

INTRODUCTION TO STUDY INFORMATION SYSTEM



Czech University of Life Sciences Prague

**Faculty of Agrobiography,
Food and Natural Resources**

<https://is.czu.cz/?lang=en>

HOW TO GET LOGIN AND PASSWORD?

On page: <https://is.czu.cz/?lang=en> you can find today afternoon or tomorrow your login and password to University information system, which you will use when studying. You can enter to E-application.

[PEF](#) [FAPPZ](#) [TF](#) [FLD](#) [FŽP](#) [FTZ](#) [IVP](#) [KONTAKTY](#)



UNIVERSITY INFORMATION SYSTEM

University information system of Czech University of Life Sciences Prague allows the academic community, university staff and public to access a wide range of information. Many people have devoted much of their time and effort to help implement the system at the university. Therefore, we will truly appreciate if you direct any problems you encounter or comments you may have to the university system administrators. This way we will be able to help you or complement the information system with any relevant features. We recommend that you contact us on our e-mail address [Contact address](#).



- **CULS Dormitories/Halls of Residence Provisions for Accommodation of Students in Daily Studies - Academic Year 2016/2017**
- **Registering in the selection of dates in schedule for WS 2016/2017**



Personal administration

- **Log in to the Personal Administration of UIS** • **First log in to UIS instructions** • **System integrators**



Admission procedure

- **E-application form to study at CULS** • **Admission procedure results**
- **Pre-enrollment confirmation for application to study at CULS**



Information about CULS

- **Persons at CULS** • **Departments** • **Public document server**

HOW TO GET LOGIN AND PASSWORD?



UNIVERSITY INFORMATION SYSTEM

E-application form to study at CULS

On this web address you can submit an electronic study application (hereafter e-application) to CULS. E-application, as the written form, is a fully valid study application.

For info about dates for submitting e-applications for the individual types of admission procedure see [here](#).

There are three groups of users employing different ways to enter the e-application system. See below for the details on each group. Each description comes with a link to enter the e-application system.

1. I am a new user of the e-application system therefore, I do not know my login or password to enter the register. In this case a new register of e-applications will be set up for you and corresponding access data generated. If you are a new user use the following link to enter the register.

 **Enter the e-application register as a new user**

2. I have been a user of the e-application register and I know my login and password. In this case use the following link to enter the register. If you have forgotten your password to the Register of e-applications, you can change it in application: **generate new password**.

 **Enter the e-application register as a register user**

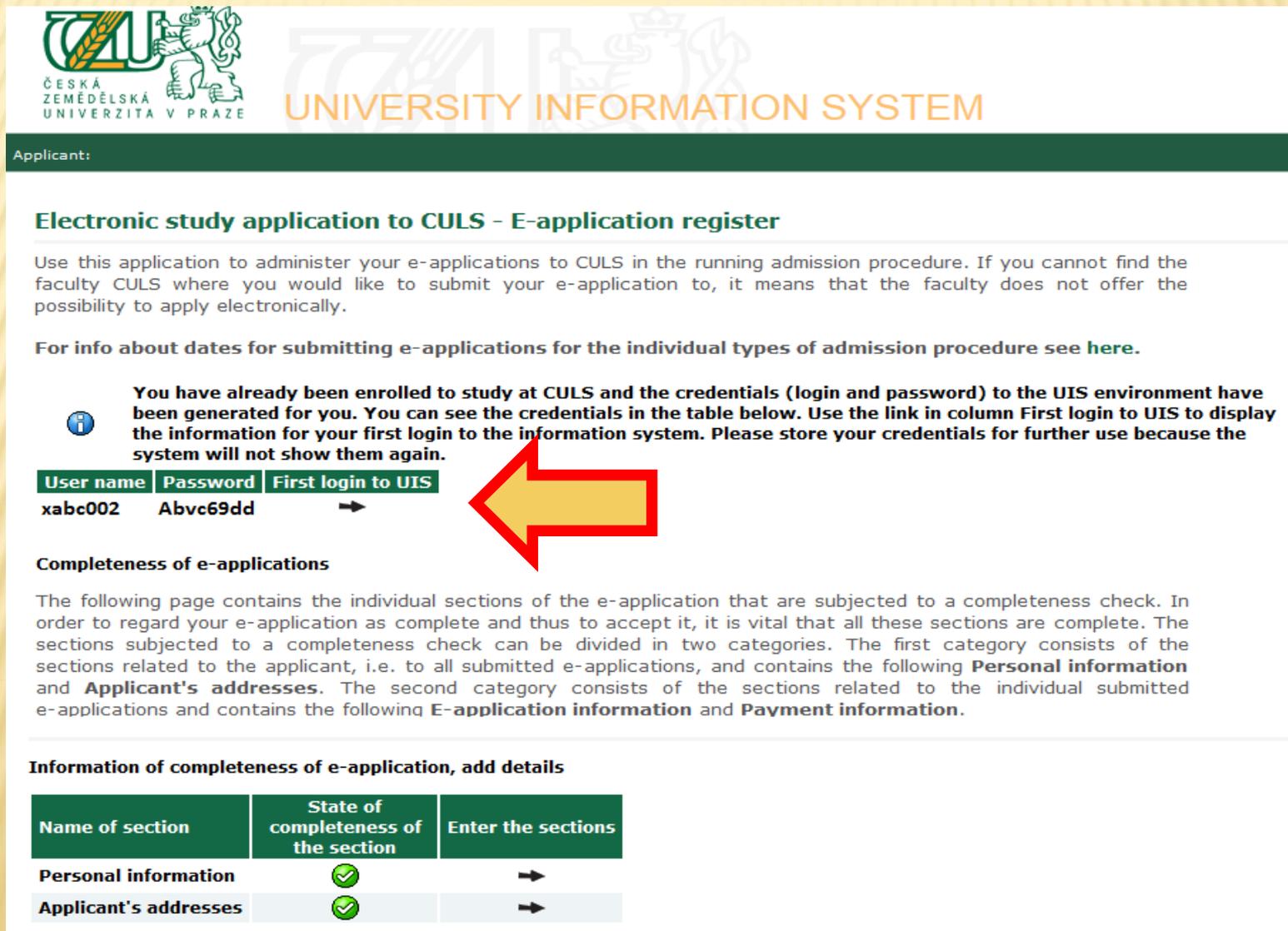


3. I am a user of UIS and I know my login and password to enter the University Information System. In this case use the following link to enter the e-application register. Your personal information will already be filled in using the information stored about you in the UIS.

 **Enter the e-application register as a UIS user**

HOW TO GET LOGIN AND PASSWORD?

- at the beginning of the page you will find your login information to the University information system - <https://is.czu.cz/?lang=en>



Applicant:

Electronic study application to CULS - E-application register

Use this application to administer your e-applications to CULS in the running admission procedure. If you cannot find the faculty CULS where you would like to submit your e-application to, it means that the faculty does not offer the possibility to apply electronically.

For info about dates for submitting e-applications for the individual types of admission procedure see [here](#).

You have already been enrolled to study at CULS and the credentials (login and password) to the UIS environment have been generated for you. You can see the credentials in the table below. Use the link in column First login to UIS to display the information for your first login to the information system. Please store your credentials for further use because the system will not show them again.

| User name | Password | First login to UIS |
|-----------|----------|--------------------|
| xabc002 | Abvc69dd | → |

Completeness of e-applications

The following page contains the individual sections of the e-application that are subjected to a completeness check. In order to regard your e-application as complete and thus to accept it, it is vital that all these sections are complete. The sections subjected to a completeness check can be divided in two categories. The first category consists of the sections related to the applicant, i.e. to all submitted e-applications, and contains the following **Personal information** and **Applicant's addresses**. The second category consists of the sections related to the individual submitted e-applications and contains the following **E-application information** and **Payment information**.

Information of completeness of e-application, add details

| Name of section | State of completeness of the section | Enter the sections |
|-----------------------|--------------------------------------|--------------------|
| Personal information | ✓ | → |
| Applicant's addresses | ✓ | → |

HTTPS://IS.CZU.CZ/?LANG=EN

- Main study page
- Login information you can get later on Helpdesk

[PEF](#) [FAPPZ](#) [TF](#) [FLD](#) [FŽP](#) [FIZ](#) [IVP](#) [KONTAKTY](#)



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- [CULS Dormitories/Halls of Residence Provisions for Accommodation of Students in Daily Studies - Academic Year 2016/2017](#)
- [Registering in the selection of dormitories schedule for WS 2016/2017](#)



Personal administration

- [Log in to the Personal administration of UIS](#)
- [First log in to UIS instructions](#)
- [System integrators](#)



Admission procedure

- [E-application form to study at CULS](#)
- [Admission procedure results](#)
- [Pre-enrollment confirmation for application to study at CULS](#)



Information about CULS

- [Persons at CULS](#)
- [Departments](#)
- [Public document server](#)

LOGIN TO STUDY INFORMATION SYSTEM

- Here you write your login and password



UNIVERSITY INFORMATION SYSTEM

Log in to system

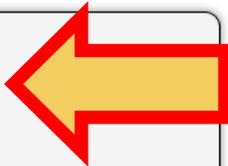
On this page you can log in University Information System. You use an assigned user name and a password. The password distinguishes upper case and low case letters. At the same time you can select after which period of inactivity the system logs you out.

-  **If you fail to log in or do not know the above mentioned information, please contact the [system integrator](#) of your department.**
-  **You have been successfully logged out.**

User name:

Password:

Log out after 1 day of inactivity ([change](#)).



Tip: A common problem is the Caps Lock key switched on/off or the keyboard set to a different language.

See application [First log in to UIS instructions](#) to view more details about log in.

CHANGING THE PASSWORD

- Next step is the change of your password! Without changing the password you wouldn't be able to log into other information systems (portals student.czu.cz, moodle.czu.cz).

Personal administration

Welcome to the Personal administration section of the University Information System.



- :: **Nastavení informování o nově vypsaných termínech**
- :: **Schedule registration - information and guide**
- :: **Informace k nadcházejícímu zápisu do rozvrhu**
- :: Žádost o ubytovací stipendium
- :: Stručné návody pro studenty
- :: Nastavení přeposílání ze studentského mailu na vlastní mail
- :: Nastavení přeposílání ze studentského mailu na vlastní mail
- :: **Personal data check**

Search Open all



Public information portal

- **Persons at CULS**
- Departments
- Study plans
- Public catalogue of courses
- Display and print the course weekly plan



My studies

- **Student's portal**
- Course Attainment Evaluation
- Course evaluation by students
- Electronic study application form
- Add personal details



Personal management

- **Mail box**
- **Document server**
- Noticeboard
- Task administration (TO DO)
- Blogs administration



eAgenda

- eSurveys



Information system administration

- Super-right switch
- Administration of mobile applications authorizations



UIS documentation

- **UIS documentation**
- System integrators
- Development team
- **Contact address**
- Licence information



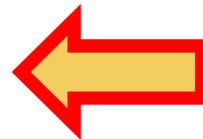
Adjustment of the information system

- **Select design**
- Make your own design
- Portlets in UIS
- Profiles
- **User settings**



Information system set-up

- Printing subsystem
- Personal data check
- Personal data check statistics
- My operations
- Abridged URLs
- Change identity
- Delegates set-up
- Set IP addresses
- **Change of password**
- Log out
- Update cache



CHANGING THE PASSWORD

- password must have at least 8 characters and contain large and small letters and a number

Password requisites

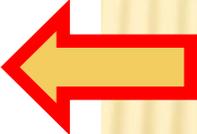
- Minimum length of password is 8 characters.
- Password must contain at least one small letter.
- Password must contain at least one capital letter.
- Password must contain at least one digit.
- Maximum length of password is 16 characters.

 **Last change of password and/or your logi**

Former password

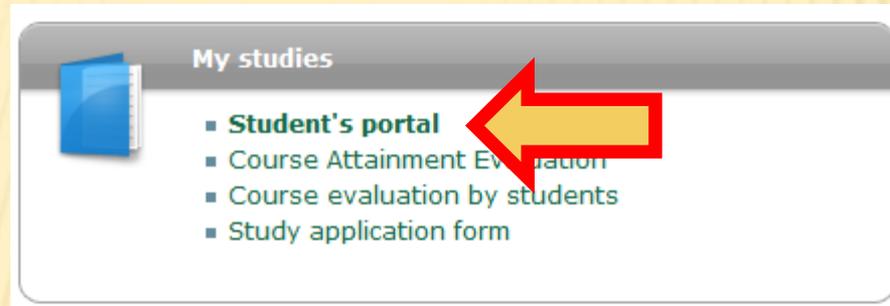
New password

Controle password



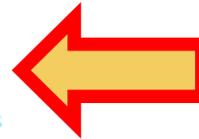
STUDY FINANCING

If you expect from us some money, you must fill in your account number



Study financing and scholarships

Application on support of financing and scholarships of the selected study.



PERSONAL TIMETABLE

My studies

- **Student's portal**
- Course Attainment Evaluation
- Course evaluation by students
- Study application form

| Choose | Study ID | Faculty | Programme - Field of study | Progress of study | Register for examinations |
|--------|----------|---------|--|-------------------|---------------------------|
| | 192164 | FAFNR | B-ATZ Agriculture, Horticulture and Rural Development Rural Development [full-time], study group no. 1 | enrolled | |

Support of the selected study

Application on support of the selected study.

- Personal timetable
- Academic calendar (weeks overview)
- Academic year schedule
- Study Department
- Print the registration sheet
- Print enrollment sheet
- View and print study overview
- View the State Exams
- Study confirmation form
- Study confirmation form in English
- Course evaluation by students

TIMETABLE (THE SECOND WAY TO VIEW TIMETABLE)



Public information portal

- **Persons at CULS**
- Departments
- Study plans
- Public catalogue of courses
- **Display and print the course weekly plan**



My studies

- **Student's portal**
- Course Attainment Evaluation
- Course evaluation by students
- Electronic study application form
- Add personal details



eAgenda

- eSurveys



Information system administration

- Super-right switch
- Administration of mobile applications authorizations



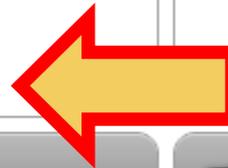
Adjustment of the information system

- **Select design**
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- Profiles
- **User settings**



Information system set-up

- Printing subsystem
- Personal data check
- Personal data check statistics
- My operations
- Abridged URLs



TIMETABLE

- For more subjects is better individual selection

Display timetables - criteria selection

Now, you can view the items of the selected timetables by various criteria. Outputs are accessible by selecting one or more restrictions in the drop-down menus and clicking on the "Display" button in the form below. As timetables are typeset on-line, they may take a while to set up.

| | |
|-------------------|---|
| Room | <input type="text" value="-- all rooms --"/> |
| Course supervisor | <input type="text" value="-- all course supervisors --"/> |
| Course teacher | <input type="text" value="-- all teachers --"/> |
| Course | <input type="text" value="-- all courses --"/> |
| Department | <input type="text" value="-- all departments --"/> |
| Day in a week | <input type="text" value="-- whole week --"/> |
| Type of study * | <input type="text" value="-- all degrees --"/> |
| Programme * | <input type="text" value="-- not entered --"/> |
| Field of study * | <input type="text" value="-- not entered --"/> |
| Year of study * | <input type="text" value="-- all years --"/> |
| Group * | <input type="text" value="-- all study groups --"/> |

Individual selection

* Only events for new-coming students in their first semester of study are restricted as to the programme, field of study, year and group. Later in their studies, students select their courses individually, disregarding restrictions as to study groups.

Format

Validity of selected timetables: 9. 2. 2015 - 3. 5. 2015

TIMETABLE

- You must select all subjects which you study

Display timetables - criteria selection

Now, you can view the items of the selected timetables by various criteria. Outputs are accessible by selecting one or more restrictions in the drop-down menus and clicking on the "Display" button in the form below. As timetables are typeset on-line, they may take a while to set up.

Room

-- all rooms --

Course supervisor

-- all course supervisors --

Course teacher

-- all teachers --

Courses

EUE34E - Accounting (FEM)

[Back to Simple selection](#)

EUZ01Z - Accounting (FEM)

EUX03E - Accounting (FEM)

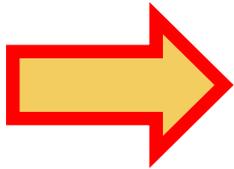
EUT75E - Accounting - combined studies (FEM)

EUE78E - Accounting Theory (FEM)

EUE01E - Accounting (FEM)

EUEB7E - Accounting (FEM)

EUX02E - Accounting and Financial Management (FEM)



TIMETABLE

- And timetable will display

Course timetable - selected courses

The table shows an HTML preview of the selected timetable. You can get more precise outputs by selecting PostScript or PDF format from the criteria selection menu.

| Day | 08:45-09:30 | 09:30-10:15 | 10:30-11:15 | 11:15-12:00 | 12:15-13:00 | 13:00-13:45 | 14:00-14:45 | 14:45-15:30 | 15:45-16:30 | 16:30-17:15 | 17:30-18:15 | 18:15-19:00 |
|-----|---|-------------|---|-------------|-------------|-------------|-------------|-------------|--|-------------|--|-------------|
| Mon | | | | | | | | | | | | |
| Tue | A233 / 1n-amn1 AIA12E Survey for Soil and Water Relationship <i>S. Matula</i> | | A233 / 1n-amn1 AIA12E Survey for Soil and Water Relationship <i>M. Miháliková</i> | | | | | | | | | |
| Wed | A420 / 2n-amn1 ACA11E Advanced Organic Chemistry <i>J. Lachman</i> | | A420 / 2n-amn1 ACA11E Advanced Organic Chemistry <i>M. Orsák</i> | | | | | | | | D / 2n-amn1 AQ25E Food Quality and Food Safety (2) <i>L. Kouřimská</i> | |
| Thu | | | | | | | | | A14 / 2n-amn1 AOA30E Temperate Climate Crop Diseases <i>P. Ryšánek</i> | | A14 / 2n-amn1 AOA30E Temperate Climate Crop Diseases <i>P. Ryšánek</i> | |
| Fri | | | | | | | | | | | | |

Key:

| | |
|---------|---------|
| lecture | seminar |
|---------|---------|

Unless otherwise stated in the note, lessons take place in the Praha - Suchdol.

Notes:

- (1) Co-teachers: A. Bernardos
- (2) Co-teachers: A. Bernardos, C. S. Serrano Rojero

REGISTERING IN THE SELECTION OF DATES IN TIMETABLE

From 25. September about 19 PM to 1. October 2017 you will have to select (online) specific dates in your course schedules for winter semester. For example selection of foreign language seminars.

Student's portal

Study - **FAFNR B-ATZ-ATZV pres [term 3, year 2]**, study period - **WS 2016/2017 - FAFNR**

My studies E-study record My schoolmates Study details Map of my study
List of topics Coursework submissions Plan progress check My lectures sheet

The table shows the studies commenced or completed at this university and the application icons relevant to the studies. The study and the study period you are working with at the moment can be found in the page subheader. If you have more than one study or study period use the grey bullet in the first column Choose to switch between them in the portal applications. When entering the Student's portal you are working with the active study (green bullet).

| Choose | Study ID | Faculty | Programme - Field of study | Progress of study | Register for examinations | Registration/Enrollment |
|---|----------|---------|--|-------------------|---|---|
|  | 192164 | FAFNR | B-ATZ Agriculture, Horticulture and Rural Development Rural Development [full-time], study group no. 1 | enrolled |  |  |



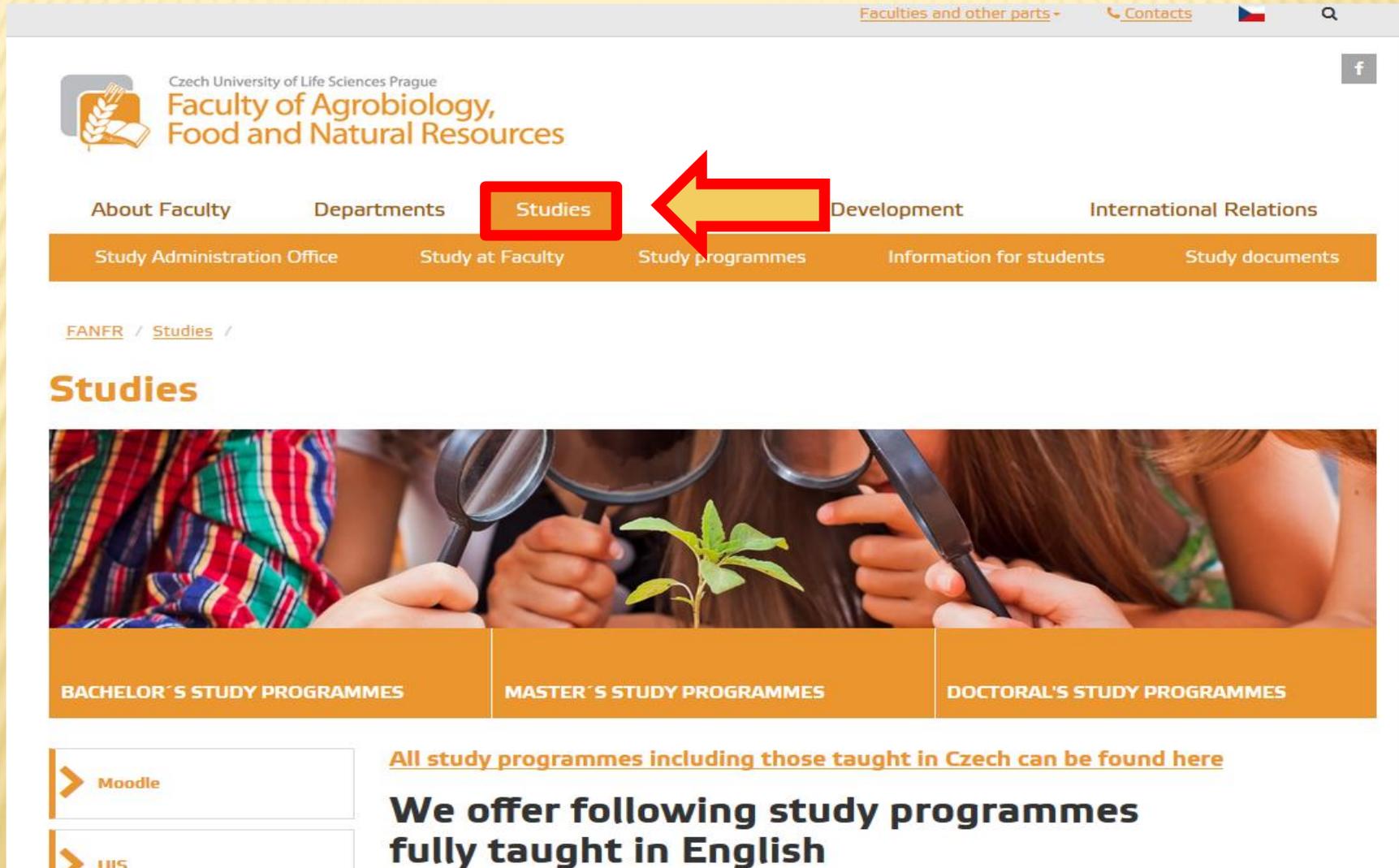
On the page bottom, you can find the start time:

Alterations in registered and confirmed courses

| Department | Study period | Beginning | End |
|---|--------------|---------------------|---------------------|
| Faculty of Economics and Management | WS 2016/2017 | 26. 09. 2016, 16:00 | 02. 10. 2016, 23:59 |
| Faculty of Agrobiolgy, Food and Natural Resources | WS 2016/2017 | 26. 09. 2016, 16:00 | 02. 10. 2016, 23:59 |
| Faculty of Engineering | WS 2016/2017 | 26. 09. 2016, 16:00 | 02. 10. 2016, 23:59 |
| Faculty of Environmental Sciences | WS 2016/2017 | 26. 09. 2016, 16:00 | 02. 10. 2016, 23:59 |
| Faculty of Forestry and Wood Sciences | WS 2016/2017 | 26. 09. 2016, 16:00 | 02. 10. 2016, 23:59 |
| Faculty of Tropical AgriSciences | WS 2016/2017 | 26. 09. 2016, 16:00 | 02. 10. 2016, 23:59 |
| Institute of Education and Communication | WS 2016/2017 | 26. 09. 2016, 16:00 | 02. 10. 2016, 23:59 |
| Katedra tělesné výchovy | WS 2016/2017 | 07. 10. 2016, 15:00 | 09. 10. 2016, 23:59 |

FACULTY WEBSITE - WWW.AF.CZU.CZ/EN

- Important information about programs and branches



The screenshot shows the website for the Faculty of Agrobiography, Food and Natural Resources at the Czech University of Life Sciences Prague. The navigation menu includes 'About Faculty', 'Departments', 'Studies', 'Development', and 'International Relations'. The 'Studies' menu item is highlighted with a red box and a red arrow pointing to it. Below the navigation menu, there is a secondary menu with 'Study Administration Office', 'Study at Faculty', 'Study programmes', 'Information for students', and 'Study documents'. The breadcrumb trail shows 'FANFR / Studies /'. The main heading is 'Studies'. Below the heading is a large image of students using magnifying glasses to examine a small plant. Underneath the image are three buttons: 'BACHELOR'S STUDY PROGRAMMES', 'MASTER'S STUDY PROGRAMMES', and 'DOCTORAL'S STUDY PROGRAMMES'. On the left side, there are two buttons: 'Moodle' and 'UIS'. On the right side, there is a text block that reads: 'All study programmes including those taught in Czech can be found here' followed by 'We offer following study programmes fully taught in English'.

Faculties and other parts - Contacts

Czech University of Life Sciences Prague
Faculty of Agrobiography,
Food and Natural Resources

About Faculty Departments **Studies** Development International Relations

Study Administration Office Study at Faculty Study programmes Information for students Study documents

FANFR / Studies /

Studies



BACHELOR'S STUDY PROGRAMMES MASTER'S STUDY PROGRAMMES DOCTORAL'S STUDY PROGRAMMES

Moodle

UIS

All study programmes including those taught in Czech can be found here

We offer following study programmes fully taught in English



Contact person

Study departement



Vozenilková Jitka
Ing. CSc.

vozenilkova@af.czu.cz

+420 224 384 668

System integrator



Rejda Tomáš
Ing.

rejda@af.czu.cz

+420 224 383 238



Legislativní dokumenty



Studijní dokumenty



Formuláře a žádosti



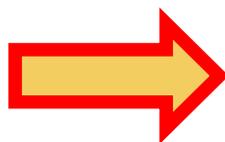
Úvodní prezentace /
Introductory presentation



Loga fakulty a univerzity



Časté dotazy (FAQ)



TROUBLESHOOTING

- any problems (eg. logging to all our information system) solves Helpdesk

HELPDESK

+420 22438 4444

helpdesk@czu.cz

Building: Rectorate

Office no.: 002

Office Hours:

Mon - Fri: 7:00 - 17:00

Mon - Fri: 8:00 - 16:00 - holidays