

17.8.2022

# Welcome to Faculty of Business and Economics

I. Doubková, K. Mlejnková

- MENDELU
- Faculty
- of Business
- and Economics

# Contact

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**Mgr. Irena  
Doubková**

- Study stays Erasmus+



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**Ing. Kateřina  
Mlejnková**

- Internships Erasmus+
- Bilateral agreements
- Staff mobility
- International Week



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# International Relations Office



**Office hours:**

**Mon 8:30-11:30 & 13-14 reservations**

**Wed 9:00-11:30 & 13-14**

**Fri 8:30-11:30 reservations**

**Outside office hours:**

**E-mails only**

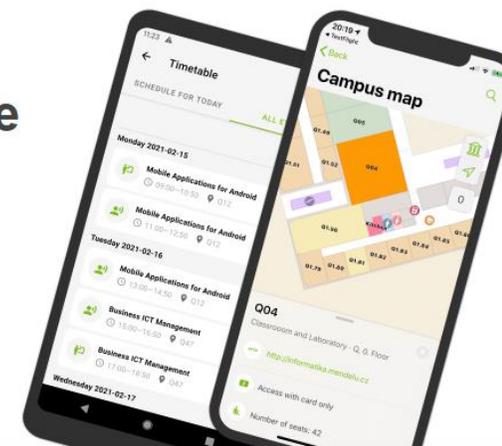
# My MENDELU

Mobile application for students

<https://my.mendelu.cz/>



Mobile application that will simplify your life at the university



## My MENDELU

You are here: Function Overview

FUNCTION OVERVIEW

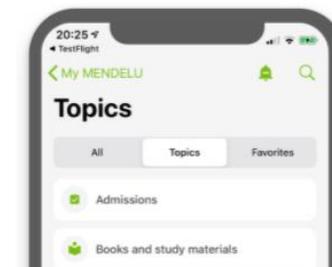
TERMS AND CONDITIONS

CREATORS

CONTACT

## How can I solve it?

How to apply for Erasmus? When should I request the scholarship? FAQ module contains answers to the most frequent questions of students, including instructions on how to solve the given problem.



# Website

● MENDELU  
● Faculty  
● of Business  
● and Economics

en / cz

Search Login to UIS

Applicants Degree students **Exchange students** Research

# SHOW STUDENTS GO ON

Study stays and practical placements in EU+ and Bilateral agreement  
4.2.2020 - 27.1.2021

## Study

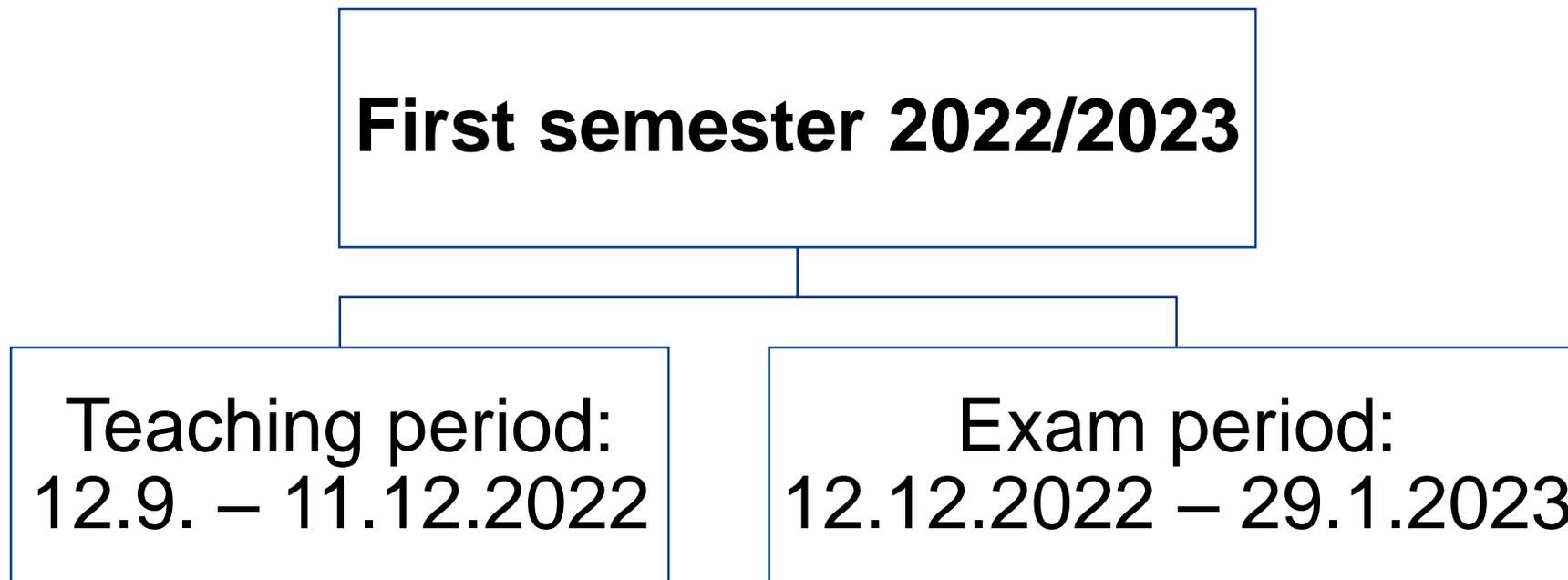
More info

## Research

More info

<http://www.pef.mendelu.cz/en/>  
→ section Exchange students

# Academic Calendar



# UIS - University Information System

www.is.mendelu.cz/en



University information system of Mendel University in Brno 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.



## 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 MENDELU](#) • [Pre-enrollment confirmation for application to study at MENDELU](#)



## Information about MENDELU

- [Persons at MENDELU](#) • [Validity verification of identification cards](#) • [Departments](#) • [Thematic search](#) • [Types of ID cards in use](#)
- [Public document server](#) • [Graduates](#)

Mendel  
University  
in Brno

99581643R1  
Field of study: F-EXC-EP11  
Erasmus +

Dear User,

Our University uses information system which allows you access to all types of information and at the same time enables you to perform different operations, e. g. course registration in a faster and more friendly way.

As a first time user you need a **username or identification number** and a **password** to login. Your username is [redacted] and your password is [redacted]. Your identification number is [redacted]. When performing this operation you have to be careful not to commit petty mistakes by changing/replacing Number 1 with the small letter of l, - 1 and Number 0 with the capital letter O as these letters and figures look alike.

You can login into the information system through the following website address [is.mendelu.cz](http://is.mendelu.cz) by one of the following Internet supported browsers: Firefox, Internet Explorer, Chrome, Safari. In case of any problem do not hesitate to contact our IT expert at the following address: [uis@mendelu.cz](mailto:uis@mendelu.cz).

After first login you can change your password to suit your convenience when next using the system. Do not show this leaflet or your password to anyone. Keep this leaflet in a safe place, as you will always be asked to provide your identification number by the IT team in case you have any problems.

Thank you for spending your time going through our information system and the we wish you all the best.

IT team

## Public information portal

- **Persons at MENDELU**
- Departments
- Study plans
- Thematic search
- Course catalogue
- Timetables
- Graduates
- Final theses at MENDELU
- **Further information about MENDELU**

## My College

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

## eLearning

- **Tests and examinations**
- Electronic study materials

## Science and research

- Matching of publications
- **Biographical information**
- Writing CVs

## Personal management

- **Mail box**
- **Sign up for news**
- Document storage
- **Document server**
- **Discussion platforms**
- Noticeboard
- Tasks
- Borrowings from the university library

## eAgenda

- **Contact centre**
- Dormitory administration
- eSurveys
- Trips abroad

## Technology and its administration

- Access control system
- Accounts administration section
- My registered devices
- Certificate for 'eduroam' wireless network
- Access to university network
- University e-mail delivery
- Statistics of wireless and dormitory network
- Types of ID cards in use
- Microsoft Imagine programme application
- Print on printers in IC

## UIS documentation

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

## Game room

- IQ Solitaire
- **List of games and statistics**
- Stone Eater
- Caterpillar

## Adjustment of the information system

- Portlets in UIS
- **User settings**
- Administration of My favourites menu
- Configure transfer of events to Office 365

## Information system set-up

- My operations
- Change identity
- Delegates set-up
- **Password change**
- Log out
- Security data for password restoration

## Protection of personal data

- Personal data check
- Approvals by user
- Personal data check statistics

# UIS – Student's portal

## STUDENT'S PORTAL

Study – FBE F-EXC-EP11 pres [term 1, year 1], study period – WS 2020/2021 - FBE

<b>My College</b> Course e-plans	E-study record List of topics	My schoolmates Coursework submissions	Study details My lectures sheet	Map of my study
-------------------------------------	----------------------------------	--	------------------------------------	-----------------

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	Faculty	Study	Progress of study	Restriction	Register for examinations	Registration/Enrollment
	FBE	Foreign students - exchange programs Erasmus + full-time	enrolled			

### Support of the selected study

Application on support of the selected study.

Personal timetable	Academic calendar (weeks overview)	Academic year schedule	Contact departments	View the State Exams	Study confirmation form	Study confirmation form (in English)	Print the request form	Submit electronic application to Study Department	Contact centre	My excuse notes	Document storage

# Enrollment

Current enrollment sheet for period WS 2019/2020

Sel.	State	Code	Course	Fac.	Oblig.	Com.	Crd.	Lang.	Type	Timetable	Entered on	Limit	Order	Prerequisites	Request
<input type="checkbox"/>	●	PEKA	Business Economics I	FBE	●	Exm	5	eng	▶	Se Tue 14.00-14.50 Q25 Every week Le Tue 9.00-10.50 Q25	05/30/2019 10:20:00	-	3/60	ISBZ	
<input type="checkbox"/>	●	VA1A	Computer Technology and Algorithms I	FBE	●	Req	3	eng	▶	Se Thu 11.00-11.50 Q25 Le Thu 11.00-11.50 Q25					
<input type="checkbox"/>	●	IZKA	Information Resources and Communication	FBE	●	Exm	5	eng	▶						
<input type="checkbox"/>	●	EKCA	International Business Culture and Communication	FBE	●	Exm	4	eng	▶						
<input type="checkbox"/>	●	MMA	International Marketing	FBE	●	Exm	4	eng	▶						
<input type="checkbox"/>	●	MANA	Management	FBE	●	Exm	5	eng	▶						
<input type="checkbox"/>	●	ZSEA	Principles of European Integration in the World Perspective	FBE	●	Exm	5	eng	▶						

Remove the selected courses

Add required courses

Display study plan

Key: ● required ● elective ● optional

## List of errors

State	Reason
●	<b>Information Resources and Communication (IZKA)</b> <ul style="list-style-type: none"><li>Unaccomplished follow-up completed Výpočetní technika I.</li></ul>
●	<b>International Marketing (MMA)</b> <ul style="list-style-type: none"><li>Unaccomplished follow-up completed Marketing I.</li></ul>
●	<b>Management (MANA)</b> <ul style="list-style-type: none"><li>Unaccomplished follow-up completed Business Economics I.</li></ul>



THE CURRENT CONFIRMED REGISTRATION SHEET CONTAINS ERRORS!

System of green/red dots  
**does not apply to exchange students,**  
for assistance, see IRO

Do not worry, if you see that some of your courses have red dots. You can keep such courses, I will help you with it's maintenance – e.g. to change the timetable.

The system of red/green dots applies to our full time students who have to take courses one by one. For exchange students it is information that certain previous knowledge may be required.

# SAMPLE of student's timetable

Day	8.00-8.50	9.00-9.50	10.00-10.50	11.00-11.50	12.00-12.50	13.00-13.50	14.00-14.50	15.00-15.50	16.00-16.50	17.00-17.50
Mon				Q33 Fundamentals of Law (1) <i>J. Matějková</i>						
Tue				Q46 Fundamentals of Law (2) <i>J. Matějková</i>		Q6.19 Migration, Development and Environment <i>R. Stojanov</i>				
Wed					Q6.19 Migration, Development and Environment <i>R. Stojanov</i>					
Thu		Q16 Computer Technology and Algorithms I <i>D. Diabolová</i>		Q47 Computer Technology and Algorithms I <i>D. Diabolová</i>			Q15 Information Resources and Communication <i>L. Kunderová</i>			
		Q47 Information Resources and Communication <i>J. Balej</i>								
Fri		Q02 Management <i>S. Formánková</i>		Q25 Management (2) <i>K. Mlejnková</i>						

 lectures  
 seminars

Key:

lecture (selected)	seminar (selected)
-----------------------	-----------------------

Odd = 1,3,5...  
 Even = 2,4,6,...

Unless otherwise stated in the note, lessons take place in the campus Brno - Černá Pole.

Notes:  
 (1) Odd week  
 (2) Even week

Validity: 09/23/2019 - 12/22/2019  
 Last change: 09/16/2019 20:56

# Timetables

What week is it?

Odd week: 1, 3, 5, 7,....

Even week: 2, 4, 6, 8,...

Week number	From	Until	Calendar week
1st week	02/14/2022	02/20/2022	odd
2nd week	02/21/2022	02/27/2022	even
3rd week	02/28/2022	03/06/2022	odd
4th week	03/07/2022	03/13/2022	even
5th week	03/14/2022	03/20/2022	odd
6th week	03/21/2022	03/27/2022	even
7th week	03/28/2022	04/03/2022	odd
<b>8th week</b>	<b>04/04/2022</b>	<b>04/10/2022</b>	<b>even</b>
9th week	04/11/2022	04/17/2022	odd
10th week	04/18/2022	04/24/2022	even
11th week	04/25/2022	05/01/2022	odd
12th week	05/02/2022	05/08/2022	even
13th week	05/09/2022	05/15/2022	odd

**STUDENT'S PORTAL**  
Study – FBE F-EXC-EP11 pres [term 1, year 1], study period – SS 2018/2019 - FBE

<b>My studies</b>	E-study record	My schoolmates	Study details	Map of my
Course e-plans	List of topics	Coursework submissions	My lectures sheet	

The table shows the studies commenced or completed at this university and the application icons relevant to 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 you are working with at the moment can be found in the page subheader. If you have more than one study or 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 you are working with at the moment can be found in the page subheader. When entering the Student's portal working with the active study (green bullet).

Choose	Faculty	Study	Progress of study	Register for examinations	Registration/Enrollment
	FBE	Foreign students - exchange programs Erasmus + full-time	enrolled		

**Support of the selected study**  
Application on the selected study.

Personal timetable	Academic calendar (weeks overview)	Academic year schedule	Contact departments	View the State Exams	Study confirmation form	Study confirmation form (in English)	Print the request form	Submit electronic application to Study Department	My exam notes

## Excuse notes

If you are not able to join class because of illness/doctor's visit, you are obliged to submit doctor's confirmation to faculty International Relations Office.

Information about your absence will be added to UIS so that all your teachers would see it.



# Course information

Teachers will send e-mails with information and study materials to your **school email** and they will upload files in UIS (My lecture sheets)

How to access it?

- 1) login to UIS ([is.mendelu.cz/en](http://is.mendelu.cz/en))
- 2) check your **school e-mail Office 365**
- 3) My College – Student’s portal – **My lectures sheet, List of topics**

For submitting your work use **My College – Student’s portal - Coursework submission**

# My lectures sheet

## STUDENT'S PORTAL

Study  study period

[My studies](#)    [E-study record](#)    [My schoolmates](#)    [Study details](#)    [Map of my study](#)  
[Course e-plans](#)    [List of topics](#)    [Coursework submissions](#)    **[My lectures sheet](#)**

The table contains an overview of your attendance in the courses you properly signed up for. Use the arrow in the Other column to display the assessment sheets for the course. These sheets enable the teacher to enter and to release various information concerning the student's assessment, e.g. assigned seminar papers, activity in the class score, test score, etc. You can display them only if the teacher keeps file of any assessment sheets for the course.

Click on the icon in column Settings to set sending e-mails from sheets and coursework submissions of the relevant course. The "Actions - first icon" column represents the overall assessment of a course in the automatic assessment. After you have handed in your course test, you gain access to the link in "Actions - second icon" column.

Course	Timetable item															Settings	Actions	
	When	1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	Other			
MMP Business marketing and management	MMP Se Tue 15.00-16.50 Q44 Every week															→		- -
	MMP Le Tue 11.00-12.50 Q14 Every week															→		- -
FRP Financial Management	FRP Le Wed 15.00-16.50 Q03 Every week															→		- -
	FRP Se Wed 9.00-10.50 Q33 Even week															→		- -
MOB International Trade	MOB Le Thu 13.00-14.50 Q03 Every week															→		- -
	MOB Se Thu 15.00-16.50 Q13 Even week															→		- -
MUC Managerial Accounting	MUC Le Mon 9.00-10.50 Q01 Every week															→		- -
	MUC Se Wed 13.00-13.50 Q28 Every week															→		- -
OOP Občanské a obchodní právo	OOP Le Fri 9.00-10.50 Q33 Every week															→		- - -
PLA Swimming	PLA Se Mon 13.00-13.50 Mimo areál CSA (TAK) Every week															→		- - -
OBL Trade Logistics	OBL Le Wed 11.00-12.50 Q02 Every week															→		- -
	OBL Se Fri 11.00-12.50 Q27 Even week															→		- -
REO Uznáný předmět pro obor REO	-																	- - -

Key (click to show/hide)

# Coursework submission (sample)

## STUDENT'S PORTAL

Study  study period

[My studies](#) [E-study record](#) [My schoolmates](#) [Study details](#) [Map of my study](#)  
[Course e-plans](#) [List of topics](#) [Coursework submissions](#) [My lectures sheet](#)

The application used for submitting papers and projects is a room reserved by a teacher for the students where they can individually or in groups submit their homework, case studies, projects or other assignments. Each coursework submission is limited in time and set up for the individual seminars or centrally for the whole course.

The table shows all submission places that have been set up for the courses you attend in the current period. The "Open till" column defines when the coursework submission is closed. In the next column you can see the name of a set of topics and a list of topics you have signed up for and which have been approved by the teacher. A coursework submission is linked to the whole course. In the "Files" column you can see how many files you have entered to the coursework submission. Click on the icon in column "Instructions" to see the instructions entered by the teacher for the coursework submission.

Restrict to a course:

The following table shows the coursework submission open for inserting files. To insert files to a particular coursework submission use the arrow in the Insert files column.

### Where I can submit my papers

Course title	Name	Type	Announced for	Until	Topic	Details	Number of files	Instructions	Put up by	Insert files
No suitable data found.										

The following table contains the coursework submissions where you have submitted your assignments to and received a confirmation, therefore, you cannot enter any more files there. If you have been granted points for submission, see them in column Points. To display the entered files click in column Display files.

### Coursework submissions with submitted files

Course title	Name	Type	Announced for	Until	Topic	Open	Points	Details	Number of files	Instructions	Put up by	Display files
MMP Business marketing and management	Seminární práce		all students	12/10/2016 17:00	volné				1		V. Antošová	
MOB International Trade	Debaty		Thu 15.00-16.50 Q13 (sem., even)	12/18/2016 23:59	Debaty - Airbus vs. Boeing		16		1		M. Radiměšský	

The following table contains the closed coursework submissions with the submitted files waiting for confirmation. If you have entered your files in here, you can display them by clicking in column Display files.

### Closed coursework submissions without submitted files

Course title	Name	Type	Announced for	Until	Topic	Details	Number of files	Instructions	Put up by	Display files
OBL Trade Logistics	Seminární práce - Obchodní logistika		all students	11/13/2016 23:59	volné		0		M. Tuzová	

# My lectures sheet (sample) – points for your work

## STUDENT'S PORTAL

Study – FBE C-EM-REO pres [term 5, year 2], study period – WS 2016/2017 - FBE

My studies	E-study record	My schoolmates	Study details	Map of my study
Course e-plans	List of topics	Coursework submissions	<b>My lectures sheet</b>	

## Course - MOB International Trade

Here find a overview of assessment sheets which the teacher records for you about. With adding sheets only the figures in blue get added (figures stated in correct form).

### Sheets from seminars - MOB Le Thu 13.00-14.50 Q03 Every week

Body

No information has been entered in this sheet.

### Sheets from seminars - MOB Se Thu 15.00-16.50 Q13 Even week

Body

Grouping	Zápočtová písemka	Diskuse	Seminárka	Zkouška	Total
	16	8	16	40	80

### Sheets from seminars - all students

Preliminary

Result	Date	Granted by
passed	12/07/2016	M. Radiměšský

Last modification made by: Ing. Miroslav Radiměšský day 12/07/2016.

# My lectures sheet

## FOLDER MOB INTERNATIONAL TRADE

DS / History / Courses taught in past terms / FBL / vss 2016/2017 / MOB International Trade

Document tree    All my folders    New documents (538)    Go to higher folder  
**Display documents**    Tree starting from folder  
DS settings    Searching

2.

This page shows the documents and subfolders present in a folder MOB International Trade. This folder is not administered. You right to this folder is READ

**You are working with historical folder; documents may not be up-to-date.**

Use the following option to change the order of the documents in the folder.

In order of modification date (starts with the last modified) ▾

The following table shows documents (1 - 3 of 3).

	Name	Comments	Entered by	Document date	Modifications	Display	Modify	Statistics	Attachments	Change attachment
	Hodnocení esejí a diskusí		M. Radiměřský	11/10/2016	11/10/2016					
	Esej_pokyny		M. Radiměřský	09/26/2016	09/26/2016					
	Podmínky ukončení předmětu		M. Radiměřský	09/19/2016	09/19/2016					

### Transactions in folder

Select which transaction you wish to execute here.

Collective copy    Documents archive    Folder options

The following folder shows a list of subfolders (1 - 3 of 3).

Sel.	Name	English name	Last change	Modif.	Enter folder
	Cvičení		02/04/2017		
	Kombinovaná forma		02/04/2017		
	Přednášky		02/04/2017		

# EXAMINATION PERIOD

3 different types of course completion:

- **credit** = fulfillment of requirements
- **credit followed by exam**
- **exam**

Requirements for course completion depend on the teacher (projects, essays, **attendance**,...)

All terms for exams are announced by teachers in UIS.  
Try to register for early terms – never for the last one,  
take into consideration you may need 1 or 2 terms for a  
re-sit.

# How to register for exam? (1)

## STUDENT'S PORTAL

Study – FBE F-EXC-EP11 pres [term 1, year 1], study period – SS 2020/2021 - FBE

My College	E-study record	My schoolmates	Study details	Map of my study
Course e-plans	List of topics	Coursework submissions	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	Faculty	Study	Progress of study	Restriction	Register for examinations	Registration/Enrollment
	FBE	Foreign students - exchange programs Erasmus + full-time	enrolled			
	FBE	Foreign students - exchange programs Erasmus + full-time	end of short-term stay			

click on the icon

# How to register for exam? (2)

My College Course e-plans   E-study record List of topics   My schoolmates Coursework submissions   Study details My lectures sheet   Map of my study

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**Register for examinations**

Use this application to register for exams and other events. If you have any problems, please contact your system integrator.

List of currently offered exam dates   List of past exam dates   List of courses without exam dates

Course:  kind of exam sitting:  put up by:

**Which exam sittings I have registered for.**

The table shows the exam sittings for which you have registered and also those compulsory for you to sit (you cannot unregister from them). Click on the arrow in the Unregister column to read details about the particular sitting and the possibility to unregister from it.

Display:  Study period

Ord.	Code	Course	Date of exam sitting	Where	Type (form)	Put up by	Registered	Type of exam sitting	Registration from Register until Unregister until	Information	Log out
You have not registered for any exam sitting.											

**Which exam sittings I can register for.**

The table shows the exam dates you can register for just now or later as soon as you meet the registration criteria. The reasons preventing registration are listed under the second icon in column Actions. If the capacity of the exam date is full, you can use the third icon in column Actions to switch on the "Vacancy monitoring" function.

If you don't want to keep working with all the list of displayed exam terms, you can enter the Waiting rooms, where you can read the reasons preventing signing up for a date, and then this is the only place where you can update the information about the selected exam date.

Display:  Study period

Different dates of exam

Ord.	State	Code	Course	Date of exam sitting	Where	Type (form)	Put up by	Registered	Type of exam sitting	Registration from Register until Unregister until	Actions	Register
1.		EBA-OP1	Business Law 1	05/17/2021 10:00 (Mon)	online	examination (e-test)	O. Pavelek	4/15		04/20/2021 00:00 05/15/2021 00:00 05/15/2021 00:00		
2.		EBA-OP1	Business Law 1	05/24/2021 10:00 (Mon)	online	examination (e-test)	O. Pavelek	0/15		04/20/2021 00:00 05/22/2021 00:00 05/22/2021 00:00		
3.		EBA-OP1	Business Law 1	05/31/2021 10:00 (Mon)	online	examination (e-test)	O. Pavelek	3/15		04/20/2021 00:00 05/22/2021 00:00 05/22/2021 00:00		

List of courses with open registration for exam

# How to register for exam? (3)



**STUDENT'S PORTAL**  
Study – FBE F-EXC-EP11 pres [term 1, year 1], study period – SS 2020/2021 - FBE

My College Course e-plans	E-study record List of topics	My schoolmates Coursework submissions	Study details My lectures sheet	Map of my study
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**Register for exam date**

This application allows students to register for exams, preliminaries and other events. If you have any problems or questions, please contact your system integrator.

<b>Exam date for course:</b>	Business Law 1
<b>Exam date announced by:</b>	Mgr. Bc. Ondřej Pavelek, Ph.D.
<b>Kind of exam sitting:</b>	examination
<b>Form of exam date:</b>	e-test
<b>Duration of event:</b>	90 minutes
<b>Type of exam sitting:</b>	first sit
<b>Date of exam:</b>	05/17/2021, 10:00 (Mon)
<b>Venue:</b>	online
<b>Student registration since:</b>	04/20/2021, 00:00 (Tue)
<b>Students registration until:</b>	05/15/2021, 00:00 (Sat)
<b>Students unregistration until:</b>	05/15/2021, 00:00 (Sat)
<b>Just registered for exam date:</b>	4
<b>The exam date limit:</b>	15
<b>Reserve:</b>	not set
<b>Programme:</b>	-- not entered --
<b>Form of study:</b>	-- not entered --
<b>Character of study:</b>	usual
<b>Place of teaching:</b>	-- not entered --
<b>Group of students:</b>	all groups
<b>Tests for the exam date:</b>	-- not entered --
<b>Preliminary required:</b>	no
<b>Note:</b>	-- not entered --

- [Back to List of exam sittings](#)
- [Back to my College](#)
- [Back to Personal administration](#)

When you click on the „single“ arrow, new window with details of the exam opens, including button „Register for exam date“.

# How to register for exam? (4)

When you click on the „double“ arrow, you register for the exam straightaway. The course you have registered for will be displayed in the first table

**Register**

Register for examinations

Use this application to register for exams and other events. If you have any problems, please contact your system integrator.

List of currently offered exam dates   List of past exam dates   List of courses without exam dates

Transaction was successfully completed.

Course: -- all courses --   kind of exam sitting: -- no restrictions --   put up by: -- no restrictions --   Restrict

**Which exam sittings I have registered for.**

The table shows the exam sittings for which you have registered and also those compulsory for you to sit (you cannot unregister from them). Click on the arrow in the Unregister column to read details about the particular sitting and the possibility to unregister from it.

Display:  Study period

Ord.	Code	Course	Date of exam sitting	Where	Type (form)	Put up by	Registered	Type of exam sitting	Registration from Register until Unregister until	Information	Log out
1.	EBA-OP1	Business Law 1	05/17/2021 10:00 (Mon)	online	examination (e-test)	O. Pavelek	4/15		04/20/2021 00:00 05/15/2021 00:00 05/15/2021 00:00		

Print the exam sittings you are registered to

**Which exam sittings I can register for.**

The table shows the exam dates you can register for just now or later as soon as you meet the registration criteria. The reasons preventing registration are listed under the second icon in column Actions. If the capacity of the exam date is full, you can use the third icon in column Actions to switch on the "Vacancy monitoring" function.

If you don't want to keep working with all the list of displayed exam terms, you can enter the Waiting rooms, where you can read the reasons preventing signing up for a date, and then this is the only place where you can update the information about the selected exam date.

Display:  Study period

Ord.	State	Code	Course	Date of exam sitting	Where	Type (form)	Put up by	Registered	Type of exam sitting	Registration from Register until Unregister until	Actions	Register
1.		EBA-OP1	Business Law 1	05/24/2021 10:00 (Mon)	online	examination (e-test)	O. Pavelek	0/15		04/20/2021 00:00 05/22/2021 00:00 05/22/2021 00:00		
2.		EBA-OP1	Business Law 1	05/31/2021 10:00 (Mon)	online	examination (e-test)	O. Pavelek	3/15		04/20/2021 00:00 05/22/2021 00:00 05/22/2021 00:00		

Print the exam sittings you can register for

You have registered for this particular exam date

You can cancel your registration

# Beware of plagiarism!!!

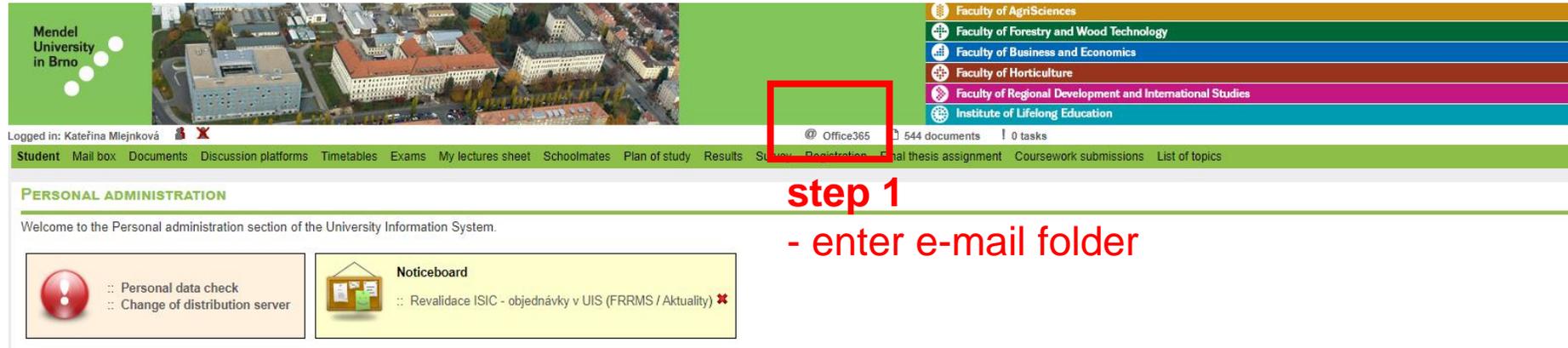
Please make sure to always cite your sources when writing a project, essay, homework.

Cheating on exams and plagiarism in writing is considered a serious break of study rules at MENDELU.



# University e-mail – forwarding to personal e-mail

Video in english: [https://www.youtube.com/watch?v=sDnk\\_8oXV\\_A](https://www.youtube.com/watch?v=sDnk_8oXV_A)

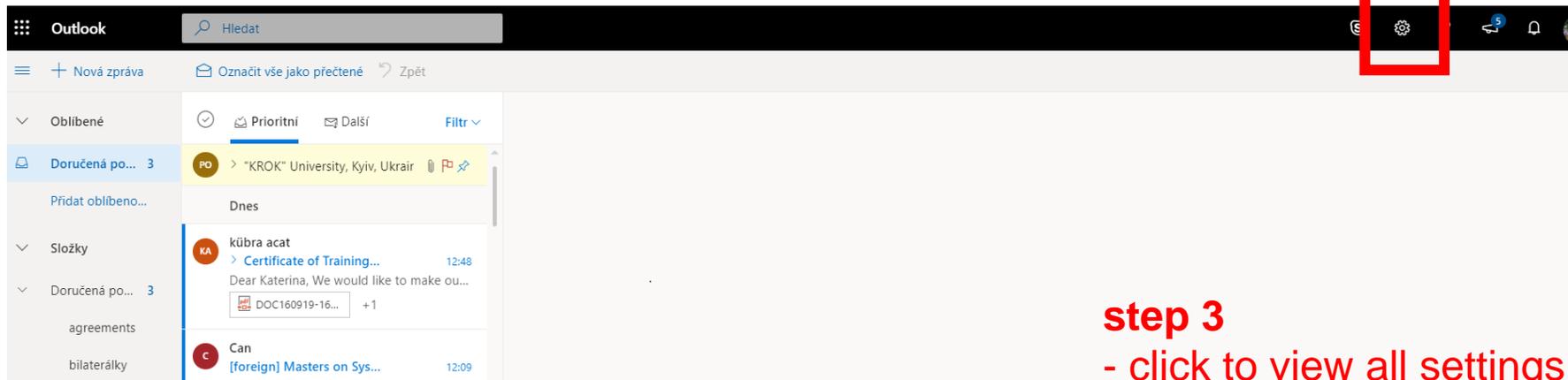


**step 1**

- enter e-mail folder

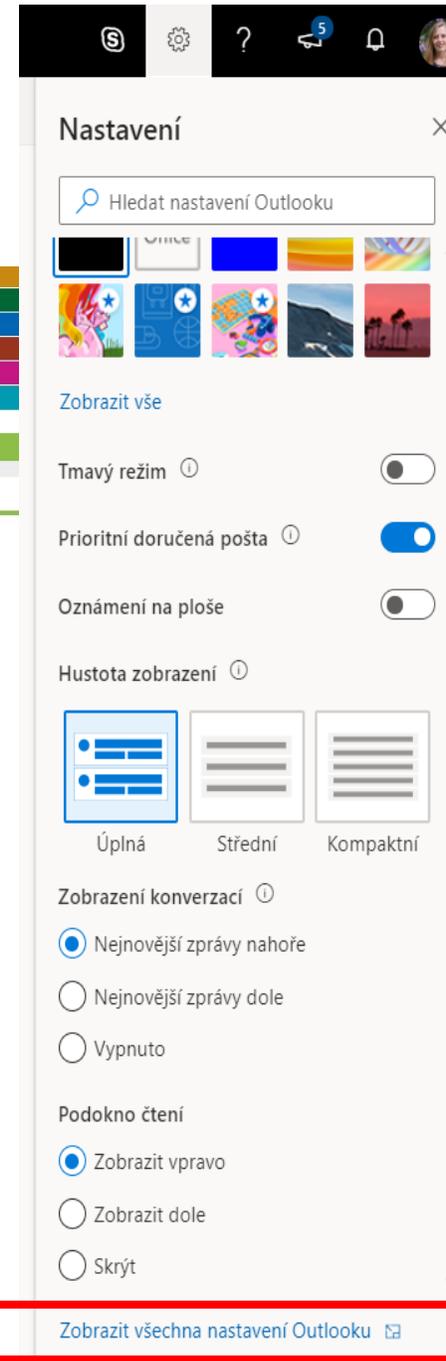
**step 2**

- click on Settings



**step 3**

- click to view all settings



# University e-mail – forwarding to personal e-mail

The screenshot shows the Outlook settings interface. On the left, the 'Nastavení' (Settings) pane is open, with 'Pošta' (Mail) selected. Under 'Pošta', the 'Přeposílání' (Forwarding) option is highlighted with a red box. The main pane shows the 'Přeposílání' settings. The 'Povolit přeposílání' (Allow forwarding) checkbox is checked and highlighted with a red box. Below it, the 'Přeposlat e-mail na adresu:' (Forward email to address:) field contains 'personaladdress@erasmus.com' and is also highlighted with a red box. The 'Ukládat kopie přeposílaných zpráv' (Save copies of forwarded messages) checkbox is also checked. At the top right of the settings pane, the 'Uložit' (Save) button is highlighted with a red box. Red text annotations provide instructions for each step: 'step 4 - click on redirecting' points to the 'Přeposílání' menu item; 'step 5 - click and type your personal e-mail' points to the forwarding address field; and 'step 6 - save' points to the 'Uložit' button.

**step 4**  
- click on redirecting

**step 5**  
- click and type your personal e-mail

**step 6**  
- save

## Accommodation

- Students are required to pay the fee for municipal waste disposal to Brno City Municipality (224 CZK/semester)



WASTE COLLECTION 2021

- Register at <https://www.brnoid.cz/en>, fill in the form (section Waste), make sure to mention your date of birth and that you are Erasmus/exchange student
- Please follow the instructions on displays at dormitories

# Thank you for your attention!

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