

e-Clearance Slip

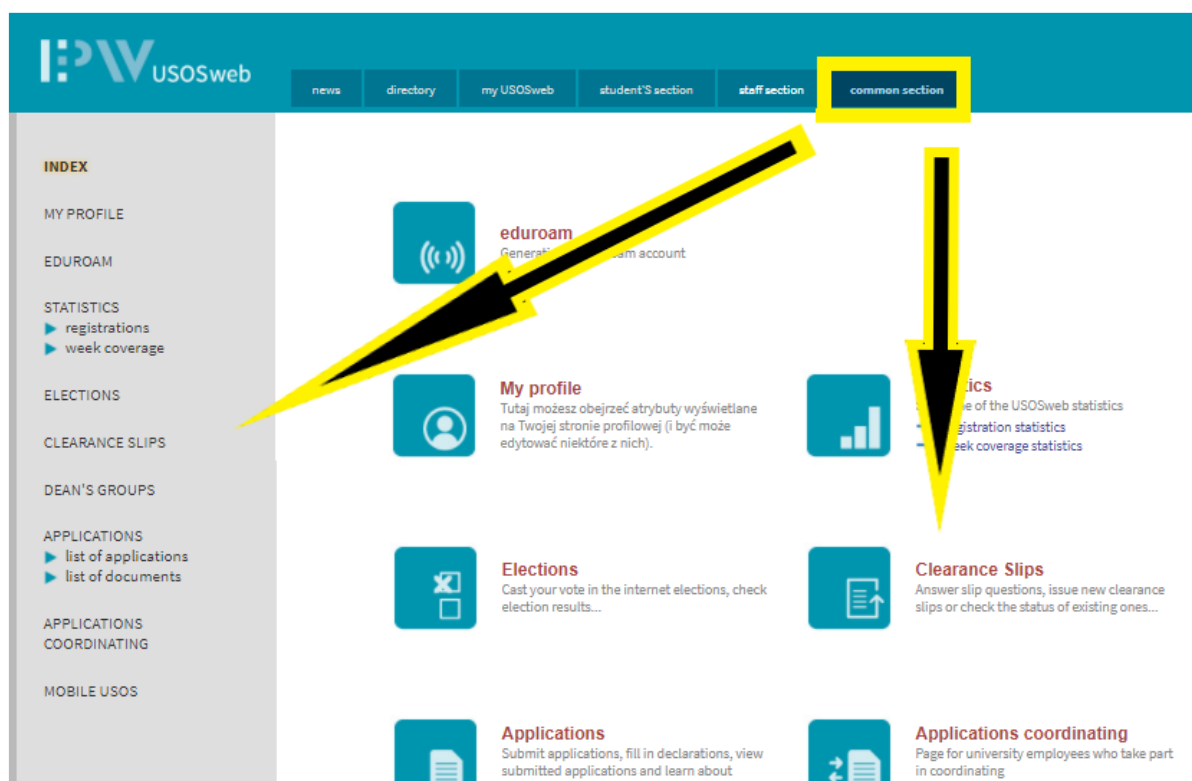
Starting from January 15, 2021, we are introducing at our Faculty Electronic Clearance Slip.

The settlement of the Clearance Slip by the Dean's Office, the Diploma Institute, the Administration of the Student's Dormitory, the Faculty Library and the Main Library will be done remotely in USOSweb.

From January 15, 2021 students who submit their documents for the diploma examination will have opened e-Clearance Slips in the USOSweb system by the employees of the Dean's Office. Former students and graduates who have not yet settled the Clearance Slip are asked to send an e-mail to the Dean's Office (from the address in the WUT domain) with a request to start the e-Clearance Slip in USOSweb. E-mail addresses of the employees of the Dean's Office are available at: <https://is.pw.edu.pl/en/general-information/> or <https://is.pw.edu.pl/dzieskanat/>

1. Selection of the Clearance Slips module

After logging in to USOSweb (<https://usosweb.usos.pw.edu.pl>) select the COMMON SECTION tab, and then CLEARANCE SLIPS.



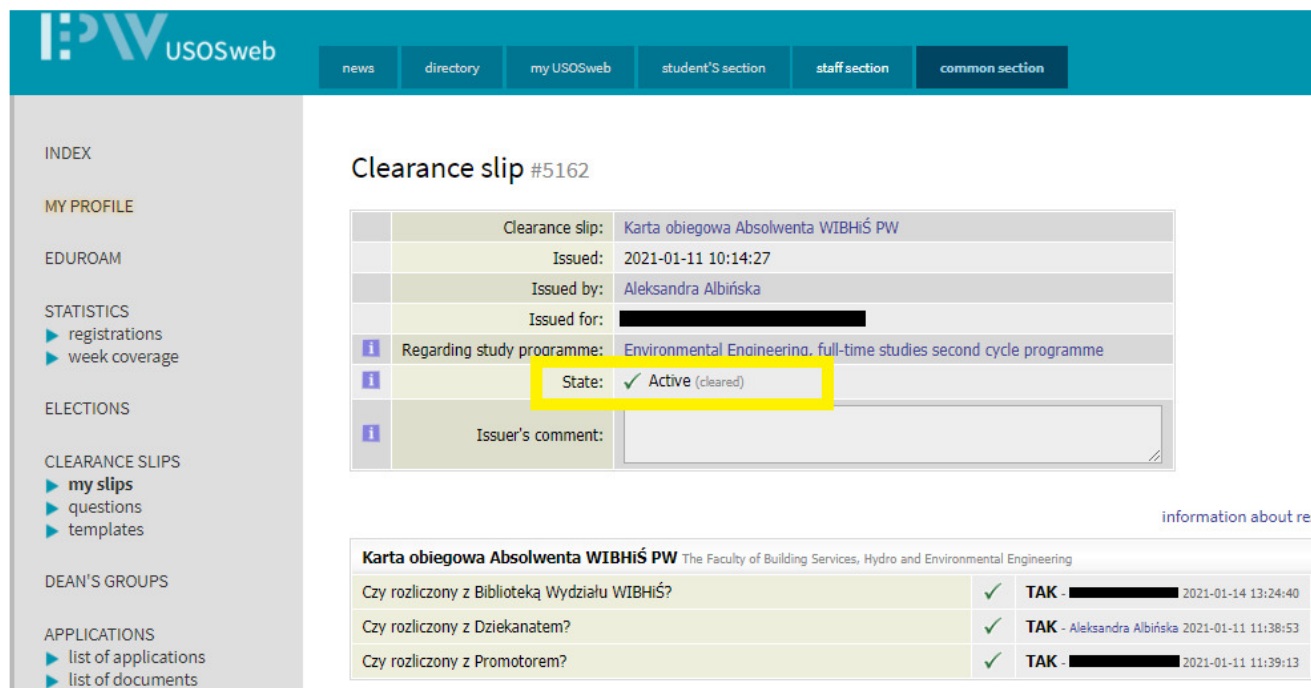
2. Status of e-Clearance Slip: When is a graduate or former student settled with the university?

Active e-Clearance Slip can get 4 states:

- cleared,
- rejected,
- pending,
- ambiguous.

CLEARED:

A graduate or a former student is settled with the university only when the status of his e-Clearance Slip is **CLEARED**, which means that all questions were answered YES. Before collecting documents (e.g. diploma) from the WUT Student Register Department, make sure that your e-Clearance Slip has received status **CLEARED**.



The screenshot shows the USOSweb interface with a sidebar on the left containing navigation options like INDEX, MY PROFILE, EDUROAM, STATISTICS, ELECTIONS, CLEARANCE SLIPS, DEAN'S GROUPS, and APPLICATIONS. The main content area displays 'Clearance slip #5162' with the following details:

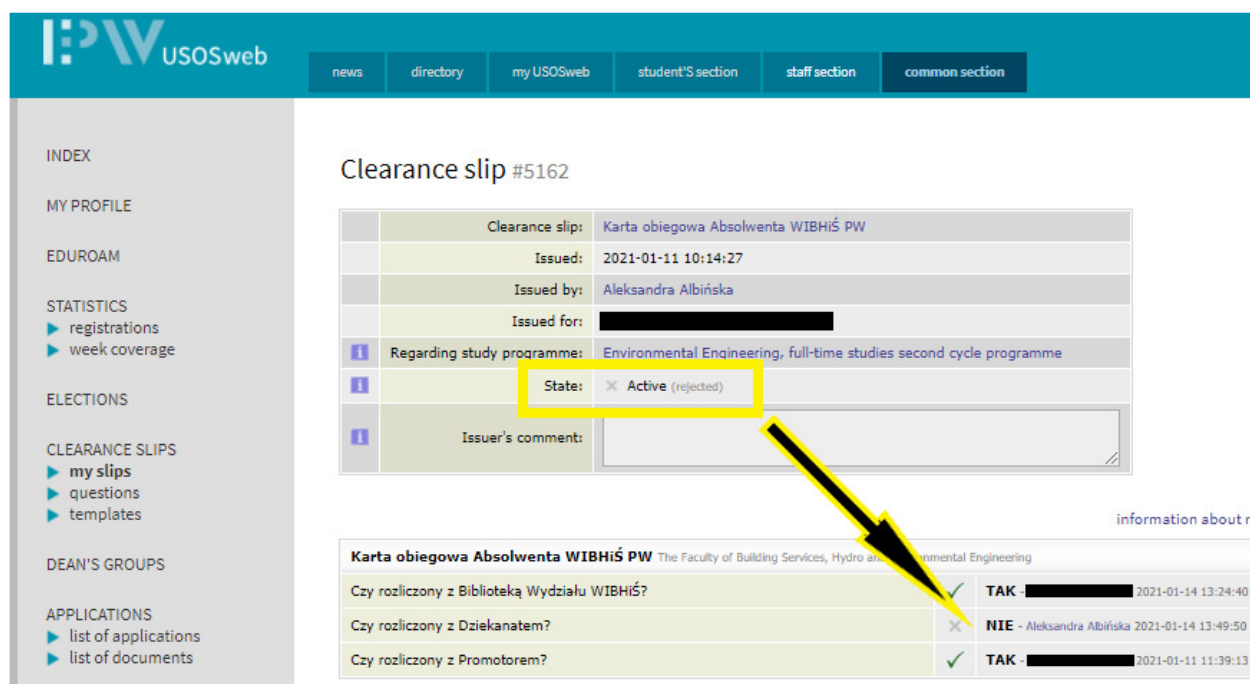
Clearance slip:	Karta obiegowa Absolwenta WIBHIŚ PW
Issued:	2021-01-11 10:14:27
Issued by:	Aleksandra Albińska
Issued for:	[REDACTED]
Regarding study programme:	Environmental Engineering, full-time studies second cycle programme
State:	✓ Active (cleared)
Issuer's comment:	[REDACTED]

Below the main details is a table titled 'Karta obiegowa Absolwenta WIBHIŚ PW' with the following rows:

Question	Answer	Time
Czy rozliczony z Biblioteką Wydziału WIBHIŚ?	✓ TAK	[REDACTED] 2021-01-14 13:24:40
Czy rozliczony z Dziekanatem?	✓ TAK	Aleksandra Albińska 2021-01-11 11:38:53
Czy rozliczony z Promotorem?	✓ TAK	[REDACTED] 2021-01-11 11:39:13

REJECTED:

If the answer to at least one question is NO, the e-Clearance Slip receives the **REJECTED** status. The answer NO means that the person for whom the e-Clearance Slip was issued did not settle all obligations towards the university. After completing the missing obligations, in order to update the status of the e-Clearance Slip (change the answer), inform the employee who gave a negative answer about this fact (after clicking on the e-Clearance Slip, its details will be displayed, including the employee's data).



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Clearance slip:	Karta obiegowa Absolwenta WIBHIŚ PW
Issued:	2021-01-11 10:14:27
Issued by:	Aleksandra Albińska
Issued for:	[REDACTED]
Regarding study programme:	Environmental Engineering, full-time studies second cycle programme
State:	✗ Active (rejected)
Issuer's comment:	[REDACTED]

Below the main details is a table titled 'Karta obiegowa Absolwenta WIBHIŚ PW' with the following rows:

Question	Answer	Time
Czy rozliczony z Biblioteką Wydziału WIBHIŚ?	✓ TAK	[REDACTED] 2021-01-14 13:24:40
Czy rozliczony z Dziekanatem?	✗ NIE	Aleksandra Albińska 2021-01-14 13:49:50
Czy rozliczony z Promotorem?	✓ TAK	[REDACTED] 2021-01-11 11:39:13

A yellow arrow points from the 'State: ✗ Active (rejected)' field to the 'NIE' answer in the table below.

PENDING:

If at least one question has not been answered yet and the remaining questions have been answered YES the e-Clearance Slip gets the PENDING status.

USOSweb

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INDEX

MY PROFILE

EDUROAM

STATISTICS

- registrations
- week coverage

ELECTIONS

CLEARANCE SLIPS

- my slips
- questions
- templates

DEAN'S GROUPS

APPLICATIONS

- list of applications
- list of documents

APPLICATIONS

Clearance slip #5162

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Issued by:	Aleksandra Albińska
Issued for:	[REDACTED]
Regarding study programme:	Environmental Engineering, full-time studies second cycle programme
State:	Active (pending)
Issuer's comment:	

information about re:

Karta obiegowa Absolwenta WIBHiS PW The Faculty of Building Services, Hydro and Environmental Engineering	
Czy rozliczony z Biblioteką Wydziału WIBHiS?	✓ TAK - [REDACTED] 2021-01-14 13:24:40
Czy rozliczony z Dziekanatem?	* Not answered
Czy rozliczony z Promotorem?	✓ TAK - [REDACTED] 2021-01-11 11:39:13

AMBIGUOUS:

If the answer to at least one question is other than YES or NO, the e-Clearance Slip gets the status AMBIGUOUS. This means that the employee responsible for the settlement posted a comment - information for the settled person.

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APPLICATIONS

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Issued by:	Aleksandra Albińska
Issued for:	[REDACTED]
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State:	Active (ambiguous)
Issuer's comment:	

information about

Karta obiegowa Absolwenta WIBHiS PW The Faculty of Building Services, Hydro and Environmental Engineering	
Czy rozliczony z Biblioteką Wydziału WIBHiS?	✓ TAK - [REDACTED] 2021-01-14 13:24:40
Czy rozliczony z Dziekanatem?	✓ the dossier is incomplete, please contact The Dean's Office by e-mail - Aleksandra Albińska 2021-01-14 14:41:55
Czy rozliczony z Promotorem?	✓ TAK - [REDACTED] 2021-01-11 11:39:13