

Assignment of courses in the year 2015/16

under new Rules of Study

Marcin Engel

October 2015

1. Introduction

Students of the University of Warsaw have an obligation to *assign* courses to *study terms*. When credit settling a study term and enrolling for a new one, each student should indicate which courses are to be taken into consideration as part of the study curriculum for which he/she has obtained credit in a given study term, and which are to be regarded as extracurricular. However, not all students are aware of the consequences that assigning courses to study terms has for various aspects of their studies, such as obtaining credit for a study term, calculation of the GPA (GPA) for a given study term and for all their studies, or the information presented in the diploma supplement.

The purpose of this document is to gather the information about assigning courses to study terms. **If you are a first year student**, who has only started his/her studies at the University, make sure you read this document. It will help you understand the rules regulating the process of obtaining credit for study terms in your first and subsequent years.

If you are an experienced student, who has already obtained credit for several courses and study terms, also take time to read this document. It may give you some information on how to manage your surplus courses and have more influence on study term GPA. Besides, **recent amendments to the Rules of Study have entailed some changes to the rules of course assignment to study terms**. Therefore, as you read, pay special attention to the sections of the text marked **NEW!!!**

2. A short glossary

Let's start with some terminology. If you already know the meaning of the terms: *study curriculum* and its *instance*, *study term* and *study term requirements*, and understand the difference between *obligatory courses* and *elective course*, you can skip this section.

Study curriculum is more or less the same thing as *degree program*. In the USOS system, study curricula have their *codes*. For instance, if you are a first-cycle or undergraduate student of mathematics, your study curriculum (degree program) has a code SI-MAT. At a given moment, a student may be pursuing one study curriculum or several study curricula if he/she is doing several degree programs simultaneously. It may also happen that a student's history of studies shows

many *instances* of the same study curriculum. For example, a student who started to study Information Technology in the academic year 2012/13 but was removed from the list of students after failing the first semester of his studies and was admitted to the same degree program again in the academic year 2013/14, will see two instances of the program SI-INF in his USOS file, of which only the latter will be active.

Every study term involves some *study term requirements* i.e. requirements that have to be met in order to obtain credit for a give term and be enrolled in the next one. These requirements are of two kinds: *course requirements* and *credit points requirements*. The former refer to the courses that have to be successfully completed within a given study term, while the latter refer to elective courses and have to do with the total number of ECTS points to be acquired in a given study term.

3. What is meant by assigning courses?

When it is time to settle a study term in order to obtain credit for it, the student needs to check whether all study term requirements have been duly met and in particular, whether he/she has obtained a sufficient number of course credits for elective courses. A frequent problem that arises then is which courses completed by the student should be taken into consideration when credit settling a give study term.

If you are a student pursuing one study curriculum (degree program) without any delays such as course or year retakes and enroll only for courses that are included in the description of your program for a given study term, you may never notice the problem. In this case, it is enough to check that you have obtained credit for all the required courses. But suppose you have completed five elective courses instead of the required four. You need to indicate which of these five courses are to be used to obtain credit for a given study term. The decision is important as it may affect your term GPA and consequently, the award of a scholarship.

The situation is even more complicated if you are pursuing more than one degree program and so following two or more study curricula and have just obtained credit for a course which is included in the requirements of both/all your degree programs. You now have to indicate the degree program within whose curriculum the course was completed (or ask for the permission to count the course towards both/all your degree programs, but that is an entirely different story). This is precisely what the procedure of assigning courses to study curricula is all about. All students have to assign courses to study terms, both those who pursue one degree program and enroll only for courses indicated in its description and those who pursue several degree program and do not stick to any specific program description. **Remember! When you are awarded credit for a given study term only the courses you have assigned to it will be taken into account! If you fail to assign courses properly, you may have a problem with obtaining credit for a given study term even if you have successfully completed all the required courses!**

4. Types of course-to-terms assignments and their deadlines

Now that you know the purpose of the procedure of assigning course to study terms you should become familiar with the rules governing the procedure (including all relevant deadlines) as well as the impact it has on your GPA and fees payable for educational services.

There is one general rule. A given course may be assigned to only one study curriculum (degree program) unless a student has obtained a permission to assign it to both degree programs pursued. The details of this procedure will be given later.

Each course may be assigned either only to a study curriculum or both to a study curriculum and a study term. At the student's request, the course may also be left unassigned, but then it becomes a paid course for which a tuition fee is collected under § 28 s. 5 of the Rules of Study at the University of Warsaw. **NEW!!!**

When you register for a course you need to link it to a concrete study curriculum. This means that the course is now assigned only to the curriculum you have chosen. You may change this assignment to the curriculum and study term assignment later on by choosing the EDIT STUDY TERM option in the *USOSweb Course Assignment* module (Figure 1). In this sense, the assignment of the course only to a given study curriculum is your default course assignment. **NEW!!!**

We will now explain the difference between unassigned courses, courses assigned to a study curriculum and courses assigned to both a study curriculum and a study term.

Semestr letni 2014/15 [2014L]			
	OKRESY PODPINANIA i pokaż	OKRES SKŁADANIA REZYGNACJI i pokaż	ZBIORCZE PODPIĘCIE
<input type="checkbox"/> Artystyczno-literackie życie Paryża (XIX-XX wiek) 3304-ALZP-OG	SJ-PS / PS-22 2014L ✓	[Przedmiot nie był podpięty podczas rejestracji] [Ten etap programu jest zamknięty (rozliczony)] Przedmiot liczy się do średniej.	dodaj podpięcie ▾
<input type="checkbox"/> Oblicza propagandy. Polityka, ekonomia, media 2101-M- D20BPR-OG	SJ-PS ✓ edytuj etap	[Przedmiot nie był podpięty podczas rejestracji] [Okres składania rezygnacji minął] Przedmiot liczy się do średniej. [zmień]	dodaj podpięcie ▾

Figure 1 [Click on “Edytuj etap” (Edit study term) next to the course listing for a current semester]

4.1. Assignment to degree program and study term

By assigning a course to both a study curricula and a given study term you declare that the course is part of the study plan for a given study term and it to be taken into consideration when determining credit for *the study term indicated*. The grade received in the course is then taken into account when calculating your GPA for the study term and later for the entire degree program (with some exclusions listed in § 36 s. 5 the Rules of Study). This means, that the course will be listed on the supplement accompanying your diploma.

Only the courses included in the study plan of a given term can be assigned to it. If being in your 2nd year you have already completed some 3rd year courses you shouldn't assign them to your current study term (i.e. the 2nd year). Such surplus courses should be assigned to the study

curriculum for the time being. When you become a 3rd year student you will assign some of them - those that are required in the third year - to their proper study term (i.e. the 3rd year). The courses for which you have received credit but which are not covered by the study plan of any year of your degree program will remain assigned to the curriculum only. **NEW!!!**

Sometimes the decision as to whether a given course is covered by the study plan of your degree program is not obvious. This often happens in the case of a non-standard course of studies. Suppose that you have a year-long doctor's leave for the obligatory PE classes. You are exempt from the obligation to attend two semesters of PE by the University PE Center, but at the same time you do not earn any ECTS points for them. Knowing that you need 60 ECTS points to receive credit for a given year of studies, you enroll for an additional general academic course or some online course to make up the points lost on the PE course. Is this course included in your study plan for a given term? Yes, because without it you wouldn't meet all the term requirements. Therefore, you should assign it to both the curriculum and the current study term.

What will happen if in the above situation you don't assign the additional course to the current study term? Simply put, you will fail to obtain credit for the current year of studies. Moreover, if you fail to enroll for the course, your parent unit will enter the fact that you lack a course to complete your current study term into the USOS system and, pursuant to § 36 s. 3 of the Rules of Study, a failing grade of 2.0 will be added to the total grade value of the courses completed in a given term, lowering your GPA.

4.2. Assignment to the curriculum

If you leave a course assigned only to your study curriculum, you effectively declare that you intend to use it to credit settle a certain period of study, but you don't yet know which one, or else that the course will not be used to obtain credit for any study term and will remain extracurricular.

You can leave a course assigned to the curriculum if, for example, during your 1st year you have completed a course which is not obligatory until the 2nd year. Then, in your 2nd year you will assign the course to the term in which it is required. Also the courses which are not required for the completion of any study terms should remain assigned to the curriculum only.

The courses assigned only to the study curriculum are not automatically included in the calculation of the student's GPA for any given study term. They may, however, be included in the calculation of the total GPA at the student's request filed with the Dean's office, in which case they will also be included in the list of courses given in the diploma supplement, pursuant to § 36 s. 5 of the Rules of Study.

How many courses can be left assigned only to the curriculum? This issue is independently decided by particular faculties, which set the limit of surplus classes for each degree program. The total number of ECTS points earned for courses assigned only to the curriculum and those assigned both to the curriculum and a study term cannot exceed the sum of the total number of ECTS points required for the completion of a given degree program and its

study plan, (i.e. typically 180 ECTS in first-cycle studies, 120 ECTS in second-cycle studies, and 300 ECTS points for long second-cycle studies) and that limit. **NEW!!!**

4.3. Unassigned courses

An unassigned course will not be taken into account when awarding credit for any study term or calculating the student's GPA. On un-assigning the course the student will be charged a tuition fee for it, under § 28 s. 5 of the Rules of Study. **NEW!!!**

4.4. When should all course assignments be done?

The assignment of courses may be done within the deadlines set by the Rector, and in some degree programs – immediately after course registration. The courses assigned only to the curriculum can be assigned to a current study term at any time when it is active. You should remember to **check that all the courses required by the study plan are assigned to proper terms before the program become subject to credit settlement at the end of the academic year!** **NEW!!!**

WPROWADZENIE

REJESTRACJA

- ▶ kalendarz
- ▶ koszyk
- ▶ na przedmioty
- ▶ bezpośrednia do grup
- ▶ preferencje grup
- ▶ na egzaminy

MOJE STUDIA

- ▶ sprawdziany
- ▶ oceny
- ▶ podpęcia
- ▶ POL-on
- ▶ decyzje
- ▶ **zaliczenia etapów**
 - ▶ ustawienia
 - ▶ S1-GF 2012Z GF-11
 - ▶ S1-GF 2012L GF-12
 - ▶ S1-GF 2013Z GF-21
 - ▶ S1-GF 2013L GF-FZS-22
 - ▶ S1-GF 2014Z GF-FZS-31
 - ▶ S1-GF 2014L GF-FZS-32
 - ▶ S2-GF 2015Z GF-GK-11
- ▶ grupy dziekańskie
- ▶ podania
- ▶ rankingi
- ▶ wnioski
- ▶ oświadczenia
- ▶ stypendia
- ▶ wymiana studencka

Zaliczenia etapów

UWAGA: Aby wyświetlić zaliczenia *niezaliczonego jeszcze etapu*, podepnij najpierw wszystkie przedmioty, które chcesz uwzględnić w wyliczeniu, pod konkretne etapy (nie programy).

S1-GF - Geografia, stacjonarne, pierwszego stopnia

	Cykl	Data zakończenia	Status zaliczenia	
Pierwszy semestr pierwszego roku geografii GF-11	2012Z	2013-03-31	Z - zaliczony ręcznie	szczegóły
Drugi semestr pierwszego roku geografii GF-12	2012L	2013-09-30	Z - zaliczony ręcznie	szczegóły
Pierwszy semestr drugiego roku geografii GF-21	2013Z	2014-03-31	Z - zaliczony ręcznie	szczegóły
Drugi semestr drugiego roku, geografia fizyczna stosowana GF-FZS-22	2013L	2014-09-30	Z - zaliczony ręcznie	szczegóły
Pierwszy semestr trzeciego roku, geografia fizyczna stosowana GF-FZS-31	2014Z	2015-03-31	Z - zaliczony ręcznie	szczegóły
Drugi semestr trzeciego roku, geografia fizyczna stosowana GF-FZS-32	2014L	2015-09-30	Z - zaliczony ręcznie	szczegóły

Aktualny stan rozliczenia programu: **zakończyłaś studia na tym programie**

S2-GF - Geografia, stacjonarne, drugiego stopnia

	Cykl	Data zakończenia	Status zaliczenia	
Pierwszy semestr pierwszego roku geografii, specjalność geoeologia i kształtowanie krajobrazu GF-GK-11	2015Z	2016-03-31	X - w trakcie	szczegóły

Aktualny stan rozliczenia programu: **oczekuje na zgłoszenie do rozliczenia** zgłoś program do rozliczenia

Figure 2 [Click on “Zgłoś przedmiot do zaliczenia” (Declare the course for credit settlement) on “Zaliczenie etapów” (Credit settlement of study terms) page]

4.5. What happens with course assignments when a term is settled?

At the time of credit settlement of a given study term (e.g. the 2nd year of your studies), only the obligatory courses listed in study term requirements which have been assigned both to the curriculum and the current study term will be included. No course can be assigned to either the study term or the curriculum at this time, so you should make sure that all courses are correctly assigned to both the curriculum and the proper terms before the study term is declared ready for credit settlement.

4.6. What type of course assignment should I choose?



First of all, please note that a course assigned to the curriculum can be assigned to a current study term before the term becomes subject to credit settlement. This means that you don't have to hurry with assigning courses for which you have just registered to any study term – you can do this later when you know your course grades. However, if on registration you assign your courses only to the curriculum you will have to remember to add term registration before the term is declared ready for credit settlement.

Let's look at some examples. In all of them we assume that you are a 2nd year undergraduate (first cycle) student of mathematics.

1. You have to obtain a course credit for *Algebra 1* because it is a course required to complete the 2nd year of your studies. In this case you can assign the course to both the curriculum and the current study term at registration because you will have to do it anyway. Of course, you can leave the course assigned only to the curriculum at the time of registration and do its term assignment later – but you have to remember to do it before you declare the term ready for credit settlement!
2. Being in your 2nd year you have already completed *Statistics*, which is required in 3rd year. **Under no circumstances should you assign it to both the curriculum and the current study term**, because doing it now would mean assigning it to the 2nd year instead of the 3rd year when it becomes required. Instead, **you should leave the course assigned to the curriculum only until the 3rd year** when you will be able to assign it to the proper study term.
3. You have completed an elective course that you intend to use as one of the seven electives required in the 3rd year. You should leave it as assigned only to the curriculum for now, which means that it won't count towards your GPA for the 2nd year. Next year you can decide whether to use the course to obtain credit for your 3rd year by assigning it to the study term or to leave it as a surplus course, and whether you want it to be included in the calculation of your total GPA.

- You have obtained credit for a course unrelated to your degree program. You can't use it to settle any study term, but you want it to be included in your total GPA. You should leave the course assigned to the curriculum and before the final credit settlement of your studies, file a request to have it included in the calculation of your total GPA.

Semestr zimowy 2015/16 [2015Z]

OKRESY PODPINANIA  pokaż OKRES SKŁADANIA REZYGNACJI  pokaż ZBIORCZE PODPIĘCIE



<input type="checkbox"/> Akademia Filmowa 8111-AF-0G	SJ-PS / PS-31 2015Z ✓ [edytuj etap] [odepnij] [zrezygnuj z zaliczania] Przedmiot liczy się do średniej.	dodaj podpięcie 
<input type="checkbox"/> Ćwiczenia z Psychologii Społecznej 2500-PL-F6-03	SJ-PS ✓ [edytuj etap] [odepnij] [zrezygnuj z zaliczania] Przedmiot nie liczy się do średniej. [zmień]	dodaj podpięcie 

Figure 3 – [Find “Przedmiot nie liczy się do średniej” (Course not included in GPA) next to the course listing and click “Zmień” (Change)]

And one more example. You are a 3rd year student of Information Technology required to take three electives. Let's suppose that you have registered for 5 electives instead. Initially, you may leave all five courses assigned to the curriculum only and assign three of them to study terms right before declaring the year ready for credit settlement. This makes sense because you can't un-assign a course once you have assigned to a study term even if you have received a failing grade in it. So, by leaving your courses assigned only to the curriculum until you know your grades you won't risk having a failing grade included in the calculation of your term GPA.

4.7. Subsequent assignment of a course to a new study curriculum or new instance of the same curriculum

On your own, you can assign a course to only one curriculum. An attempt to assign it to another degree program results in filing a request for such assignment, which has to receive the consent of the dean. It is advisable to file such a request to the dean in the paper form in addition to making it by trying to create another course assignment in the USOS system.

4.8. Resigning from obtaining course credit

The Rules of Study give students the right to resign from obtaining course credit. This right can be used once during both undergraduate and graduate studies and twice during long graduate studies. Credit resignation is submitted via the USOS system by choosing the “Credit resignation” option when editing course assignment. Resignation from obtaining course credit means that a given course is not included in the calculation of your GPA, is not listed on the diploma supplement and does not require the payment of a fee in case of a failing grade. The only consequence is that the student's name stays on the list of students registered students both the course and a given class, and – more importantly – that the token used to register for the course remain used

up. NOTE: You should make sure that your request for course credit resignation is submitted before the deadline set by the University as no requests are accepted after the deadline.

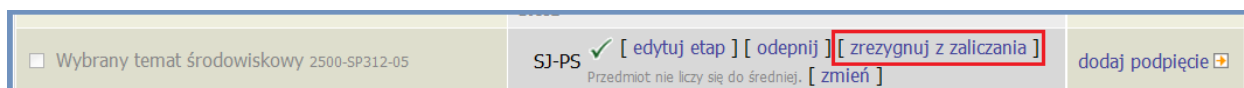


Figure 4 [Click on “Zrezygnuj z zaliczenia” (Resign from obtaining course credit) next to the course listing]

5. Conclusion

5.1. Course assignment vs term credit settlement

Only the courses assigned to both the curriculum and a given study term are taken into account when term credit is awarded.

5.2. Course assignment vs term average grade

All the grades received in the courses that have been assigned to the study curriculum and a given study term are included in the term GPA (save for exclusions arising under § 28 ss. 9-10 of the Rules of Study).

5.3 Course assignment vs total GPA

The total GPA includes the grades received in the courses that have been assigned to the study curriculum and a study term as well as grades obtained in the courses that have been assigned only to the curriculum and included in the GPA calculation at the student's request.

6. Some more cases

1. I am a 1st year undergraduate student. I'm in one degree program and enroll only for the courses that are required for my year. Do I have to do course assignments in the USOS system?
Yes. You should assign all your courses to the study curriculum and a study term. Unless this is done, credit settlement won't be possible.

2. I am an undergraduate student retaking the 2nd year of studies. I have enrolled for some courses that are obligatory for 3rd year students. How should they be assigned?
They should be assigned only to the study curriculum. Do not assign them to the 2nd year because then they won't be included in the credit settlement of your 3rd year!

3. In my 2nd year I have registered for a course that is not required by the curriculum of my degree program. I treat the course as extracurricular and don't intend to use it in the credit settlement of any study term. How should it be assigned?
It may be assigned only to the curriculum, and then at your request it may be listed on the supplement to your diploma and included in the calculation of your total GPA, but not your second-year GPA. You can also un-assign the course, but then you will have to pay for it and it won't be included in any GPA.

4. In my 2nd year, I have completed some electives that I will need for credit settlement of my 3rd year. Should I assign them now?
Yes, to the study curriculum.

5. I am conditionally in my 3rd year but I am re-taking a 2nd year course. How should I assign it?
To both the study curriculum and a study term, but when selecting the term, make sure you choose 2nd year.