#### General information for all rounds of registration

To access the USOSweb registrations you need to log in to https://usosweb.sgh.waw.pl/

NOTE: Do not use auto translation (e.g.: provided by the web browser), please switch the languages using the flag visible in the upper right corner.

Szkoła Główna Handlowa w Warszawie - Centralny System Uwierzytelniania	Nie jesteś zalogowany   🔣   zaloguj się
Szkoła Główna Handlowa w Warsza	awie
AKTUALNOŚCI KATALOG MÓJ USOSWEB DLA STUDENTÓW DLA PRACOWNIKÓW	DLA WSZYSTKICH
SGH Warsaw School of Economics - Central Authentication System	You are not logged in   🔛   log in
SGH Warsaw School of Economics	
NEWS DIRECTORY MY USOSWEB STUDENT STAFF SECTION COMMON SECTION	

Then you need to go to the STUDENT'S SECTION tab, where all registration activities take place.

Depending on the specifics of a given round, the following are used:

- **Calendar** from which you go to registration round, either for classes or for seminars; (calendar shows all available registrations for a given student).
- **Cart** shows courses for which the student is currently enrolled.
- **Schedule** in addition to the current student's timetable, it shows the changes introduced on an ongoing basis in courses during registration.

so so	GH Warsaw School of Econo	omics	
	Y USOSWEB STUDENT'S SECTION STAFF SECTION	COMMON SECTION	
INDEX  REGISTRATIONS  Calendar  calendar  calendar  direct for groups  direct for groups  direct for groups	Tests Test sets and rules for course completion - tasks, exams, grades and their relations.	4 <sup>+</sup> Final grades Current final grades for courses you completed.	Submit applications to the dean, view submitted applications and see the dean's decisions.
SCHEDULE REGISTRATIONS FOR EXAMS	2 3 View your ranking positions.	Scholarships Check awarded scholarships, change the account number for your scholarship.	Student Exchange Browse opportunities available under the Erasmus+ student exchange program.
MY STUDIES + tests + grades + applications + rankings + stipends + student mobility + surveys + payments fk + diplomas	Surveys Take a survey or view survey results.	Payments (model FK) Check the university's bank account number for your payments.	mLegitymacja Order mLegitymacja.

#### Registration for the master thesis seminar

After selecting the **STUDENT'S SECTION** tab, select the **calendar**.

SG	H Warsaw School of Econo	omics	
NEWS DIRECTORY MY	USOSWEB STUDENT'S SECTION STAFF SECTION	COMMON SECTION	
INDEX REGISTRATIONS	Tests Test sets and rules for course completion - tasks, exams, grades and their relations.	4+ Final grades Current final grades for courses you completed.	Applications Submit applications to the dean, view submitted applications and see the dean's decisions.
SCHEDULE REGISTRATIONS FOR EXAMS	2 3 View your ranking positions.	Scholarships Check awarded scholarships, change the account number for your scholarship.	Student Exchange Browse opportunities available under the Erasmust-student exchange program.
MY STUDIES → tests → grades → applications → arkings → stipends → student mobility → surveys → payments fk → diapence	Surveys Take a survey or view survey results.	Payments (model FK) Check the university's bank account number for your payments.	mLegitymacja Order mLegitymacja.

You will get **Registration calendar** view which shows the list of all registrations related to you.

	MY USOSWEB STUDENT'S SECTION	STAFF SECTION COMMON SECTION			
INDEX	Registration calend	ar			
REGISTRATIONS → calendar → cart → for courses → direct for groups → group preferences	These list includes missing, contact y some mistake? Full list of <u>all</u> regis	s all registrations related to you. If you think that your dean's office - maybe you didn't get proper is strations is available in the News section $\rightarrow$	t some registration: access rights as a r	s are esult of	
SCHEDULE REGISTRATIONS FOR EXAMS	Registrations for ex Go to registration $\rightarrow$	ams			
MY STUDIES → tests	Go to registration	(in Polish) Sesja 20212 (I termin) [description]		Direct registrati	ons 🗸
→ grades → applications	Go to registration	(in Polish) Sesja 20212 (II termin) [description]		Direct registrati	iona 🗸
→ stipends     → student mobility	Go to registration	(in Polish) Sesja 20221 (I termin) [description]		Direct registrati	ons 🗸
→ payments fk → diplomas → mlegitymacja MEETINGS	Preferences 20222: show courses related to th v closed 2023-01-23 00:00 - 2023-04 Registration 202222:	Full-time Graduate Studies (SMI is registration → 20 0000 O Direct registration for groups - F <u>Full-time Graduate</u> Studies (SMI	MD + SMMA) SFS mode MD + SMMA)	[PRE-202 Preferences [REJ-202	22-MGR-D] ▲ ☞ 17 & ✓ 22-MGR-D]
	show courses related to th	his registration $\rightarrow$			
	✓ closed 2023-03-06 09:11 - 2023-04	406 12:00 • Registration for course (description	1 st round- deregin non mandatory or	stration from surses	0 1
	✓ closed 2023-04-12 00.01 - 2023-04	Direct registration for groups - application queues mode (description)	2nd round- registr groups based on	ation to ranking	▲ ▲ 17 🖉 ✓
	✓ closed 2023-04-19 08:00 - 2023-04	Direct registration for groups - FCFS mode [description]	3rd round - registr groups - first com	ation for e, first served	🛦 🏾 17 🖉 🗸
	✓ closed 2023-04-25 00:07 - 2023-04	Direct registration for groups - application queues mode [description]	Registration with permission	teacher's	▲ ▲ 17 🖉 ✓
	Registration for Sen	ninar 20222: Full-time Graduate :	Studies (SMN	1D + SMN	1A) [SEM-20222-
	show courses related to th	his registration $\rightarrow$			
	in progress, 1 hour 24 2023-01-23 00:00 - 2023-	I min til end Direct registration for groups - application queues mode [description]	Registration for master thesis seminar	<b>A A 1</b>	Ø ✓ Go to registration

Registration for the seminar will be available in **the registration calendar** (registration takes place separately for each mode of study).

Selecting **Go to registration** will allow you to request admission to the seminar with the teacher of your choice.

Courses in regi Registration	stration for Seminar 20222: Full-time Gradua	te Studies (SMMD + SMMA) SEM-20222-M	GR-D		
← go back to t	the registration calendar				
FILTRY					
Show courses	in				
Show basic c	ourses				
Show major of	courses				
Show major e	elective courses				
Show manda	tory courses for the next semester				
Show free ch	oice courses				
Search according	to a course code:				
Search according	to a course title:				
Show only the	ese courses which I am able to register for 🔢				
	Apply				
<ul> <li>Show course</li> <li>Show brief co</li> <li>Show terms a</li> </ul>	groups in separate column uurse description under each row and registration carts	registration and classes		3	Change settings
	Elements 130 of 577 > >I Show option	ons			
Course code	Course title 🔺	Course title in Polish	Key ① 20222	-	Actions
290001-0006-D	Master's Seminar I - Adam A. Ambroziak	Seminarium magisterskie I - Adam A. Ambroziak	~? ₩ ≣ i	٥	Course page –
290001-0047-D	Master's Seminar I - Adam Budnikowski	Seminarium magisterskie I - Adam Budnikowski	SØ ₩≣i	0	Course page –
290001-1512-D	Master's Seminar I - Adam Chudziak	Seminarium magisterskie I - Adam Chudziak	% <i>₽</i> .	0	Course page -
290001-1024-D	Master's Seminar I - Adam Czerniak	Seminarium magisterskie I - Adam Czerniak	~? ₩ ≣ 1	0	Course page –
290001-0183-D	Master's Seminar I - Adam Glapiński	Seminarium magisterskie I - Adam Glapiński	~ <i>∂ ∂</i>	0	Course page -

#### Courses in registration Registration for Seminar 20222: Full-time Graduate Studies (SMMD + SMMA) SEM-20222-MGR-D

$\leftarrow$ go back to the registration calendar
EILTOV
Show courses in
Show basic courses
Show major courses
Show major elective courses
□ Show mandatory courses for the next semester
Show free choice courses
Search according to a course code:
Search according to a course title:
Show only these courses which I am able to register for 🛐
Apply
<ul> <li>☐ show course groups in separate column</li> <li>☐ show brief course description under each row</li> <li>✓ show terms and registration carts</li> <li>☐ additional information about registration</li> </ul>

☐ show brief co ✓ show terms a	ourse description under each row and registration carts 🔲 additional information about	registration and classes	G		Change settings
< < E	Elements 130 of 577 > > Show option	ons			
Course code	Course title 🔺	Course title in Polish	Key () 20222		Actions
290001-0006-D	Master's Seminar I - Adam A. Ambroziak	Seminarium magisterskie I - Adam A. Ambroziak	°∂Ø V≓≣i	(j)	Course page $\rightarrow$
290001-0047-D	Master's Seminar I - Adam Budnikowski	Seminarium magisterskie I - Adam Budnikowski	~∂ ∵≣i	<b>(</b> )	Course page $\rightarrow$
290001-1512-D	Master's Seminar I - Adam Chudziak	Seminarium magisterskie I - Adam Chudziak	~∂ V:≣i	i	Course page $\rightarrow$
290001-1024-D	Master's Seminar I - Adam Czerniak	Seminarium magisterskie I - Adam Czerniak	°~∮ ∵≣i	i	Course page $\rightarrow$
290001-0183-D	Master's Seminar I - Adam Glapiński	Seminarium magisterskie I - Adam Glapiński	~∂ V:≣i	(j)	Course page $\rightarrow$

Due to the large offer, the easiest way to find a seminar, conducted by a selected professor, is to enter his/her name in "**the search according to course title**" **filter** as the name of academic supervisor is part of the seminar's name.

#### Courses in registration

Registration for Seminar 20222: Full-time Graduate Studies (SMMD + SMMA) SEM-20222-MGR-D

$\leftarrow$ go back to the registration calendar		
FILTRY		
Show courses in		
Polish		
Show basic courses		
Show major courses		
□ Show major elective courses		
$\hfill\square$ Show mandatory courses for the next semester		
□ Show free choice courses		
Search according to a course code:		
Search according to a course title: Alińska		
Show only these courses which I am able to regist	er for 👔	
	Apply	
<ul> <li>show course groups in separate column</li> <li>show brief course description under each row</li> <li>show terms and registration carts</li> <li>additional</li> </ul>	nformation about registration and classes	Change settings
I         Elements 11 of 1         I	Show options	
Course code Course title 🔶	Course title in Polish	Key ① Actions
290001-0003-D Master's Seminar I - Agnieszka Alir	ska Seminarium magisterskie I - Agnieszka Alińs	$\begin{array}{c} & & & & \\ & & & \\ & & & \\ & &$
I         Elements 11 of 1         I		

You can request for admission to the seminar by clicking the green basket icon.

Click here to <b>apply</b> f (enqueue). You will class groups you wan there will be any cho	for registration be asked to choo nt to attend (but pice).	ose the only if	ons
I - Agnieszka Alińska	i ≣ <del>i</del>	()	Course page $\rightarrow$

The request details will open showing information of current possible position in the group, the seminar details, as well as two empty text fields to fill in: **Comment for the Lecturer -** information/request that we want to pass on to the future thesis supervisor, and **Proposed thesis title.** Below is the selection button with the text: **"Submit ask."** 

Before making a request by clicking on the "Submit ask" button, you should consider completing the following:

- Comment for the Lecturer information/request that we want to pass on to the future thesis supervisor,
- and Proposed thesis title

You do not have to filling in the fields to apply, but it can make it easier for the lecturer to decide if they want to supervise your thesis.

#### Master's Seminar I - Agnieszka Alińska (20222) [290001-0003-D] Registration for Seminar 20222: Full-time Graduate Studies (SMMD + SMMA) [SEM-20222-MGR-D]

← go l	back to course s	earch results					
C	refresh						
sho	w location of cla	sses			Chang	e settings	
If you w	ant to change th	nese settings perr	manently, ed	it your preferences in the N	ly USOSweb menu.		
Group	Possible position	Lower limit	Upper limit	Teacher	Group description	Time	
				Seminar			
1	3 👔			Agnieszka Alińska Katarzyna Kłopotowska Anna Rek Irena Senator Katarzyna Wójcicka	(In Polish) [0003] Agnieszka Alińska	none	۲
			Co	omment for the Lecturer:			1
TEST							< >///
				4 / 300			
				Proposed thesis title:			
Test							< > ///.
				4 / 300			
				Submit ask			

After sending your request, you will receive a message: "Action completed successfully. Course was linked to program *the name and details of your major*. Refresh the page."

Maste Registra	er's Seminar I - Agnieszka Alińska (20222) [290001-0003-D] ation for Seminar 20222: Full-time Graduate Studies (SMMD + SMMA) [SEM-20222	-MGR-D]
$\odot$	Action completed succesfully. Course was linked to program Finance and Accounting, Practical Profile, Graduate, full-time. Refresh the page.	

The remaining seminars in the registration will become inactive, green cart icons will turn to gray cart icons, and you will no longer be able to apply for other seminars.

Courses in registration Registration for Seminar 20222: Full-time Graduate Studies (SMMD + SMMA) SEM-20222-MGR-D

← go back to t	he registration calendar			
FILTRY				
Show courses	in			
Show basic c	ourses			
Show major o	courses			
Show major e	elective courses			
Show manda	tory courses for the next semester			
Show free ch	oice courses			
Search according	to a course code:			
Search according	g to a course title:			
Show only the	ese courses which I am able to register for 🧾			
	Apply			
<ul> <li>Show course</li> <li>Show brief co</li> <li>✓ show terms a</li> </ul>	groups in separate column vurse description under each row and registration carts 🔲 additional information about	registration and classes	G	Change settings
<ul> <li>show course</li> <li>show brief co</li> <li>show terms a</li> <li>I&lt;</li> </ul>	groups in separate column purse description under each row and registration carts additional information about Elements 130 of 577 > >	registration and classes	0	Change settings
<ul> <li>show course</li> <li>show brief co</li> <li>show terms at</li> <li>i&lt; &lt; t</li> <li>course code</li> </ul>	groups in separate column purse description under each row and registration carts additional information about Elements 130 of 577 > >  >  Show option Course title ^	registration and classes ons Course title in Polish	О Кеу О 20222	Change settings Actions
show course show brief co show terms a Course code 290001-0006-D	groups in separate column purse description under each row and registration carts additional information about Elements 130 of 577 > >	registration and classes ons <b>Course title in Polish</b> Seminarium magisterskie I - Adam A. Ambroziak	© 20222 ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓	Change settings       Actions       O       Course page →
show course show brief co show terms a ic course code 290001-0006-D 290001-0047-D	groups in separate column purse description under each row and registration carts additional information about Elements 130 of 577 > >	registration and classes ons Course title in Polish Seminarium magisterskie I - Adam A. Ambroziak Seminarium magisterskie I - Adam Budnikowski	© 20222	Change settings       Actions       D     Course page →       D     Course page →
show course     show brief co     show terms a     for a show t	groups in separate column purse description under each row and registration carts additional information about Elements 130 of 577 > >	t registration and classes  Course title in Polish Seminarium magisterskie I - Adam A. Ambroziak Seminarium magisterskie I - Adam Budnikowski Seminarium magisterskie I - Adam Chudziak	© 20222 ☆ Ø □ □ □ □ □ □ □ □ □ □ □ □ □	Change settings       Actions       O     Course page →       O     Course page →       O     Course page →

The selected seminar will be visible in **the cart** with comment "You've applied for this course." The cart icon by the course name is red showing the possibility of deregistration.

	USOSWEB STUDENT'S SECTION COMMON SECTION				
INDEX REGISTRATIONS → calendar → cart → for courses → direct for groups → group preferences SCHEDULE	Your cart         Image: Display options         Here you can see all the courses thich you are registered for and these which you want to be registered for. Specific state for each course is displayed next to it.         how to register for courses? how to register for class groups? how to register for class groups?				
REGISTRATIONS FOR EXAMS MY STUDIES → tests	did Lapply for sufficient number of courses?				
<ul> <li>→ grades</li> <li>→ applications</li> <li>→ rankings</li> <li>→ stipands</li> </ul>	Summer semester 2022/23 [20222]				
→ student mobility	Registration for Seminar 20222: Full-time Graduate Studies (SMMD + SMMA) SEM-20222-MGR-D				
<ul> <li>→ surveys</li> <li>→ payments fk</li> <li>→ diplomas</li> </ul>	Master's Seminar I - Agnieszka Alińska 290001-0003-D 8.0 ECTS SEM-1 Vouve applied for this course				
miegitymačja	Max. number of courses to choose: 1 (registration with no priorities)				

Whether you will be admitted to the thesis seminar depends solely on the decision of the lecturer. Until the decision is given, you can withdraw the request by clicking the red basket).

After withdrawing the request, you can choose a seminar with another professor – by following the abovementioned procedure of request for admission to the seminar.

Summer semester 2022/23 [20222]					
		e was linked t	and		
Registration for Seminar 20222: Full-time Graduate Studies (		Accounting, Practical Profile, Graduate, full- time. Click here to withdraw your application.			
Master's Seminar I - Agnieszka Alińska 290001-0003-D	8.0 ECTS	SEM-1	↓; ≣ i	You've applied for this course	
Max. number of courses to choose: 1 (registration with no priorities)					

If the lecturer rejects your request, a message will appear in the **cart** view, next to the seminar name - in place of the earlier information about the request for registration: "Your application has been rejected. Information from Dean's Office: Rejection by the Lecturer."



In such a situation, you can (by going to registration) choose the seminar again either with another teacher or, if you are sure that you can convince the future supervisor to accept you after the rejection, with the same teacher.

If the lecturer accepts your request, a message will appear in the **cart** view, next to the seminar (in place of the earlier information about the request for registration): "You are registered. Information from Dean's Office: Acceptation by the Lecturer."



After admission to the seminar, you will not be able to deregister from it and this seminar will become a binding for the next semester.

**NOTE**: if the teacher does not give their decision to your request for admission to the seminar, within the set deadline (after the end of the round), your request will be automatically rejected. In such a situation please contact at once the Graduate Studies Office.