

Submitting the request for transferring the grades previously obtained in SGH

Request is submitted via USOSweb.

After login on the website: <https://usosweb.sgh.waw.pl>, you should go to **STUDENT'S SECTION**, and then in the **MY STUDIES** menu on the left side choose option **applications (others)**:

The screenshot shows the USOSweb website interface. At the top, there is a header with the SGH Warsaw School of Economics logo and name. Below the header is a navigation bar with tabs: NEWS, DIRECTORY, MY USOSWEB, **STUDENT'S SECTION**, STAFF SECTION, and COMMON SECTION. The main content area is divided into a left sidebar and a main grid of service tiles. The sidebar contains an INDEX section with categories: REGISTRATIONS, SCHEDULE, REGISTRATIONS FOR EXAMS, and MY STUDIES. Under MY STUDIES, the option 'applications (others)' is highlighted in yellow, and its sub-option 'submit a new application' is highlighted in green. The main grid contains 12 tiles for various services: Tests, Final grades, Applications, Rankings, Scholarships, Student Exchange, Surveys, Payments (model FK), mLegitymacja, Course schedule, and One-time deleting.

To submit the request you should choose:

A close-up of the 'MY STUDIES' menu from the website. The menu items are: tests, grades, applications, applications (others), submitted, submit a new application, rankings, stipends, and student mobility. The 'submit a new application' item is highlighted with a yellow background.

When submitting the request you need to fill in:

- **study programme** (even if you have only one) that the request concerns,
- and **type of application**.

Program you want to apply for

Quantitative Methods in Economics and Information Systems, Undergraduate, full-time

Proszę wybrać jedną z tych opcji

Type application

Type application

Application for an extension of

Proszę wybrać jedną z tych opcji

Application for recognition of g

Submitting a new application

New application

Program you want to apply for

Quantitative Methods in Economics and Information Systems, Undergraduate, full-time
SLLA-QME

Type application

Application for an extension of the exam session

Application for conditional enrolment / repeating of semester and to subscribe to repeated subjects

Application for recognition of grades in subjects previously completed at SGH

Next

Once you have navigated to the selected application form, you will need to indicate who in the dean's office is responsible for your programme of study and thus – your application (you can check the name of the assistant/assistant of the year at [Student's Service – Undergraduate Studies Office | SGH | Szkoła Główna Handlowa w Warszawie](#)). If you do not select a person, you will not be able to submit your application:

Application for recognition of grades in subjects previously completed at SGH

Form for the semester 2023/24 is active

Assistant supervising the application: Please choose the assistant v

I am asking for the recognition of grade Proszę wybrać jedną z opcji na tej liście completed at SGH at undergraduate studies:

Program	Period	Course	Credits	Grade - term I	Grade - term II
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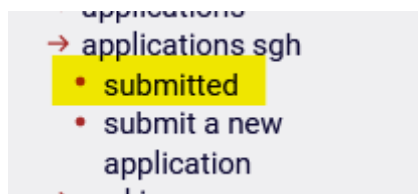
From the list of available subjects, select those for which you are applying to transfer/recognise (only these subjects will appear on the application to be processed). The application should then be sent:

	Credits	Grade - term I	Grade - term II	
)	3.0	5		<input checked="" type="checkbox"/>
	2.0	5		<input checked="" type="checkbox"/>
	3.0	4		<input checked="" type="checkbox"/>
	8.0	3,5		<input type="checkbox"/>
	6.0	3		<input type="checkbox"/>
	3.0	4		<input type="checkbox"/>
	4.0	5		<input type="checkbox"/>

I motivate the request with the earlier completion of the above-mentioned subjects at SGH.

Send

Submitted applications can be viewed by choosing:



The list will include all applications submitted and which stage of consideration each application is at:

List of submitted applications

ID	Program	Application type	Status	Asystent	Declaration date	
143	SLLA-QME	Application for recognition of grades in subjects previously completed at SGH	Submitted	T M	2024-08-05 18:26:48	Preview

If, for some reason, an application should be corrected or completed, it may be returned for correction by a member of staff in the Dean's Office:

List of submitted applications

ID	Program	Application type	Status	Asystent	Declaration date	
143	SLLA-QME	Application for recognition of grades in subjects previously completed at SGH	Returned for correction	T M	2024-08-05 18:26:48	Preview

Once an application has been returned, previewing it and verifying the reason for withdrawal (a comment from a member of the dean's office) is possible by selecting the **Preview** button. The list of previously completed subjects will again be active and there will be an opportunity to make the relevant corrections.

Application for recognition of grades in subjects previously completed at SGH

Form for the semester 20232 is active

Komentarz asystenta:
Please correct your application

Application status: Returned for correction

Once the revised application is sent to the dean's office, the status information will change:

List of submitted applications

ID	Program	Application type	Status	Asystent	Declaration date	
143	SLLA-QME	Application for recognition of grades in subjects previously completed at SGH	Corrected	T M	2024-08-05 18:26:48	Preview

An application that does not require amendments and has been accepted for consideration will have a status:

Status
Confirmed

The application, which will be forwarded to the Dean for decision, will have a status:

Status
Awaiting decision

An application that has been processed and has a decision entered will have a status:

Status
Ended

You will be able to check the content of the decision you have received through the **Preview** option.

An application for recognition of grades in subjects previously completed at SGH may receive a decision after consideration:

- **positive,**
- **negative,**
- **partially positive.**

In the case of a partially positive decision, information will be shown next to the individual subjects/courses which the Dean has agreed to prescribe:

Application for recognition of grades in subjects previously completed at SGH

Application status: Ended

Decision: Partially Positive

Dean's comment:

Because of Y, no consent on recognition of X course.

Credits	Grade - term I	Grade - term II	
3.0	5		Pozytywna
2.0	5		Negatywna
3.0	4		Pozytywna
2.0	5		Pozytywna

NOTICE

The subjects that will be assigned to you as part of this application will be tied to a specific decision and will not be associated with a particular semester. This is correct and will not change during the semester or throughout the course of studies.

However, the decision itself will be related to the study programme (during which you submitted the application) and a specific semester (the semester within which the subjects will be assigned to you).

(not linked)	Grade: 5	This course is an external course referenced in decision: → decision
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The subjects in the decision, despite not being formally linked to a semester, will be accounted for within the semester and study programme, to which the decision pertains.