

13.2.2024

# Welcome to Faculty of Business and Economics

Kateřina Beneřovská

- MENDELU
- Faculty
- of Business
- and Economics

# Contact

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**Ing. Kateřina  
Benešová**

- Study stays Erasmus+



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545 132 704

**Ing. Kateřina  
Mlejnková**

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



[katerina.mlejnkova@mendelu.cz](mailto:katerina.mlejnkova@mendelu.cz)

545 132 725

# International Relations Office



**Office hours:**

**Mon 10:00-11:30 *reservations***

**Wed 10:00-11:30 & 13-14**

**Outside office hours:**  
E-mails only

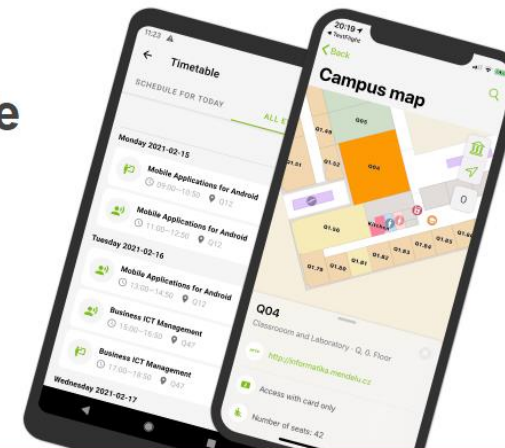
# My MENDELU

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

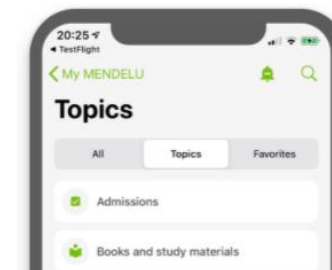
TERMS AND CONDITIONS

CREATORS

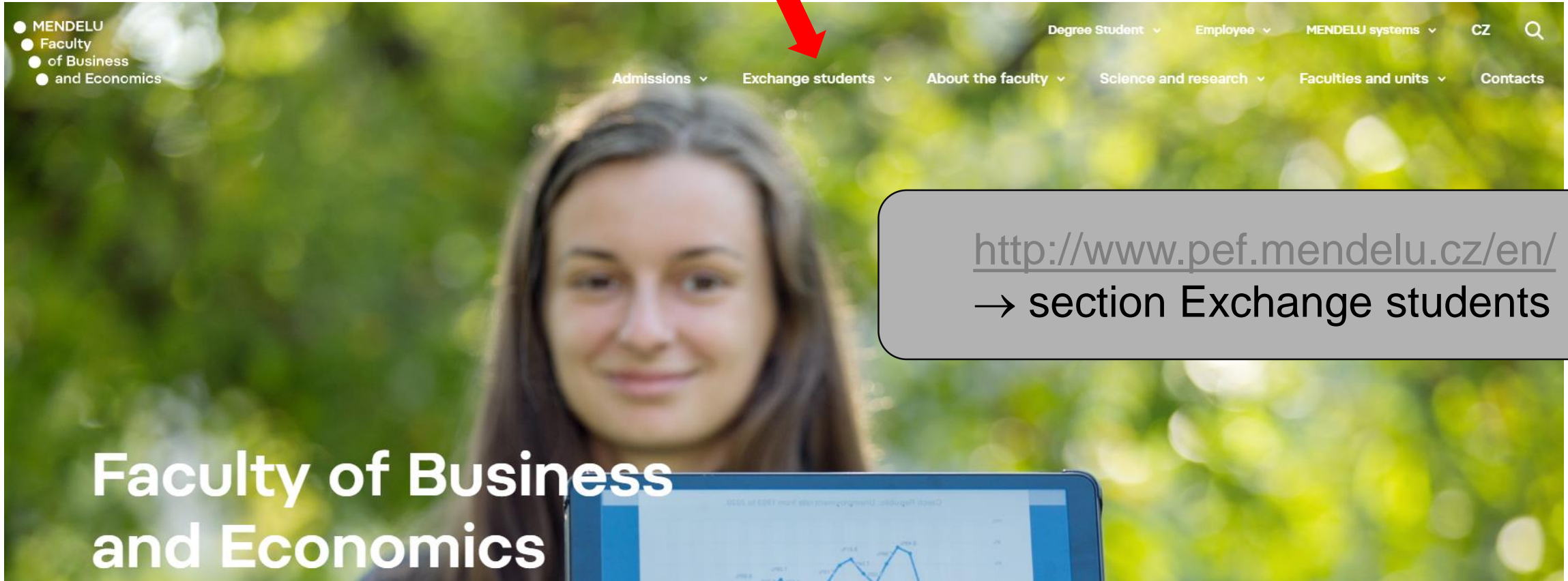
CONTACT

## 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.



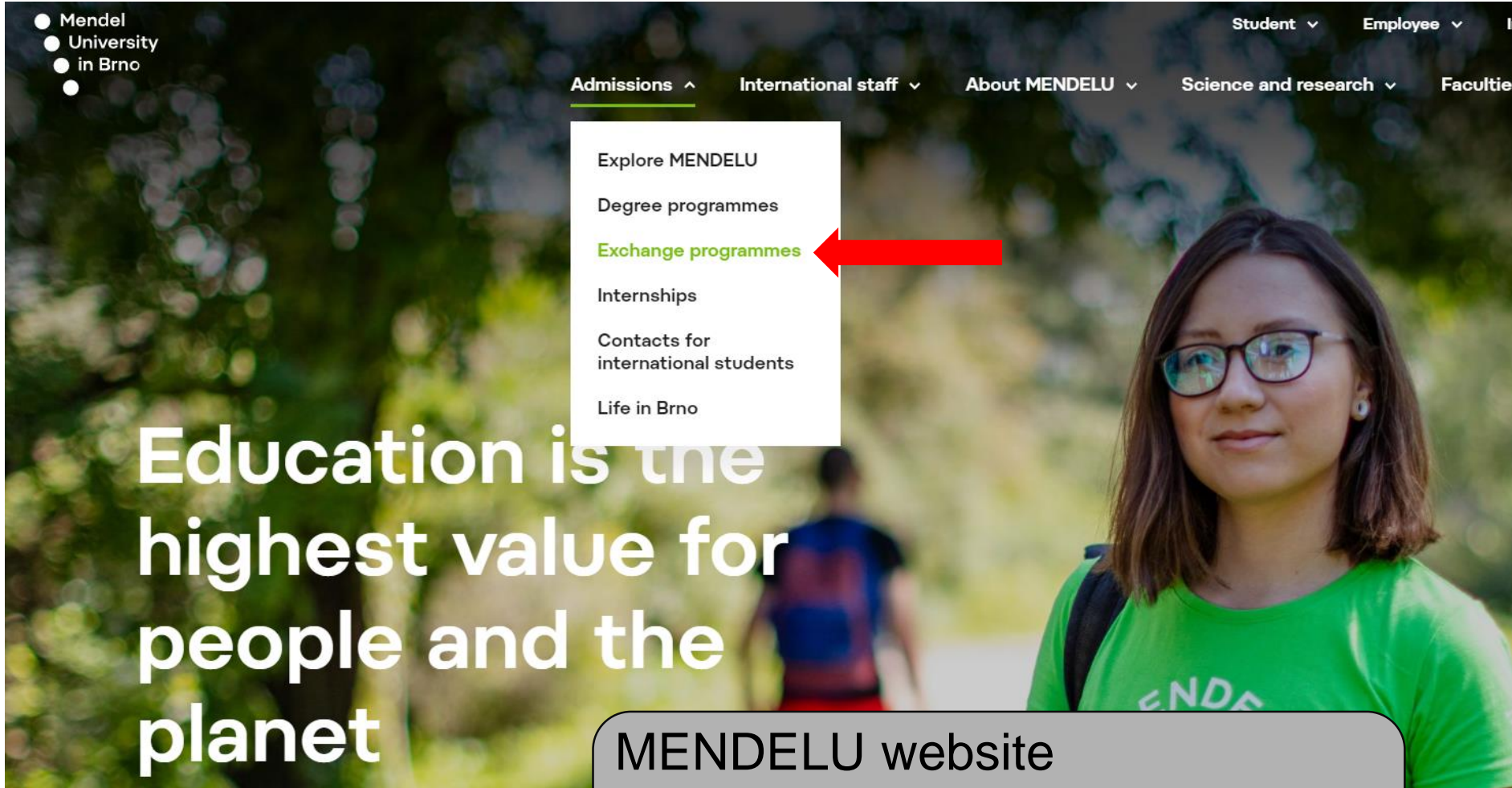
# Website



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

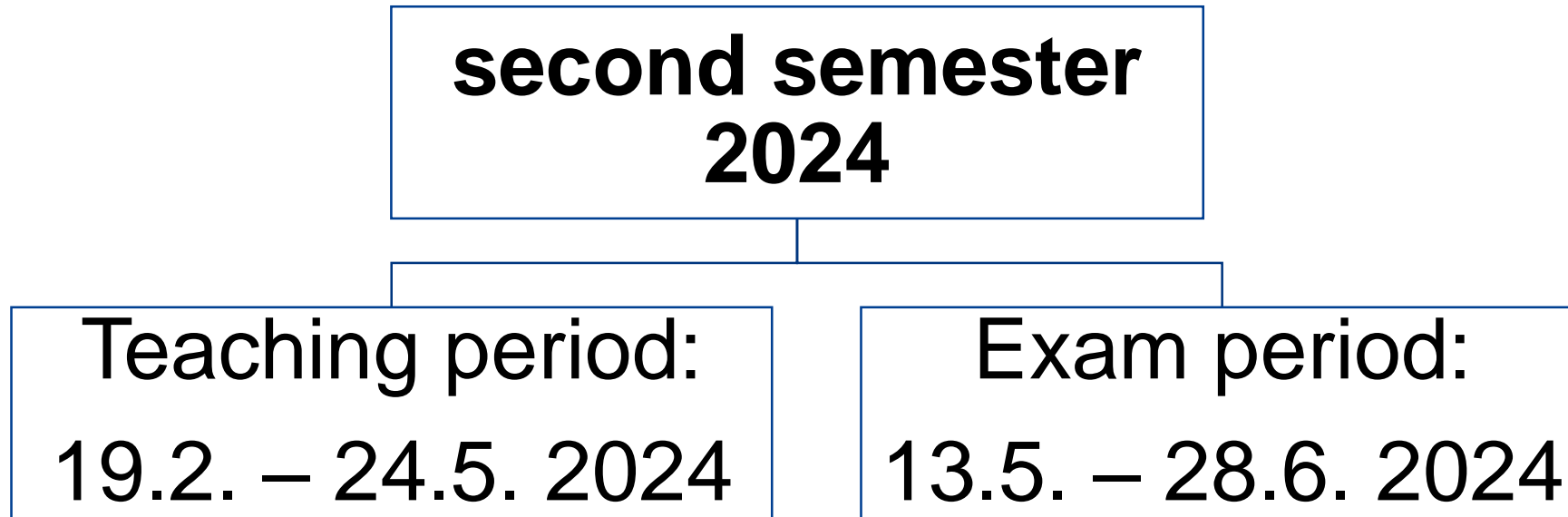


# Website



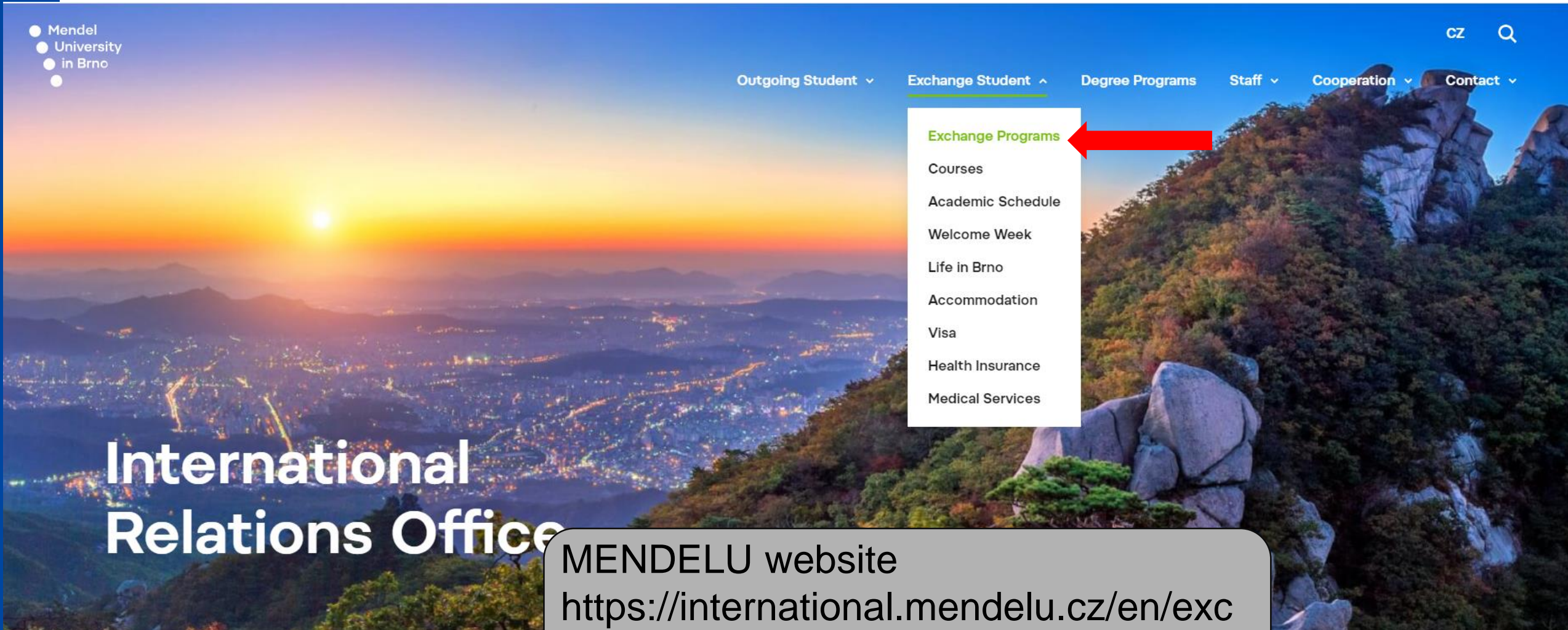
MENDELU website  
<https://mendelu.cz/en/admissions/exchange-programmes/>

# Academic Calendar





# Website



MENDELU website  
<https://international.mendelu.cz/en/exchange-student/exchange-programs/>



# 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



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>	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			

### 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	N	Se Tue 14.00-14.50 Q25 Every week Le Tue 9.00-10.50 Q10	05/30/2019 10:20:00	-	3/60	ISBZ	
<input type="checkbox"/>	●	VA1A	Computer Technology and Algorithms I	FBE	●	Req	3	eng	N	Se Thu 11.00-11.50 Q25 Le Thu 9.00-10.50 Q10					
<input type="checkbox"/>	●	IZKA	Information Resources and Communication	FBE	●	Exm	5	eng	N						
<input type="checkbox"/>	●	EKCA	International Business Culture and Communication	FBE	●	Exm	4	eng	N						
<input type="checkbox"/>	●	MMA	International Marketing	FBE	●	Exm	4	eng	N						
<input type="checkbox"/>	●	MANA	Management	FBE	●	Exm	5	eng	N						
<input type="checkbox"/>	●	ZSEA	Principles of European Integration in the World Perspective	FBE	●	Exm	5	eng	N						

Remove the selected courses   Add required courses   Display study plan

Key: ● required   ● elective   ● optional

## List of errors

State	Reason
●	Information Resources and Communication (IZKA) <ul style="list-style-type: none"> <li>Unaccomplished follow-up completed Výpočetní technika</li> </ul>
●	International Marketing (MMA) <ul style="list-style-type: none"> <li>Unaccomplished follow-up completed Marketing I.</li> </ul>
●	Management (MANA) <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 <i>J. Matějková</i>						
Tue				Q46 Fundamentals of Law <i>J. Matějková</i>		Q6.19 Migration, Development and Environment <i>R. Stojanov</i>				
Wed										
Thu		Q16 Computer Technology and Algorithms I <i>D. Diablová</i>		Q47 Computer Technology and Algorithms I <i>D. Diablová</i>				Q15 Information Resources and Communication <i>L. Kunderová</i>		
Fri		Q02 Management <i>S. Formánková</i>		Q25 Management (2) <i>K. Mlejnková</i>						

Key:

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

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

- lectures
- seminars

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

# Timetables

## What week is it?

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

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

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

**My studies**  
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 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, the grey bullet in the first column Choose to switch between them in the portal applications. When entering the Student's Portal, the study period you are working with is marked 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

## ACADEMIC CALENDAR (WEEKS OVERVIEW)

This application helps you to display a week overview for the given study period.

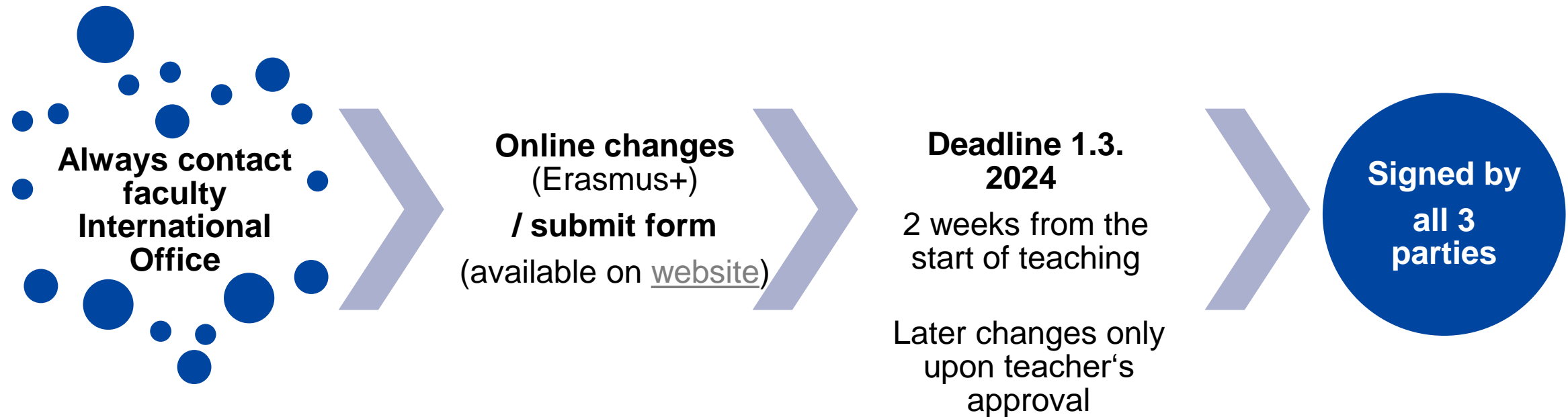
Study period: SS 2023/2024 - FBE 02/19/2024 - 05/19/2024

Week number	From	Until	Calendar week
1st week	02/19/2024	02/25/2024	even
2nd week	02/26/2024	03/03/2024	odd
3rd week	03/04/2024	03/10/2024	even
4th week	03/11/2024	03/17/2024	odd
5th week	03/18/2024	03/24/2024	even
6th week	03/25/2024	03/31/2024	odd
7th week	04/01/2024	04/07/2024	even
8th week	04/08/2024	04/14/2024	odd
9th week	04/15/2024	04/21/2024	even
10th week	04/22/2024	04/28/2024	odd
11th week	04/29/2024	05/05/2024	even
12th week	05/06/2024	05/12/2024	odd
13th week	05/13/2024	05/19/2024	even

# Changes to Learning Agreement

## Timetable conflict

- Drop a course  
or
- Add a new course



- Online or use a form

Higher Education  
Learning Agreement for Studies



# Timetable conflict

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	18.00-18.50
Mon				Q25 Management <sup>(2)</sup> S. Formánková				Q25 European Integration and Globalization <sup>(1)</sup> M. Zruban		Q44 English Terminology: Business Economics and Finance <sup>(1)</sup> P. Polák	
							Q23 Mathematics <sup>(1)</sup> K. Mikulášek			Q25 European Integration and Globalization <sup>(1)</sup> M. Zruban	
Tue		Q22 Management <sup>(3,4)</sup> S. Formánková		Q38 English Terminology: Trade <sup>(3,5)</sup> L. Kubičková		Q22 Microeconomics 1 <sup>(3)</sup> D. Nchor		Q32 Microeconomics 1 <sup>(3)</sup> D. Nchor			
Wed										Q15 Mathematics <sup>(6)</sup> K. Mikulášek	

- drop 1 of the courses and try to find alternative course (for timetable of other courses see [pdf](#))

# Courses in UIS

## ● Courses offered in English

Dear exchange students, when you choose courses, please, check the syllabus of the course. Syllabus will open when you click on the name of the course. You should take into consideration, that to be able to follow some courses (especially ICT), you should have certain knowledge of topics that were covered in courses listed in section "Prerequisites".

Academic year 2023/2024 →

Courses at other faculties →

## List of courses for the second semester on FBE website

[https://is.mendelu.cz/katalog/plany.pl?fakulta=2;poc\\_obdobi=734;misto\\_vyuky=;typ\\_ss=;typ\\_studia=41;program=1206;obor=1980;specializace=-2;new\\_spec=-2;podprogram=;forma=1;stud\\_plan=11440;lang=en](https://is.mendelu.cz/katalog/plany.pl?fakulta=2;poc_obdobi=734;misto_vyuky=;typ_ss=;typ_studia=41;program=1206;obor=1980;specializace=-2;new_spec=-2;podprogram=;forma=1;stud_plan=11440;lang=en)

# Timetables

Timetable for courses taught in second semester 2024: [pdf](#)

# Sport activities

<http://csa.mendelu.cz/en/>

- 2 sports for free (master degree students)
- 3 sports for free (bachelor students)
- there is a fee of 540 CZK for every extra sport
- fee for activity „Fitness“ is 750 CZK per semester  
(payments to CSA office)



Students have to cancel sports they do not want to continue in, otherwise they will be charged as if they attended. Such changes has to be made by date provided by CSA MENDELU.



# Languages

English language

English 3

Czech language  
(3 ECTS)

- contact Ms. Bohdana Čechová  
([incoming@mendelu.cz](mailto:incoming@mendelu.cz))

Other language  
courses

- available at Faculty of Regional Development and International Studies

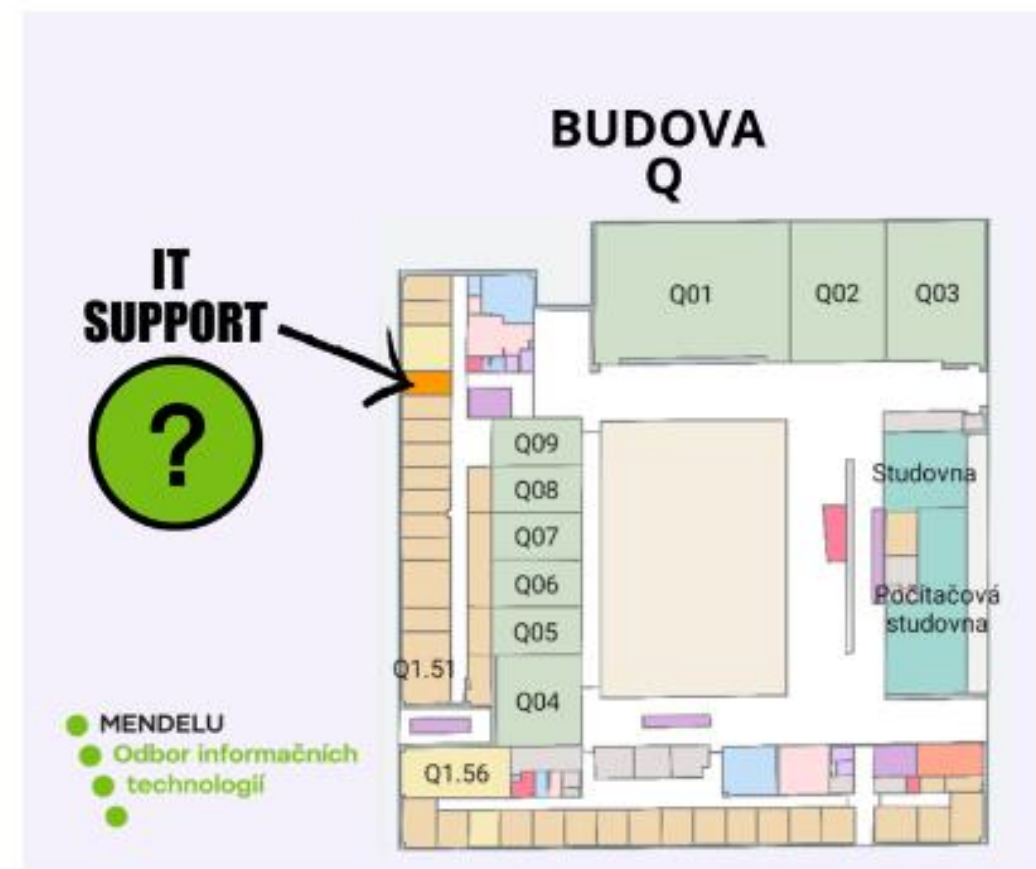
# IT Support (HELPDESK)


## Operating Hours:

	10:00 AM - 4:00 PM
Monday:	
	10:00 AM - 3:00 PM
Tuesday:	
	10:00 AM - 4:00 PM
Wednesday:	
	10:00 AM - 4:00 PM
Thursday:	
	10:00 AM - 4:00 PM
Friday:	
Location:	Ground floor of building Q
Office:	Q1.18
Phone:	+420 545 135 555
Email:	<a href="mailto:helpdesk@mendelu.cz">helpdesk@mendelu.cz</a>
Web:	<a href="http://tech.mendelu.cz/en/">tech.mendelu.cz/en/</a>

\*In case of remote support or outside opening hours, **do not call this number!**

You will find us on the ground floor of building Q, office Q1.18.



If possible, contact us on the portal before visiting [helpdesk](http://helpdesk) .

# Library

Make sure to return all books before your departure !!!

## 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](https://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

## FOLDER MOB INTERNATIONAL TRADE

DS / History / Courses taught in past terms / FBL / vvs 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) ▾ Display

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		

# 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

My lectures sheet

### 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. Radiměřský

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

# EXAMINATION PERIOD

3 different types of course completion:

- **credit** = fulfilment 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.



# Beware of plagiarism!!!

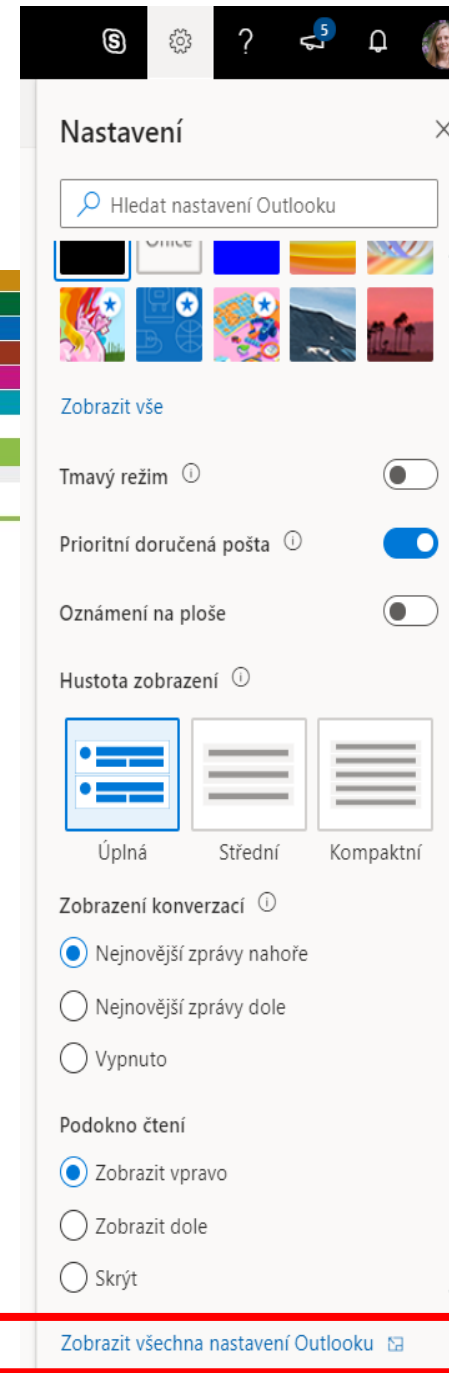
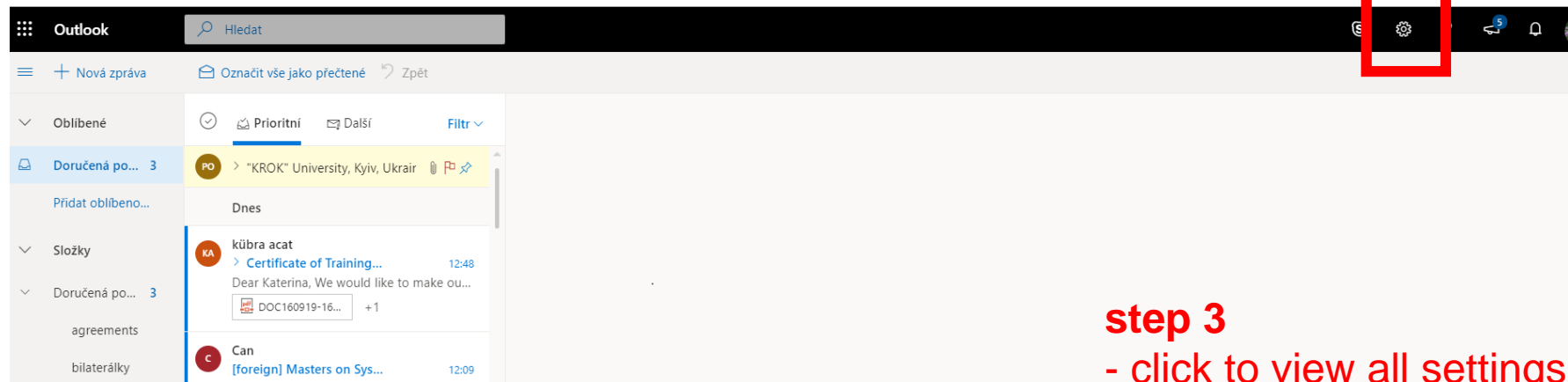
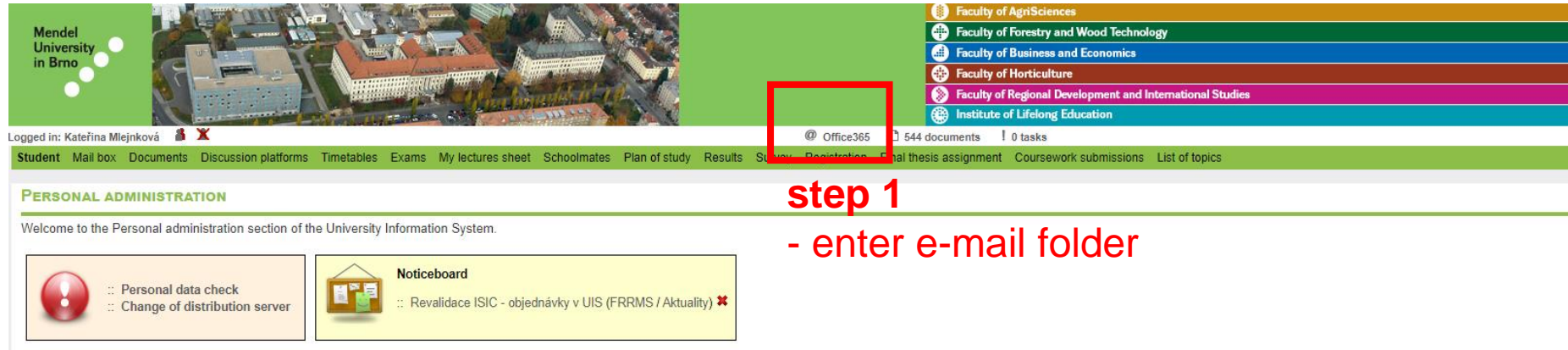
Please make sure to always cite your sources when writing a project, essay, homework.

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)



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

The screenshot displays the 'Nastavení' (Settings) window of a university email system. The left sidebar shows the 'Pošta' (Mail) section selected. The main area is titled 'Přeposílání' (Forwarding). The interface includes a search bar at the top, a list of settings on the left, and a configuration area on the right. Red boxes and text annotations highlight the steps for enabling forwarding and saving the settings.

**step 4**  
- click on redirecting

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

**step 6**  
- save

The 'Přeposílání' section contains the following options:

- ☒ Povolit přeposílání
- Přeposlat e-mail na adresu:
- ☒ Ukládat kopie přeposílaných zpráv

The 'Uložit' (Save) button is highlighted in the top right corner of the settings panel.

# Accommodation

- Students are required to pay the fee for municipal waste disposal to City Municipality (approx. **335 CZK**/semester)

<https://en.brno.cz/w/waste-tax>



- Instructions described also here quite clearly <https://www.brnoexpatcentre.eu/im-an-expat/local-fees/waste-collection-and-recycling/>
- Register at <https://www.brnoid.cz/en>, fill in the form (section Waste tax), make sure to mention your date of birth and that you are Erasmus/exchange student
- Please follow the instructions on displays at dormitories





# 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

## 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: -- 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
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

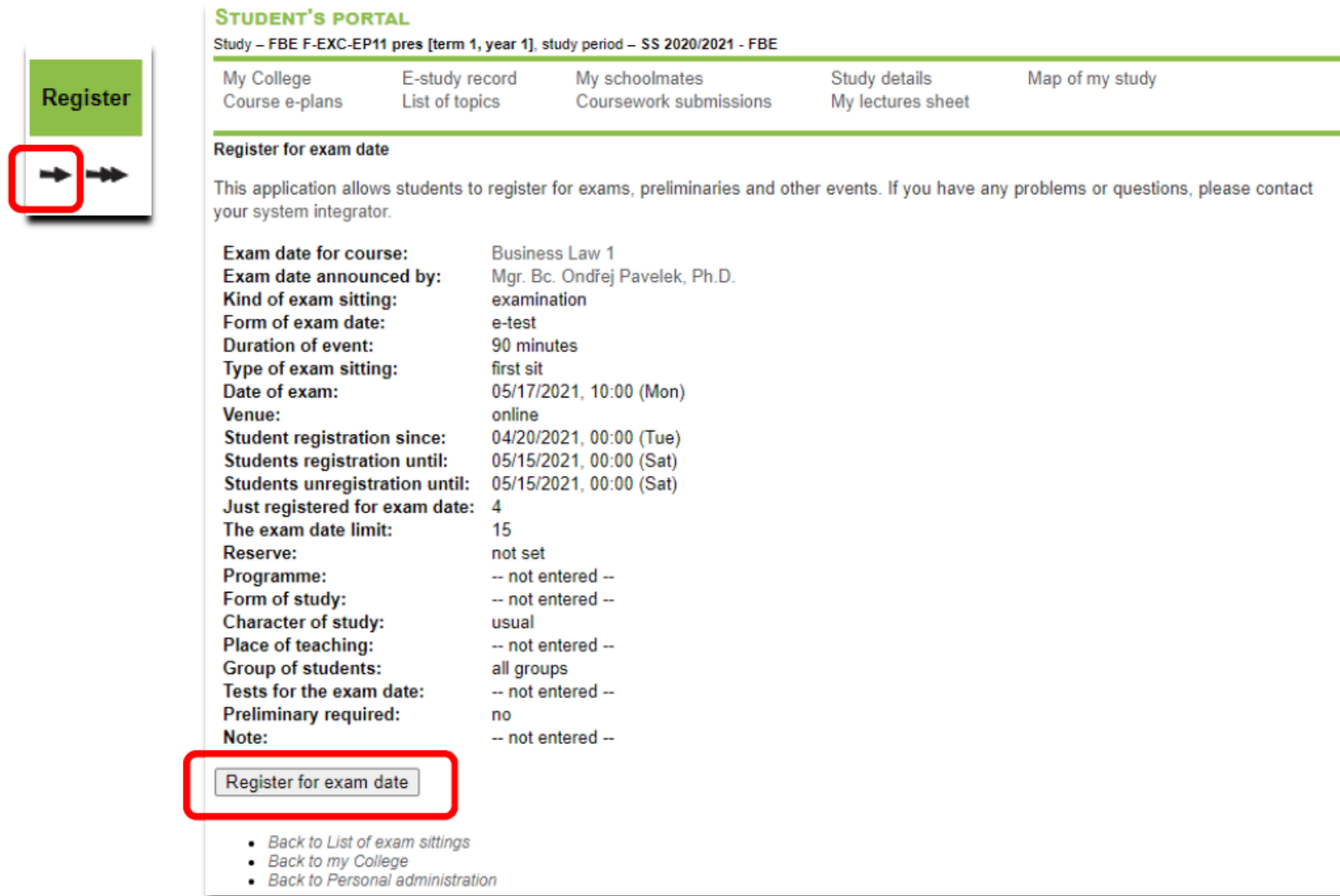
Ord.	State	Code	Course	Date of exam sitting	Where	Type (form)	Put up by	Registered	Type of exam sitting	Registration from Register until Unregister until	Actions	Register
1.	●	EBA-OP1	Business Law 1	05/17/2021 10:00 (Mon)	online	examination (e-test)	O. Pavelek	4/15	●	04/20/2021 00:00 05/15/2021 00:00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

Print the exam sittings you can register for

List of courses with open registration for exam



# How to register for exam? (3)



**Register**

→ →

## 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

### 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.

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

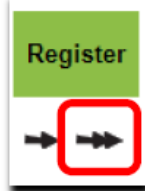
**Register for exam date**

- [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 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		

You have registered for this particular exam date

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 can cancel your registration

# Thank you for your attention!