



Introductory presentation for enrolled students

International Relations Office (IRO)

Ing. Jitka Kloučková

Ing. Dagmar Brožová

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Room No. 120 in building FAPPZ A

Office hours: Monday - Friday: 8-11am



Czech University of Life Sciences Prague

Faculty of Agrobiography, Food
and Natural Resources

Content

- International Relations Office
- Faculty website www.af.czu.cz/en
- Study plans + time schedule for academic year 2020/2021
- Information portals
- Introduction to University Information System (UIS)
- Other information
- Pupen – faculty student organisation



International Relations Office

- Acts as a study office for English taught BSc and MSc programmes
 - **Ing. Jitka Kloučková – existing students**
 - **Ing. Dagmar Brožová – prospective students**
- Supports study stays and practical trainings of students at our faculty abroad (e.g. Erasmus)



Important information regarding your studies:



About the Faculty

Departments

Study

Science & Research

International Relations



About the Faculty

Read more >

Study Applicants >

Applicants for Doctoral Study >

STUDY

Study Programmes and Degrees

RESEARCH AND DEVELOPMENT

Linking Science with Innovation

INTERNATIONAL RELATIONS

Mobilities, Networking and Collaboration



Here you can find useful documents e.g. study plans for BSc and MSc programmes



FANFR / Study / Study documents

Study documents

Head



Voženilková Jitka
Ing. CSc.

✉ vozenilkova@af.czu.cz

☎ +420 224 384 668

System integrator



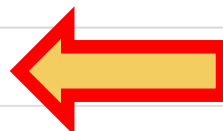
Rejda Tomáš
Ing.

✉ rejda@af.czu.cz

☎ +420 224 383 238

Study documents

- Forms and Requests 7 files
- Legislative documents 8 files
- Study documents 7 files
- Introductory presentation 2 files
- Bachelor and Master thesis 2 files





Here you can find contacts to the faculty's International Relations Office

About the Faculty

Departments

Study

Science & Research

International Relations

International Relations Office

Erasmus+

International mobility

Study programmes in English

International cooperation

FANFR / International Relations / International Relations Office

International Relations Office

Vice-Dean for International Relations and Information Systems



Tlustoš Pavel

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+420 224 382 733

<http://home.czu.cz/>...

Existing students - BSc and MSc studies



Kloučková Jitka

Ing.

iro@af.czu.cz

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+420 224 384 577

Prospective students - BSc and MSc studies



Brožová Dagmar

Ing.

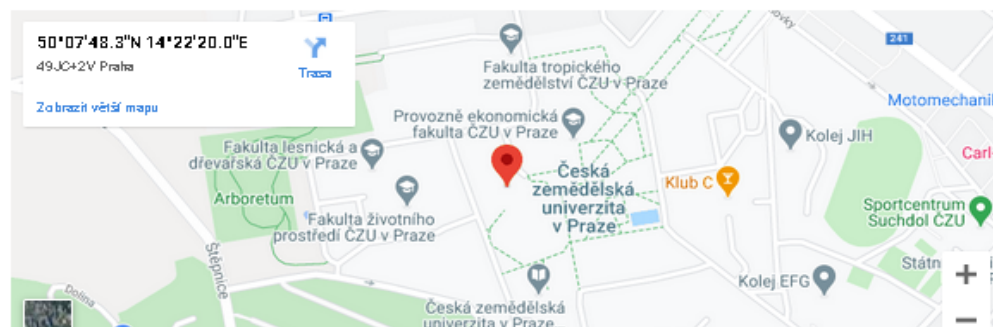
iro@af.czu.cz

The International Relations Office (IRO) is a unit within the Dean's office of the Faculty of Agrobiography, Food and Natural Resources that is in charge of implementing the international policy of the Faculty and University. IRO informs, engages and supports the academic community of the Faculty (teachers, students and scientists) in their international activities. IRO assists students in international study programmes of the Faculty taught in English and promotes the Faculty study programmes at international level.

IRO is located in room number **120**, building **FAPPZ A**.

Office hours are **Mon-Fri: 8-11 am**

How to get to Campus





**To complete a
BSc programme
you need to
achieve 180 ECTS**

**To complete a
MSc programme
you need to
achieve 120 ECTS**



Study plans

- Each BSc and MSc programme has its own study plan.
- Academic year is divided into two semesters:
 - an autumn/winter (AS/SS) and
 - a summer/spring (SS) semester.
- Study plans contain compulsory subjects/courses and compulsory optional subjects (in total approximately 30 ECTS per semester).
- Students usually have approximately 6 subjects (5 ECTS each) in winter semester in their first year.



Study plans

- Your compulsory subjects will be automatically recorded in UIS following enrolment.
- If you are meant to study a compulsory optional subject in autumn semester of your first year, please select it and email the name and code of the subject to iro@af.czu.cz by 28th September. We will record it in UIS for you.
- 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 plans

- Each subject has a code which indicates the mode of completion of subject
 - ZEX01 **Z** (Aquatic Ecosystem Restoration) → Z (započet) = creditation (e.g. test)
 - AAA41 **E** (Advanced Meteorology and Climatology) → E = creditation (e.g. test) + **exam** (i.e. no credits without passing the exam)
 - 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

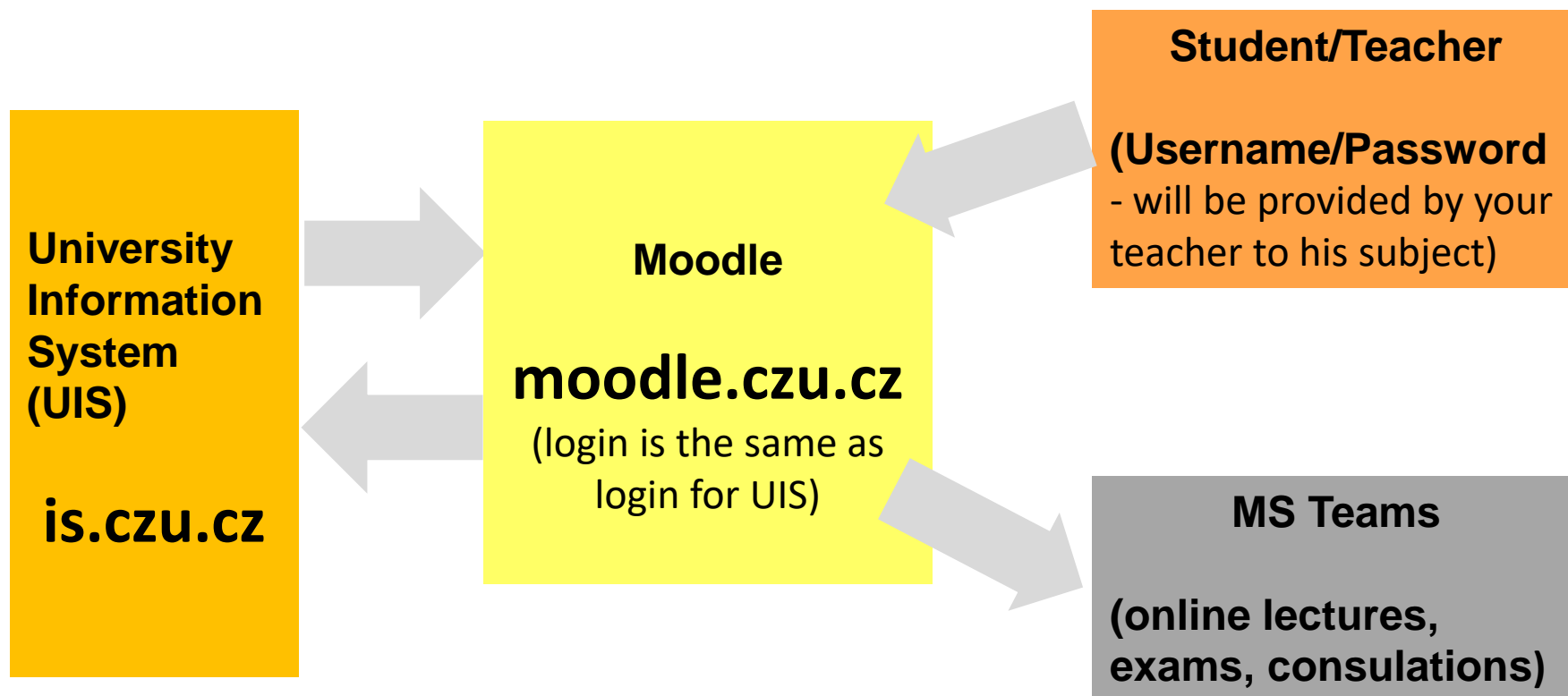


Time schedule for academic year 2020/2021

Winter semester	Study period	29th September – 18th December 2020
	Exam period	4th January - 7th February 2021
	Christmas holidays	21st December 2020 – 3rd January 2021
Summer semester	Study period	8th February – 2nd May 2021
	Exam period	3rd May – 30th June 2021
	Summer holidays	1st July – 31st August 2021
	Enrolment to next year of study	September 2021



Information portals at for students





Introduction to University Information System (UIS)

- How to get your username and password
- Login to UIS + change your password
- Check your personal details
- Study financing
- Personal timetable



Your username and password to UIS can be found on is.czu.cz/?lang=en

[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](#) • [of Residence Provisions for Accommodation of Students in Daily Studies - Academic Year 2016/2017](#)
- [Registering in the](#) • [on 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](#)



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**



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	✓	→



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 students in schedule for WS 2016/2017](#)



Personal administration

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- [First log in to UIS instructions](#)
- [System integrators](#)



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Information about CULS



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- [Departments](#)
- [Public document server](#)



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.



Change your password!!!

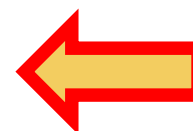
The next step is the change of your password! Without changing the password you won't be able to log into other information systems (portals student.czu.cz, moodle.czu.cz).



:: 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



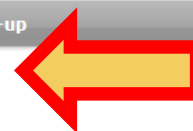
Adjustment of the information system

- **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





You can find it
on screen:
Personal
administration →
Personal data
check

Přihlášena: Lama Alpaka 0 zpráv 51 dokumentů 0 úkolů

Osobní administrativa

Vítejte v Osobní administrativě Univerzitního informačního systému.

! :: **Návod: Přeposílání mailů ze studentského na vlastní; Jak stáhnout Office**
:: **Harmonogram závěrečných prací 2018/19 v UIS (+ návod)**
:: **Informace pro nové studenty**
:: **Informace o učebni a odborné praxi**
:: **Změna Vaší fotografie v systému**
:: **Kontrola osobních údajů**

! **Ohodnoťte absolvované předměty**

! **Vaše heslo bylo naposledy změněno správcem nebo systémem. Změnit heslo můžete zde.**

i :: **Stručné návody pro studenty**
:: **Informace pro nové studenty na ČZU**

Vyhledat Otevřít vše

Portál veřejných informací <ul style="list-style-type: none">RozvrhyLidé na ČZUPracovištěStudijní plányKatalog předmětů	Moje studium <ul style="list-style-type: none">Portál studentaHodnocení úspěšnosti předmětůEvaluace předmětů studentyPříhláška ke studiu	Osobní management <ul style="list-style-type: none">ÚkolyPoštovní schránkaÚložiště dokumentůDokumentový serverVývěska
eAgenda <ul style="list-style-type: none">Rezervace místnostíePrůzkumyEkonomický informační systém Magion	Technologie a jejich správa <ul style="list-style-type: none">Přístup do univerzitní sítě	Správa informačního systému <ul style="list-style-type: none">Přepnutí superprávaSpráva pověření mobilních aplikací
Dokumentace UIS <ul style="list-style-type: none">Dokumentace UISSystémoví integrátořiLicenční informaceStatistiky využití UISMé operace	Přizpůsobení informačního systému <ul style="list-style-type: none">Uživatelská nastaveníPortlety v UISZměna fotografieÚdržba nabídky Moje oblíbené	Nastavení informačního systému <ul style="list-style-type: none">Změna heslaMé operaceZměna identityNastavení delegátůOdhlášení
Ochrana osobních údajů <ul style="list-style-type: none">Kontrola osobních údajůSouhlasy se zpracováním osobních údajůStatistika potvrzení o kontrole		



Název	Hodnota	Změněno
Jméno a příjmení	Lama Alpaka	23.04.2019
Identifikační číslo	171492	23.04.2019
Datum narození	22.03.1994 (DD.MM.RRRR)	23.04.2019
Pohlaví osoby	žena	08.07.2015
Kvalifikátor občanství	občanka	01.07.2018
Státní občanství	Peruánská republika	01.07.2019
Trvalý pobyt	ano	01.07.2018
Rodinný stav	svobodná	01.07.2018
Kontaktní telefon	+420 123 456 789	01.07.2018
E-mail	rejda@oikt.czu.cz	01.07.2018
Název zaměstnavatele	ČZU	27.09.2016
Vzdělání	Vysokoškolské magisterské vzdělání	01.07.2018
Stát absolvované střední školy	Peruánská republika	01.07.2019
Rok maturity	2014	01.07.2018
Absolvovaný obor	Chov lam	23.04.2019
Absolvovaná VŠ - rok	2012	01.07.2018
Absolvovaná vysoká škola	Česká zemědělská univerzita v Praze (ČZU)	27.09.2016
Kontakt	agronomova@af.czu.cz	02.10.2017

Adresy

Typ adresy	Adresa
------------	--------

Trvalý pobyt ČZU Stáj, 16500 Praha (Suchdol) - Obvykle ve výběhu

Běžná poštovní adresa: ČZU Stáj, 16500 Praha (Suchdol) - Obvykle ve výběhu

Studia na naší univerzitě

Fakulta	Typ	Program	Obor	Forma	Nástup	Vyřazení	Stav	Financování	Místo studia
FAPPZ	Bakalářský	Chov hospodářských zvířat		prezenční	01.07.2019		studuje (1 - řádně zapsán)	studium plně hrazeno z MŠMT Podrobný přehled	Praha

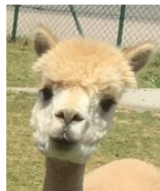
Bankovní spojení

Aktivní	Banka	Číslo účtu	Spec. symbol	Změněno	Změnil
---------	-------	------------	--------------	---------	--------

Nenalezena žádná vyhovující data.

Fotografie v systému

Tato fotografie se zobrazuje ve vašem profilu v sekci Lidé.



Vaše údaje dosud nejsou potvrzeny pro období 2018/2019.


Pokud jsou údaje správné, stiskněte prosím následující potvrzovací tlačítko.



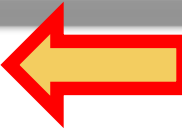


Fill in your bank account details if you consider e.g. applying for a scholarship in the future

My studies

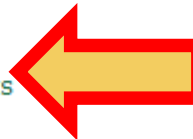


- **Student's portal**
- Course Attainment Evaluation
- Course evaluation by students
- Study application form



Study financing and scholarships

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





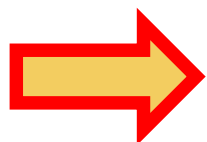
My studies

- **Student's portal**
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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



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 <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 AQA25E 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



Select specific dates of your courses/subjects for winter 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/Enrollment
	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 Agrobiological Sciences, 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



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

Alterations compared to registered and confirmed courses

No alterations made.

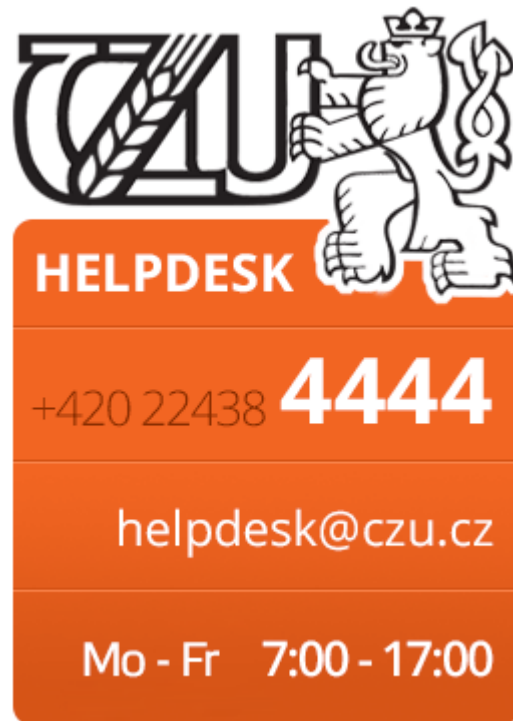


Current enrollment sheet for period WS 2020/2021

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



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





Other information

- There will be no imatriculation to study due to COVID-19 pandemic. However, please sign the **imatriculation promise** (attached in email) and email back to iro@af.czu.cz by **28th September**.
- A **university email** has been created for you (e.g. xmump025@studenti.czu.cz). Please **check it regularly** or **have it forwarded to your personal email** (instructions can be found in UIS). Important information will be sent to your university email during the year.
- 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). You can then collect it in the Card center of CZU Library (<https://lib.czu.cz/cs/r-8835-kartove-centrum>)
- Should you experience any problems during your study, please let us know straight away, we will do our best to resolve them with you.



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

Faculty student organization



pupen



buddies.agro@gmail.com



Czech University of Life Sciences Prague

Faculty of Agrobiolgy, Food
and Natural Resources

WHO ARE WE?

Group of students who want to help you enjoy your erasmus

HOW?

- We're going to introduce our faculty and the university to you
- Show you cool spots in Prague
- Take you on a trip/hike

WE ALSO ORGANISE:

Regular table games sessions,, open days at the university, agro-party, tutoring other students, student integration courses



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GOOD LUCK WITH YOUR STUDY!

WE HOPE YOU WILL ENJOY IT!