

# USOS – Students’ Guide

## General information

USOS (University System Of Student Service) is a networked IT system for comprehensive service of University of Lodz students. The system is used by the employees as well as students of the University of Lodz.

Academic teachers use USOS for awarding grades and crediting courses as well as sending messages to students.

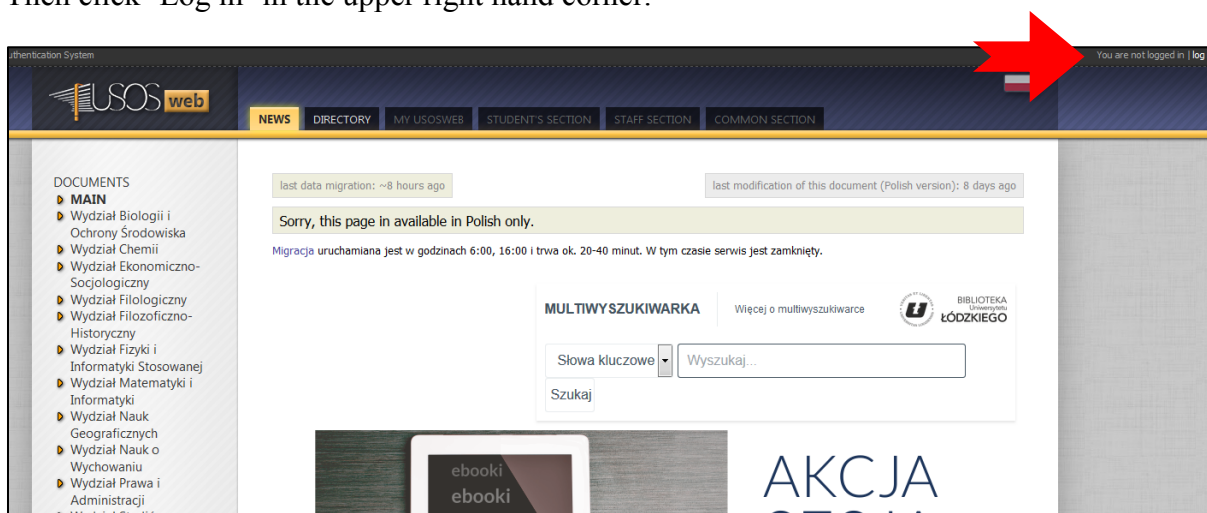
Students use USOS to register for P.E. classes and other additional classes, check their grades, evaluate classes and tutors. Through USOS students have also access to the history of their payments and scholarships as well as information about diplomas and decisions regarding submitted applications.

## Access and logging in

Full-time students get their USOS login and password from the Students` Office (Faculty of Economics and Sociology, Room D5), Erasmus or Mobility Direct students get your USOS login and password from the International Relations Office (Faculty of Economics and Sociology, Room C133).

USOS will be necessary for you during your studies, so it is essential for you to learn to use USOS as soon as you start studying.

To log into USOS, you need to go to: **usosweb.uni.lodz.pl** and change language to English. Then click ‘Log in’ in the upper right hand corner.



After clicking ‘log in’ you will be directed to this site:

Type in your login in the box labelled Identyfikator. Enter your password in the box labelled Hasło.

**Indentyfikator:** login given to you in the Students' Office or International Relations Office

**Hasło:** password given to you in the Students' Office or International Relations Office

For students who continue studying, they log into USOS using the details given during the first year of their studies.

In case of a loss of the password, students need to visit their Students' Office or International Relations Office for a new password.

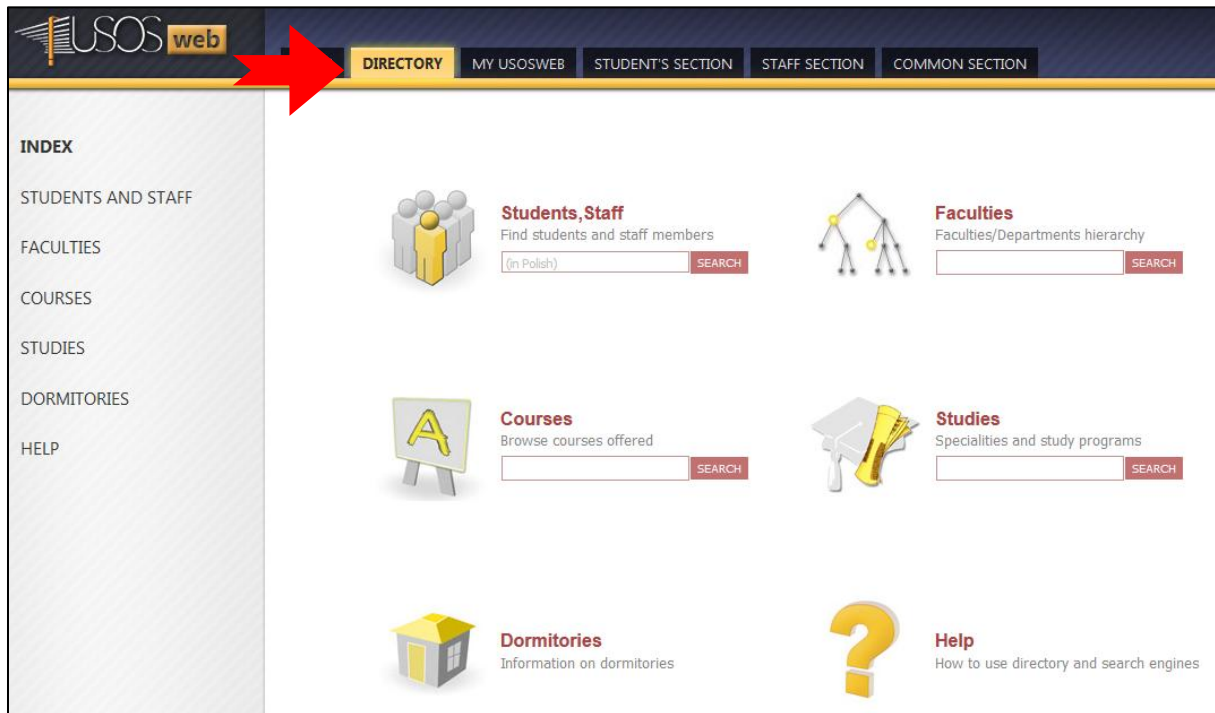
### Functions

After you log in you will see six sections.

The most important sections for students are: Directory, My USOSWEB, Student's Section

## 1. DIRECTORY

Section Directory consists of information related to classes and employees it also enables students and academic teachers to contact each other.



### Students, Staff

After typing in a surname of a teachers or student you will get basic personal details, their position, e-mail address, telephone number, room number and office hours.

From this location you can also send an e-mail to any chosen USOS user (an academic teacher as well as a student).

### Courses

In this section you might look up all the courses you have done or will do during your course of studies. You might print a *syllabus* which is a detailed description on a course (including effects of teaching, grading and bibliography).

### Dormitories

Information about dormitories, their addresses and telephone numbers.

### Faculties

In this section you can find information about the faculties, institutes and departments.

### Studies

Similarly to section courses you can look for study programmes, specialities and courses here.

## Help

This section will help you finding things you need in USOS.

## 2. MY USOSWEB

This sections consists of information connected to your courses.

The screenshot displays the 'MY USOSWEB' interface. At the top, a navigation bar contains 'NEWS', 'MY USOSWEB' (indicated by a red arrow), 'STUDENT'S SECTION', 'STAFF SECTION', and 'COMMON SECTION'. On the left, a sidebar lists 'MY SHORTCUTS' including 'SCHEDULE', 'CLASS GROUPS', 'CUSTOM SCHEDULES', 'USOS MAIL', and 'PREFERENCES'. The main content area shows a 'WELCOME' message for 'dr Mariusz Sokolowicz' with a 'COMPLETE SURVEY' button and a '0%' progress indicator. Below this are sections for 'SCHEDULE - CURRENT WEEK', 'SCHEDULE - NEXT WEEK', 'STUDENT'S TESTS' (showing 'L-15/16 Real Estate Management'), 'STUDENT'S CLASSES', 'QUICK GRADE', 'TEACHER'S TESTS', 'TEACHER'S CLASSES', 'DIRECTORY', 'SCHEDULES', and 'PREFERENCES'.

### 1. Class groups

The groups you belong to will appear here.

### 2. USOS mail

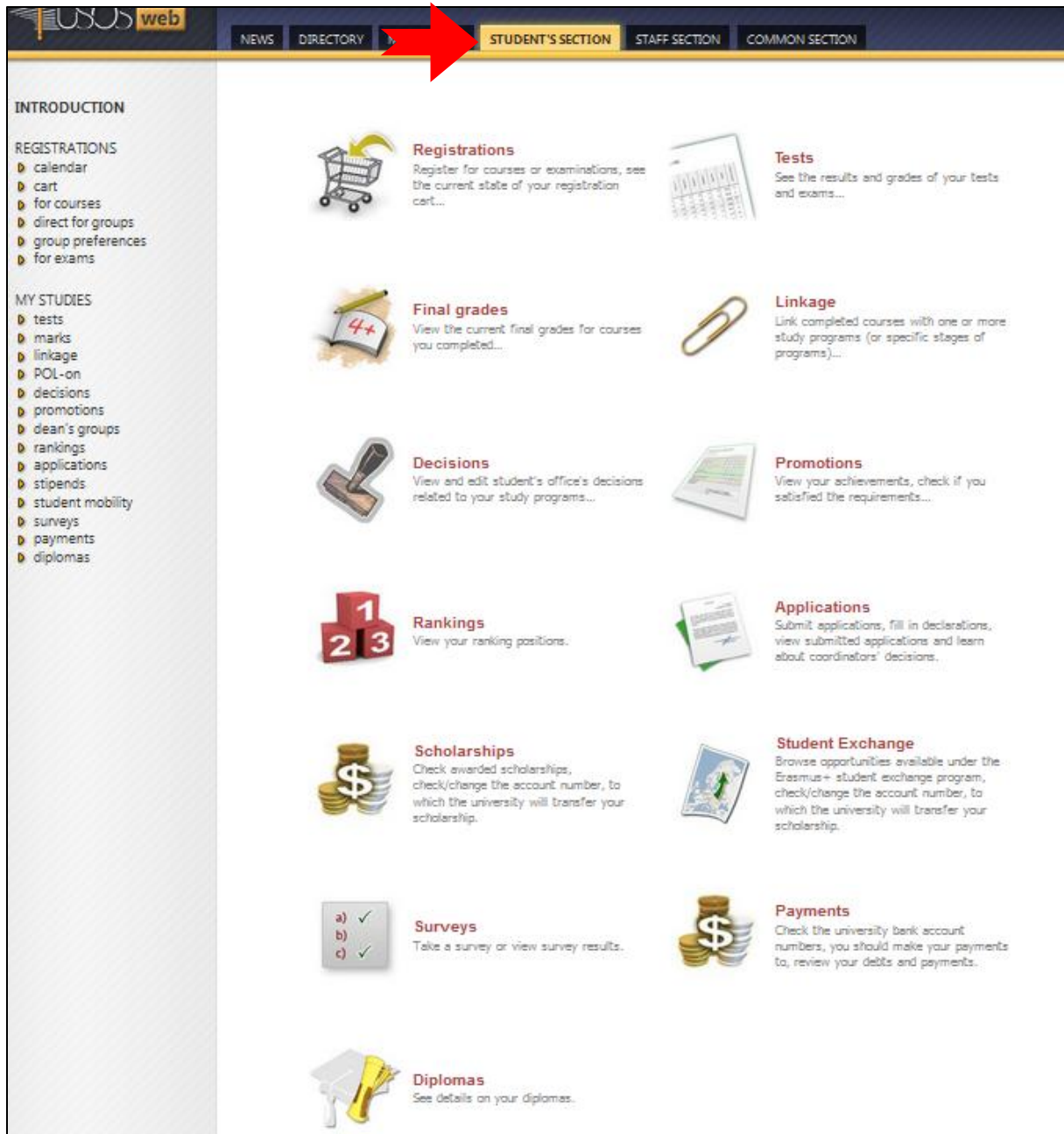
An e-mail box that, you can send and receive e-mails from and to employees and students who attend the same classes.

### 3. Student's classes

Here you might see all the classes that you attend in the current semester.

### 3. STUDENT'S SECTION

The most practical section for students.



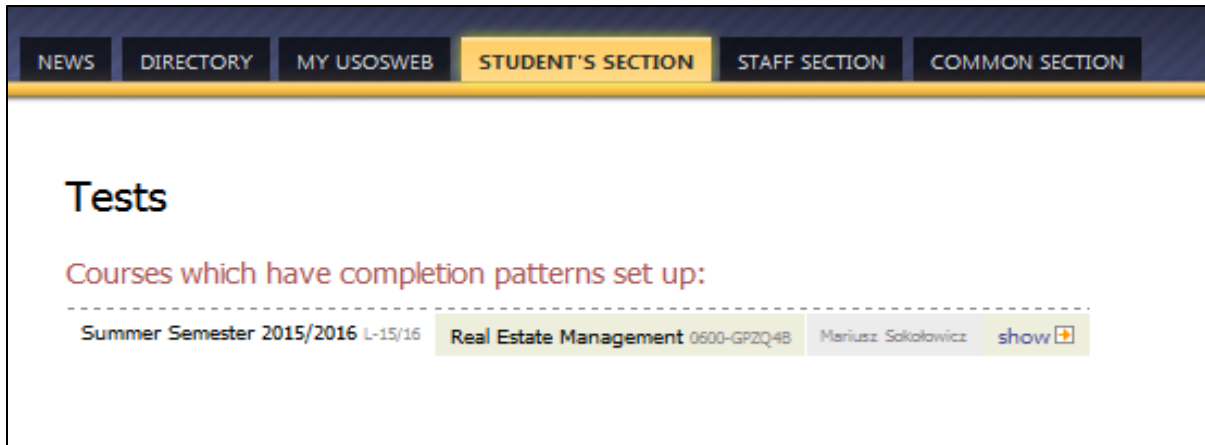
The screenshot displays the USOS web portal interface. At the top, there is a navigation bar with tabs for NEWS, DIRECTORY, STUDENT'S SECTION (highlighted with a red arrow), STAFF SECTION, and COMMON SECTION. On the left side, there is a vertical menu with two main sections: INTRODUCTION and MY STUDIES. The MY STUDIES section includes a list of options: tests, marks, linkage, POL-on, decisions, promotions, dean's groups, rankings, applications, stipends, student mobility, surveys, payments, and diplomas. The main content area features a grid of service tiles, each with an icon and a title: Registrations (shopping cart icon), Tests (calendar icon), Final grades (notepad icon), Linkage (paperclip icon), Decisions (stamp icon), Promotions (tablet icon), Rankings (dice icon), Applications (document icon), Scholarships (stack of coins icon), Student Exchange (passport icon), Surveys (checkbox icon), Payments (stack of coins icon), and Diplomas (diploma icon). Each tile includes a brief description of the service.

#### Registrations


This option is used to register for classes that are included in Token Registration (electives, electives in foreign language, bachelor/master seminars). Token Registration is done via: <https://ul.uni.lodz.pl>

## Tests

In this section you can check dates of exams and tests.



The screenshot shows the 'STUDENT'S SECTION' of the USOS website. The navigation bar includes 'NEWS', 'DIRECTORY', 'MY USOSWEB', 'STUDENT'S SECTION', 'STAFF SECTION', and 'COMMON SECTION'. The main heading is 'Tests'. Below it, a red text label reads 'Courses which have completion patterns set up:'. A table lists a course: 'Summer Semester 2015/2016 L-15/16 Real Estate Management 0600-GP2Q4B' by 'Mariusz Sokolowicz', with a 'show' button and a plus icon.

Summer Semester 2015/2016 L-15/16	Real Estate Management 0600-GP2Q4B	Mariusz Sokolowicz	show 

## Final grades

Here you can check all the grades from a current semester. Pay attention to courses that are composed of multiple components, for example lectures and practical classes. Every course apart from having marks awarded for the particular components, also has a so called 'Grade' which is awarded after all the components have been passed/credited. It is important to check if all the grades have been filled in before coming to the Students' Office. If you cannot see all the grades in USOS, you have to contact the lecturer.

## Linkage

In this section you will find all the courses that are included in your study programme. You can check if you have been added to all the groups and courses, you can check the name of the lecturers and verify whether or not your group in USOS corresponds with the group you attend classes with.

Students who failed courses in the previous years and have been given conditional semester credit must pay extra attention to whether the courses they are retaking are included in their USOS courses list.

If you see any differences, contact your Students' Office.

## Decisions

This section is for especially for the students who have done a period of their studies in a partner university as exchange students.

## Promotions

In this section students can check whether they have fulfilled all the requirements necessary to pass a semester or a year. After every exam session, check whether all the grades have been

filled in. Unless all the grades are written for you in USOS, you cannot get promotion to the next semester/year and you might have to retake subjects or a year.

### **Student exchange**

Here you can play for international student exchange programmes and see the application process results.

### **Surveys**

In this section you can evaluate your lecturers, their classes as well as the Faculty itself. It is worth taking a while and completing the surveys which are very important in the process of improvement and development of the Faculty. All the surveys are anonymous.

### **Payments**

In this section you can check the bank accounts in zloty, which you should use to make payments for ID cards, retaking subjects, diplomas. You may check the amount of money you have to pay and you can check the paid and unpaid transactions.

### **Diplomas**

After you defend your Bachelor or Master thesis, in this section you have access to the results of your Bachelor or Master exam. You can also check when your diploma will be available to be collected.

## **APPLICATIONS CONNECTED TO USOS**

Within the USOS platform there two more applications you might have to use during your course of studies:

1. UL (token registration platform) – internet page that enables students to choose and register for classes that are registered for through Token Registration, for example elective lectures, seminars, P.E. classes). When the time of token registration comes, you will be awarded a number of tokens, which you can