

Module for Applications – instructions for students

To submit an application, you need to log in to your profile in the USOSweb system and follow the path:

STUDENT'S SECTION -> Applications -> submit a new application

The screenshot shows the top navigation bar with 'MY USOSWEB', 'STUDENT'S SECTION', 'STAFF SECTION', and 'COMMON SECTION'. Below the navigation bar is a grid of nine tiles. The 'Applications' tile is highlighted with a red box and a red arrow pointing to it from the top left. The 'Applications' tile contains a document icon and the text: 'Applications', 'Submit applications to the dean, view submitted applications and see the dean's decisions.'

The screenshot shows the 'Applications' page. The top navigation bar is visible with 'MY USOSWEB', 'STUDENT'S SECTION', 'STAFF SECTION', and 'COMMON SECTION'. The 'Applications' page has a title 'Applications' and a button labeled 'submit a new application' with a right-pointing arrow icon. Below the button is a section titled 'List of submitted applications' which contains a message: 'No application has been submitted.'

On the next page, there is a list of application forms that are available at your Faculty (around 30 items). Choose appropriate application form and click the **“Fill the form”** button. Read the description of the application form carefully, provide the required details, and click the **“Confirm”** button. If the matter in which you want to apply to the Dean is not available on the list of application forms, choose the **Application – General Form** option and describe your request in detail.

NOTE: Do not print the application form out. The procedure is fully digital.

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New application

Study program: Legal and Business Studies [PA-PB-LS]

Choose the application type

Application type:
 Application for the possibility of pursuing additional classes (free of charge, within the 5% of additional ECTS points)

Components included:
 program stage, justification

Description:

1. The student should submit the application before the beginning of the semester in which they wish to pursue an additional class.
2. If the additional class takes place at a different Faculty than the one the student studies at, they should attach the consent of the Dean of the Faculty at which the course takes place.
3. In the event a student participates in additional classes, he/she is obligated to have them credited according to the rules and in the time limits resulting from the plan of the study and the organization of the academic year.
4. The decision shall be available for the student in the application module in USOSweb.
5. The application shall not be considered if it is not supported by suitable documents.
6. The application shall not be printed out and delivered to the Dean's Office in person.

Application type:
 Application for the possibility of pursuing additional classes (on a fee-paying basis)

Components included:

Fill the form →

Applications

submit a new application →

Check the decision here

Decision details

List of submitted applications

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Study program and stage	Subject	Submission date	Decision date	Options
Psychology I semester Psychology/Winter semestr 2022/23	Prośba o zmianę grupy	2022-10-04 10:27:16	no reply	details →