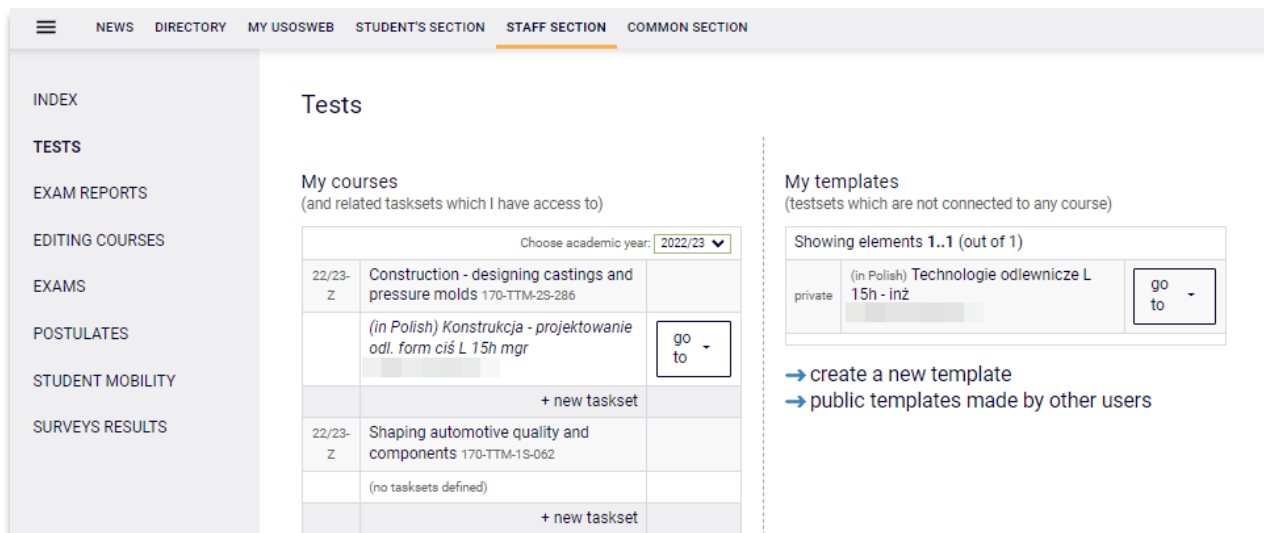
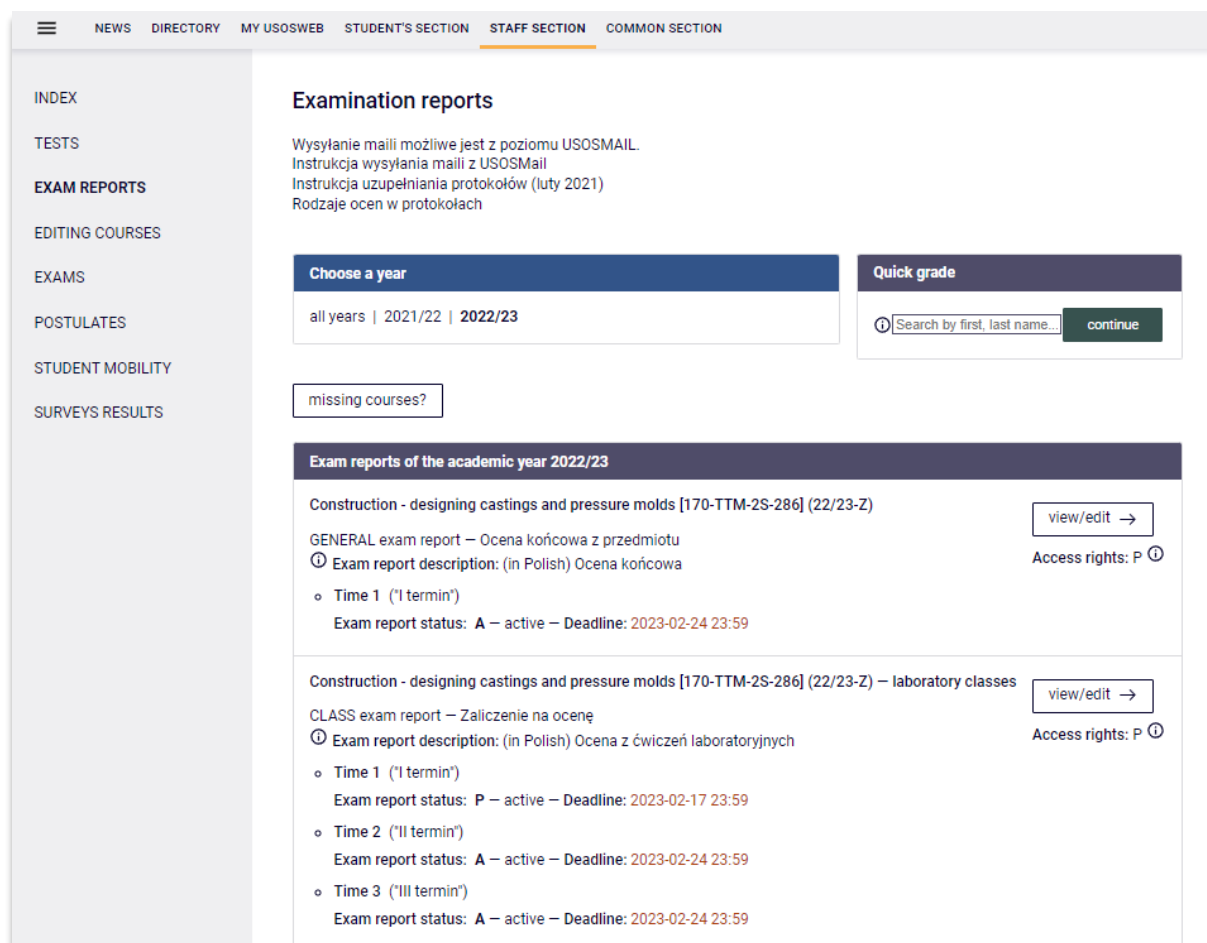


Figure 40. Staff section – tests.

## 6.2. Exam reports

The panel allows you to complete the protocols from the final assessments (Fig. 41).

For details on protocol support, see the separate **Protokoły** (English version soon) manual. You may also find the manuals **Eksport 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>.

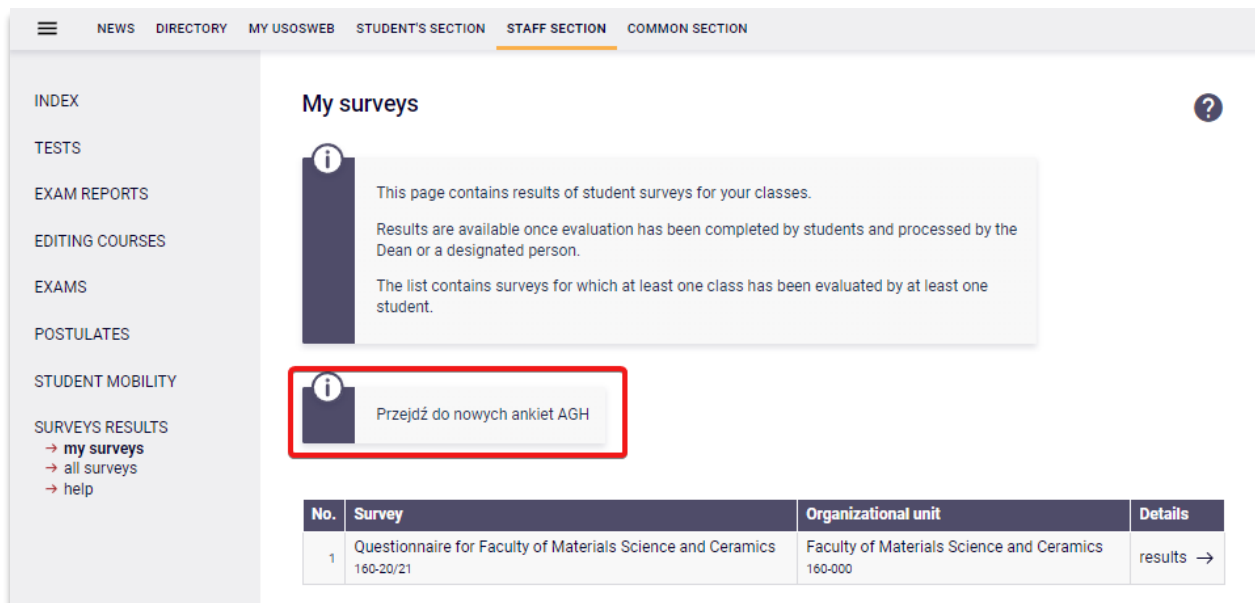


The screenshot shows the 'Exam reports' section in the USOSweb Staff Section. The page has a navigation menu on the left with options like INDEX, TESTS, EXAM REPORTS, EDITING COURSES, EXAMS, POSTULATES, STUDENT MOBILITY, and SURVEYS RESULTS. The main content area is titled 'Examination reports' and includes instructions for sending emails and filling out protocols. There are two main panels: 'Choose a year' with a dropdown menu showing 'all years | 2021/22 | 2022/23', and 'Quick grade' with a search box and a 'continue' button. Below these, there is a section for 'Exam reports of the academic year 2022/23' with two entries. The first entry is for 'Construction - designing castings and pressure molds [170-TTM-2S-286] (22/23-Z)' with a 'view/edit' button and 'Access rights: P'. The second entry is for 'Construction - designing castings and pressure molds [170-TTM-2S-286] (22/23-Z) – laboratory classes' with a 'view/edit' button and 'Access rights: P'. Each entry shows the exam report status and deadline for three different times.

Figure 41. 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. 42).



The screenshot shows the 'My surveys' page in the USOSweb Staff Section. The page has a navigation menu on the left with options like INDEX, TESTS, EXAM REPORTS, etc. The main content area is titled 'My surveys' and contains an information box with the following text:

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.

Below the information box is a button labeled 'Przejdź do nowych ankiet AGH' (Go to new AGH surveys), which is highlighted with a red rectangle. At the bottom of the page is a table with the following data:

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 42. Staff section – Survey results.

## 7. Common section

In the Common section panel (Fig. 43), you can, among others, change certain personal data and bank account information.

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

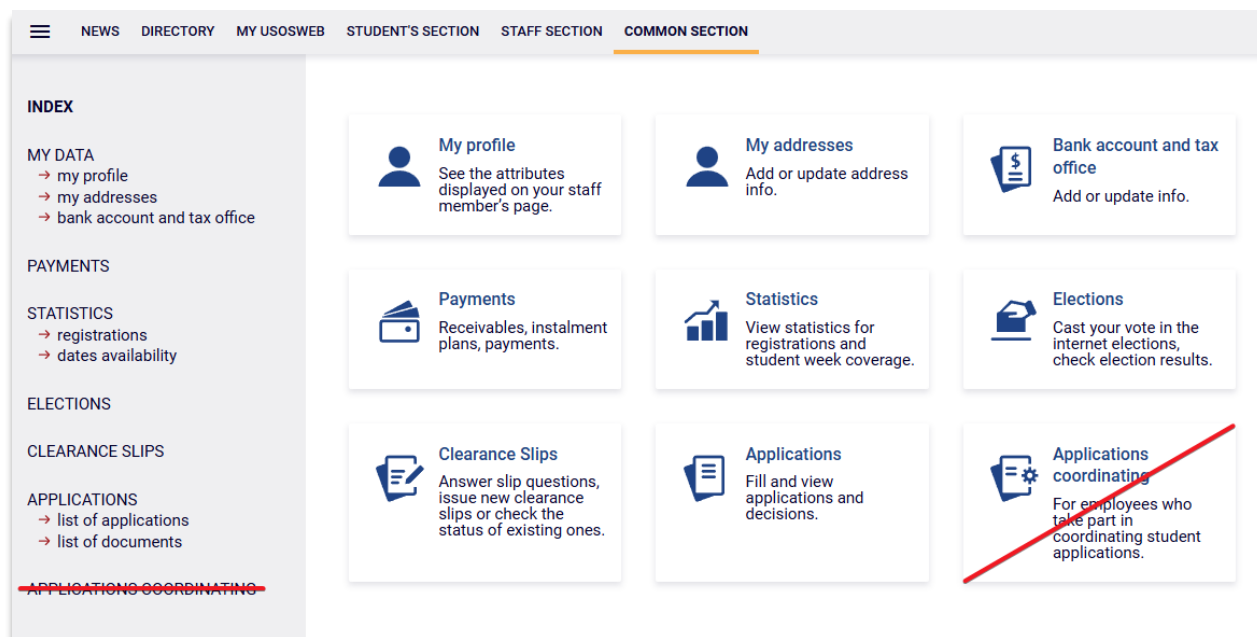


Figure 43. Common section – home page.

### 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. 44). 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 profile**

Email address

Editing is not allowed 17 / 100

Webpage address

Editing is not allowed 0 / 100

Staff phone number 1

0 / 30

Staff phone number 2

0 / 30

Mobile phone number

Editing is not allowed 0 / 30

ORCID ID

Editing is not allowed 0 / 19

PBN ID

Editing is not allowed 0 / 19

Zainteresowania naukowe

0 / 1000

Zainteresowania naukowe (po angielsku)

0 / 1000

Office hours

0 / 1000

Uwaga! Adresy mailowe:

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

są równoznaczne i poprawne.

Save

Figure 44. Common section – My data – my profile.

## 7.2. My details – my addresses

A place where students can verify the correctness of their permanent address and correspondence address. Please contact the faculty dean's office if any modification is necessary (Fig. 45)

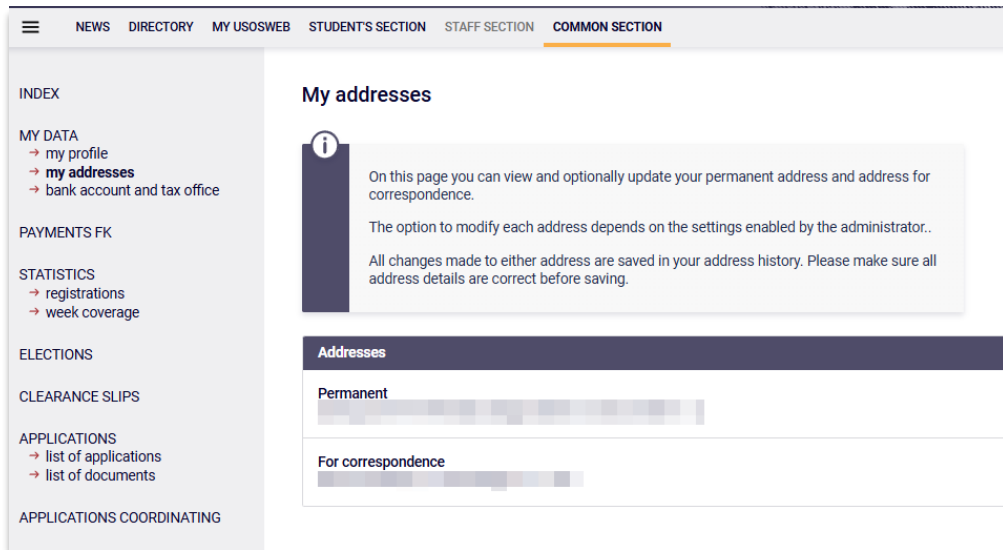


Figure 45. Common section – My data – my addresses.

### 7.3. 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 46). On the subpage, you can also indicate the tax office with which you settle.

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### 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](mailto: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 46. Common section – My details – bank account and tax office.

## 7.4. Payments

At this point, the student can view the status of his charges towards the university (Fig. 47).

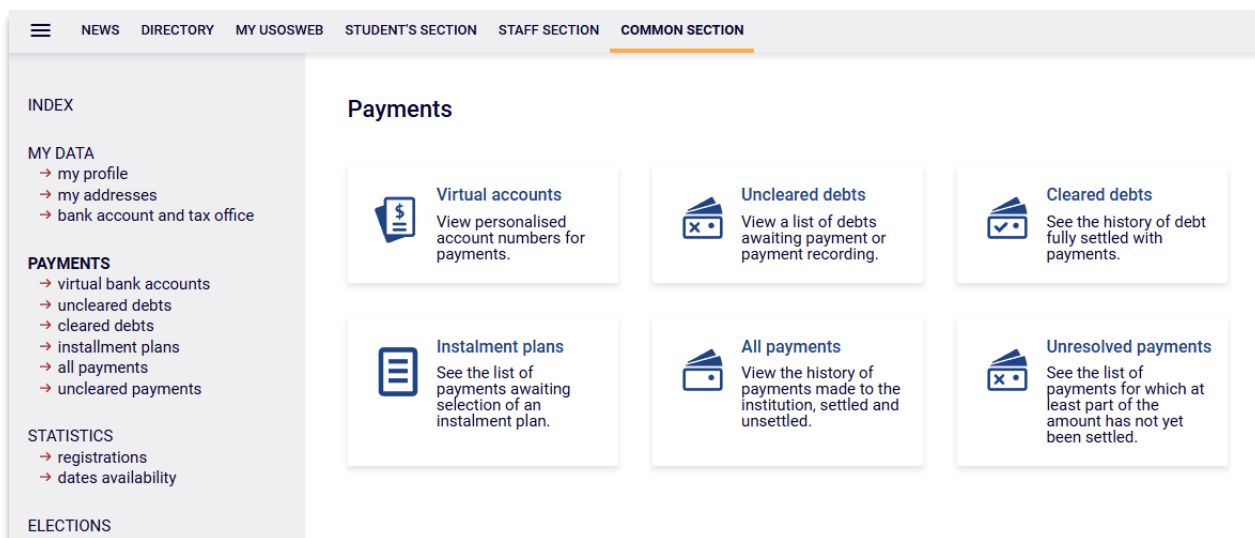


Figure 47. Common section – Payments FK.

## 7.5. Registration statistics

The website allows you to view the registration of items (Fig. 48). After clicking the **choose** button, information about the number of occupied places in a given registration is displayed. (Fig. 49).

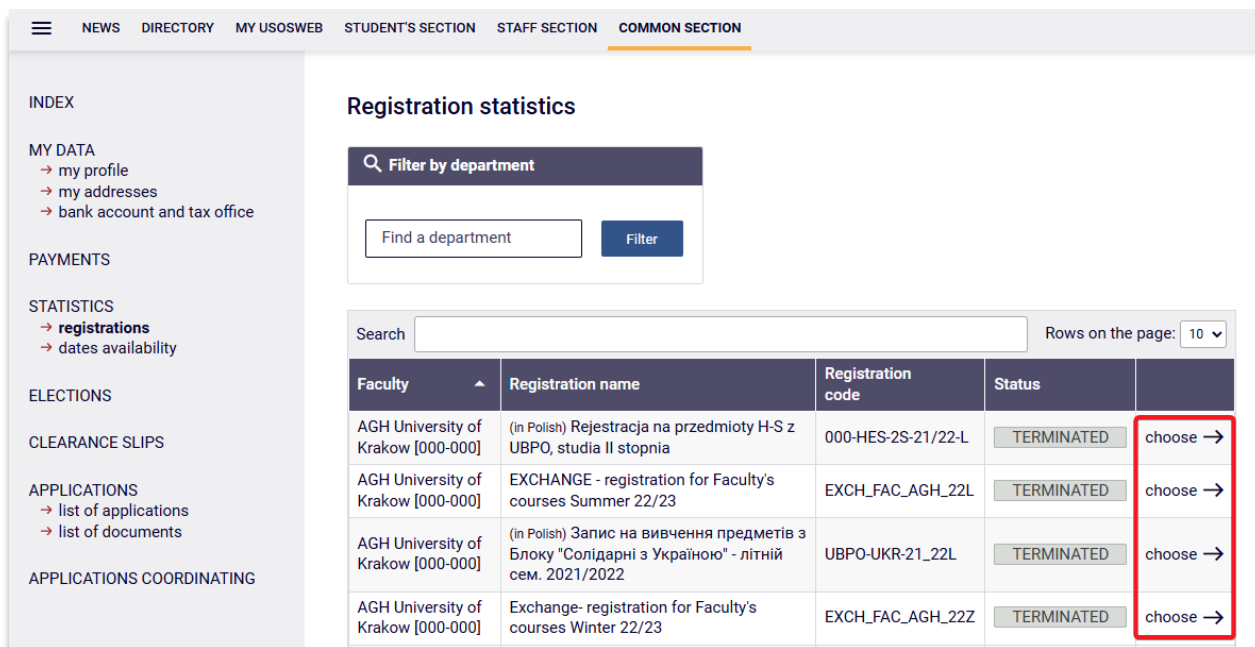


Figure 48. Common section – Registration statistics.

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 → dates availability

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### Registration statistics

Registration name: (in Polish) Rejestracja na przedmioty H-S z UBPO, studia I stopnia – semestr zimowy 2025/26

← back to registrations list

Search  Rows on the page: 10

Course	Limits	Applicants	Percent of applicants by limit	Choice number 1	Choice number 2	Choice without preference
20th century literature - a guide for engineers (25/26-Z) 100-HES-1S-029	Undefined limit	27 - distribution	Undefined limit	0	0	27
An art of presentation and performing - workshop (25/26-Z) 200-HES-1S-023	Undefined limit	23 - distribution	Undefined limit	0	0	23
Artistic founding (25/26-Z) 170-HES-1S-013	Undefined limit	17 - distribution	Undefined limit	0	0	17
Basics of Cost Analysis (25/26-Z) 200-HES-1S-016	Undefined limit	9 - distribution	Undefined limit	0	0	9
Basics of Negotiations (25/26-Z) 430-HES-1S-007	Undefined limit	191 - distribution	Undefined limit	0	0	191

Figure 49. Common section – Registration statistics – preview of the item.

## 7.6. 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. 50).

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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**

- 25/26-Z: Financial and insurance mathematics (200-IIE-1N-118) - project classes groups no. 1
- 25/26-Z: Financial and insurance mathematics (200-IIE-1N-118) - project classes groups no. 2
- 25/26-Z: Linear Algebra (200-IIE-1N-002) - auditorium classes groups no. 1
- 25/26-Z: Linear Algebra (200-IIE-1N-002) - auditorium classes groups no. 2
- 25/26-Z: Mathematics in Management (200-ZRZ-1N-120) - auditorium classes groups no. 1
- 25/26-Z: Mathematics in Management (200-ZRZ-1S-120) - auditorium classes groups no. 4
- 25/26-L: Integral calculus (200-ZIP-1S-226) - auditorium classes groups no. 4
- 25/26-L: Mathematics in Economics (200-ZRZ-1S-119) - auditorium classes groups no. 2
- 25/26-L: Mathematics in Economics (200-ZRZ-1S-119) - auditorium classes groups no. 4

View

Show schedule in format:

HTML (old)
image

**?**

← sooner **2026-03-02 - 2026-09-30** Show time ranges 📅 later →

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00	23 8:00	3 8:00	12 8:00	1 8:00	2 8:00
9:00	24 9:00	3 9:00	23 9:00	9 9:00	3 9:00
10:00	23 10:00		21 10:00	21 10:00	3 10:00
11:00	24 11:00	25 11:00	25 11:00	5 11:00	13 11:00

Figure 50. Common section – Student week coverage statistics.

## 7.7. 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. 51).

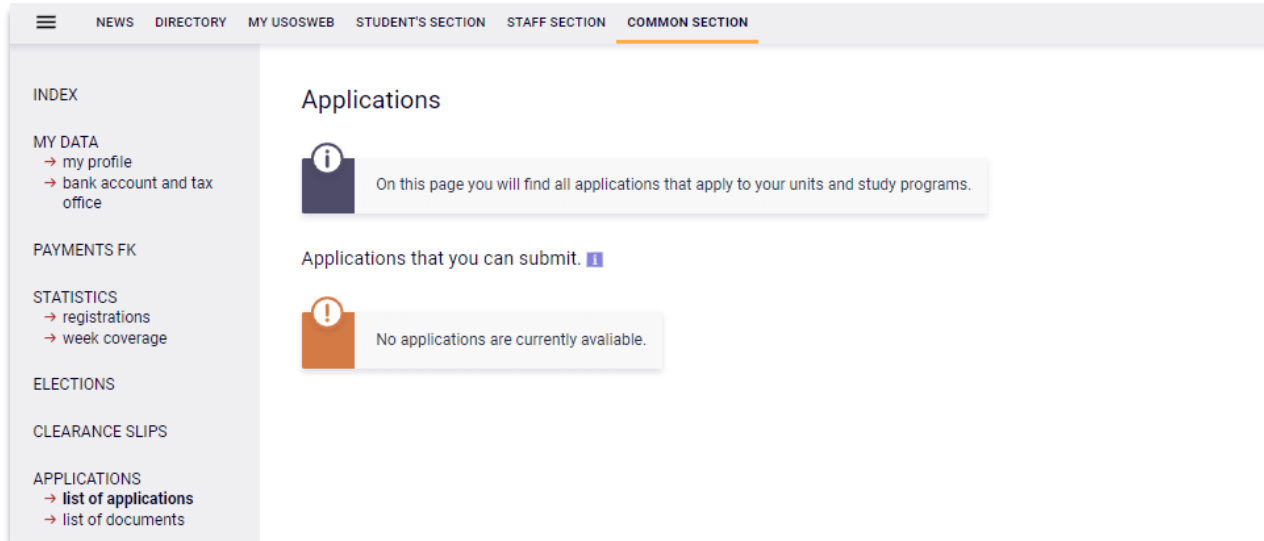


Figure 51. Common section – List of applications.

## 7.8. Elections

The panel allows you to participate in elections held on the USOSweb platform (e.g. to the student government) (Fig. 52).

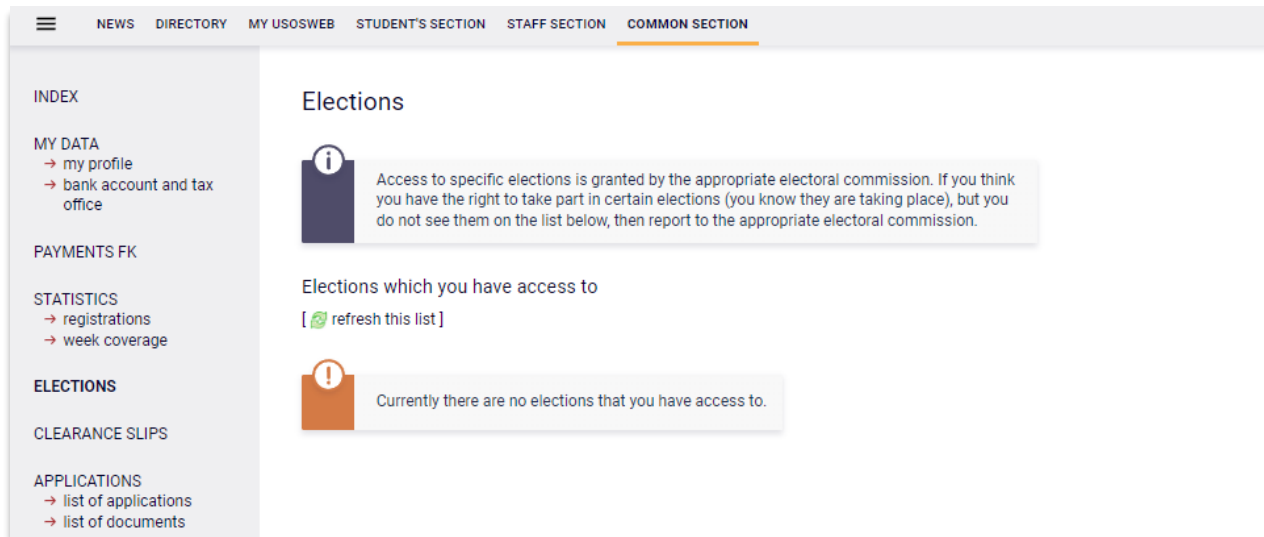
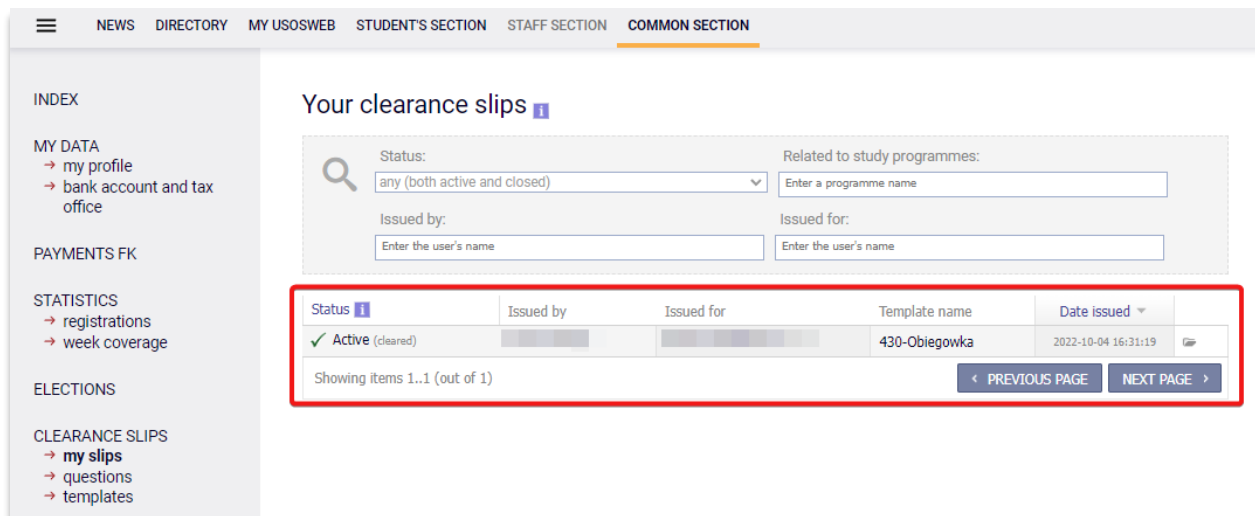


Figure 52. Common section – Elections.

## 7.9. 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. 53).

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).



The screenshot shows the 'Your clearance slips' page in the USOSweb system. The page includes a search filter section and a table of clearance slips. A red box highlights the table content.

Status <span style="color: blue;">i</span>	Issued by	Issued for	Template name	Date issued <span style="color: grey;">v</span>
✓ Active (cleared)			430-Obiegowka	2022-10-04 16:31:19

Showing items 1..1 (out of 1)

< PREVIOUS PAGE    NEXT PAGE >

Figure 53. Common section – clearance slips.

## 8. Help

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