Registration - incoming students

International Relations Office (IRO)

Ing. Radka Krejčí – Erasmus coordinator
Ing. Dagmar Brožová

Email: iro@af.czu.cz
Tel: 224 384 577
Room No. 120 (first floor) in building FAPPZ A
Office hours: Monday - Friday: 9 - 11am, 1-2pm

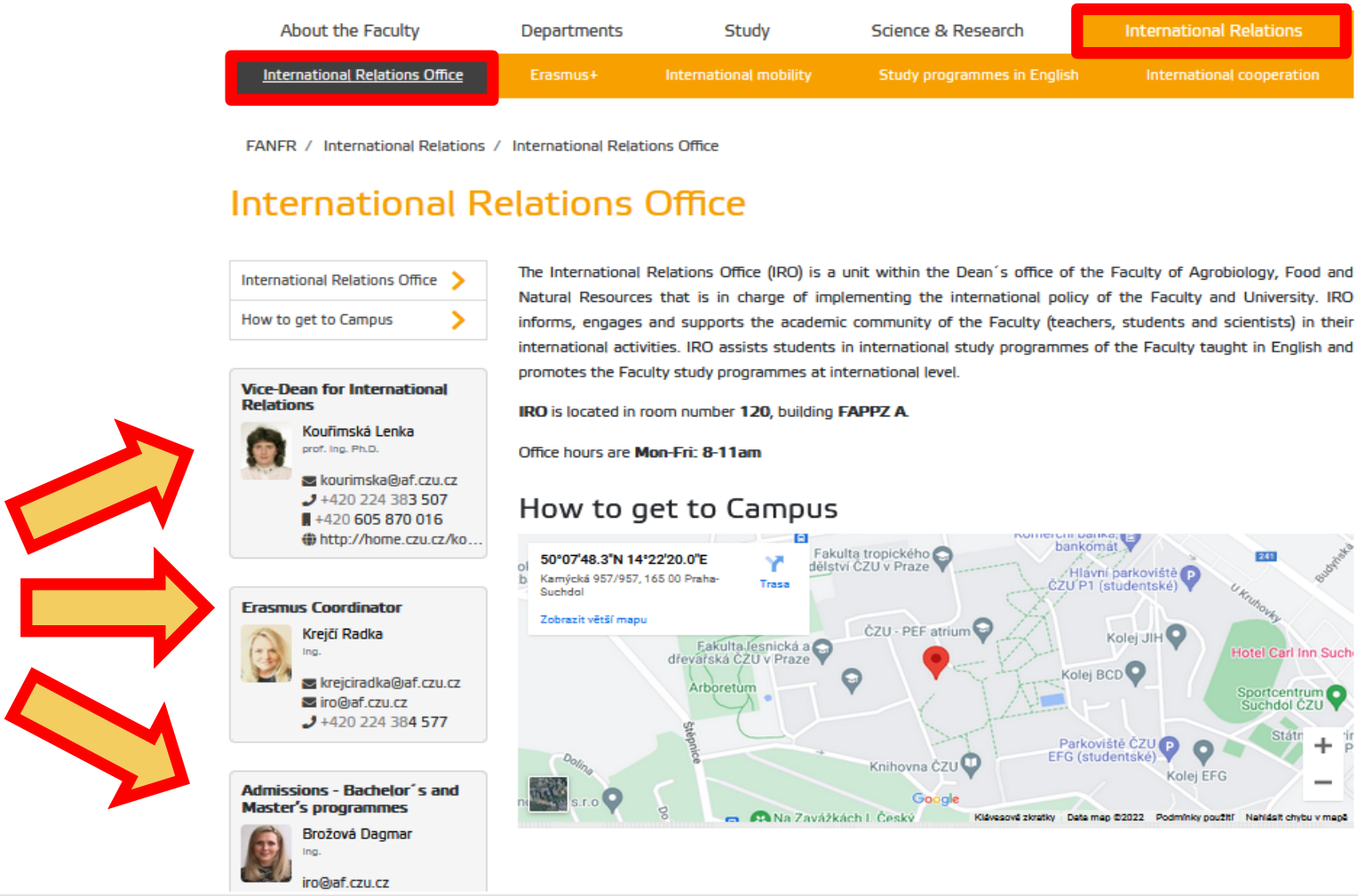
Agenda

- Faculty website www.af.czu.cz/en
- Study information + time schedule for academic year 2023/2024
- Information portals for students
  - University Information System (UIS)
  - MS Teams
  - Moodle
- Next steps & questions

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

FACULTY WEBSITE:
www.af.czu.cz/en or
www.agrobiology.eu

Here you can find contacts to our office



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

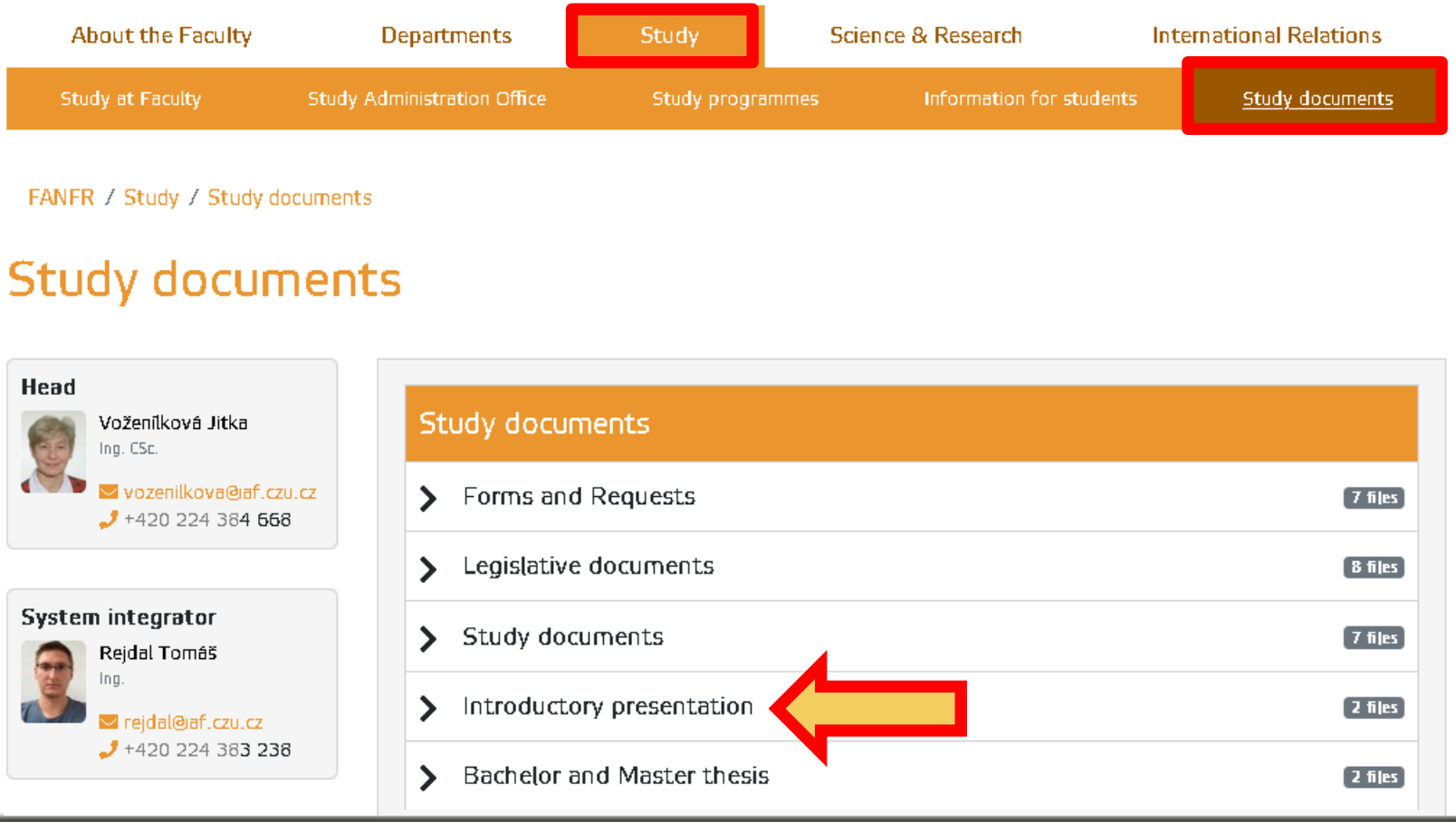
FACULTY WEBSITE:
www.af.czu.cz/en

Important information regarding your studies:

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

FACULTY WEBSITE: www.af.czu.cz/en

Here you can find useful documents e.g. this presentation



Study information

- Academic year is divided into two semesters:
  - an autumn/winter (AS/WS) and
  - a summer/spring (SS) semester.

- Each subject consists of a lecture and a practical training (seminar) – attendance is compulsory:
  - 2 teaching hours of lectures a week = 90 minutes
  - 1-2 teaching hours of practical training a week
  - 1 teaching hour lasts 45 minutes

Study information

- Each subject has a code in which the last letter indicates the mode of completion of subject
  - ZEX01Z (Aquatic Ecosystem Restoration) → Z (započet) = creditation (e.g. test)
  - AAA41E (Advanced Meteorology and Climatology) → E = creditation (e.g. test) + exam (i.e. no credits without passing the exam)

A=FAFNR
Z=FES

  - In this case, creditation is an assumption for being able to take an exam.
  - Exams can be oral or written.
  - Grading system for exams: 1 – excellent; 2 – very good; 3-good; 4 – fail

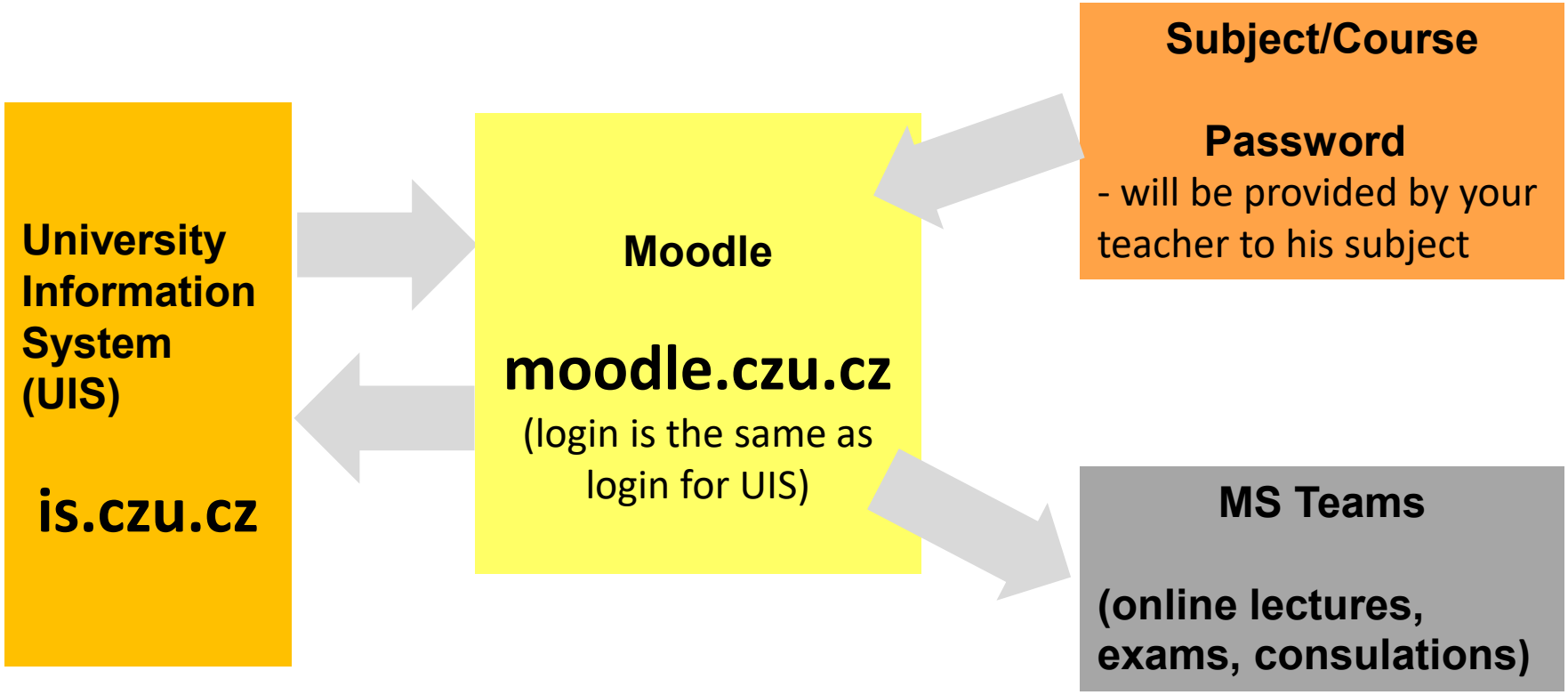
Study information

- Your have been enrolled into study and the subjects from your Online Learning Agreement (OLA) were recorded in the University Information System (UIS).
- If there are any timetable conflicts and you wish to change your subject(s), please email the name and the code of the subject you wish to delete and add to iro@af.czu.cz at the latest by 8th October. We will record the changes in UIS for you.
- Changes to your timetable after this date will not be possible.
- You need to have at least 50% of your subjects from our Faculty.

Time schedule for academic year 2023/2024

Winter semester	Teaching period	2nd October 2023 – 22nd December 2023
	Examination period	2nd January 2023 – 4th February 2024
	Christmas holidays	23rd December 2023 – 1st January 2024
Summer semester	Teaching period	12th February 2024 – 3rd May 2024
	Examination period	1st May 2024 – 30th June 2024
	Summer holidays	1st July 2024 – 31st August 2024

Information portals for students



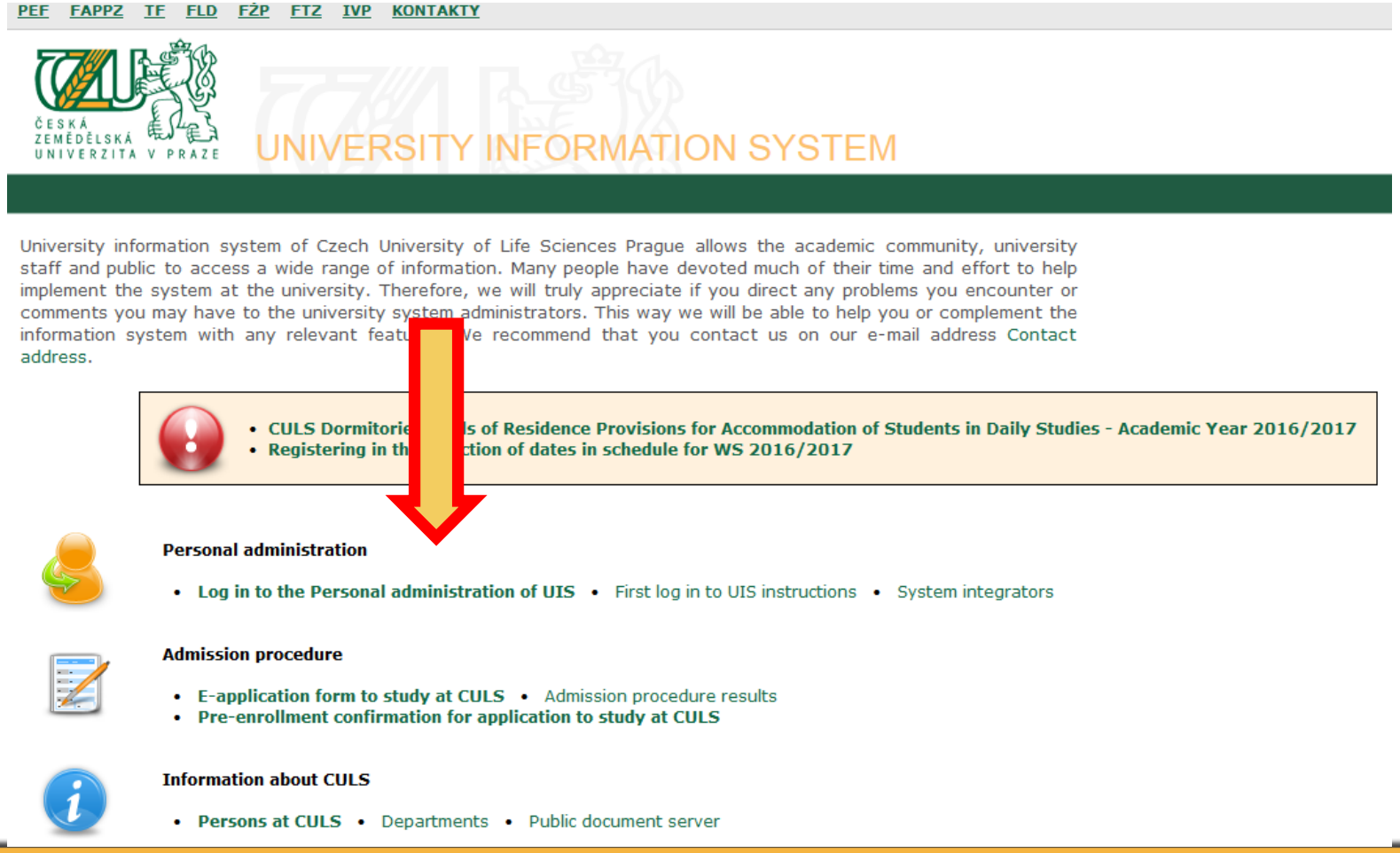
Introduction to University Information System (UIS)

- Login to UIS
- Change your password
- Personal timetable

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

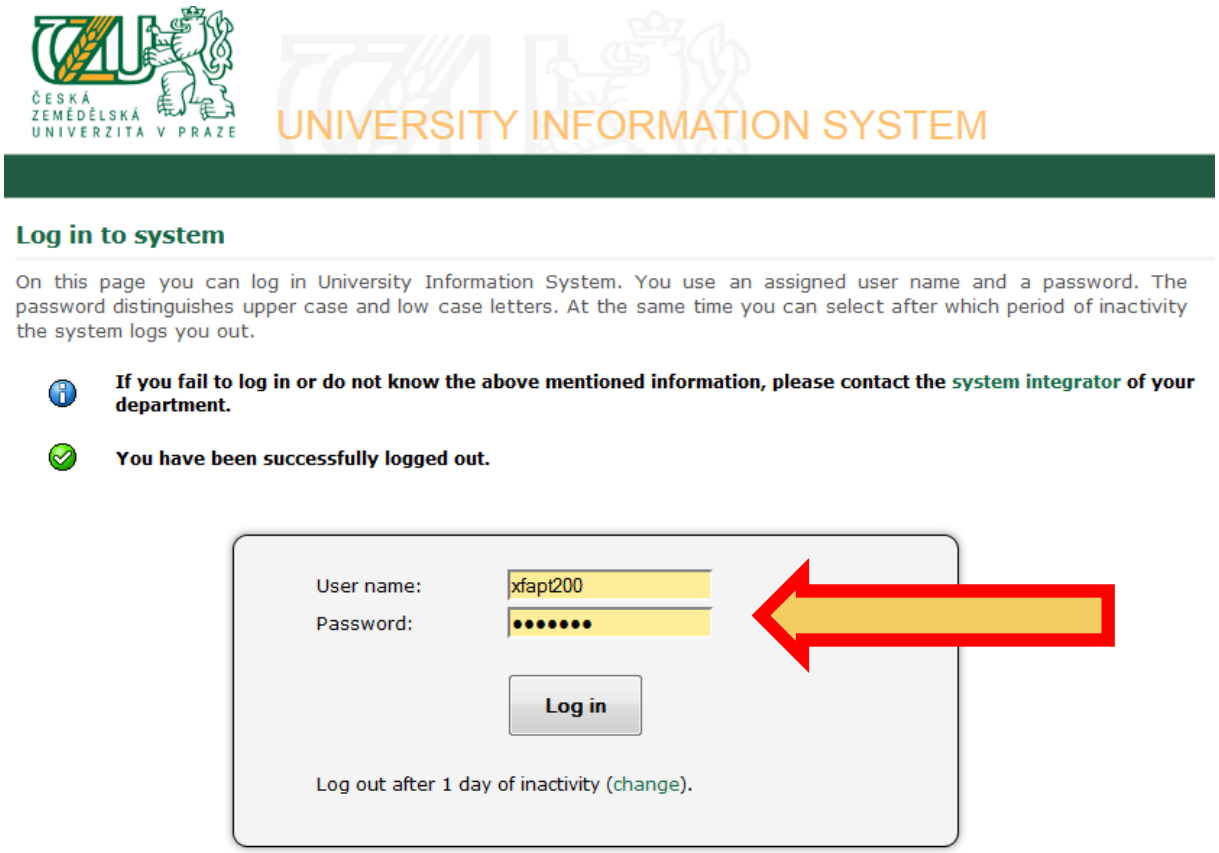
Login on the main study page is.czu.cz/?lang=en

Login information will be sent to your email or you can get it from Helpdesk



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

Here you can write your username and password



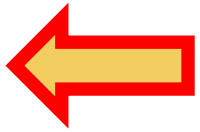
Czech University of Life Sciences Prague
Faculty of Agrobiology, Food and Natural Resources

Change your password!!!

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

:: Stručné návody pro studenty
:: Information for new students at CULS

Your password was last changed by administrator or the system. You can change your password here.



Search Open all

Public information portal
- **Persons at CULS**
- Departments
- Study plans
- Course catalogue
- Timetables

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

Personal management
- **Mail box**
- Document storage
- **Document server**
- Noticeboard
- Tasks

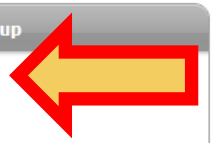
eAgenda
- **Room reservation**
- eSurveys
- Economic information system Magion

Information system administration
- Administration of mobile applications authorizations

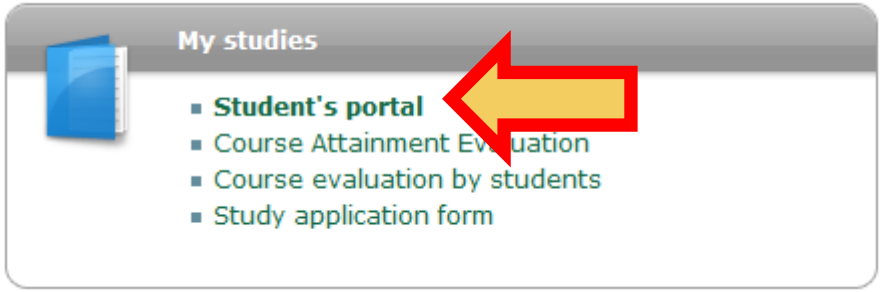
UIS documentation
- **UIS documentation**
- System integrators
- Licence information
- Statistics of using UIS
- My operations

Adjustment of the information system
- **User settings**
- **Select design**
- Make your own design
- Portlets in UIS
- Administration of My favourites menu

Information system set-up
- **Password change**
- Personal data check
- My operations
- Change identity
- Delegates set-up



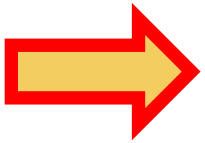
Personal timetable



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

Personal timetable

A 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 *S. Matula*		A233 / 1n-amn1 AIA12E Survey for Soil and Water Relationship *M. Miháliková*									
Wed	A420 / 2n-amn1 ACA11E Advanced Organic Chemistry *J. Lachman*		A420 / 2n-amn1 ACA… Advanced Organic …hemistry …Orsák								D / 2n-amn1 AQA25E Food Quality and Food Safety (2) *L. Kouřimská*	
Thu									A14 / 2n-amn1 AOA30E Temperate Climate Crop Diseases *P. Ryšánek*		A14 / 2n-amn1 AOA30E Temperate Climate Crop Diseases *P. Ryšánek*	
Fri												

Room number A420 – building FAPPZ A, 4th floor, room number 420)

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

Lectures and seminars are in dashed line. Select specific dates/times and dashed line will turn into full line.

Faculty of Tropical AgriSciences - block seminars – mind the notes in timetable

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

Personal timetable – Registration/Enrolment

Select specific dates of your courses/subjects for summer semester.

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/Enrollme
	192164	**FAFNR**	**B-ATZ Agriculture, Horticulture and Rural Development** **Rural Development** **[full-time]**, study group no. 1	**enrolled**		

Changes in enrollment - WS 2020/2021

Students use this application to express their requirements concerning the courses they signed up for in the academic period.

Now you can work with courses available at the following departments.

Department	Study period	Beginning	End
Faculty of Tropical AgriSciences	WS 2020/2021	22/09/2020 19:30	27/09/2020 23:59
Institute of Education and Communication	WS 2020/2021	22/09/2020 19:30	27/09/2020 23:59
Faculty of Agrobiology, Food and Natural Resources	WS 2020/2021	22/09/2020 19:30	27/09/2020 23:59
Faculty of Forestry and Wood Sciences	WS 2020/2021	22/09/2020 19:30	27/09/2020 23:59
Katedra tělesné výchovy	WS 2020/2021	22/09/2020 19:30	27/09/2020 23:59
Faculty of Engineering	WS 2020/2021	22/09/2020 19:30	27/09/2020 23:59
Faculty of Economics and Management	WS 2020/2021	22/09/2020 19:30	27/09/2020 23:59
Faculty of Environmental Sciences	WS 2020/2021	22/09/2020 19:30	27/09/2020 23:59

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

Personal timetable – Registration/Enrolment

A list of courses/subjects for which you are registered/enrolled will appear.

Click on „select“ in column timetable to choose a date for your lecture and seminar. The courses will then show as „selected“ in your timetable.

Courses registered and confirmed:

This table contains the courses enrolled for the student and information about them.

Code	Course	Fac.	Oblg.	Com.	Crd.	Lang.	Type	Timetable
AVA43E	Animal Physiology	FAFNR	P	Exm	5	eng	N	-
ACA12E	Biochemistry	FAFNR	P	Exm	5	eng	N	-
AGA47E	Experimental Design and Statistics	FAFNR	P	Exm	5	eng	N	-
ABA15E	Plant Physiology	FAFNR	P	Exm	5	eng	N	-
AQA59E	Sustainability in the Food Chain	FAFNR	P	Exm	3	eng	N	-

Alterations compared to registered and confirmed courses

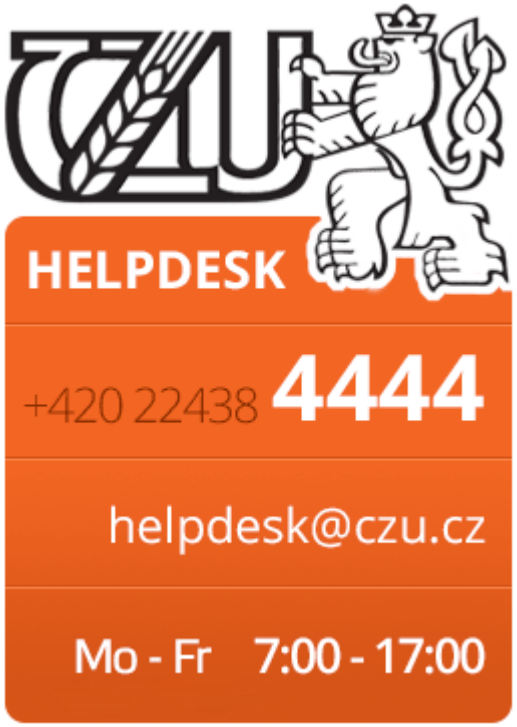
No alterations made.

Current enrollment sheet for period WS 2020/2021

Sel.	State	Code	Course	Fac.	Oblg.	Com.	Crd.	Lang.	Type	Timetable	Entered on	Limit	Order	Prerequisites	Request
☐	●	AVA43E	Animal Physiology	FAFNR	P	Exm	5	eng	N	Select	24/09/2020 15:11:51	∞	3/5		
☐	●	ACA12E	Biochemistry	FAFNR	P	Exm	5	eng	N	Select	24/09/2020 15:11:50	∞	3/5		
☐	●	AGA47E	Experimental Design and Statistics	FAFNR	P	Exm	5	eng	N	Select	24/09/2020 15:11:50	∞	5/7		
☐	●	ABA15E	Plant Physiology	FAFNR	P	Exm	5	eng	N	Select	24/09/2020 15:11:50	∞	9/11		
☐	●	AQA59E	Sustainability in the Food Chain	FAFNR	P	Exm	3	eng	N	Select	24/09/2020 15:11:51	∞	3/5		

Troubleshooting

In case of any problems (e.g. logging into UIS, Moodle) please contact our Helpdesk:



Introduction to MS Teams, Moodle

How to access MS Teams in case of online teaching:

1. Use your university email/prefix before @ to login to MS Teams, password is the same as your new password for logging into UIS.
2. Teams (based on subjects) in MS Teams would be created in case online teaching is introduced
3. You should then be able to see your subjects (one team for each subject) in MS Teams.
4. If you cannot see this or you change your subjects, please contact iro@af.czu.cz

Next steps

- **Change your password in UIS TODAY – synchronisation of your new password can take up to two days**
- **Log into Moodle and your university email (e.g. xmump025@studenti.czu.cz)** on http://mail.studenti.czu.cz
  - Read your university email frequently - important information will be sent during the year
    - Download Outlook mobile phone application where you add your university email
- **Email iro@af.czu.cz by Monday 3rd October:**
  - the name and the code of the subject you wish to delete and add to your timetable

Important websites

ISIC card

• to obtain it your photo needs to be uploaded and approved in UIS (section Personal details check or Adjust information system change ⇒ photograph).
• Collection in Card center of CZU Library

• **CZU Library**

• **Interactive map of campus**

• **Incoming erasmus students main information**

• **Course offer**

Should you experience any problems during your study, please let us know straight away, we will do our best to resolve them with you.

Free-time activities:

- CZU sportcentre
- Riding hall at Brandejsův statek (insurance)
- Arboretum (Libosad)
- ESN

GOOD LUCK WITH YOUR STUDY!
WE HOPE YOU WILL ENJOY IT!