

## **Attachment No. 1 to Regulation No. 2/2021 of the Rector of the Wrocław University of Environmental and Life Sciences issued on the 5<sup>th</sup> of January 2021.**

### **RULES OF USING USOS**

**I.** The terms used in these Rules of using USOS are to be understood as follows:

1. **Application/module/service** - utility program connected to USOS.
2. **DORMITORIES module** - a module used for the comprehensive management and service of the accommodation in student dormitories.
3. **APD - Archive of Diploma Dissertation** - a website connected to USOS and used for the evaluation and archiving of written diploma dissertations.
4. **ECTS Coordinator** – an individual responsible for monitoring, updating and servicing the subject database in USOS.
5. **Subject coordinator** - the individual responsible for the course, authorized to enter grades into the system.
6. **Accommodation coordinator** – an individual authorized to manage accommodation in student dormitories and to administer the output database in the forms.
7. **PLANIST** - USOS module used when one creates timetables.
8. **SRS - Room Reservation System** - USOS service for booking classrooms.
9. **USOS** - University Study Service System
10. **USOSweb** - Internet USOS module used for communication with students and system users, for example, with academic teachers. This module allows students and authorized employees of the Wrocław University of Environmental and Life Sciences to enter and read a specific part of data from USOS.
11. **USOSul** - USOS service applied during the registration process for university subjects.
12. **User** - a natural person using the system based on rights granted to this person.

### **II. General rules**

1. USOS is to be used to deal with processes connected to the documentation and ongoing support of the course of studies as well as students (this includes student internships), granting benefits for students, assessing didactic classes, accounting for teaching hours in organizational units, preparing timetables and booking classrooms, management accommodation and accommodation services performed in student dormitories.
2. Authorized employees of the Wrocław University of Environmental and Life Sciences have access to USOS, however, such individuals have to meet the requirements specified in these rules first.
3. Employees of Wrocław University of Environmental and Life Sciences are granted access to USOS or USOSweb (account, login and password) after meeting the requirements determined in the Personal Data Protection Policy in force at the University.
4. Students are granted access to USOSweb when they receive an electronic student ID and use the system after logging in using a login and password.

5. USOSweb users using the internal network of the Wrocław University of Environmental and Life Sciences are allowed to change their password.
6. Access to SRS application - the Room Reservation System (logins and passwords) - are granted to all academic teachers employed at the Wrocław University of Environmental and Life Sciences and other employees of the University upon their request. Individuals from outside the university are not allowed to have SRS accounts.
7. USOS users are obliged to exercise caution when dealing with personal data. Moreover, it is strictly forbidden to make one's accounts available to third parties.
8. Users of individual USOS applications are allowed to work using only the data set concerning the scope of their obligations.
9. The Dean appoints ECTS coordinators responsible for monitoring, updating and servicing the USOS subject database. The list of ECTS coordinators is to be submitted to the Centre for Student Affairs.
10. The obligation to enter data into USOS can be assigned to the departmental USOS coordinator with the joint competences of other system users, namely, ECTS coordinators, planners, individuals accounting for teaching hours. This function cannot be performed by an academic teacher.
11. The dean of the faculty provides direct supervision over compliance with the terms designated for work resulting from the schedule of activities included in USOS and other normative acts in force at the Wrocław University of Environmental and Life Sciences as well as is responsible for monitoring, completeness and correctness of data included in USOS.
12. Detailed instructions concerning individual functionalities are available in USOSweb for logged in users.

### **III. Subject database - ECTS coordinators**

1. The database of subjects in USOS is to cover the subjects included in the study programmes in reference to all fields of study available at the Wrocław University of Environmental and Life Sciences, doctoral studies, doctoral courses and the offer of subjects addressed to students studying at the University under the Erasmus + programme, in order to enable the units to settle their teaching hours in a correct and comprehensive manner.
2. The subject database is monitored by ECTS coordinators until the Syllabus system is introduced properly. As soon as the Syllabus system takes over the update of USOS subject database in a complete manner, ECTS coordinator ceases to perform his or her function after confirmation of this fact by the Centre for Student Affairs.
3. The objectives of ECTS coordinator are as follows:
  - 1) monitoring, updating and servicing the database of subjects assigned to coordinators:
    - a) updating the offer of subjects and subject attributes.
    - b) archiving subjects that are no longer be realized due to changes in study programmes.
    - c) preparation of a complete database of subjects realized in a given academic year based on orders submitted by the vice-dean of the field of study, namely, assigning subjects to the appropriate cycle and group of subjects, supplementing the number of hours, ECTS points, verifying the completion of syllabuses.

- 2) cooperation with individuals employed in the dean's office, planners, individuals settling teaching hours, the Centre for Student Affairs (CSS) and the University Centre for Information Technology (UCI),
  - 3) absolute observance of the schedule of activities in USOS.
4. ECTS coordinator is not allowed to remove subjects from the system, cycle and stage on one's own, if the names of the lecturers/teachers, didactic hours, students or protocols are assigned to this system, cycle or stage.

#### **IV. Course and documentation of the course of studies:**

1. Activities in USOS connected to the course and documentation of the course of studies are as follows:

##### **1) Centre for Student Affairs - obligations and competences:**

- a) Providing university units with substantive support in the field of USOS operation and the specificity of the Centre on regular basis.
- b) Verification of graduation diplomas in terms of compliance of the printout with the data included in USOS.
- c) Handling electronic clearance slip for accommodating students in student dormitories.
- d) Considering applications for granting the rector's scholarship and preparation of the lists of benefits granted to students by the rector to make their payment possible.
- e) Supervision, monitoring and updating of effective documents generated by the system and constituting a part of local reports.

##### **2) Individuals employed in dean's offices – obligations and competences:**

- a) Monitoring the course of studies of students considering the completion of the successive stages of study, registering students for the upcoming semester and awarding tokens.
- b) Monitoring student due payments and payments for educational services and issued documents.
- c) Creating, monitoring and updating the number of student study groups and their composition in reference to individual subjects.
- d) Responsibility for the correct number of individuals entered in the class group as well as the description of the group in the system in case of group reduction.
- e) Monitoring, verification and supplementing student data that are missing.
- f) Supplementing the student achievements in USOS in the case of individuals transferring from another university, taking a course again, participants of student exchange programmes, etc.
- g) Monitoring the individual stages of the procedure of removing the students from the list of students and recording the students in USOS.
- h) Considering applications for benefits filed by the students. Preparation of lists of individual benefits for the purposes of their payment.
- i) Maintaining documentation concerning the course of studies following applicable legal and normative acts devoted to the documentation of the course of studies.
- j) Issuance of certificates concerning the course of studies, this includes confirmation of the status of a student or of student benefits received by the student.

- k) Preparation of administrative decisions in individual student cases connected to the course of studies and benefits.
  - l) Supplementing information in USOS referring to the student's diploma dissertation (including the diploma dissertation supervisor, reviewers, the title of the dissertation, the number of hours due to the dissertation supervisor for the supervision) - in the fields of study in case of which obtaining the diploma depends on the preparation and submission of the diploma dissertation.
  - m) Activation of the electronic clearance slip and closing it after being completed by the employees of CSS and the Main Library of the Wroclaw University of Environmental and Life Sciences.
  - n) Ongoing and reliable supplementation in USOS and verification of data concerning the course of studies and student affairs to ensure proper export to POL-on system.
- 3) Academic teachers responsible for the subject; supervisors and reviewers of diploma dissertations - obligations and competences:**
- a) Timely entering test and exam grades using USOSweb after the student has completed the course.
  - b) Preparation of test and exam reports in the form of reports generated in USOSweb and delivering the aforementioned reports to the dean's office or certification in USOS observing a specified period.
  - c) In case of fields of study in reference to which obtaining the diploma depends on the preparation and submission of the diploma dissertation, the dissertation supervisor and the reviewer are to follow the procedure for the preparation and archiving dissertations, in particular to enter the diploma dissertation evaluation in APD immediately after reading and completing the dissertation reviews.
  - d) Communicating with students from a particular class group via USOSweb website via USOSmail.
  - e) Monitoring the composition of the class groups assigned to the teacher and reporting observed inconsistencies to the person employed in the dean's office.
- 4) Students – rights and obligations:**
- a) Using e-mail available exclusively from the address assigned in the domain of the Wroclaw University of Environmental and Life Sciences in reference to cases related to the course of study and student issues.
  - b) Immediately inform the dean's office on a change of personal data, contact data and observed errors in the documentation of the course of studies - in person or by e-mail.
  - c) Filling in the applications for granting benefits for students or accommodation in a student residence generated in USOSweb and their delivery to organizational units following their competences on time.
  - d) Timely registration for classes via USOSweb or USOSul.
  - e) Systematic monitoring of the grades recorded in USOSweb account and providing comments to the teacher on the value of the obtained grade or its absence in USOSweb.
  - f) Monitoring of due payments and payments for educational services or issued documents on one's account in USOSweb as well as the correctness of data entered by the individuals conducting classes in the actual class groups as well as reporting changes and inconsistencies to the dean's office.

- g) Filling in questionnaires on the evaluation of classes and teachers. This document is available on the student's USOSweb account.

## **V. Accounting for didactic classes - PENSUM module**

1. The PENSUM module is to be used exclusively by an individual who prepares plans and reports concerning classes for a particular academic year appointed by the head/director of an organizational unit, namely a workload specialist (pensowiec). The aforementioned person is obliged to work exclusively using the data connected to the organizational unit this individual is accounted for.
2. The head of the unit is allowed to appoint only one person to be a workload specialist of the organizational unit.
3. The scope of activities in USOS related to the preparation of the plan and report on the classes includes:
  - 1) creating a settlement period for each subsequent academic year,
  - 2) downloading cost estimates together with the remuneration applicable in case of overtime in a particular academic year and assigning overtime hours to the next settlement period (cost estimates and rates of remuneration are available in the source unit with the code: MODEL, supervised by the Centre for Student Affairs in subsequent settlement periods),
  - 3) 3) assigning to individual cost estimates only items offered by your own organizational unit,
  - 4) assigning the name of the individual responsible for the subject to each item, namely course coordinator,
  - 5) assigning specific individuals (academic teachers, doctoral students and other persons conducting classes based on a civil law contract, referred to as “individuals from outside the university”) to class groups exclusively concerning subjects offered by the organizational unit and with a full description in Polish and English (syllabus), monitoring and ongoing update of changes.
  - 6) determining and dividing the hours into classes and overtime classes realized as part of the compulsory annual number of classes,
  - 7) entering a new value of the compulsory annual number of classes together with a comment indicating the reason for the change - in the case of individual calculation of the compulsory number of classes,
  - 8) checking whether the entered data are correct and complete,
  - 9) generating reports (individual reports for employees must include the final formula for the acceptance/performance of the activities assigned to that person).
4. Individuals who settle didactic hours in units cannot add or remove subjects, change codes, add or remove class groups or correct personal data of people employed in the organizational unit.
5. Individuals who settle didactic hours in organizational units cannot interfere with the data of other units. The exception concerns accounting for hours in subjects realized jointly by several units. The unit that offers the subject is responsible for the correctness of the hour settlement and the hours must be allocated in strict agreement with the lecturer and individuals

responsible for the settlement of hours in the responsible unit and he unit co-conducting the classes.

6. The vice-dean of the faculty is to be immediately notified of any deficiencies and irregularities, namely, concerning the scope of subjects: the number of hours, assignment to the suitable cycle of education and groups of subjects, the number of groups and other circumstances that prevent the correct settlement of classes.
7. The head of the unit is fully responsible for the correctness of the data entered into the system and the reliability of the planning process as well as the settlement of teaching hours in an organizational unit. This responsibility is confirmed by the signature on the reports (number of employees, classes in the settlement of working hours, individual teaching workload cards assigned to the unit's employees, individual final reports of individuals employed in the unit - in the case of distance learning) submitted to the Centre for Student Affairs.
8. Verification of the rates applied, assigning subjects to cost estimates is realized by the Centre for Student Affairs. Then final reports and lists of remuneration for overtime hours are generated.

## **VI. Establishment semester timetables of classes - PLANIST module**

4. Only individuals appointed by the Dean are allowed to use PLANIST module to create timetables for a particular field of study, hereinafter referred to as planners.
5. Planners are allowed to use the database of subjects of the field of study they prepare the timetable for and data concerning rooms allocated to the faculty for a given academic year exclusively.
6. Planners cannot interfere with the timetable prepared by other planners for other fields of study and save the work plan as the official version.
7. The Vice-Dean of the faculty is to be notified immediately in case of any deficiencies and irregularities concerning the database of subjects.
8. Planners are obliged to prepare timetables following the schedule of activities in USOS and to submit such timetables for approval to the relevant vice-dean. The faculty dean can establish an internal faculty schedule.
9. The scope of activities in USOS concerning the preparation of the semester timetable consists of:
  - 1) creation of a semester timetable for each year referring to the selected field of study, using the assigned classrooms and subjects assigned to the suitable cycle and group of subjects
  - 2) determination and assignment of the dates of classes in USOS, so-called "breaking classes down into meetings",
  - 3) reporting the completion of the timetable development in order to publish the official version of the timetable to an individual employed in the Centre for Student Affairs.
8. The plans published in the official version are available in USOSweb for students and employees (individual plans) and for logged in users in the Room Reservation System (SRS).

## **VII. Room Reservation System - SRS**

1. Reservation of university rooms is possible exclusively via the Room Reservation System (SRS) available using the website of the Wrocław University of Environmental and Life Sciences. Prior to using SRS for the first time, one is to read the manual - SRS User Guide, available on the login page.
2. The person making the reservation has to check the status of the reservation prior to using the room - in "My reservations" tab in SRS.
3. The reserved room can be used exclusively after the room supervisor approves the reservation.
4. The room manager has to monitor reservation requests regularly.
5. The room manager is not obliged to reserve rooms for individuals who have their accounts in the SRS.
6. One is allowed to book the so-called units' and departments' own rooms via SRS. The decision in this matter is made by the room manager and a supervisor is appointed.
7. A room for individuals who are not employed by the university is reserved by an employee designated by the head of the unit directly assigning teaching activities.

## **VIII. Assessment of didactic classes**

1. Assessment of didactic classes by the students of the Wrocław University of the Environmental and Life Sciences constitutes an element of the University Education Quality Assurance System and is conducted in the form of questionnaires available in USOS.
2. The questionnaire is launched in USOS after the end of classes in individual semesters.
3. The head of the organizational unit is obliged to verify the correctness of assigning class groups to teachers. In case of observing any irregularities, one immediately makes the assignment consistent with the actual situation.
4. Detailed rules concerning non-disclosure are indicated in separate regulations.

## **IX. Accommodation in student dormitories - DORMITORIES module**

1. The process connected to the preparation of the accommodation plan, submission and handling of applications for accommodation in the student dormitory as well as monitoring of student due payments and payments is realized via USOS and USOSweb.
2. The accommodation coordinator manages the data concerning accommodation in student dormitories, enters price lists to USOS, establishes an accommodation plan for the didactic cycle and updates the forms.

Approved:

Rector



prof. dr hab. inż. Jarosław Bosy