

USOSweb – Instructions for Students

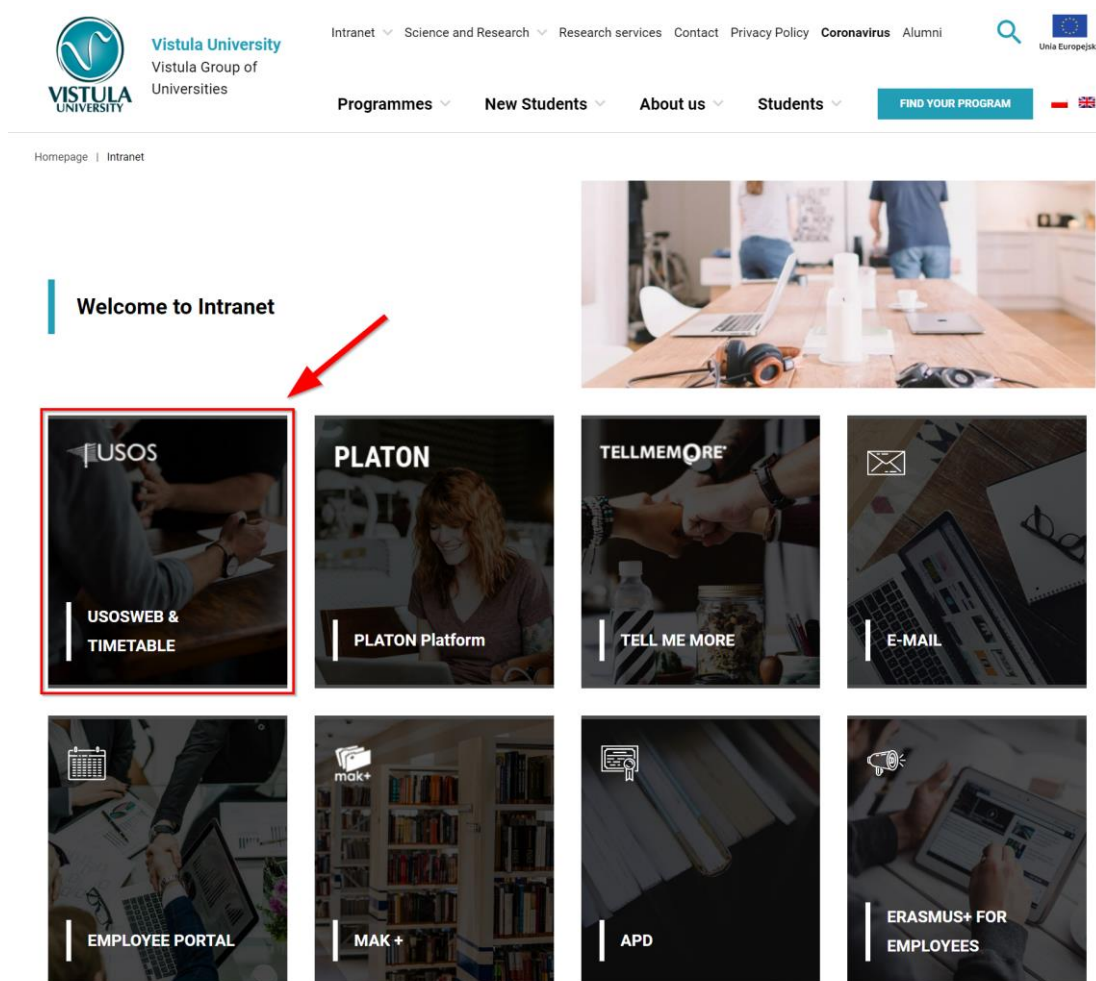
Table of Contents

USOSweb – Instructions for Students.....	1
1. Login to USOSweb:.....	1
2. Basic functions of the USOSweb system.....	2
2.1 Directory	3
2.2 My USOSweb.....	4
2.3 Student's section.....	7
2.4 Common section	11
3. Useful links and emails.....	11

1. Login to USOSweb:

To log into the USOSweb system, please go to the website:

<https://www.vistula.edu.pl/en/intranet>



2.1 Directory

Directory is used to search for people, units or subjects available in the University's USOSweb database.

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 ->

By entering the name and surname of the lecturer in the search engine "People search" you can search for an employee. After searching for a lecturer and entering his profile, you will be able to see the lecturer's email and consultation hours.

dr hab. inż. Leszek Jung Profesor Uczelni

OVERVIEW

(in Polish) Profesor Uczelni in VISTULA UNIVERSITY

Dates of consultation with the professor

OFFICE HOURS (AVAILABILITY FOR STUDENTS)

(in Polish) Konsultacje (semestr letni: 2021/2022):
każdy poniedziałek od godz. 16.35 do 17.35:
Link: https://teams.microsoft.com/l/meetup-join/19%3ameeting_NzhiYmM1NmQtOThmOS00ZTNhLTlhOTgtNjRIODM1NDc0NzMw%40treacontext=%7b%22Tid%22%3a%22e8a52afe-6ea8-47f7-b275-783f7087b5fa%22%2c%22Oid%22%3a%2215eb5bb5-e59d-4e36-953c-97eb8dbe9595%22%7d

COURSES COORDINATED

First names: Leszek
Surname: Jung
Degrees and titles: dr hab. inż. Profesor Uczelni
USOS ID: 3520

l.jung@vistula.edu.pl Mail to the lecturer
send a message to the user

MO	TU	WE	TH	FR
7				
8				
9				
10				
11				
12				
13				

2.2 My USOSweb

This page contains information about studies, such as the timetable, subjects linked to the study program, USOSweb user settings and information about the student.

The screenshot displays the 'My USOSweb' interface with several sections and annotations:

- Schedule - current week** and **Schedule - next week**: Two weekly timetables. A red box highlights both, with an arrow pointing to the text **Student's timetable**.
- Student's tests**: A section indicating 'Currently you don't have any tests.' with a 'more...' link.
- Student's classes**: A list of 12 subjects. A red box highlights this list, with an arrow pointing to the text **Subjects linked to the study program**.
- Directory**: A section with links to 'People directory', 'Course directory', 'Faculties directory', and 'Studies directory'. It also includes search filters: 'Search by first, last name...', 'Search by department name, ID...', 'Search by course name, ID...', and 'Search by study program name, ID...'.
- Schedules**: A section with links to 'Staff member's schedule', 'Course schedule', and 'Course group schedule', each with a search filter and a 'Show schedule' button. A 'Next step' button is at the bottom.
- Privacy preferences**: A section with 'Who can see my photo?' (set to 'All students and staff members') and 'Who can see my email address?'. A 'Change settings' link is present.
- USOSweb preferences**: A section with settings for 'E-mail confirmation of the application' (set to 'NO'), '30 rows on single page', 'Order by name', and 'Favourite department'. A 'Change settings' link is present.
- User information**: A section showing student details: 'Student number: [redacted]', 'Library card number: unknown', 'System roles/permissions: ex-student, staff member', and 'VISTULA UNIVERSITY access to USOSWeb valid until: unlimited (does not expire)'. A 'My profile page' link is at the bottom.

Red boxes and arrows highlight specific areas and their corresponding labels:

- Student's timetable** points to the 'Schedule - current week' and 'Schedule - next week' sections.
- Subjects linked to the study program** points to the 'Student's classes' section.
- Usosweb user settings** points to the 'Privacy preferences' and 'USOSweb preferences' sections.
- Information about the student** points to the 'User information' section.

After clicking on the student's timetable, a detailed information will be displayed, in which the starting time and type of classes will be shown (lectures, classes, e-learning, etc.).

exp

Chosen plan division: ☒ weekly ☐ semester

before

i

Displayed week: 2022-10-03 - 2022-10-09

after

i

Switching between weeks

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

	Monday	Tuesday	Wednesday	Thursday	Friday
7:00					
8:00		8:00, K Textual Analysis and Close Reading Techniques (room 323)			
9:00					
10:00					10:10, C Discursive Techniques in Speech and Writing (PE) (room 323)
11:00					
12:00	12:30, K English in Corporate Culture (PE) (room 314)				12:30, K Critical Thinking Seminar (PE) (room 314)
13:00					
14:00			14:40, C Second Foreign Language 2 - Spanish (room Teams/Platon(online))	14:40, K History and Culture of the Second Language Area (room Teams/Platon(online))	14:40, C English Grammar & Style 3 (PE) (room 314)
15:00					
16:00					
17:00			16:50, C Second Foreign Language 2 - Spanish (room Teams/Platon(online))		16:50, K Readings in British Literature 1 (room 313)
18:00					

Click to view more details

By clicking on a given subject, you can see details such as the full name of the subject, dates of all meetings, number of people in the group and the lecturer conducting the subject.



This page describes a **class group**. If you're looking for information on course see course homepage

Course:	Textual Analysis and Close Reading Techniques [PAB3SE07-PDW]
Class:	Fall semester 2022/2023 [2022Z] (future) Seminar [K], group no.1 [other groups]
Time and location: ⓘ	every Tuesday, 8:00 - 9:55 room 323 (in Polish) Vistula University what is the address?
Nearest dates: ⓘ	2022-10-04 08:00 : 09:55 room 323 (in Polish) Vistula University 2022-10-11 08:00 : 09:55 room 323 (in Polish) Vistula University 2022-10-18 08:00 : 09:55 room 323 (in Polish) Vistula University 2022-10-25 08:00 : 09:55 room 323 (in Polish) Vistula University 2022-11-08 08:00 : 09:55 room 323 (in Polish) Vistula University 2022-11-15 08:00 : 09:55 room 323 (in Polish) Vistula University 2022-11-22 08:00 : 09:55 room 323 (in Polish) Vistula University 2022-11-29 08:00 : 09:55 room 323 (in Polish) Vistula University 2022-12-06 08:00 : 09:55 room 323 (in Polish) Vistula University 2022-12-13 08:00 : 09:55 room 323 (in Polish) Vistula University 2022-12-20 08:00 : 09:55 room 323 (in Polish) Vistula University 2023-01-10 08:00 : 09:55 room 323 (in Polish) Vistula University Some of dates are hidden - show all dates.
Number of students:	32
Places available:	32
Lecturer:	Ewa Sawicka

Full name of the class

Name and surname of the lecturer

By clicking on the name and surname of the lecturer, you will also be able to go to his/her profile where the lecturer's data is located.

2.3 Student's section

In this tab you can check grades, applications, registrations for courses, check payments, complete surveys and see the diplomas after receiving them.

 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.	 Rankings View your ranking positions.	 Scholarships Check awarded scholarships, change the account number for your scholarship.
 Surveys Take a survey or view survey results.	 Payments Check the university's bank account number for your payments.	 Diplomas View your diplomas.
 Meetings Sign up for meetings and see your meeting schedule.		

Registrations

You can register for courses, you will receive a notification when registration is open to the university e-mail address.

Final grades

Fit includes all grades from the entire period of study as well as details of subjects. You can download the course of studies in Polish and English.



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

Philology

[get transcript of records \(in Polish\)](#) → [get transcript of records \(in English\)](#) →

Final grades for courses

show/hide all cycles

Fall semester 2022/2023

Spring semester 2021/2022

(in Polish) Textual Analysis (PE) [PAB2SE006PA]	ADL-Fp (Fa-ADL1)	C: 4	details →
English Grammar & Style 2 (PE) [PAB2SE03PA]	ADL-Fp (Fa-ADL1)	C: (2) 3,5	details →
English in Literature, Film and the Arts (PE) [PAB2SE01PA]	ADL-Fp (Fa-ADL1)	C: (2) 3	details →
History of the Anglosphere [PAB2SE007PA]	ADL-Fp (Fa-ADL1)	K: 4,5	details →
Internship: Professional orientation course [PAB2SE09PA]	ADL-Fp (Fa-ADL1)	K: ZAL	details →
Language in Intercultural Communication 2 [PAB2SE07PA]	ADL-Fp (Fa-ADL1)	K: 4,5	details →
Library Training [0000-Library]	ADL-Fp (Fa-ADL1)	C: ZAL	details →
Occupational Health and Safety [0000-OSH]	ADL-Fp (Fa-ADL1)	C: (no grades)	details →
Physical education [0000-PE]	ADL-Fp (Fa-ADL1)	C: (no grades)	details →
Public Speaking and Presentations (PE) [PAB2SE08PA]	ADL-Fp (Fa-ADL1)	C: 4	details →
Rhetoric, Debating and Presentation Analysis (PE) [PAB2SE02PA]	ADL-Fp (Fa-ADL1)	C: 4	details →
Second Foreign Language 1 - Spanish [PAB2SE001PA]	ADL-Fp (Fa-ADL1)	C: 4	details →

Decisions

Decisions related to the change of study programs. Decisions concern individual changes related to the student's learning path.

Applications

Possibility of submitting applications for conditional pass a semester, repeating a semester or other. Here we have access to the list of all submitted applications. After clicking on “submit a new application” we will be directed to another page, where we can see diagrams of all applications.

Applications



[submit a new application →](#)

List of submitted applications

Elements 1..1 of 1				
Show options				
Study program and stage	Subject	Submission date	Decision date	Options
Computer Science The 4-th semester/Spring semester 2018/2019	Podanie o warunkowe zaliczenie semestru	2020-04-16 13:47:11	2020-04-17 10:40:48 Dean/rector's reply: Wyrażam zgodę na wpis warunkowy z przedm. Metody probabilistyczne i statystyka, termin zaliczenia do 30.09.2020.	details →

New application

[More instructions about applications](#)



Study program: Computer Science [DInz-lp]

Choose the application type

Application type:

Application for conditional entry for the next semester

Components included:

program stage, justification, comments on courses

Description:

The application must be submitted in case the student didn't comply with the requirements determined in the program of study. This petition is destined only for the students who don't have any conditions remaining from previous years.

While filling the application there is a possibility for reporting remarks explaining absences of passing the courses. Remarks might be written next to every passing course or in a field called "justification".

As part of filling the application, first select the semester that the request relates to and there is an option to enter the general "justification". On the next page it is possible to write the remarks on the list of courses, which were passed on selected semester.

If your application requires attaching additional file, please send it via e-mail to the person responsible for your program of study (you can find those contacts on university's website: <http://www.vistula.edu.pl/en/page/dean-s-office>)

[Fill the form →](#)

Application type:

Application for repeating semester

Components included:

program stage, justification, comments on courses

Description:

The application must be submitted in case the student didn't comply with the requirements determined in the program of study and he is not entitled for conditional passing of the course/s. If the student doesn't submit the application, he might be discontinued.

While filling the application there is a possibility for reporting remarks explaining absences of passing the courses. Remarks might be written next to every passing course or in a field called "justification".

As part of filling the application, first select the semester that the request relates to and there is an option to enter the general "justification". On the next page it is possible to write the remarks on the list of courses, which were passed on selected semester.

If your application requires attaching additional file, please send it via e-mail to the person responsible for your program of study (you can find those contacts on university's website: <http://www.vistula.edu.pl/en/page/dean-s-office>)

[Fill the form →](#)

Next, you have to find application type, that you want to submit and select option “fill the form”. Then, you will gain access to the application form, that we have to complete. You have to select correct program stage, complete the justification and, if needed, attach file. After that, click “continue”. You will gain access to preview of your application, which you can send.

New application

More instructions
about applications



Study program: Computer Science [DInz-lp]



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

Edit your application

Application type:

Application for repeating semester

Additional information:

The application must be submitted in case the student didn't comply with the requirements determined in the program of study and he is not entitled for conditional passing of the course/s. If the student doesn't submit the application, he might be discontinued.

While filling the application there is a possibility for reporting remarks explaining absences of passing the courses. Remarks might be written next to every passing course or in a field called "justification".

As part of filling the application, first select the semester that the request relates to and there is an option to enter the general "justification". On the next page it is possible to write the remarks on the list of courses, which were passed on selected semester.

If your application requires attaching additional file, please send it via e-mail to the person responsible for your program of study (you can find those contacts on university's website: <http://www.vistula.edu.pl/en/page/dean-s-office>)

Program stage:

The 7-th semester/Spring semester 2021/2022 ▼

Student's office to which application is directed:

VISTULA UNIVERSITY [0000]

Application recipient:

Deputy dean for students affairs

Request/Justification:

Limit 3000, entered 0 characters

Attachments:

You may only attach PDF documents.

Maximum attachment size: **10.00 MiB**

Maximum number of attachments: **0**

Attach a file

Continue

Scholarships

Possibility to check received scholarships.

Payments

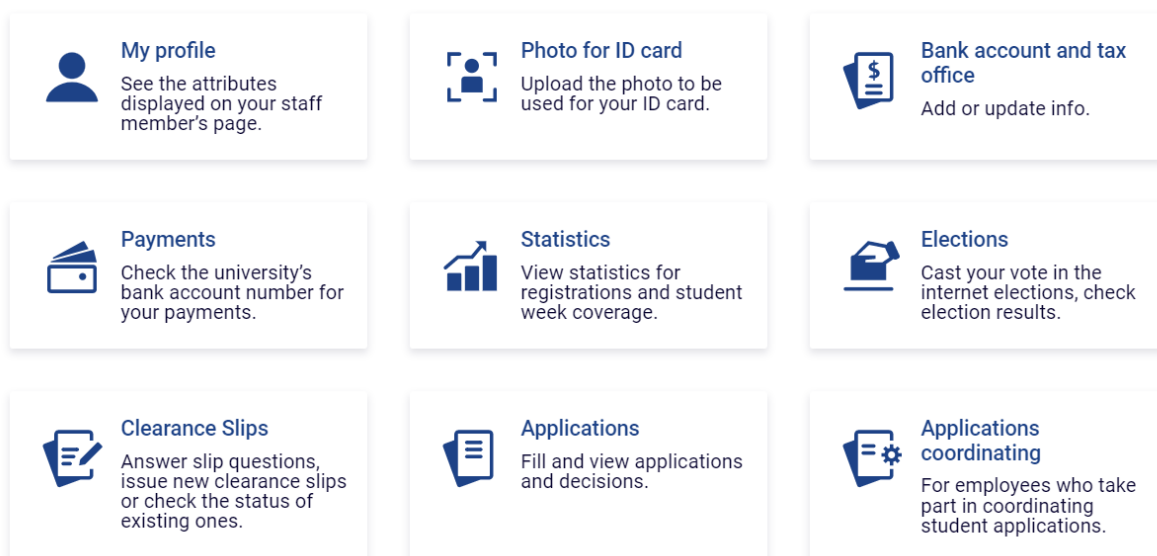
Here you will find all cleared and uncleared debts, all payments that you have made and an individual bank account of the university for payments in PLN.

Promotions

Here you will find all your achievements divided into semesters of study.

2.4 Common section

In this card you will find the option to upload a photo to your ID card. You can also update here informations about your bank account.



Warning: uploading a photo to USOSweb is not the same as getting a new ID card, for new student ID card please contact Dean's office.

3. Useful links and emails

Link to all Vistula services and e-mails (you can find them at the bottom of the page):

<https://www.vistula.edu.pl/en/intranet>

Link to the dean's office website (you will find contact details with the dean's office there):

<https://www.vistula.edu.pl/en/students/deans-office>