



Introduction for incoming students

International Relations Office (IRO)

Ing. Jitka Kloučková – 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: 8-11am



Agenda

- Faculty website www.af.czu.cz/en
- Study information + time schedule for academic year 2021/2022
- Information portals for students
 - University Information System (UIS)
 - MS Teams
 - Moodle
- Next steps & questions



Here you can find contacts to our office



FANFR / International Relations / International Relations Office

International Relations Office

[International Relations Office](#) >

[How to get to Campus](#) >

Vice-Dean for International Relations



Kouřimská Lenka
prof. Ing., Ph.D.

✉ kourimska@af.czu.cz
☎ +420 224 383 507
☎ +420 605 870 016
🌐 <http://home.czu.cz/ko...>

Study administration office - Bachelor's and Master's programmes



Kloučková Jitka
Ing.

✉ iro@af.czu.cz
✉ klouckova@af.czu.cz
☎ +420 224 384 577

Admissions - Bachelor's and Master's programmes



Brožová Dagmar
Ing.

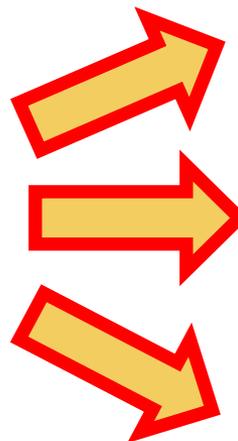
✉ iro@af.czu.cz
☎ +420 224 384 577
☎ 224 384 577

The International Relations Office (IRO) is a unit within the Dean's office of the Faculty of Agrobiological Sciences, 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: 8-11am**

How to get to Campus





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. this presentation



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 ← (highlighted with a red arrow)
- Bachelor and Master thesis 2 files



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 which indicates the mode of completion of subject
 - **Z**EX01**Z** (Aquatic Ecosystem Restoration) → Z (započet) = creditation (e.g. test)
 - **A**AA41**E** (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

- You have been enrolled and the subjects from your Online Learning Agreement (OLA) are being 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 ideally by 14th February or at the latest by 18th February.](mailto:iro@af.czu.cz) 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.

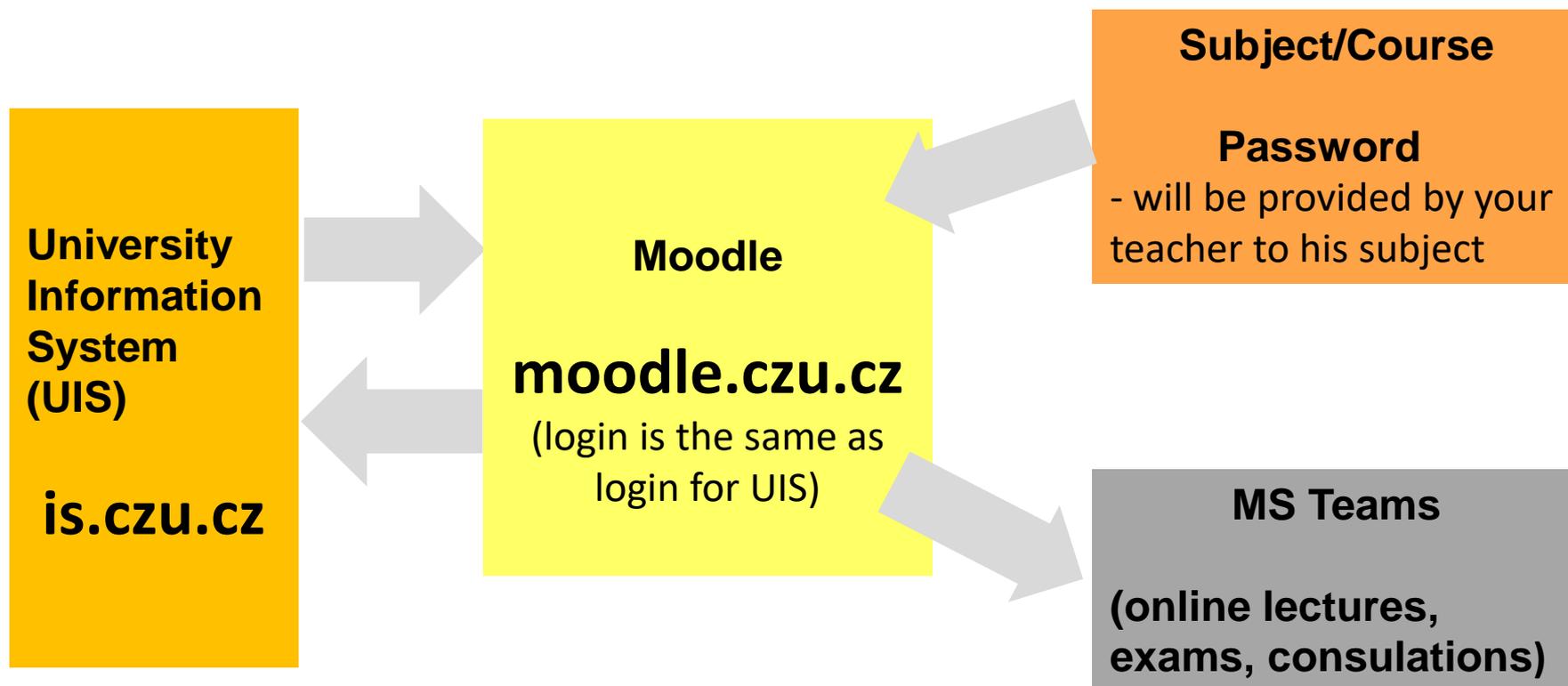


Time schedule for academic year 2021/2022

Winter semester	Teaching period	27th September – 17th December 2021
	Examination period	3rd January 2021 - 6th February 2022
	Christmas holidays	20th December 2021 – 2nd January 2022
Summer semester	Teaching period	7th February – 1st May 2022
	Examination period	2nd May – 30th June 2022
	Summer holidays	1st July – 31st August 2022



Information portals at for students





Czech University of Life Sciences Prague

Faculty of Agrobiological, Food
and Natural Resources

Introduction to University Information System (UIS)

- Login to UIS
- Change your password
- Personal timetable



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

[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 - Conditions of Residence Provisions for Accommodation of Students in Daily Studies - Academic Year 2016/2017](#)
- [Registering in the University Information System - Conditions 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](#)



UNIVERSITY INFORMATION SYSTEM

Log in to system

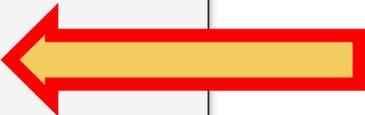
On this page you can log in University Information System. You use an assigned user name and a password. The password distinguishes upper case and low case letters. At the same time you can select after which period of inactivity the system logs you out.

-  **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!!!

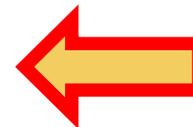
The next step is the change of your password! Without changing the password you won't be able to log into other information systems (portals student.czu.cz, moodle.czu.cz).



:: 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





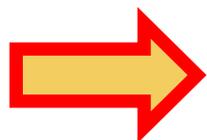
My studies

- **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



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>P. 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>	



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.



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/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 Agrobiography, 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



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.

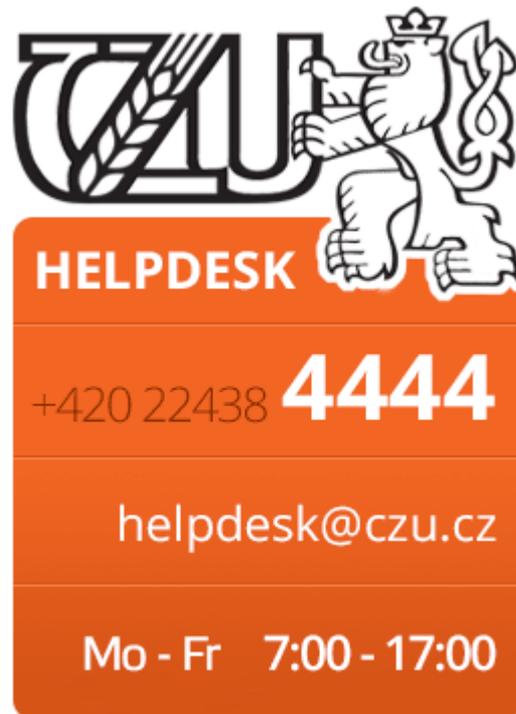


Current enrollment sheet for period WS 2020/2021

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:





Introduction to MS Teams, Moodle

How to access them – 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 will be created
3. From Monday 7th February, 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**
- **Log into UIS, Moodle, MS Teams**
- **Activate university email (e.g. xmump025@studenti.czu.cz) by changing your password in UIS**
- Log in 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 14th February:**
 - the name and the code of the subject you wish to delete and add. We will record the changes in UIS for you



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.



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