

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**

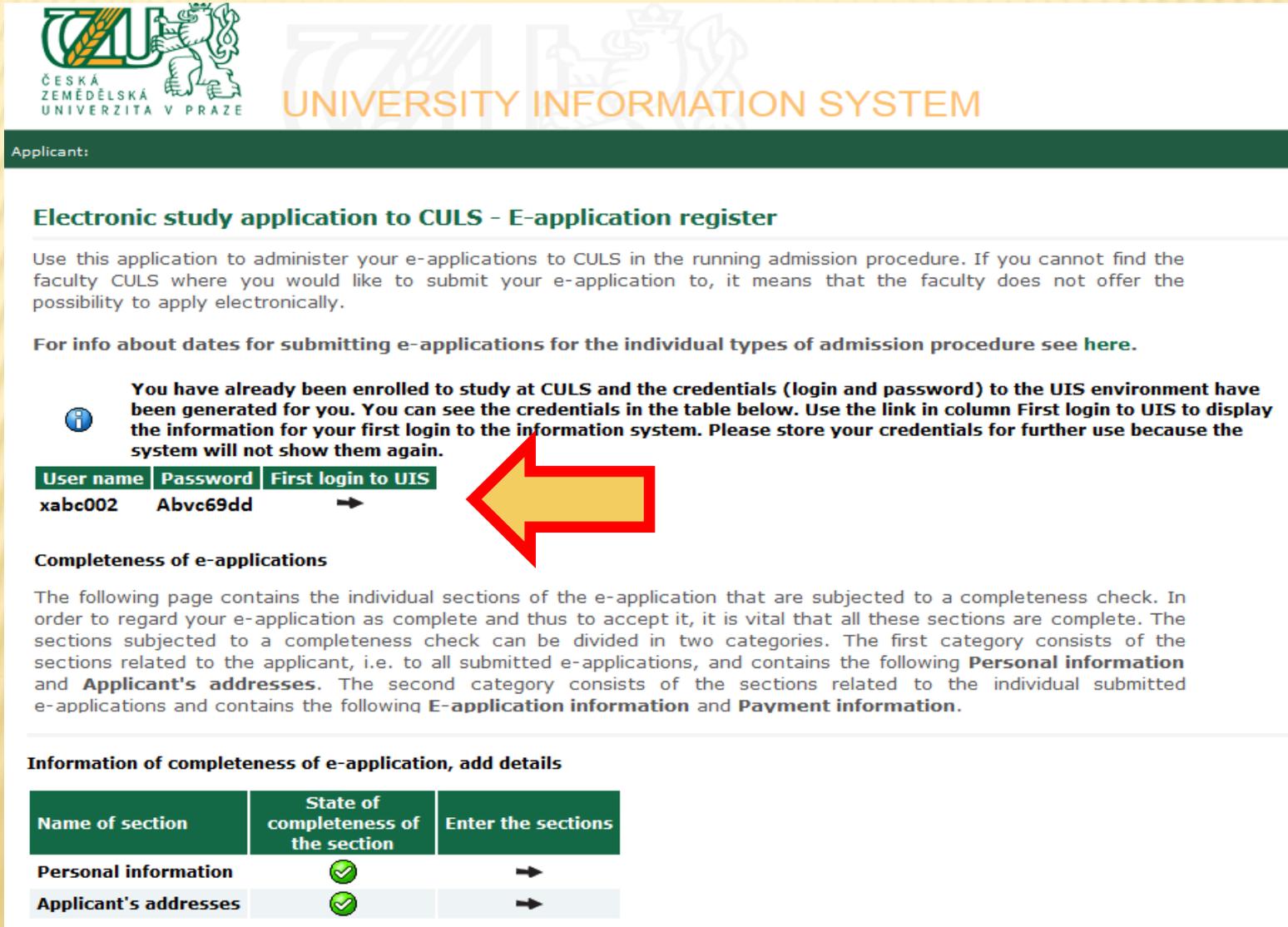


3. I am a user of UIS and I know my login and password to enter the University Information System. In this case use the following link to enter the e-application register. Your personal information will already be filled in using the information stored about you in the UIS.

 **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](#)



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 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.



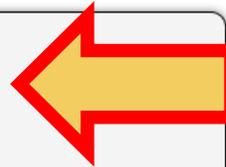
You have been successfully logged out.

User name:

Password:

Log in

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

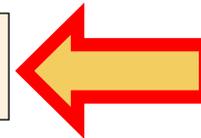
- Next step is the change of your password! Without changing the password you wouldn't be able to log into other information systems (portals student.czu.cz, moodle.czu.cz).



:: 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



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.

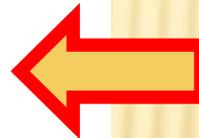


Last change of password and/or your logi

Former password

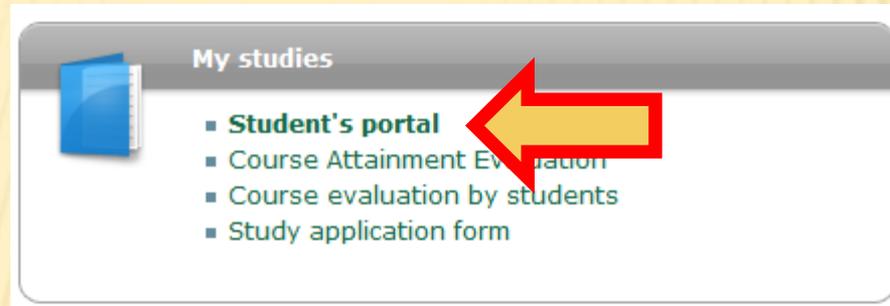
New password

Controle password



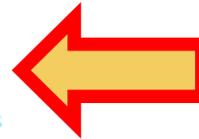
STUDY FINANCING

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



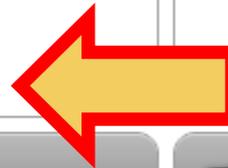
Adjustment of the information system

- **Select design**
- 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



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	-- all rooms --
Course supervisor	-- all course supervisors --
Course teacher	-- all teachers --
Course	-- all courses --
Department	-- all departments --
Day in a week	-- whole week --
Type of study *	-- all degrees --
Programme *	-- not entered --
Field of study *	-- not entered --
Year of study *	-- all years --
Group *	-- 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)

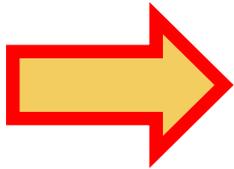
EUT75E - Accounting - combined studies (FEM)

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 24. September about 19 PM to 29. September 2019 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

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



About Faculty

Departments

Studies

Research and Development

International Relations

Study Administration Office

Study at Faculty

Study programmes

Information for students

Study documents

[FANFR](#) / [Studies](#) / [Study documents](#) /

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



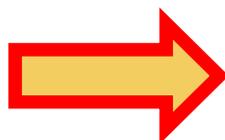
Úvodní prezentace /
Introductory presentation



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 (ground floor)

Office Hours:

Mon - Fri: 7:00 - 17:00

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