

Rules of registration for Graduate Thesis Seminar in the summer semester of the academic year 2023/2024

Registration will consist of two stages:

1. Applying for registration to a seminar group:
 - a. Such application can be submitted by any student who
 - has an active USOSweb account,
 - is on a first semester of the study programme,
 - and has a determined value of the average grade from the bachelor level study programme uploaded into the system.
 - b. In case of lack of such an average grade, a student should contact with the [Student Service Centre \(malgorzata.klimczak@uni.lodz.pl\)](mailto:malgorzata.klimczak@uni.lodz.pl).
 - c. At this stage the system allows overcrowding, which means that number of applications may exceed the number of available places.
 - d. The system ranks the students by their average grade. If there are students with identical averages, they will be ranked according to the time of submitting their application.
 - e. While this stage lasts, a student can check on their account what is their position in a ranking. They can also switch between seminar groups.
 - f. After this stage is over, the administrator creates groups according to the limit of 10 people. If in a certain seminar group there are more than 10 students, the first 10 are registered, while the remaining students move on to the second stage of registration.
2. The second stage is based on a “first come, first served” principle:
 - a. Students have access only to those groups that have vacancies.
 - b. Registration above the limit of 10 people is no longer available.

Students, who managed to register on a first stage, have a right to switch groups during the second stage. However, they can only do it on typical rules, which means that their average grade from the bachelor level studies no longer would matter.

Instructions for students - registration for Graduate Thesis Seminar

1. Student logs on the www.usosweb.uni.lodz.pl website through the central logging system, using their University email address.
2. Before registration, every student is obliged to make sure that their average grade from bachelor level studies is uploaded into the system. In case of any doubts or a lack of such an average, a student should contact the [Student Service Centre \(malgorzata.klimczak@uni.lodz.pl\)](mailto:malgorzata.klimczak@uni.lodz.pl) at least 24 hours prior to the beginning of the registration: **Student’s section -> Rankings -> Average for registration.**
3. After logging onto their accounts, students have access to registration: **Student’s section -> Registrations -> registration for master seminars on the programme.**
4. To register to a selected course, one should click on an icon of a basket with a green arrow. Than one should press F5 to refresh the page.
5. To check one’s position in ranking, one should click on the icon of a list (right from the icon of a basket).
6. After the first stage is complete, the administrator “recalculates the queue”.
7. Before the second stage begins, student is obliged to check if they are already registered for a seminar. If not, they are obliged to participate in the second stage. If the student is registered, they can still switch to a group with vacancies.
8. After the end of registration and the nearest data migration, the student is obliged to verify if they were successfully registered.

Contact:

- Konrad Walkowski, room A-22, e-mail: konrad.walkowski@uni.lodz.pl
- Magdalena Górska, room A-22, e-mail: magdalena.gorska@uni.lodz.pl

Rules of registration for specialties in the summer semester of the academic year 2023/2024

Registration will consist of two stages:

1. Applying for registration to a specialty group:
 - a. Such application can be submitted by any student who
 - has an active USOSweb account,
 - is on a third semester of bachelor studies or on a first semester of master studies,
 - and has a determined value of the average grade from the first year of bachelor studies (in case of bachelor level students) or from the entire bachelor level study programme (in case of master level students) uploaded into the system.
 - b. In case of lack of such an average grade, a student should contact with the [Student Service Centre \(malgorzata.klimczak@uni.lodz.pl\)](mailto:malgorzata.klimczak@uni.lodz.pl).
 - c. At this stage the system allows overcrowding, which means that number of applications may exceed the number of available places.
 - d. The system ranks the students by their average grade. If there are students with identical averages, they will be ranked according to the time of submitting their application.
 - e. While this stage lasts, a student can check on their account what is their position in a ranking. They can also switch between groups.
 - f. After this stage is over, the administrator creates groups according to the existing limits. All the students above the limit move on to the second stage of registration.
2. The second stage is based on a "first come, first served" principle:
 - a. Students have access only to those groups that have vacancies.
 - b. Registration above the limit of 10 people is no longer available.

Students, who managed to register on a first stage, have a right to switch groups during the second stage. However, they can only do it on typical rules, which means that their average grade no longer would matter.

Instruction for students - registration for specialties

1. Student logs on the www.usosweb.uni.lodz.pl website through the central logging system, using their University email address.
2. Before registration, every student is obliged to make sure that their proper average grade is uploaded into the system. In case of any doubts or a lack of such an average, a student should contact the [Student Service Centre \(malgorzata.klimczak@uni.lodz.pl\)](mailto:malgorzata.klimczak@uni.lodz.pl) at least 24 hours prior to the beginning of the registration: **Student's section -> Rankings -> Average for registration.**
3. After logging onto their accounts, students have access to registration: **Student's section -> Registrations -> Registration for specialties on the programme.**
4. To register to a selected group, one should click on an icon of a basket with a green arrow. Than one should press F5 to refresh the page.
5. To check one's current position in ranking, one should click on the icon of a list (right from the icon of a basket).
6. After the first stage is complete, the administrator "recalculates the queue".
7. Before the second stage begins, student is obliged to check if they are already registered for a specialty. If not, they are obliged to participate in the second stage. If the student is registered, they can still switch to a group with vacancies.
8. After the end of registration and the nearest data migration, the student is obliged to verify if they were successfully registered.

Contact:

- Konrad Walkowski, room A-22, e-mail: konrad.walkowski@uni.lodz.pl
- Magdalena Górska, room A-22, e-mail: magdalena.gorska@uni.lodz.pl

Rules of registration for elective classes in the summer semester of the academic year 2023/2024

The registration for elective classes is a token registration process performed in micro-tours. During a micro-tour a student sends their submission (declaration of a will to register for certain classes). After a micro-tour there is micro-interval, during which a student is informed if they were registered to a subject or not. Due to technical issues, it may be required for a student to participate in a number of micro-tours before the registration is complete. During the registration a student “pays” for the enrolment with tokens.

Remember:

1. Every student has a number of tokens equal to the number of credits and types of classes, which they should realise in the academic year 2023/2024;
2. Before the registration begins, the student is obliged to make sure that they have enough tokens to register for all the required classes;
3. Any shortage of tokens needs to be reported at least 24 hours prior to the beginning of registration (konrad.walkowski@uni.lodz.pl or magdalena.gorska@uni.lodz.pl);
4. Every student should register to the number of credit hours of elective classes in accordance with their programme of study in a given semester (see table below);
5. After the registration is over, every student is obliged to verify if they are successfully registered to all the required subjects;
6. In case any classes do not launch (due to an insufficient number of registered students), the student is informed on the matter via email. The message includes suggestions of changes or a notification about an automatic enrolment with a particular group (e.g. if only one group is launched).

NOTIFICATION: within one curriculum of a study programme one cannot choose the same classes twice or register for more credits than the required number.

“Prices” of classes in the token registry were settled as:

- Registration for a lecture – 1 token per credit hour.

Types and codes of tokens in USOS in the academic year 2023/2024:

1. For Economics second cycle:
 - 06-W-L-23/24 – token for Elective Lectures in a summer semester

AMOUNT OF OBLIGATORY ELECTIVE CLASSES IN THE SUMMER SEMESTER OF THE ACADEMIC YEAR 2023/2024

Type of studies	Feld of study	Year	Semester	Number of hours elective classes
Second cycle	Economics	1	2	28w

w – Lecture

Contakt:

- Konrad Walkowski, room A-22, e-mail: konrad.walkowski@uni.lodz.pl
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ATTENTION!

Students, who do not register for classes through the USOS procedures, will not be automatically registered. This may lead to them having to apply for conditional credits or retaking a year.

The issue of applications associated with registration for classes is regulated by the [Announcement No. 1/2020](#). Applications may be submitted via email.

Registration timetable

Registration for Graduate Thesis Seminars:

First stage since 14 Nov. 2023, 09:00 a.m. to 15 Nov. 2023, 1:00 p.m.

„Recalculating queue” since 15 Nov. 2023, 2:00 p.m.

Results of the first stage on 16 Nov. 2023 (might be available earlier)

Second stage since 17 Nov. 2023, 09:00 a.m. to 20 Nov. 2023, 11:59 p.m.

Registration for specialties:

First stage since 14 Nov. 2023, 11:00 a.m. to 15 Nov. 2023, 1:00 p.m.

„Recalculating queue” since 15 Nov. 2023, 2:00 p.m.

Results of the first stage on 16 Nov. 2023 (might be available earlier)

Second stage since 17 Nov. 2023, 11:00 a.m. to 20 Nov. 2023, 11:59 p.m.

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