

Rules of registration for elective classes and modules in the academic year 2022/2023

The registration for elective classes and modules 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 summer semester of the academic year 2022/2023;
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](#));
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 module – 1 token,
- Registration for a lecture / practical classes / IT laboratory – 1 token per credit hour.

Types and codes of tokens in USOS in the academic year 2022/2023:

1. For Economics first cycle:
 - 06-W-Z-22/23 – token for Elective Lectures
 - 06-JO-L-22/23 – token for Elective Lectures in a Foreign Language in a summer semester
2. For Economics second cycle:
 - 06-W-Z-22/23 – token for Elective Lectures in a winter semester
 - 06-W-L-22/23 – token for Elective Lectures in a summer semester

Contact:

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Instructions for students

1. Student logs on the www.usosweb.uni.lodz.pl website through the central logging system, using their University email address.
2. Before registration, each student is obliged to make sure that they have enough tokens: Student's section -> Registrations -> "Rejestracje na przedmioty" ->Token registration
3. To check what subjects are available for registration, we click: Student's section -> "Rejestracje na przedmioty" ->Token registration -> go to registration. Then the student can see a list of subjects available for this particular registration. Student can use filter options to find out which classes are suggested particularly for them.
4. After clicking on the „attach” square next to the name of the subject, a student receives information about the available places and a number of people who submitted for the subject.
5. Student applies for registration or deregistration only during the micro-tour by clicking on the icon of a cart. Deregistration means resignation and there is no guarantee for potential re-registration.
6. During a micro-break one should check if the registration for selected classes was successful. It can be done through the “my registrations” window, which is placed above the filters. The number of spent tokens (especially if equal to the number of initially admitted tokens) is also informative about the results of registration.
7. The aim of the system is to register student for classes. If a student applies for more than one classes, the system will at first register them on the classes where first available places appear.
8. Before the end of registration a student has to verify if all the subject or module applications are complete.

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Rules of registration for Undergraduate Thesis Seminars in the academic year 2022/2023

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 first year of bachelor studies uploaded into the system.
 - b. In case of lack of such an average grade, a student should contact with the [Student Service Centre](mailto:malgorzata.bocianowska@uni.lodz.pl) (malgorzata.bocianowska@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

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 the first year of bachelor 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](mailto:malgorzata.bocianowska@uni.lodz.pl) (malgorzata.bocianowska@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 Undergraduate Thesis Seminars on the programme
4. To register to a selected course, one should click on an icon of a basket with a green arrow. Then 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.

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- Magdalena Górská, room A-22, e-mail: [magdalena.gorska@uni.lodz.pl](mailto:magdalenagorska@uni.lodz.pl)

Rules of registration for specialties in the academic year 2022/2023

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 second semester of master studies,
 - and has a determined value of the average grade from the entire 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 \(malgorzata.bocianowska@uni.lodz.pl\)](mailto:malgorzata.bocianowska@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 60 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

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 \(malgorzata.bocianowska@uni.lodz.pl\)](mailto:malgorzata.bocianowska@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:

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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 of the Vice-Dean for Education and Curriculum](#). Applications may be submitted via email.

Registration timetable

Registration for elective classes:

- 06-RZZWOB-22/23 – registration for Elective Lectures in a Foreign Language for students of the stationary bachelor studies – since 29 March 2022, 12:00 noon to 4 April 2022, 11:59 p.m.
- 06-RZZWB-22/23 – registration for Elective Lectures for students of the stationary bachelor studies – since 30 March 2022, 9:00 a.m. to 4 April 2022, 11:59 p.m.
- 06-RZZWC-22/23 – registration for Elective Lectures for students of the stationary II cycle studies – since 30 March 2022, 11:00 a.m. to 4 April 2022, 11:59 p.m.

Registration for Undergraduate Thesis Seminars:

- First stage since 29 March 2022, 9:00 a.m. to 30 March 2022, 2:00 p.m.
- „Recalculating queue” since 30 March 2022, 2:00 p.m.
- Results of the first stage on 31 March 2022 (might be available earlier)
- Second stage since 1 April 2022, 10:00 a.m. to 4 April 2022, 11:59 p.m.

Registration for specialties:

- First stage since 29 March 2022, 11:00 a.m. to 30 March 2022, 2:00 p.m.
- „Recalculating queue” since 30 March 2022, 2:00 p.m.
- Results of the first stage on 31 March 2022 (might be available earlier)
- Second stage since 1 April 2022, 10:00 a.m. to 4 April 2022, 11:59 p.m.

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