

## 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 this is a grid of nine application-related options, each with an icon and a brief description:

- Registrations**: Register for courses or examinations, see the current state of your registration cart.
- Tests**: Test sets and rules for course completion - tasks, exams, grades and their relations.
- Final grades**: Current final grades for courses you completed.
- Linkage**: Mark relations between courses taken and study programs.
- Decisions**: View and edit student's office's decisions related to your study programs.
- Promotions**: View your achievements, check if you satisfied the requirements.
- Applications**: Submit applications to the dean, view submitted applications and see the dean's decisions. (This option is highlighted with a red box and a red arrow pointing to it from the 'STUDENT'S SECTION' menu.)
- Rankings**: View your ranking positions.
- Scholarships**: Check awarded scholarships, change the account number for your scholarship.

The screenshot shows the 'Applications' page. At the top, the navigation bar includes 'MY USOSWEB', 'STUDENT'S SECTION', 'STAFF SECTION', and 'COMMON SECTION'. The main content area has a title 'Applications' and a button labeled 'submit a new application' with an external link icon. Below this 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.**

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

MY STUDIES  
 → tests  
 → grades  
 → linkage  
 → pol-on  
 → decisions  
 → promotions  
 → dean's groups  
 → applications  
 • submitted  
 • **submit a new application**  
 • help  
 → rankings  
 → stipends  
 → student mobility  
 → surveys  
 → payments fk  
 → diplomas  
 → mlegitymacja

## 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 →

Fill the form →

## Applications

submit a new application →

Check the decision here

Decision details

List of submitted applications

Elements 1..1 of 1 Show options

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 →