

Rules of registration for Graduate Thesis Seminar in the summer semester of 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 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:

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

Rules of registration for specialties in the summer semester of 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 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
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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 15 Nov. 2022, 09:00 a.m. to 16 Nov. 2021, 1:00 p.m.

„Recalculating queue” since 16 Nov. 2022, 2:00 p.m.

Results of the first stage on 17 Nov. 2022 (might be available earlier)

Second stage since 18 Nov. 2022, 09:00 a.m. to 21 Nov. 2022, 11:59 p.m.

Registration for specialties:

First stage since 15 Nov. 2022, 11:00 a.m. to 16 Nov. 2022, 1:00 p.m.

„Recalculating queue” since 16 Nov. 2022, 2:00 p.m.

Results of the first stage on 17 Nov. 2022 (might be available earlier)

Second stage since 18 Nov. 2022, 11:00 a.m. to 21 Nov. 2022, 11:59 p.m.

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