

11/02 2025

Welcome to Faculty of Business and Economics

Kateřina Beneřovsk

- MENDELU
- Faculty
- of Business
- and Economics

Contact

foreign@pef.mendelu.cz

**Ing. Kateřina
Benešová**

- Study stays Erasmus+



katerina.benesovska@mendelu.cz

545 132 704

**Ing. Kateřina
Prášková**

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



katerina.praskova@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

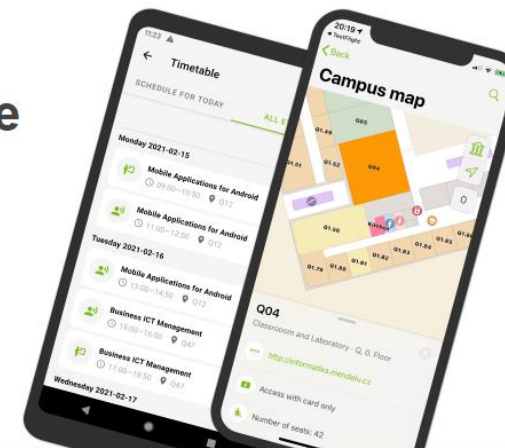
My MENDELU

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

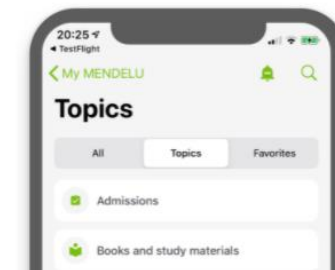
TERMS AND CONDITIONS

CREATORS

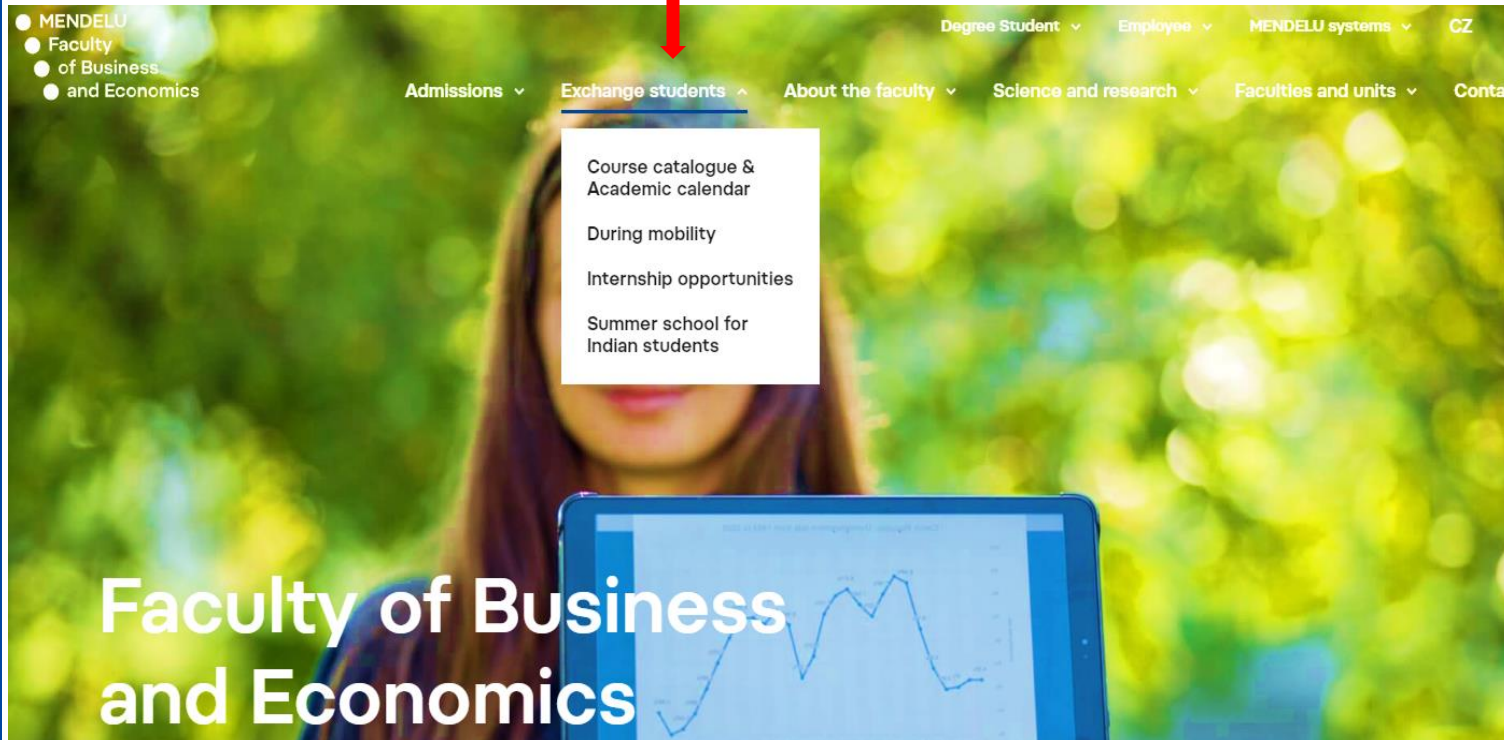
CONTACT

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.

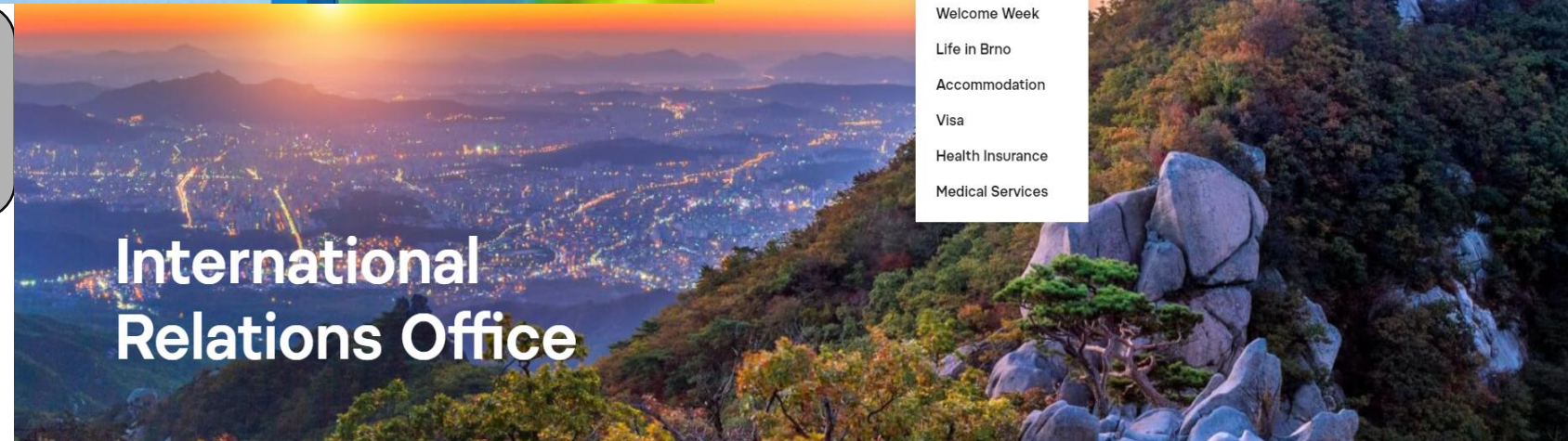


Website



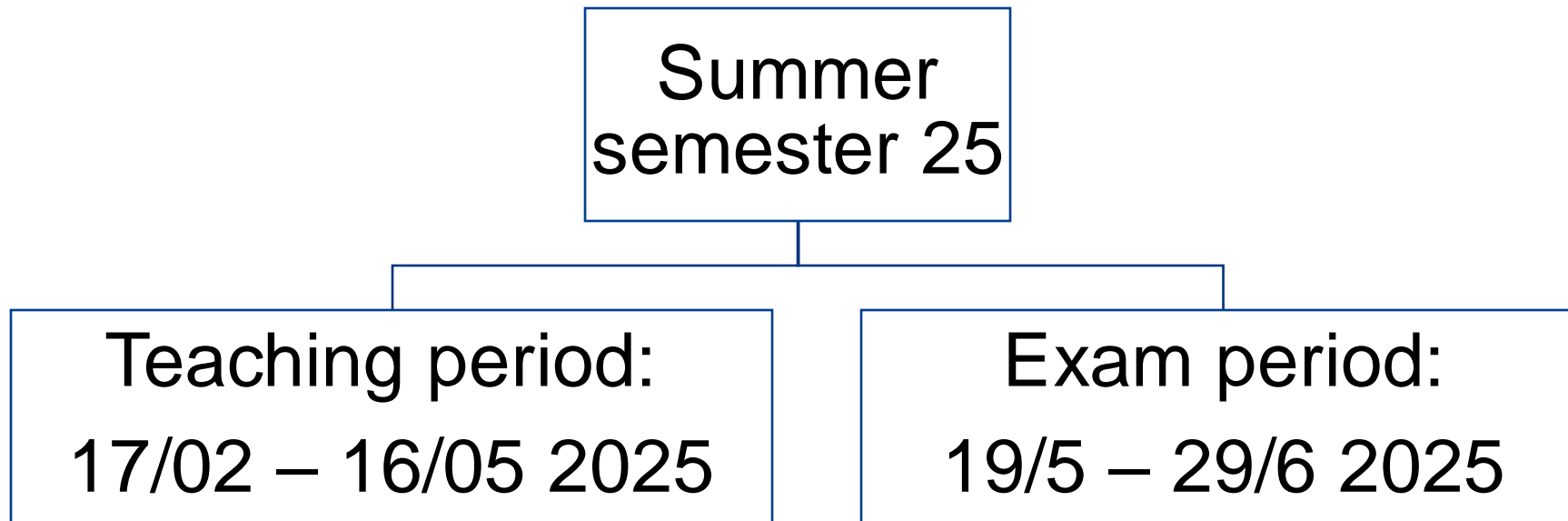
MENDELU website
<https://international.mendelu.cz/en>

FBE website
<https://pef.mendelu.cz/en/>



International
Relations Office

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](#)



g [redacted]
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 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.

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

My College 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.	Oblg.	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 9.00-10.50 Q25					
<input type="checkbox"/>		IZKA	Information Resources and Communication	FBE		Exm	5	eng		Se Thu 11.00-11.50 Q25 Le Thu 9.00-10.50 Q25					
<input type="checkbox"/>		EKCA	International Business Culture and Communication	FBE		Exm	4	eng		Se Thu 11.00-11.50 Q25 Le Thu 9.00-10.50 Q25					
<input type="checkbox"/>		MMA	International Marketing	FBE		Exm	4	eng		Se Thu 11.00-11.50 Q25 Le Thu 9.00-10.50 Q25					
<input type="checkbox"/>		MANA	Management	FBE		Exm	5	eng		Se Thu 11.00-11.50 Q25 Le Thu 9.00-10.50 Q25					
<input type="checkbox"/>		ZSEA	Principles of European Integration in the World Perspective	FBE		Exm	5	eng		Se Thu 11.00-11.50 Q25 Le Thu 9.00-10.50 Q25					

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"> Unaccomplished follow-up completed Výpočetní technika
	International Marketing (MMA) <ul style="list-style-type: none"> Unaccomplished follow-up completed Marketing I.
	Management (MANA) <ul style="list-style-type: none"> Unaccomplished follow-up completed Business Economics I.

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. Dlabolová</i>		Q47 Computer Technology and Algorithms I <i>D. Dlabolová</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)
-----------------------	-----------------------

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

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

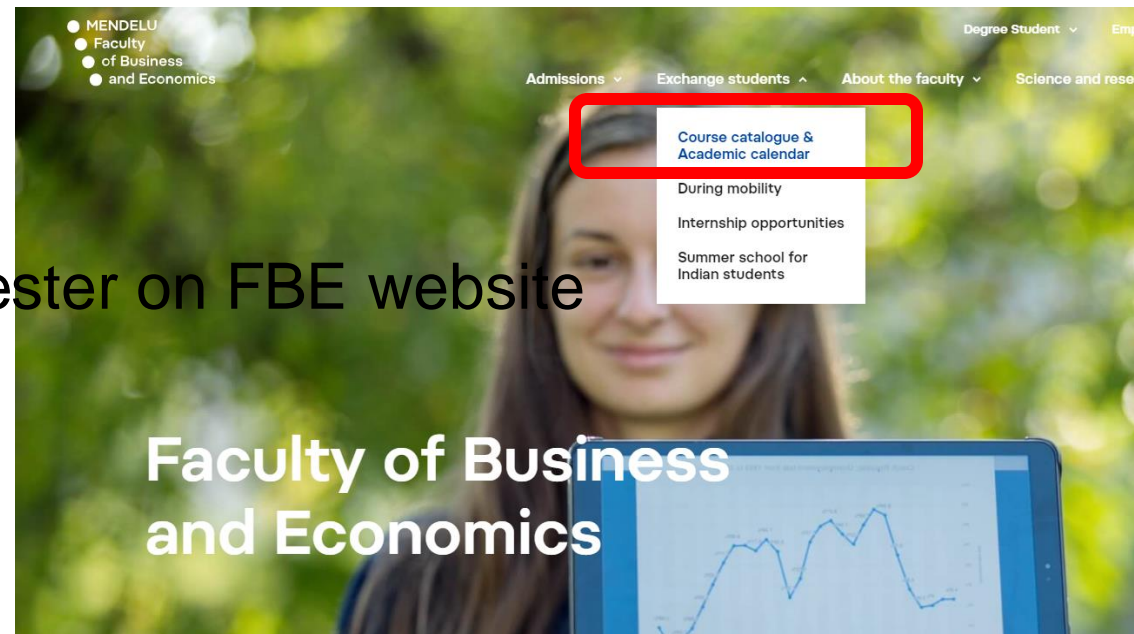
Timetable conflict

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

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

Courses in UIS

List of courses for the second semester on FBE website



● Courses offered in English

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

NOTE:

- **EBA** - subjects starting with EBA are meant for **bachelor** students
- **ENA** - subjects starting with ENA are meant for **master** students
- It is **not possible** to study the **same and related** subjects in the **same semester** (e.g. EBA-MAR Marketing 1a ENA MAR Marketing 2)

Academic year 2024/2025 →

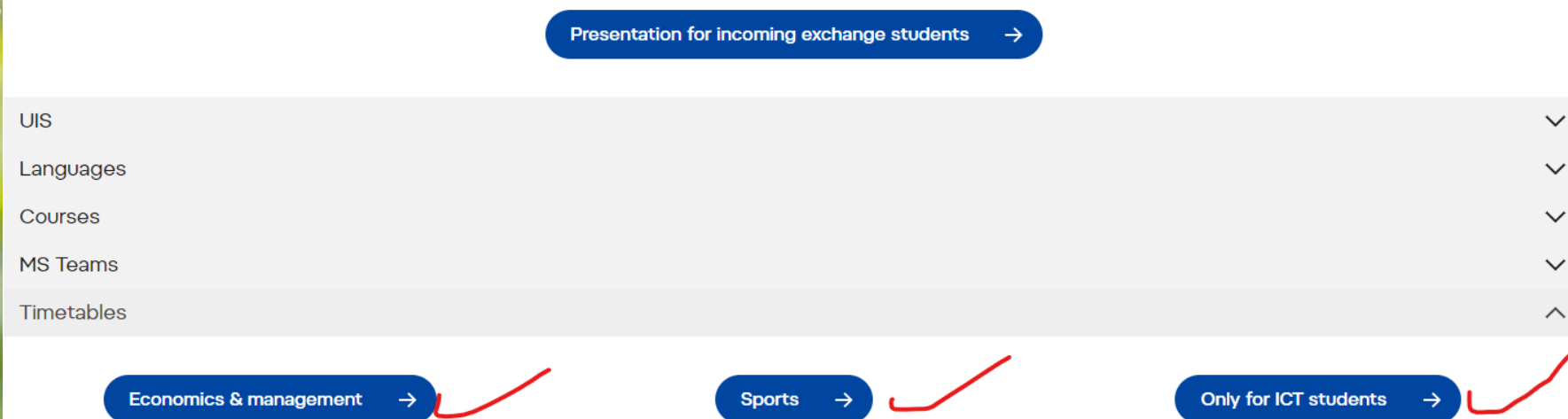
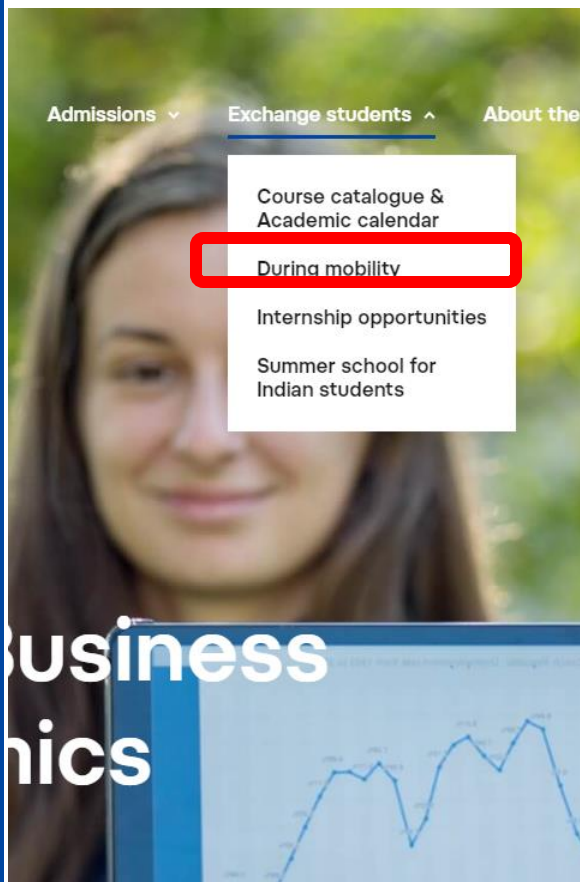
Courses at other faculties →

**Changes of courses to your Learning
agreement mustn't change your faculty
you have chosen**



Timetables

Timetable for courses taught in the second semester 2025: [pdf](#)



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 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 period you are working with at the moment can be found in the page subheader. If you have more than one study or study periods, the grey bullet in the first column Choose to switch between them in the portal applications. When entering the Student's Portal, the active study is marked with a 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 options for 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

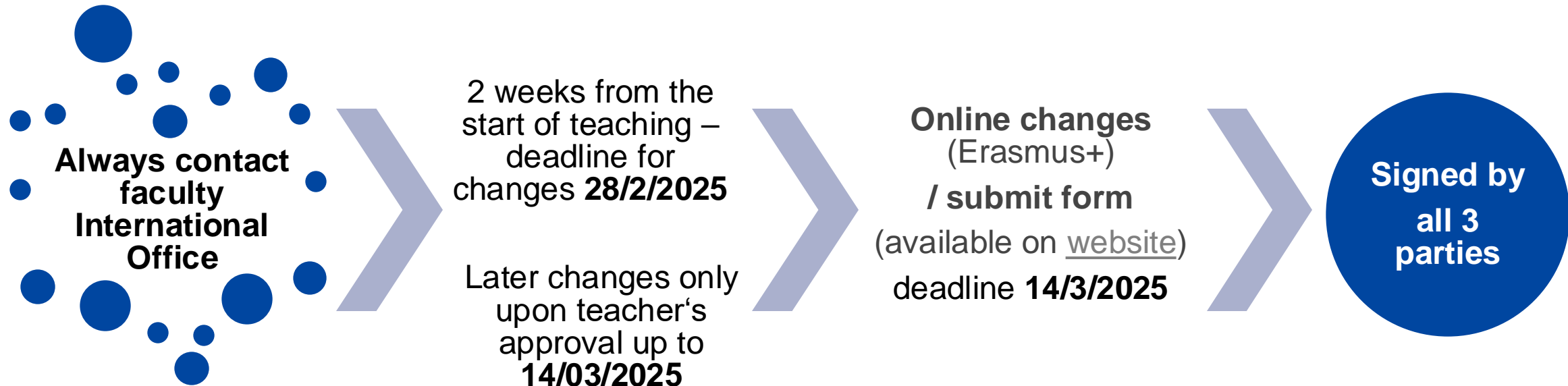
ACADEMIC CALENDAR (WEEKS OVERVIEW)

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

Study period: SS 2024/2025 - FBE, 02/17/2025 - 05/16/2025

Week number	From	Until	Calendar week
1st week	02/17/2025	02/23/2025	even
2nd week	02/24/2025	03/02/2025	odd
3rd week	03/03/2025	03/09/2025	even
4th week	03/10/2025	03/16/2025	odd
5th week	03/17/2025	03/23/2025	even
6th week	03/24/2025	03/30/2025	odd
7th week	03/31/2025	04/06/2025	even
8th week	04/07/2025	04/13/2025	odd
9th week	04/14/2025	04/20/2025	even
10th week	04/21/2025	04/27/2025	odd
11th week	04/28/2025	05/04/2025	even
12th week	05/05/2025	05/11/2025	odd
13th week	05/12/2025	05/18/2025	even

Changes to Learning Agreement



Changes to Learning agreement

- Online or use a form

**Higher Education
Learning Agreement for Studies**

**During the mobility
(Changes to original Learning Agreement)**

Student's name: ... Faculty: ... Academic year: ... Semester: ...

Table A1: Exceptional changes to Table A (to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution)								Table B1: Exceptional changes to Table B (if applicable) (to be approved by e-mail or signature by the student and the responsible person in the Sending Institution)							
Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Component without changes [tick if applicable]	Deleted component [tick if applicable]	Added component [tick if applicable]	Reason for change	Semester	Number of ECTS credits (or equivalent)	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Component without changes [tick if applicable]	Deleted component [tick if applicable]	Added component [tick if applicable]	Semester	Number of ECTS credits (or equivalent)	
Total – in original LA (Table A):								Others:							
Total – deleted components:								Total – in original LA (Table B):							
Total – added components:								Total – deleted components:							
Total after changes:								Total – added components:							
Total after changes:								Total after changes:							

Commitment	Name	Email	Position	Date	Signature
Student			Student		
Responsible person at the Sending Institution					
Responsible person at the Receiving Institution					

Commitment

By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the Inter-Institutional Agreement for institutions located in Partner Countries). The Beneficiary Institution and the student should also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed in Table A are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.

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)

Other language
courses

- available at Faculty of Regional Development and International Studies

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.



- MENDELU
- Faculty
- of Business
- and Economics

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)
- 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)

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.

Coursework submission (sample)

FOLDER MOB INTERNATIONAL TRADE

DS / History / Courses taught in past terms / FBE / WS 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. Your 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. Radiměšský	11/10/2016	11/10/2016					
	Esej_pokyny		M. Radiměšský	09/26/2016	09/26/2016					
	Podmínky ukončení předmětu		M. Radiměšský	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		

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
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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-you can miss 2 lessons!,...**)

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

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.

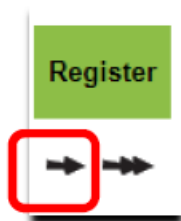
Display: Study period

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	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

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		
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Print the exam sittings you can register for

You have registered for this particular exam date

You can cancel your registration

Beware of plagiarism!!!

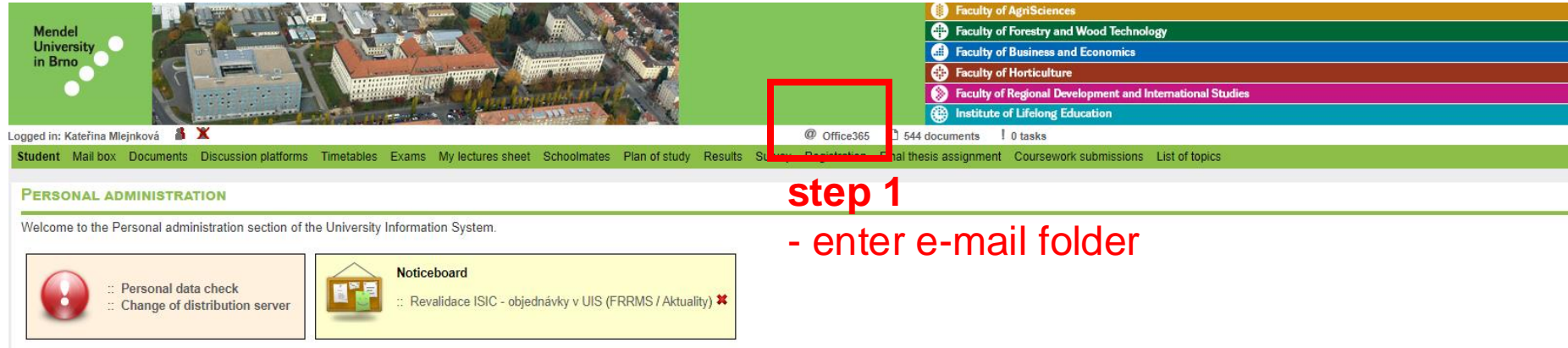
Please make sure to always cite your sources when writing a project, essay, homework.

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



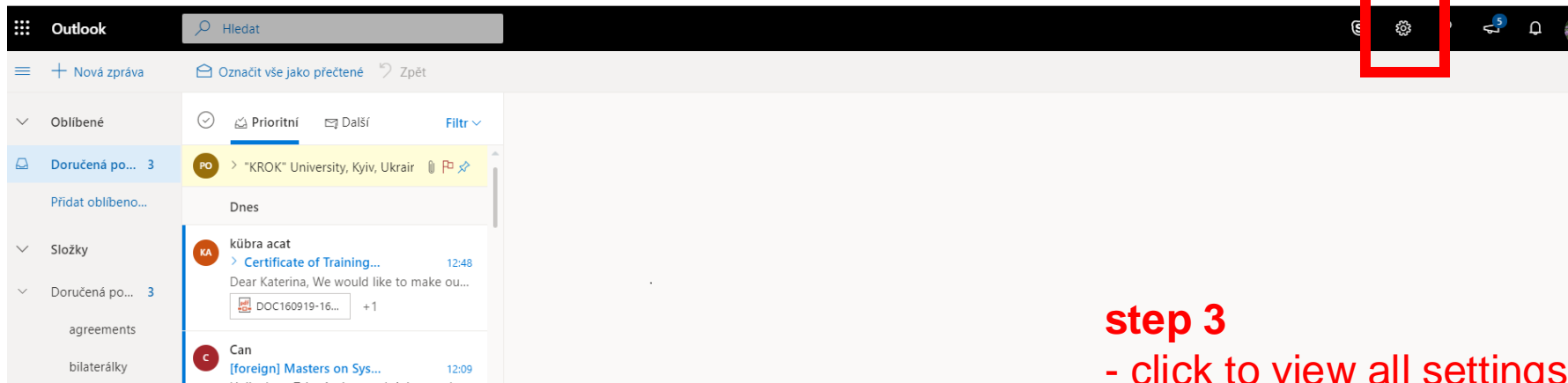
University e-mail – forwarding to personal e-mail

Video in english: https://www.youtube.com/watch?v=sDnk_8oXV_A



step 1

- enter e-mail folder

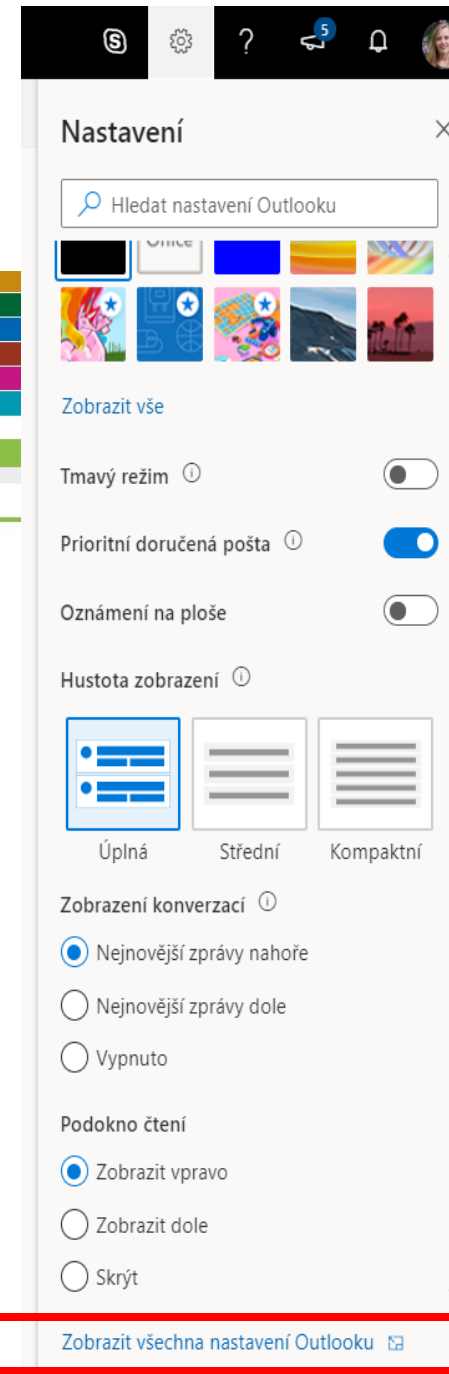


step 2

- click on Settings

step 3

- click to view all settings



University e-mail – forwarding to personal e-mail

Nastavení

Hledat nastavení

Obecné

Pošta

Kalendář

Lidé

Zobrazit rychlá nastavení

Rozložení

Psaní a odpovídání

Přílohy

Pravidla

Úklid

Nevyžádaná pošta

Přizpůsobit akce

Synchronizace e-mailů

Zpracování zpráv

Přeposílání

Automatické odpovědi

Zásady uchovávání informací

S/MIME

Skupiny

Přeposílání

Svoje e-maily můžete přeposílat na jiný účet.

Povolit přeposílání

Přeposlat e-mail na adresu:

personaladdress@erasmus.com

Ukládat kopie přeposílaných zpráv

Uložit Zahodit

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 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

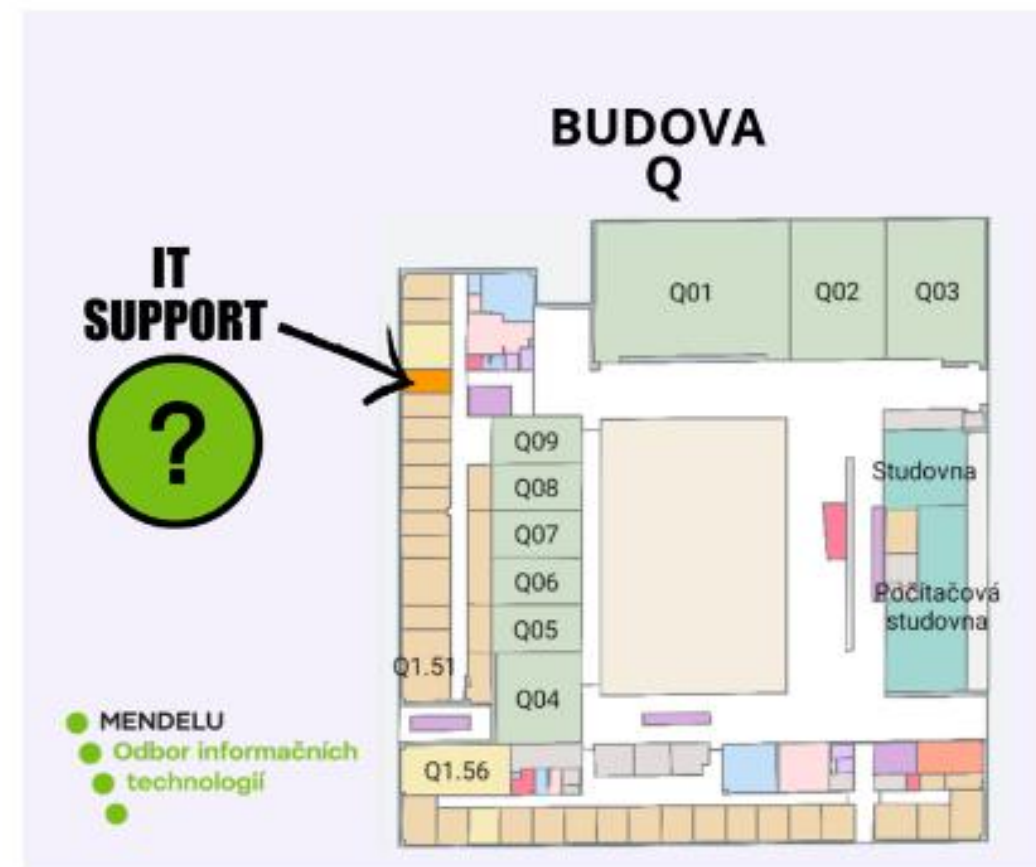
IT Support (HELPDESK)


Operating Hours:

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

*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](#) .

Library

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

&

blue Postbox

Postbox for your feedback,
questions, comments..



Thank you for your attention!

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