



Czech University of Life Sciences Prague

Faculty of Agrobiological Sciences,  
Food and Natural Resources

# Introductory presentation for enrolled students

## International Relations Office (IRO)

**Ing. Jitka Kloučková – Erasmus coordinator**

**Ing. Dagmar Brožová**

Email: [iro@af.czu.cz](mailto:iro@af.czu.cz)

Tel: 224 384 577

Room No. 120 in building FAPPZ A

**Office hours: Monday - Friday: 8-11am**





## Content

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





## Important information regarding your studies:



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

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**

About the Faculty	Departments	<b>Study</b>	Science & Research	International Relations
Study at Faculty	Study Administration Office	Study programmes	Information for students	<b><u>Study documents</u></b>

FANFR / Study / Study documents

## Study documents

### Head



**Voženilková Jitka**  
Ing. CSc.

✉ [vozenilkova@af.czu.cz](mailto:vozenilkova@af.czu.cz)

☎ +420 224 384 668

### System integrator



**Rejda Tomáš**  
Ing.

✉ [rejda@af.czu.cz](mailto: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

prof. Ing. CSc., dr. h. c.

[tlustos@af.czu.cz](mailto:tlustos@af.czu.cz)

+420 224 382 733

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

#### Existing students - BSc and MSc studies



Kloučková Jitka

Ing.

[iro@af.czu.cz](mailto:iro@af.czu.cz)

[klouckova@af.czu.cz](mailto:klouckova@af.czu.cz)

+420 224 384 577

#### Prospective students - BSc and MSc studies



Brožová Dagmar

Ing.

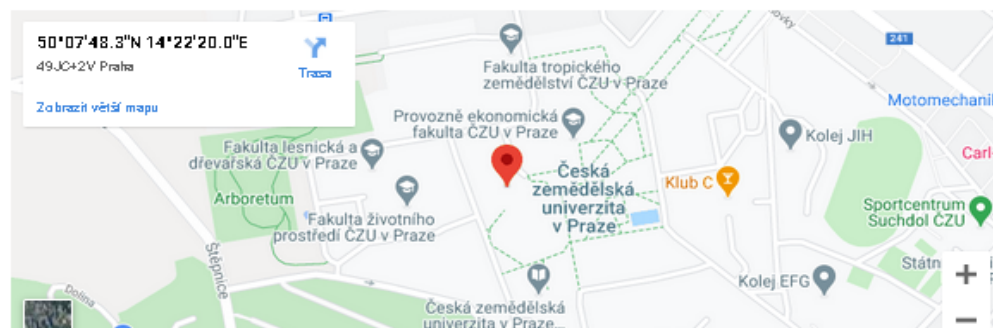
[iro@af.czu.cz](mailto:iro@af.czu.cz)

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: 8-11 am**

### How to get to Campus







## Study information

- Academic year is divided into two semesters:
  - an autumn/winter (AS/SS) 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
  - 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





## 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 2nd October or at the latest by 9th October. We will record the changes in UIS for you. Changes to your subjects after 9th October will not be allowed.
- You need to have at least 50% of your subjects from our Faculty.
- If you cannot see the courses in your timetable yet, you can search for subjects from your OLA in the timetable of the UIS.





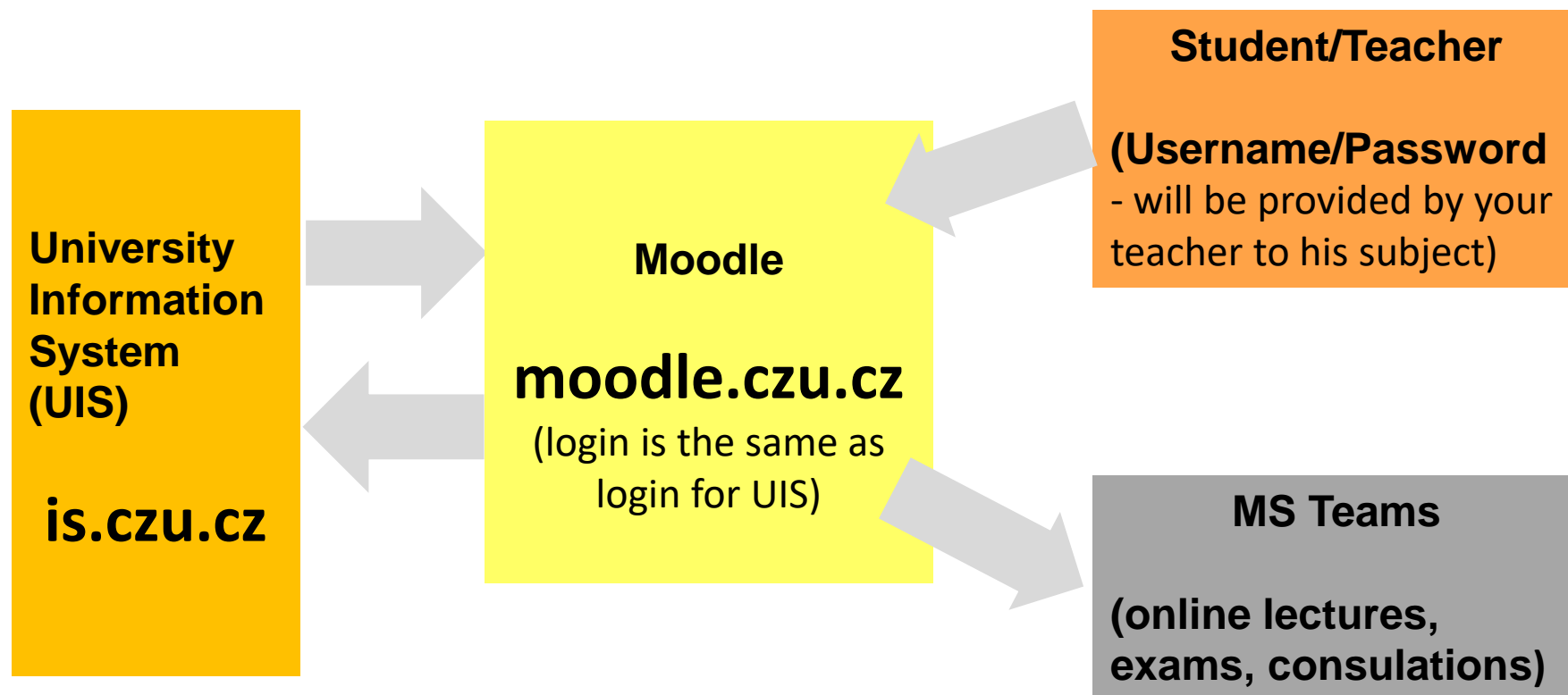
## Time schedule for academic year 2020/2021

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







Czech University of Life Sciences Prague

Faculty of Agrobiological Sciences,  
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 and Residences of Residence Provisions for Accommodation of Students in Daily Studies - Academic Year 2016/2017](#)
- [Registering in the University Information System - 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](#)





## 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:

xfapt200

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.





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## Change your password!!!

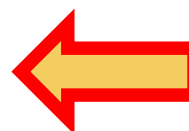
The next step is the change of your password! Without changing the password you won't be able to log into other information systems (portals student.czu.cz, moodle.czu.cz).



:: 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



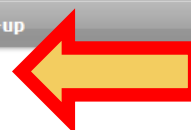
### Adjustment of the information system

- **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










Czech University of Life Sciences Prague

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## Personal timetable

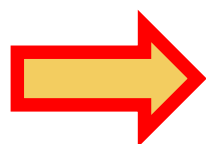
**My studies**

- **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





## 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 <sup>(2)</sup> <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
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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**

<b>My studies</b>	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>B-ATZ Agriculture, Horticulture and Rural Development</b> <b>Rural Development</b> [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		



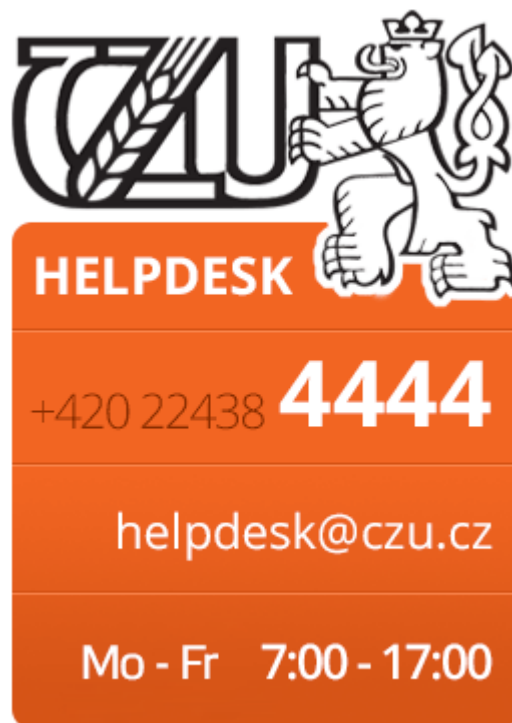


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Faculty of Agrobiography, Food  
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## Troubleshooting

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







## Other information

- A **university email** has been created for you (e.g. [xmump025@studenti.czu.cz](mailto: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.
- 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

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and Natural Resources

**Faculty student organization**



pupen



[buddies.agro@gmail.com](mailto:buddies.agro@gmail.com)





Czech University of Life Sciences Prague

Faculty of Agrobiology, 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



[buddies.agro@gmail.com](mailto:buddies.agro@gmail.com)





Czech University of Life Sciences Prague

Faculty of Agrobiological, Food  
and Natural Resources



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