

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 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 completed all requirements specified for the 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 (but 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 year.

3. What is linking?

Through linking you tell the University that you have satisfied requirements of a given year. At the end of each year, what we check is if each student has completed all requirements connected with the year they are currently in. In case of obligatory courses, it is easy, because each course is connected with a specific year (eg. "Introduction to Psychology" is always on 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 of a given year. If you have signed up for more electives than needed, through linking you tell the University which courses you would like us to take into account after each year.

REMEMBER: when your year is being checked, only courses linked to the program AND stage (year) are going to be taken into account. If you don't link them, you might have a problem to complete the 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. 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	i
			[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 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	i
			[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.

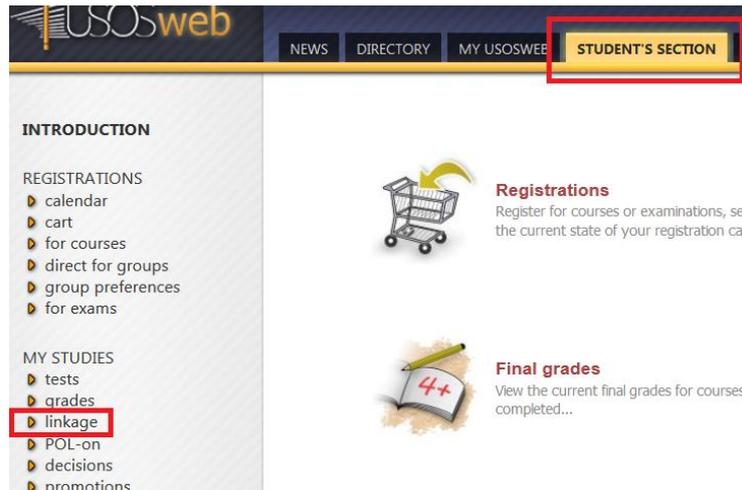
5. When should linking take place?

Linking takes place at the end of the year. After linking you should deliver your program for check-up (more in point 7 of this instruction).

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 some courses from the next year that you signed up for. Scroll down to see courses of the current year. In February you linked courses from the winter semester and now you need to link enough courses to make it 60 ECTS after the whole year, including all requirements (obligatory courses as well as others, eg. an OGUN on the first year or a language exam on the third year). Study the screen below. Cognitive Psychology I as well as History of Psychology are linked to the program SJ-PS-ANG (that's us), but not to any year ("none"):

			[delete link]	[add stage]	[change]	[resign]	
<input type="checkbox"/>	Cognitive Psychology I 2500-EN-O-09-n	✓	SJ-PS-ANG	NONE	NO / NO	NO	i
			[delete link]	[add stage]	[change]	[resign]	
<input type="checkbox"/>	History of Psychology 2500-EN_O_40	✓	SJ-PS-ANG	NONE	NO / NO	NO	i
			[delete link]	[add stage]	[change]	[resign]	
			SJ-PS-ANG	NONE	NO / NO	NO	

6.4 Let's link "Cognitive Psychology I" to the year. Click "add stage". This window will pop up:

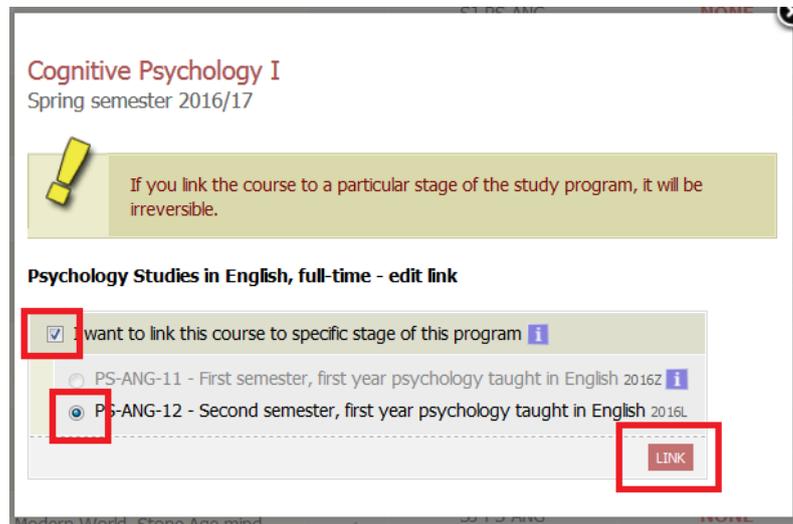
Cognitive Psychology I
Spring semester 2016/17

If you link the course to a particular stage of the study program, it will be irreversible.

Psychology Studies in English, full-time - edit link

I want to link this course to specific stage of this program [i](#)

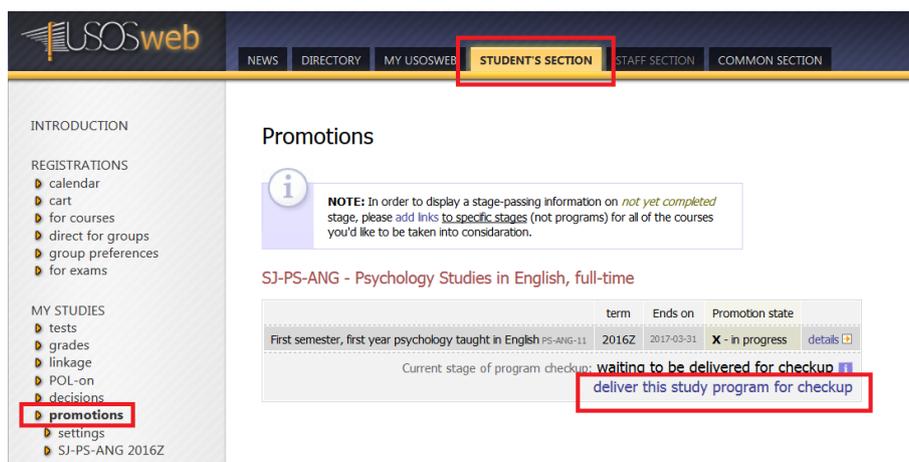
6.5 "Tick" that you want to link this course to a specific stage (stage = semester/year), choose the right stage and then click "link" like in the screen below:



6.6 Congrats! You've just linked Cognitive Psychology correctly. Please do the above with all the other obligatory courses. Link also enough electives/specialization/OGUN etc. courses as well as other obligations (eg. an OGUN on the first year or a language exam on the third year if passed this year) so that you fulfill the requirement of 60 ECTS a year. When you have linked all the needed 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, end your semester/year in USOS and move you to the next year in USOS (see below).

7. Delivering your program for check-up

At the end of the 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 year.



When you do that, the office will check if you indeed have completed all the requirements connected with the year you are currently in: if you have completed all obligatory courses each semester and if you have enough ECTS points at the end of the year as well as other requirements that your year might have (eg. PE or language exams). If you have satisfied the requirements, you will be signed up for the next year. You should deliver your program for check-up when you already have all needed grades. The sooner, the

better. 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 year etc. If you then quickly need a statement confirming your student status or a transcript, you will not get it quickly.

Please note: don't deliver your program for check-up before you link courses! When you click "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,
- 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 = year) and 10 ECTS only to the program.

All obligatory courses need to be linked to the program AND to the 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 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; you need to get as close to 60 as possible, but not less than that). 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 year and use them to deliver a future year for check-up.

If eg. after the first year you have 10 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.

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 transferred a course in the 2016/17 year, it will be linked to the psychology program and to the 2016/17 year 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 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 years).

Example 3:

You are on the second year. You signed up for many courses during the year. If you complete all of them, you would have 63 ECTS, but you failed many and at the end of the year it turns out that you will have only 52 ECTS from completed courses. Let's assume you failed obligatory Personality Psychology worth 4 ECTS, an elective worth 4 ECTS and another elective worth 3 ECTS. How to link everything properly?

In this situation, all completed courses need to be linked to the program and year. You also need to link Personality as obligatory courses always need to be linked to the year when they are taking place. So, 52 completed ECTS + 4 ECTS from Personality = 56 ECTS, so still not enough. You also need to link the failed elective worth 4 ECTS so that 60 ECTS are linked to the second year. You don't need to link the failed elective worth 3 ECTS.

In this situation, you will finish the year with 2 conditional passes for:

- 1) Failed obligatory course
- 2) Not enough completed ECTS points (4 ECTS)

And there will be one more consequence:

- 3) There will be a payment for a course that the student signed up for, but did not complete it (payment for 3 ECTS). This is done 4 weeks after the end of the semester when a failed course took place.

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 that 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 years 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 have a make-up exam in the make-up exam session in August/September. Should I submit my program for check-up now in June?

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 Statistics 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 Statistics as final, your year 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.

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

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.

10.3 **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.