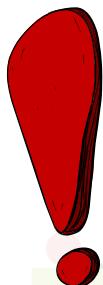


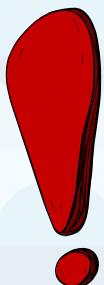
# *How to register to courses at the University of Warsaw? a guide for short-term students*

We understand that using new tools can be stressful and challenging, especially when you want to be extremely cautious, because your academic goals are at stake. Also, no need to deny that USOSweb looks scary and overwhelming at first sight. But worry not! We have some screenshots to share with you to dispel the doubts you might have.



In your application on the IRK platform you selected courses you wish to attend at UW. **Please note that this was just a preselection for recruitment purposes only!** Based on that you got accepted by the mobility coordinator and admitted at our University.

The most binding thing is to be registered for all the courses you are attending in USOSweb. **Only the courses that you are registered on in USOSweb will appear on your Transcript of Records!**



For Erasmus & Exchange students, **the registration opens shortly before the semester starts (the dates may vary at different units).** If you are a full year student, then in September you register to first semester and full year courses only; for second semester courses you will register in January/February.

Important: **(Online/Digital) Learning Agreement is not a registration.** If you want to add/delete a course, make sure to do the changes in your registration as well – and vice versa.

**Your (O/D)LA must reflect your USOS registrations.**



## REGISTRATION STEP BY STEP

### 1. Create a list of courses you would like to attend in the upcoming semester

In your application submitted at the IRK platform you have chosen some courses. It was a **preselection** needed for recruitment purposes only - you have applied and based on that you were admitted, **you cannot edit your IRK course list anymore.**

You can, however, use it to create a list for registration. You might have been asked to change some courses (because they are thesis seminars/PhD classes/etc), others might not be given this semester. If you need to find replacements or if you'd simply like to consult your course list, don't hesitate to [contact the mobility coordinator](#) of the unit that offers the course.

**HOW WILL I KNOW WHICH UNIT OFFERS THE COURSE?**

**YOU CAN CHECK IT IN ECTS COURSE CATALOGUE OR IN USOSWEB**



The screenshot shows the University of Warsaw ECTS course catalogue. The course 'Microeconomics I' (2400-PP1MI) is listed with the following details: Conducted in term: 2023Z, Erasmus code: 14.3, ISCED code: 0311, ECTS credits: 4, Language: Polish. The course description includes: 1. The main issues of microeconomics (market, consumers, competitive market, price change measures, demand, supply, m... 2. Consumption (consumption set, budget restriction, budget constraint, indifference curves, MRS) 3. Preferences (relation of preferences, axioms, indifference curves, MRS) 4. Utility function (utility function, transformations, special cases) 5. Selection (optimal choice, Marshallian demand, internal / edge) 6. Comparative statics (changes in own price, changes in other prices). The course is organized by the Faculty of Economic Sciences.

The screenshot shows the USOSWEB course details for 'Microeconomics I'. The general data includes: Course ID: 2400-PP1MI, Erasmus code / ISCED: 14.3 (0311) Economics, Course title: Microeconomics I, Name in Polish: Mikroekonomia I, Organizational unit: Faculty of Economic Sciences. The course groups are: (in Polish) Przedmioty obowiązkowe dla I r. licencjackich : Ekonomia, (in Polish) Przedmioty obowiązkowe dla I r. licencjackich Miedz. Matematycznych, Mandatory courses for 1-year, 1st cycle students of Economics, Obligatory courses for 1st grade JSEM. The ECTS credit allocation (and other scores) is: 4.00 (with a link to view allocation of credits).

# When creating a list, it's crucial to know course code/ID:

Study programmes Course search Information for studen

Conducted in term: 2023Z  
Erasmus code: 14.3  
ISCED code: 0311  
ECTS credits: 4  
Language: Polish

Organized by: Faculty of Economic Sciences

Microeconomics I 2400-PP1MI1

1. The main issues of microeconomics (market, consumer, competition, 2. Consumer, 3. Preferences (MRS), 4. Utility function, 5. Selection, 6. Comparative statics, offer, Eng)

**Microeconomics I**

General data	
Course ID:	2400-PP1MI1
Erasmus code / ISCED:	14.3 ① / (0311) Economics ①
Course title:	Microeconomics I
Name in Polish:	Mikroekonomia I
Organizational unit:	Faculty of Economic Sciences
Course groups:	(in Polish) Przedmioty obowiązkowe dla I r. licencjackich : Ekonomia, specjalizacja (in Polish) Przedmioty obowiązkowe dla I r. licencjackich Międzykierunkowych Matematycznych Mandatory courses for 1-year, 1st cycle students of Economic - basics Obligatory courses for 1st grade, JSEM

## WHAT ELSE SHOULD I PAY ATTENTION TO?

- NUMBER OF ECTS
- TIMESPAN
- LANGUAGE OF INSTRUCTION

2025Z – winter semester  
(Z – “zima” – winter)  
2025L – summer semester  
(L – „lato” – summer)  
2025 – usually a full-year course

Study programmes Course search Information for students WYSWIETL PO POLSKU

Conducted in term: 2023Z  
Erasmus code: 14.3  
ISCED code: 0311  
ECTS credits: 4  
Language: Polish

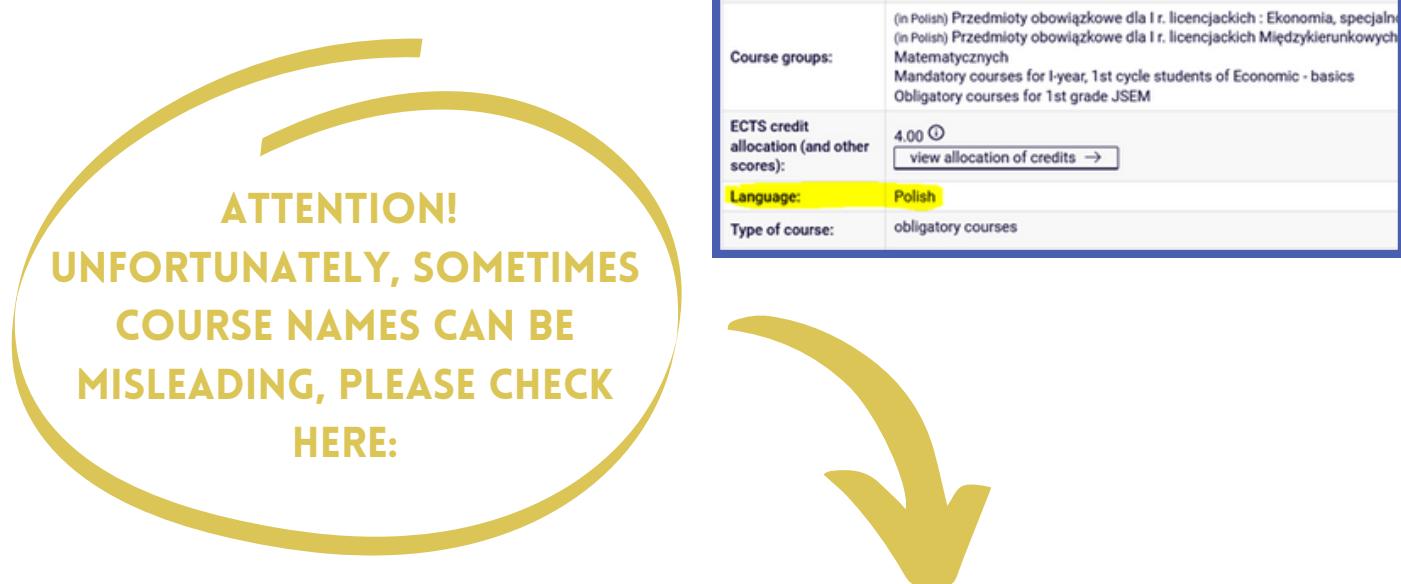
Organized by: Faculty of Economic Sciences

Microeconomics I 2400-PP1MI1  
1. The main issues of microeconomics (market, consumers, producers, competitive market, price change measures, demand, supply, market mechanism)  
2. Consumption (consumption set, budget restriction, budget constraint)  
3. Preferences (relation of preferences, axioms, indifference curves, special cases)  
4. Utility function (utility function, transformations, special cases, marginal utility)  
5. Selection (optimal choice, Marshallian demand, internal / edge solution)  
6. Comparative statics (changes in own price, changes in other prices, demand curve, ordinary goods, Giffen goods, substitute / complementary goods)

**Microeconomics I**

**General data**

Course ID:	2400-PP1MI1
Erasmus code / ISCED:	14.3 ⓘ / (0311) Economics ⓘ
Course title:	Microeconomics I
Name in Polish:	Mikroekonomia I
Organizational unit:	Faculty of Economic Sciences
Course groups:	(in Polish) Przedmioty obowiązkowe dla I r. licencjackich : Ekonomia, specjalność Matematycznych (in Polish) Przedmioty obowiązkowe dla I r. licencjackich Miedzykierunkowych Mandatory courses for I-year, 1st cycle students of Economic - basics Obligatory courses for 1st grade JSEM
ECTS credit allocation (and other scores):	4.00 ⓘ <a href="#">view allocation of credits →</a>
Language:	Polish
Type of course:	obligatory courses



Study programmes Course search Information for students

Conducted in term: 2023Z  
Organized by: Faculty of Management  
ECTS credits: 4  
Language: English

International Logistics 2600-IBP-IL  
This course has not yet been described...

Type of course: obligatory courses

**(In Polish) International Logistics**

[Print syllabus →](#) ⓘ

**General data**

Course ID:	2600-IBP-IL
Erasmus code / ISCED:	(unknown) / (unknown)
Course title:	(unknown)
Name in Polish:	International Logistics
Organizational unit:	Faculty of Management
Course groups:	(in Polish) Przedmioty dla 2 roku, 3 sem., stacjonarne, IBP (Nowy Program ważny od 2022/2023)
ECTS credit allocation (and other scores):	4.00 ⓘ
Language:	English
Type of course:	obligatory courses

IT'S A TROUBLESOME NUANCE OF THE SYSTEM, HAPPENS WHEN THE CONTENT IS TRANSLATED INTO ENGLISH. ALWAYS CHECK THE LANGUAGE OF INSTRUCTION – IN THE CASE ABOVE, COURSE WILL BE GIVEN IN ENGLISH, NOT POLISH.

## 2. Find out the mode of registration: via USOSweb or mobility coordinator

Some units allow the students to register themselves. Other would rather like you to email them first. We present it in form of a table on our website – page [\*\*Course registration by faculty\*\*](#). We also included registration dates, if there are any.

Please check how your unit operates.

UW unit, offering the course you want	How to register?	Registration dates	Additional Info
<b>Faculty of Applied Linguistics:</b>			
Department of Belarusian Studies	send an email to the Mobility Coordinator		
Institute of Applied Linguistics	send an email to the Mobility Coordinator	from 20.01 until the beginning of the semester (16.02)	
Institute of Central and East European Intercultural Studies	send an email to the Mobility Coordinator		
Institute of Russian Studies	send an email to the Mobility Coordinator		
Institute of Specialised and Intercultural Communication	send an email to the Mobility Coordinator	course codes 3223  course codes 3200 (only if the lecturer is from the Institute of Specialised and Intercultural Communication)	
Department of Ukrainian Studies	send an email to the Mobility Coordinator		
<b>Faculty of Applied Social Sciences and Re-education:</b>			

## 3. REGISTER!

If you see that the registration is done via the [Mobility Coordinator](#), it means you have to contact them by email. Please prepare:

- your student number (K-...),
- full name,
- list of the courses you wish to attend (with codes),
- preferred group (if there are options to choose from)

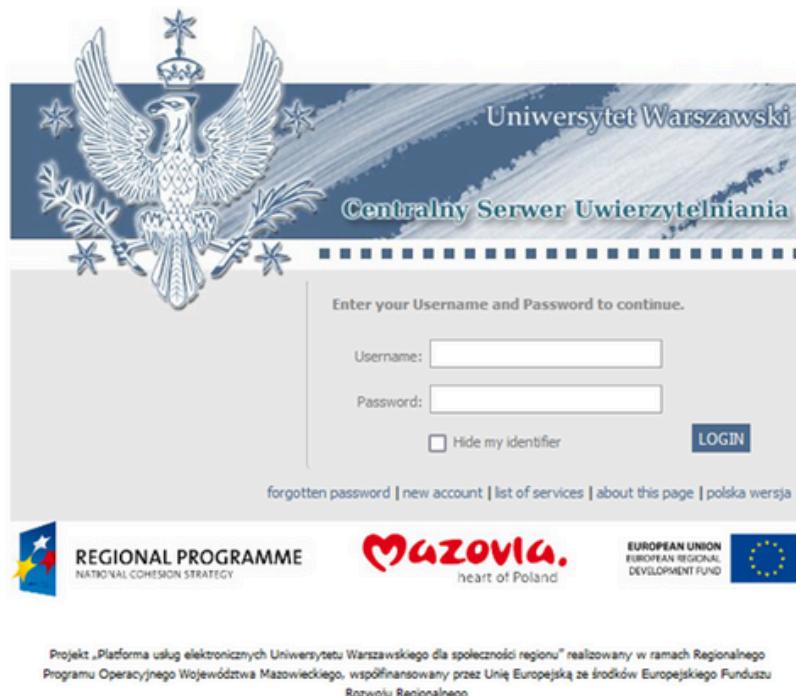


Apart from regular courses offered by faculties, you can also register for Polish & foreign language courses, Polish history & culture lectures and sport classes. Find out more about [\*\*token registration\*\*](#).



**IMPORTANT:**  
**A MOBILITY COORDINATOR CAN REGISTER YOU TO THE COURSES IN THEIR UNIT ONLY. IF YOU HAVE CHOSEN COURSES FROM MANY UNITS, YOU HAVE TO CONTACT EACH OF THE COORDINATORS SEPARATELY!**

**IF YOU HAVE TO REGISTER YOURSELF IN USOSWEB, FOLLOW THE LINK GIVEN ON THE WEBSITE COURSE REGISTRATION BY FACULTY AND LOG INTO THE SYSTEM:**



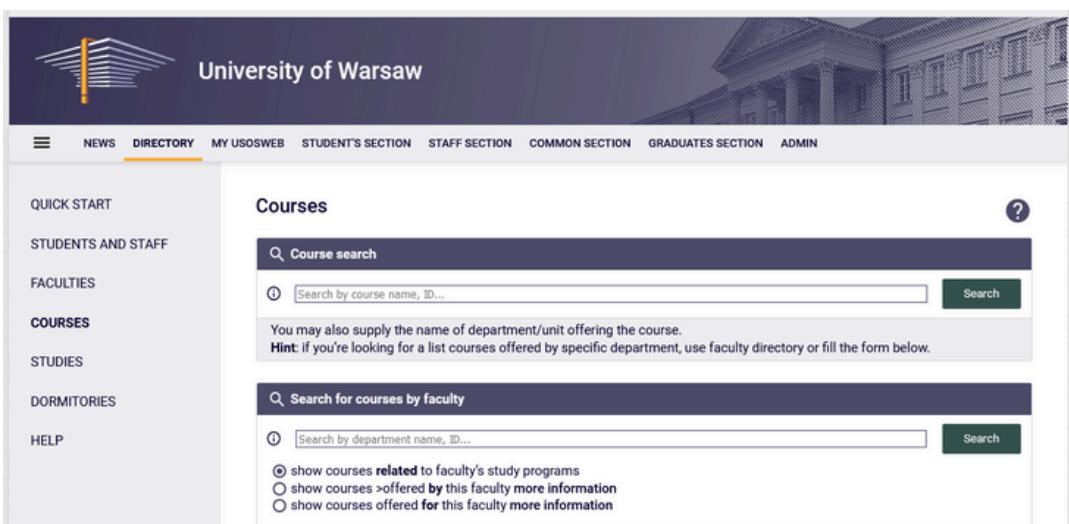
**Your USOSweb credentials were uploaded on your IRK profile (section “files to download”):**

- **Username:** a unique sequence of 11 digits, usually starting with 007
- **Password:** the same as the one you created on the IRK platform

*Any problems with logging in?*

1. *Please double check if the login (username) is correct and if the password is the same as the one you used on the IRK platform.*
2. *Please check if the option “forgotten password” is helpful in this situation (the new password shall reach you on the email address you provided on the IRK platform).*
3. *If those options won’t help, please let us know to [iro.incoming@adm.uw.edu.pl](mailto:iro.incoming@adm.uw.edu.pl) – we will reset the password for you as administrators of the system.*

**GO TO DIRECTORY, AND THEN CLICK “COURSE SEARCH”:**



click on the course title  
to find out more about it

course offered in the  
winter semester (Z –  
„zima” – winter)

course offered in the  
summer semester (L –  
„lato” – summer)

Course code	Department	Course title	Department name in Polish	Course title in Polish	Groups	Key ⓘ		Actions
						2023Z	2023L	
2200-1CWP65-ERA	Faculty of Law and Administration	International Economic Law	Wydział Prawa i Administracji	International Economic Law	- Erasmus+	n/a	  	<a href="#">Course page →</a>
2200-1CV37-ERA	Faculty of Law and Administration	International Organizations	Wydział Prawa i Administracji	International Organizations	- Erasmus+	n/a	  	<a href="#">Course page →</a>
2200-FOR62	Faculty of Law and Administration	International Public Law - classes	Wydział Prawa i Administracji	International Public Law - classes	- Erasmus+	n/a	  	<a href="#">Course page →</a>
2200-1I058-ERA	Faculty of Law and Administration	International Space Law	Wydział Prawa i Administracji	International Space Law	- Erasmus+	n/a	  	<a href="#">Course page →</a>
2200-1CWP24-ERA	Faculty of Law and Administration	Introduction to comparative law - theory and practice	Wydział Prawa i Administracji	Introduction to comparative law - theory and practice	- Erasmus+	n/a	  	<a href="#">Course page →</a>
2200-1CWP94-ERA	Faculty of Law and Administration	Introduction to Polish Civil Procedure	Wydział Prawa i Administracji	Introduction to Polish Civil Procedure	- Erasmus+	n/a	  	<a href="#">Course page →</a>
2200-FOR27	Faculty of Law and Administration	Polish Criminal Procedure - winter	Wydział Prawa i Administracji	Introduction to Polish Criminal Procedure - winter	- Erasmus+	n/a	  	<a href="#">Course page →</a>

Course full! If you still wish  
to attend, please contact the  
mobility coordinator of the  
unit that offers the course  
and ask if you can be added  
to the group

click on the cart (if you  
have the access to the  
registration, you will see a  
green arrow allowing you  
to register)

International Economic Law

to the group

 [Print syllabus →](#)

?

[← go back to course search results](#)

General data	
Course ID:	2200-1CWP65-ERA
Erasmus code / ISCED:	10.0 ⓘ / (0421) Law ⓘ
Course title:	International Economic Law
Name in Polish:	International Economic Law
Organizational unit:	Faculty of Law and Administration
Course groups:	Erasmus+
ECTS credit allocation (and other scores):	4.00 ⓘ
Language:	English
Type of course:	optional courses
Mode:	Classroom

scroll down for more  
details

Classes in period "Summer semester 2023/24" (future)	
Time span:	2024-02-19 - 2024-06-16
Type of class:	Specialised lecture, 30 hours <a href="#">more information →</a>
Coordinators:	Magdalena Słok-Wódkowska
Group instructors:	Magdalena Słok-Wódkowska
Students list:	(inaccessible to you)
Examination:	Grading

Selected timetable range:

weekly  
 course term

MO	TU	W	TH	FR
7				
8				
9				
10				
11				
12				
13				
14				
15				<span>WYKŁAD</span>
16				
17				

click on "more information"

Information on classes (common for all the groups)	
Class hours:	30
Places limit:	(no limit)

Class groups

[see this on class schedule →](#)

Group	Timeframe(s)	Lecturers	Places	Actions
1	every Wednesday, 15:00 - 16:30, room 107	Magdalena Słok-Wódkowska	9/30	<a href="#">details →</a>

All lectures are taking place in this building:  
(in Polish) Stara Biblioteka - "Stary BUW"

Here you have the  
timeframe of the course

And here you will find the building in which  
the course takes place (you can click on it  
or simply find it on Google maps)



If you click on "My USOSweb" on the main  
bar, you will be able to see your schedule (in  
weekly or semestral manner)

Classes are conducted live and **attendance is obligatory** at most of the courses – usually, only up to two absences per semester are allowed (the lecturer will inform you about the rules at the beginning of the course). **It will not be possible to participate in two or more courses held at the same time.** Make sure no courses are overlapping in your timetable!

It's important to check also **where the courses are taking place**. For example, Faculty of Economic Sciences and Faculty of Management are almost 45 minutes apart - you won't be able to travel between campuses during one 15-minute break!

**IMPORTANT:**  
**IN USOS, DATA MIGRATION TAKES PLACE USUALLY AT NIGHT, THEREFORE YOUR COURSES MIGHT NOT APPEAR IN YOUR SCHEDULE STRAIGHT AWAY - PLEASE CHECK NEXT MORNING!**

# APART FROM "REGULAR" COURSES, YOU MIGHT BE INTERESTED IN OUR ADDITIONAL STUDY OFFER

- Polish language courses
- Polonicum lectures about Polish culture and history
- foreign language courses (other than Polish)
- general university courses (code: .....-OG)
- sports classes

Registration takes place in subsection of USOSweb - Token  
Registration:

## Additional study offer courses:

- can be added to your "regular" course selection
- will appear on your transcript with a grade and ECTS credits (does not apply to sport classes)
- count into the limit of **30 ECTS** per semester

University of Warsaw

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Rejestracje żetonowe

Show inaccessible registrations ⓘ

Filter by code, name

Active with the current round ⓘ

There are no registrations to view

Z turą w przyszłości (aktywne lub przetwarzane) ⓘ

There are no registrations to view

With rounds in the past ⓘ

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**0000-2024-EGZAMINY** registration in processing

Examinations in a given foreign language during the 2024/25 academic year (autumn semester) [0000-2024-EGZAMINY]

<input checked="" type="checkbox"/> Registration	closed July 17, 2025 9:00 PM - August 18, 2025 11:59 PM	1 × EGZ-JO				
--------------------------------------------------	------------------------------------------------------------	------------	--	--	--	--

Go to registration →

**0000-2025Z-EGZAMINY** registration in processing

Examinations in a given foreign language during the 2025/26 academic year [0000-2025Z-EGZAMINY]

<input checked="" type="checkbox"/> registration	closed December 12, 2025 9:00 PM - January 11, 2026 11:59 PM	1 × EGZ-JO				
--------------------------------------------------	-----------------------------------------------------------------	------------	--	--	--	--

To register for Additional Study Offer Courses, you need tokens - USOS currency with which you "pay" for the additional courses.

IRO UW grants you enough tokens to register for:

- one Polish Language Course - **POL** tokens
- Polonicum lectures about Polish culture - **OPG** tokens
- one Foreign Language Course (other than Polish) - **LEK** tokens
- one sports class - **WF** tokens
- general university courses (code: .....-OG) - **OG** tokens

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**Rejestracje żetonowe**

Show inaccessible registrations  ⓘ

Filter by code, name

Active with the current rour

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0000-2025L-OG-UN

Registration for general university subjects (dedicated open groups)  ⓘ

1st round of registration for general university subjects (dedicated open groups)

language course tokens

### Example cart

Tokens		Granted ⓘ	Spent ⓘ	Purchased ⓘ
EGZ-JO	Egzaminy z języków obcych	1	1	0
EGZ-PED	Egzaminy z uprawnień pedagogicznych	2 ⓘ	0	0
LEK	Zajęcia z języków obcych	240 ⓘ	240	0
OG	Przedmioty ogólnouniwersyteckie (wolnego dostępu)	200 ⓘ	180	0
PED	Uprawnienia pedagogiczne	240 ⓘ	30	0
WF	Zajęcia wychowania fizycznego	200 ⓘ	120	0

sports classes tokens

# ALL THE REGISTRATIONS HAVE THEIR DEADLINES

- “regular” courses: check on website [Course registration by faculty](#) or contact the [mobility coordinator](#)
- token courses: check on website [Additional study offer](#) or visit the [token registration](#) section of USOS

At most of the units it is possible to register for courses **only within the first few weeks of the semester**. Remember that other students may wish to join the same class, so do not wait till the end of the registration period, as places may already be taken.

If the course you want to attend is full (there are no places available), please contact the [Mobility Coordinator](#) of the unit offering the course(s) in question - sometimes it is possible to be added manually

## Limits of ECTS:

- max. per semester - **30 ECTS**
- max. per academic year - **60 ECTS**
- **minimum one course is required**

If you're not sure how many ECTS you have to bring home, please reach out to your home university and adhere to their regulations

We understand that sometimes it's hard to find the right course equivalents, therefore we have the flexibility of 10%. This means that we are willing to accept **33 ECTS** per semester (**66 ECTS** per academic year). If you need more than that, a special permission must be granted - IRO will contact you with more details few weeks into the semester.

# DECIDED AGAINST TAKING THE COURSE YOU REGISTERED TO?

Don't worry, within the first days of the semester you can unregister the same way you registered:

- by clicking on the cart in USOSweb TokenName USOS
- by contacting the mobility coordinator who registered you to the course

Unregister from the courses you decided to drop - thanks to that you won't block your spot and another student might be able to register and attend the course!

Unregistration is possible as long as the registration is open. Once the registration period is closed, you will not be able to unregister from a course. It will stay on your account in USOSweb even if you do not attend it. At the end you will get a statutory fail grade for this class on your transcript of records.

Please remember that deleting a course in your (Online) Learning Agreement does not mean that you will be automatically unregistered from the course in USOSweb!

## TOO LATE TO UNREGISTER?

Every UW student is allowed to give up passing ONE course during their studies at UW. This can be done in USOSweb, under the STUDENT'S SECTION > Linkage> Resign:



The option is available within the deadline set in the academic calendar. You will not obtain any grade from the course and it will not be included in the Transcript of Records.

**IF YOU HAVE ANY PROBLEMS WITH COURSE REGISTRATION OR  
NEED ADVICE REGARDING COURSE SELECTION – PLEASE CONTACT  
THE MOBILITY COORDINATOR AT THE UNIT OFFERING THE  
COURSE(S) IN QUESTION.**

**(Online) Learning Agreement is not registration.**  
If you want to add/delete a course, make sure to do the  
changes in your registration as well!  
And vice versa: you made changes in your  
registrations? **Don't forget to update your (O)LA!**

Before the start of your mobility, we  
organise a **webinar on course  
registration**.

During the Orientation Week we organise  
a **Course Registration Support session**  
in face-to-face mode; you can visit us with  
your laptop and we will try to find a  
solution.

If you didn't find an answer to your  
question in this guide, you can also email  
us at [iro.incoming@adm.uw.edu.pl](mailto:iro.incoming@adm.uw.edu.pl)

**And last but not  
least: don't worry,  
you'll manage! All the  
students before you  
did.**

