

# How to link?

## Some terminology

*Study program* – this is your field of studies, so WISP. In case you are enrolled for second studies at the University then you will have more than one study program. Each study program has its own code. For WISP it is “SJ-PS-ANG”.

*Stage of the program or study term* – this is a concrete year, for example “the first year”, “fourth year” etc.

## Types of links

- Each course is linked to a program, typically to SJ-PS-ANG (= WISP), unless you do more studies at UW. If you have a course not linked to a program, contact the office.
- A course CAN be linked to a stage (year of study), but this you have to do yourself.

Obligatory course must be linked to the year they belong to. Elective courses, OGUN’s, language courses must not be linked to any particular year/ stage, it is up to you to decide when to make use of them.

This is how a course correctly linked to the program AND stage looks like:

<input type="checkbox"/>	Academic Skills 2500-EN-O-55	✓	SJ-PS-ANG [ delete link ]	PS-ANG-1 [ edit stage ]	YES / YES [ change ]	NO [ resign ]	
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Academic skill here is linked to the program SJ-PS-ANG (that’s WISP) and “1” means that it is linked to the first year.

In the picture below, the course “Language and Cognition” is linked only to the program. If you want to link it to a specific stage, please use the “*add stage*” option.

<input type="checkbox"/>	(in Polish) Language and Cognition 2500-EN-F-226	✓	SJ-PS-ANG [ delete link ]	NONE [ add stage ]	NO / NO [ change ]	NO [ resign ]	
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## Which courses to link?

All obligatory courses must be linked to the year for which they are obligatory. Please link all of them. The obligatory courses together on year 1 for example are worth 50 ECTS. The remaining 10 ECTS should come from electives / OGUNs / language courses. A student on the first year must thus link 10 ECTS worth of courses to that year to be able to pass it.

Note that you must try and achieve precisely 60 ECTS; no more, no less. If this is not possible, link so that you will at least have 60, but with a minimal surplus.

In case you did not pass an obligatory course, DO NOT link additional elective courses to make up for the lack of credits. During the next year you will complete the course you did not pass, and it's credits will then go to the year the course belongs to and fill up that lack of credits.

### When to link?

You need to have the final grades for courses you will link. If you have passed all courses in first instance, then the deadline for linking is July 15. If you have a retake exam during the retake session in September, then you should link no later than September 22.

### How to link courses?

1. Log in to the USOSweb: <https://usosweb.uw.edu.pl>
2. Go to the Student's Section, then choose "Linkage" in the left-side menu



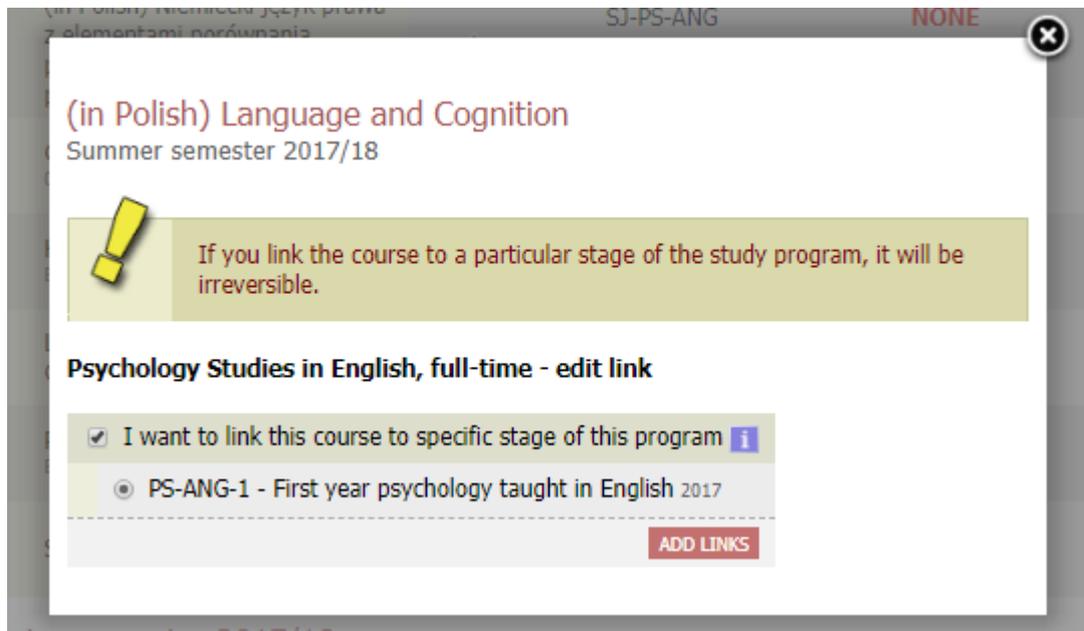
You will see the list of courses you were attending.

Winter semester 2017/18 [2017Z]

LINKING PERIODS i show    RESIGNATION PERIOD i show    LINK SELECTED

	Course	Status	Link to a study program	Link to a stage	Counts for average (stage/diploma)	Resignation from passing	Help
<input type="checkbox"/>	Academic Skills 2500-EN-O-55	✓	SJ-PS-ANG [ delete link ]	<b>NONE</b> [ add stage ]	<b>NO / NO</b> [ change ]	NO [ resign ]	<span style="color: blue;">i</span>
<input type="checkbox"/>	Biological Bases of Behaviour I 2500-EN-O-05-I	✓	SJ-PS-ANG [ delete link ]	<b>NONE</b> [ add stage ]	<b>NO / NO</b> [ change ]	NO [ resign ]	<span style="color: blue;">i</span>
<input type="checkbox"/>	Intellectual property rights 2500-EN-POWI	✓	SJ-PS-ANG [ delete link ]	<b>NONE</b> [ add stage ]	<b>NO / NO</b> [ change ]	NO [ resign ]	<span style="color: blue;">i</span>

3. Let's link "Language and Cognition". Click "add stage". This window will pop up: "Tick" that you want to link this course to a specific stage (stage = year) , choose the first year and clicking "add links" like in the screen below:



In this example, Language and Cognition is now linked correctly.

Do this for all obligatory courses, and all other courses you need to fulfill the requirements.

### Delivering your program for check-up

At the end of the year, when you have all your grades and you have linked your courses (not earlier!), you need to deliver your program for check-up in USOS (students' section -> promotions -> deliver the program for check-up). This way you tell us that you finished your year (stage) and the office will check if you indeed have completed your year, and you will advance to the next.

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### Promotions

**i** **NOTE:** In order to display a stage-passing information on *not yet completed* stage, please add [links to specific stages](#) (not programs) for all of the courses you'd like to be taken into consideration.

**SJ-PS-ANG - Psychology Studies in English, full-time**

	Academic term	Ends on	Promotion state	
First year psychology taught in English PS-ANG-1	2017	2018-09-30	<b>X</b> - in progress	<a href="#">details</a>

Current stage of program checkup: **waiting to be delivered for checkup** **i**  
[deliver this study program for checkup](#)

Deliver your program for check-up only after you linked courses! When you deliver the program, linking courses is blocked and it will look as if you are missing courses if you do that before you linked the courses you need. In other words, this is the correct sequence:

1. get all the grades,
2. do the linking,
3. deliver the program for check-up.

REMEMBER: when your year is being checked, only courses linked to the program and stage are going to be taken into account. If you don't link them, you might not complete a year, even if you got positive grades from all required courses!

During the registration, courses were automatically linked to the program – if some of them are not you should immediately contact WISP office (a student who studies 2 fields needed to mark which course goes to which program).

### Case studies

#### Example 1

You are on the first year. You signed up for many courses during the year and, if you complete all of them, at the end of the year you will have 70 ECTS. However, you know that you need just 60 to complete the year, so 10 ECTS will be additional. What to do in this situation?

Answer: you should link 60 ECTS to the stage (stage = year) and 10 ECTS you leave linked only to the program.

All obligatory courses need to be linked to the program AND to the year they are taking place in, there is no choice here (eg. Introduction to Psychology needs to be linked to the first year as it's obligatory during the first year and it cannot be linked eg. to the fifth year). With electives/OGUNs, you may choose which of them you want to use in order to complete required 60 ECTS. All (obligatory + other) linked courses to the program AND to the year should give you at least 60 ECTS (or maybe 61-62, depending on how many ECTS courses are worth, sometimes it is difficult to link exactly 60 ECTS). These additional 10 ECTS should be left as linked only to the program. This way you will be able to use them in the future years.

If e.g. after the first year you have some additional ECTS linked only to the program, during a later year you may use these ECTS. For example, during the second year you could collect 56 ECTS (and link them to the program AND stage) and use a course worth 4 ECTS that was left unlinked after the first year. You will link it to the second year (56 + 4 will give you 60 ECTS).

#### Example 2

Let's say you are on the first year. Before starting studies at UW, you studied something else than psychology at another university (let's say you studied history). You decided to transfer some of your history courses as OGUNs. You transferred e.g. 6 ECTS from your previous university and they count as OGUNs (because they are not psychology). You also signed up for many electives this year and when you add obligatory courses, it will turn out that at the end of this year you will have eg. 68 ECTS points. What to do in this case?

Answer: What you need to know is that transferred courses are always linked to the program AND stage during which the transfer took place. This may result in you having too many ECTS at the end of your current year if you add all your other courses. Transferred courses will not show in the same place as your University of Warsaw courses, but in the "decisions" on your USOS account.

Generally, if you are in the situation from the example, **do not** link too many electives to the stage. Count all obligatory courses, your transferred OGUNs and only enough electives to get 60 ECTS (or 61 or 62 if it's not possible to get exactly 60). Leave additional electives as linked only to the program, so that you could link them to future years when you need ECTS points.

### Linking and GPA

**Q:** Which courses will be counted into the GPA after a specific year?

**A:** Only those which are linked to the program AND to the stage of this year. Eg. only courses linked to the program of 2017/18 academic year count to the GPA in 2017/18 academic year.

**Q:** Which courses will be counted into the GPA at the end of studies?

**A:** All courses linked to the program AND to the stages during your studies, as well as courses linked only to the program, but only those which you will mark in USOS that they should count. If it happens that you have eg. 302 ECTS linked to the program AND stage at the end of your fifth year (you need just 300 to finish the studies) and at the same time you have 10 ECTS linked only to the program (so overall you will have collected 312 ECTS during your studies), you don't have to include these 10 ECTS linked only to the program into your GPA at the end of studies. To include them, you need to mark "counts for average" in the same table where you link courses in USOS.

### FAQ.

**Q:** The spring semester is almost over, but I have a make-up exam in the make-up exam session in September. Should I submit my program for check-up now in June or July?

**A:** No. In order to submit your program for check-up, you need to have all final grades. Let's say you didn't pass *History of Psychology* and will have to make it up in September. It means that your current grade "2" is not final, because there will be a chance to make it up. If you submit the program for check-up now, it will mean that you want your "2" from *History of Psychology* as final, your current year should be closed and you don't want to take part in a make-up exam. You should deliver your program for check-up immediately after you get the last grade or make-up grade.

**Q:** I can see one of my courses is not linked anywhere: neither to the program, nor to the stage. Is this ok?

**A:** It's not ok. In this case please contact the office immediately.