

LINKING COURSES

1. Introduction

Each program of studies has certain requirements which students need to fulfill. These requirements are connected with some specific years and/or semesters. The same concerns psychology studies. Examples: "Introduction to Psychology" is a requirement connected with the first semester of the first year, "Master's Thesis" is connected with the fourth and the fifth year and on each year a student is required to gain at least 60 ECTS from all courses together. You will find requirements for each semester/year in USOS under "promotions".

Through linking, the student shows that he/she is going to complete all requirements specified for the semester/year they are currently in.

Through linking, the student has influence on their GPA.

2. A short glossary

Study program – this is your field of studies. For example, WISP is a program ("Psychology Studies in English"). Some of you may choose to simultaneously take up studies at another faculty. For example, some WISP students study English philology too. These students will see 2 programs of studies in their USOS. Each study program has its own code. For WISP it is "SJ-PS-ANG". During the registration, courses were automatically linked to the program already (and a student who studies 2 fields needed to mark which course goes to which program).

Stage of the program or study term – this is a concrete semester or a year, for example "first semester of the first year", "fourth year" etc. As mentioned at the beginning, there are certain requirements connected with each specific semester or year.

3. What is linking?

Through linking you tell the University that you have satisfied requirements of a given semester/year. At the end of each semester/year, what we check is if each student has completed all requirements connected with the semester/year they are currently in. In case of obligatory courses, it is easy, because each course is connected with a specific semester/year (eg. "Introduction to Psychology" is always on the first semester of the first year). In case of courses which are chosen by students (electives, specialization courses, OGUNs etc.), it is the student who chooses which courses the University is supposed to consider when checking fulfilled requirements. If you have signed up for more electives than needed, through linking you tell the University which courses you would like to take into account after each semester/year. At this moment, we check students' progress after every semester, but in the future we are planning to check students after a whole year. When you read case studies of this instruction, it will become more clear.

REMEMBER: when your semester/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 have a problem to complete a semester/year, even if you got positive grades from all required courses! See below what it all means.

4. Types of links and deadlines

Each course could be linked

- either only to the program
- or to the program AND to the stage (stage = semester/year).

A course linked to the program AND to the stage – if you link the course this way, it means that you want to use this concrete course to fulfill the requirements of the concrete year/ semester. The grade will count in your GPA after the year and in the GPA at the end of studies. It will also show in your transcript and diploma supplement (the diploma supplement is a list of your courses attached to your diploma when you finish studies). 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	PS-ANG-11	YES / YES	NO	
			[delete link]	[edit stage]	[change]	[resign]	

This course is linked to the program SJ-PS-ANG (that's WISP) and "11" next to the stage means that it is linked to the first year, first semester.

A course linked only to the program – if the course is linked this way, it means you want to use it in one of the semesters/years, but you don't know yet which one or you want to declare this course as an extracurricular one. As you probably know, in order to finish studies, you need to have 300 ECTS. There is additional 30 ECTS for extracurricular courses, so 330 ECTS is how many ECTS you may get without any additional payments. For the 331st and every next ECTS point, there are additional payments. Courses linked only to the program will count into the GPA at the end of studies if you mark that appropriately in USOS and they will show in the diploma supplement. In the screen below, the course "Intellectual Property Rights" is linked only to the program. If you want to link it to a specific stage, please use the *add stage* option. There is detailed step-by-step instruction in point 6 of this document.

<input type="checkbox"/>	Intellectual property rights 2500-EN-POWI	✓	SJ-PS-ANG	NONE	NO / NO	NO	
			[delete link]	[add stage]	[change]	[resign]	

If a course is not linked anywhere, even not to the program, it means that you are already declaring the course as exceeding the limit of extracurricular courses (as if ECTS points from this course were the 331st and next ECTS). They will not count in your GPA, they will not show in your transcript/supplement, they will not count when checking if you have fulfilled requirements of a given semester/year, but there are additional payments for these courses.

5. When should linking take place?

Linking takes place at the end of each semester or at the end of the year (right now, in 2016/17, it's done at the end of semester, but in the next years we are planning to switch to the end-of-the-year mode).

6. How to link courses?

6.1 Log in to the USOSweb: <https://usosweb.uw.edu.pl>

6.2 Go to Student's Section, then choose "Linkage" in the left-side menu



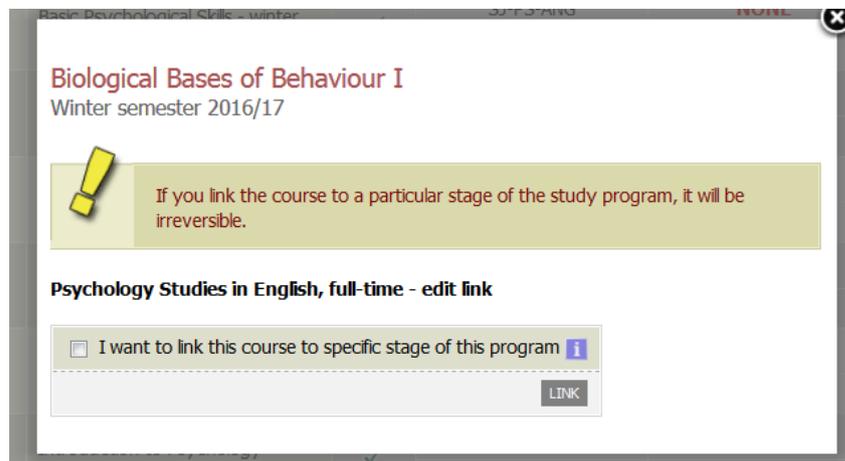
6.3 You should be able to see courses from the spring semester. Scroll down to see courses of the winter semester. In February you need to focus on the winter semester only (you will worry about the spring semester in June). Study the screen below. Academic Skills is linked to the program SJ-PS-ANG (that's us) and to the stage PS-ANG-11, which means "Psychology in English, first year, first semester". Basic Psychological Skills and Biological Bases of Behaviour are linked only to the program, but not to the semester/year yet:

Winter semester 2016/17 [2016Z]

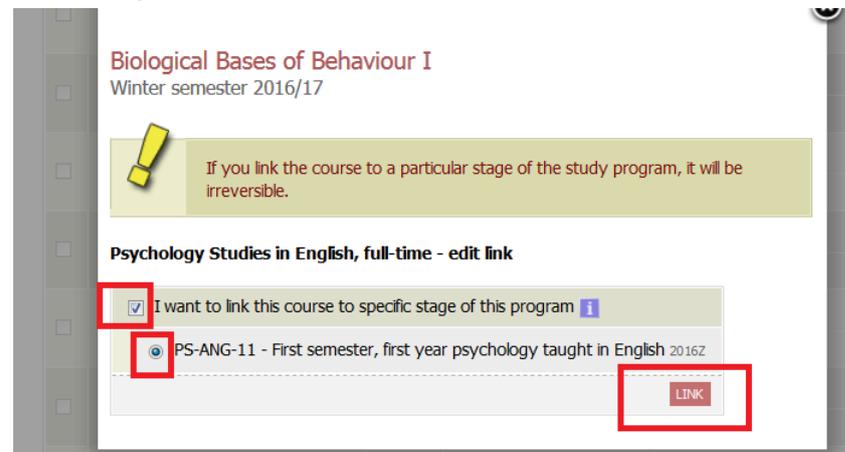
LINKING PERIODS **i** show RESIGNATION PERIOD **i** show LINK SELECTED

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]	PS-ANG-11 [edit stage]	YES / YES [change]	NO [resign]	i
<input type="checkbox"/> Basic Psychological Skills - winter sem. 2500-EN-O-07w	✓	SJ-PS-ANG [delete link]	NONE [add stage]	NO / NO [change]	NO [resign]	i
<input type="checkbox"/> Biological Bases of Behaviour I 2500-EN-O-05-1	✓	SJ-PS-ANG [delete link]	NONE [add stage]	NO / NO [change]	NO [resign]	i

6.4 Let's link "Biological Bases of Behaviour I" to the semester/year. Click "add stage". This window will pop up:



6.5 “Tick” that you want to link this course to a specific stage (stage = semester/year), choose the first semester of the first year and then click “link” like in the screen below:



6.6 Congrats! You’ve just linked BBB correctly. Please do the above with all the other obligatory courses. With electives/specialization/OGUN etc. courses you may wait for the end of the whole year when you already know all the grades and know which courses you would like to use in order to show us that you fulfilled the requirement of 60 ECTS a year. When you have linked obligatory courses to the program and semester/year, you need to deliver your program for check-up, so that we could indeed check if you have completed required courses and end your semester/year in USOS (see below).

7. Delivering your program for check-up

At the end of the semester/year, when you have all your grades and you have linked your courses (but 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 are done with everything you need to be done with and we can safely register you for the next semester.

The screenshot shows the USOSweb interface. At the top, the 'STUDENT'S SECTION' menu item is highlighted with a red box. On the left sidebar, the 'promotions' link is also highlighted with a red box. The main content area is titled 'Promotions' and contains a note: '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.' Below this is a table for 'SJ-PS-ANG - Psychology Studies in English, full-time' with columns for 'term', 'Ends on', and 'Promotion state'. The table shows a row for 'First semester, first year psychology taught in English PS-ANG-11' for the year '2016Z' ending on '2017-03-31' with a status of 'X - in progress'. Below the table, the current stage is 'waiting to be delivered for checkup' and a red box highlights the text 'deliver this study program for checkup'.

In 2016/17, you should do that after each semester, but in the future we will most probably ask you to do that just once, at the end of the year.

When you do that, the office will check if you indeed have completed all the requirements connected with the semester/year you are currently in: if you have completed all obligatory courses after each semester and if you have enough ECTS points at the end of the year. If you have satisfied the requirements, you will be signed up for the next semester/year. You should deliver your program for check-up when you already have all needed grades. The sooner, the better. When your semester/year has been checked and you are already signed up for the next semester/year, you will be able to do linking of courses for the next semester. It is not worth waiting with delivering program until the very last moment when all 50 000 students of UW will be doing it, servers will be overloaded, the office will be overloaded with requests to finish the semester/year etc.

Please note: don't deliver your program for check-up before you link courses! When you deliver the program, linking courses will be blocked. In other words, this is the correct sequence: 1) get all the grades, 2) do the linking and 3) deliver the program for check-up.

8. 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 program and to the stage (stage = semester/year) and 10 ECTS only to the program.

All obligatory courses need to be linked to the program AND to the semester/year they are taking place in, because they are obligatory and 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 semester/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 – they will wait till you decide to link them to any future semester/year and use them to deliver a future semester/year for check-up.

If eg. after the first year you have some additional ECTS linked only to the program, during the second year you may use these ECTS. For example, during the second year you could complete eg. 56 ECTS (you will link them to the program AND stage) and use a course worth 4 ECTS that was left as linked only to the program after the first year. You will link it to the second year. 56 + 4 will give you 60 ECTS linked to the second year, so you will complete the year fulfilling the 60 ECTS requirement and some ECTS will be still left as linked only to the program to be used in the third year or even later.

Generally, the above described situation could occur at the end of the year, not after the winter semester.

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 eg. 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, so for example if you transfer a course in the spring semester 2016/17, it will be linked to the psychology program and to the spring semester 2016/17 in USOS. 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 program and stage of the first year. You need to have 60 ECTS at the end of the year. 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 semesters when you need ECTS points. Next year you will also need to have 60 ECTS points and you will be able to use these electives to fulfill this requirement (you will link them to future semesters). Generally, you will have to solve it at the end of the year.

9. 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 and semesters of 2016/17 academic year count to the GPA in 2016/17 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 overallly you will have completed 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.

10. FAQ, more cases etc.

10.1 **Q:** I linked spring semester's courses to the winter semester, because I do not have an option to link spring semester's courses to the spring semester. Is it wrong that I linked spring courses to winter?

A: This is a mistake. In such case, you should link your spring courses only to the program and then link them to the spring semester when it becomes available. You do not have an option to link courses to the spring semester (yet), because you have not completed the winter semester or you simply have not delivered your program for check-up. If you have not done it, the winter semester could not be checked/completed in USOS, so in consequence you could not be signed up for the spring semester and that is why you do not have an option of the spring semester in USOS.

If you linked spring semester's courses to the winter semester, please write an email to the office immediately!

10.2 **Q:** The winter semester is almost over, but I have a make-up exam in the make-up exam session in March. Should I submit my program for check-up now in February?

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 BBB and will have to make it up in March. 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 BBB as final, your winter semester should be closed and you don't want to take part in a make-up exam, so that wouldn't be correct. What you should do is deliver your program for check-up immediately after you get the last make-up grade.

The same happens after the spring semester – if you fail an exam in June, you need to wait for the September make-up exam session.

10.3 **Q:** What will happen if I am not signed up for the next semester?

A: Your student ID card will not be prolonged. You will not get any documents you might request for (eg. transcript, statement confirming your student status). In specific situations you may even be removed from studies! That's why delivering your program for check-up in a timely manner is important. If you have a make-up exam in March, don't worry – take part in classes of the spring semester and just wait for the make-up session. It's ok that you will be

signed up for the next semester in USOS after you pass your make-ups at the beginning of March.

10.4 **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.