

# Welcome to the Faculty of Business and Economics

**Contact** [foreign@pef.mendelu.cz](mailto:foreign@pef.mendelu.cz)

Bc. Anna Zavadilová

[anna.zavadilova@mendelu.cz](mailto:anna.zavadilova@mendelu.cz)

+420 545 132 799

[Office Q1.90](#)

Office hours:

Mon 10:00 – 11:30 (*reservations only*)

Wed 11:00 – 11:30; 13:00 – 14:00

Fri 8:30 – 11:30 (*reservations only*)

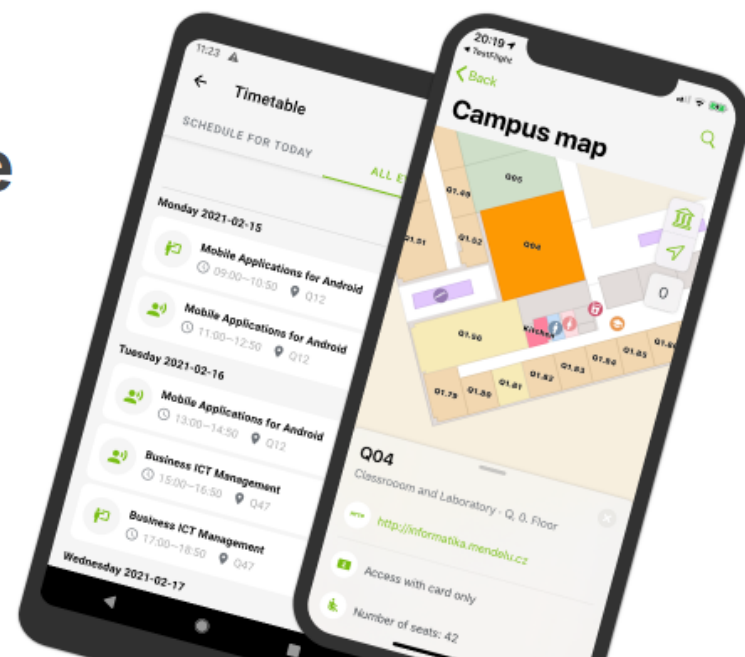
You can schedule an appointment with me outside the official office hours via email/MS Teams



# My MENDELU



Mobile application  
that will simplify your life  
at the university



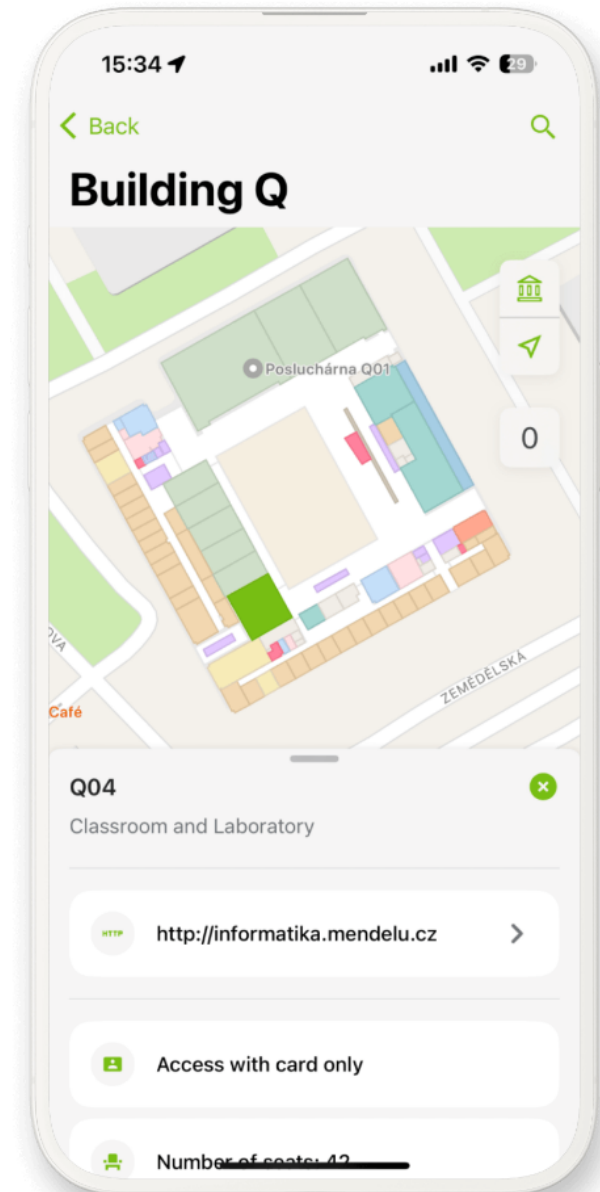
My MENDELU

[Homepage](#) > [Function Overview](#)

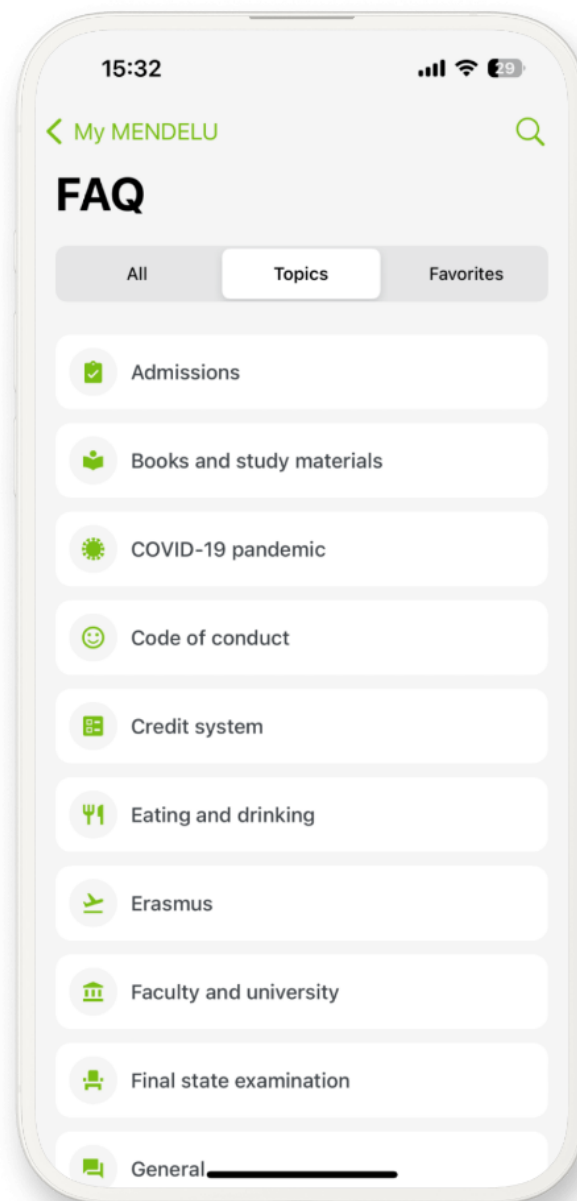
## Where is the classroom Q1.103?

Are you looking for the teacher's office? Where is your next seminar? Where can you take a rest? Map module contains the complete indoor map of all floors. You will find there all the rooms, toilets, vending machines, printers and other objects. Of course, there are also outdoor points, e.g. the nearest public transport stops or opening hours of the campus gates.

Also try our [map widget](#) and use the map features on the web!



# My MENDELU



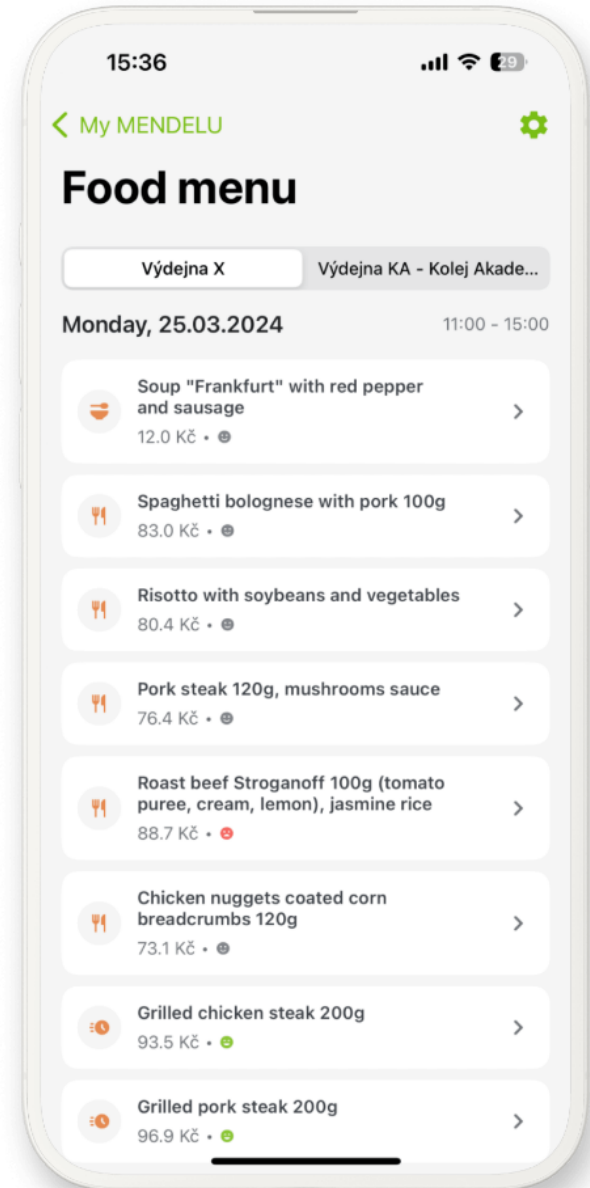
## How can I solve it?

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.

# My MENDELU

## What's for lunch today?

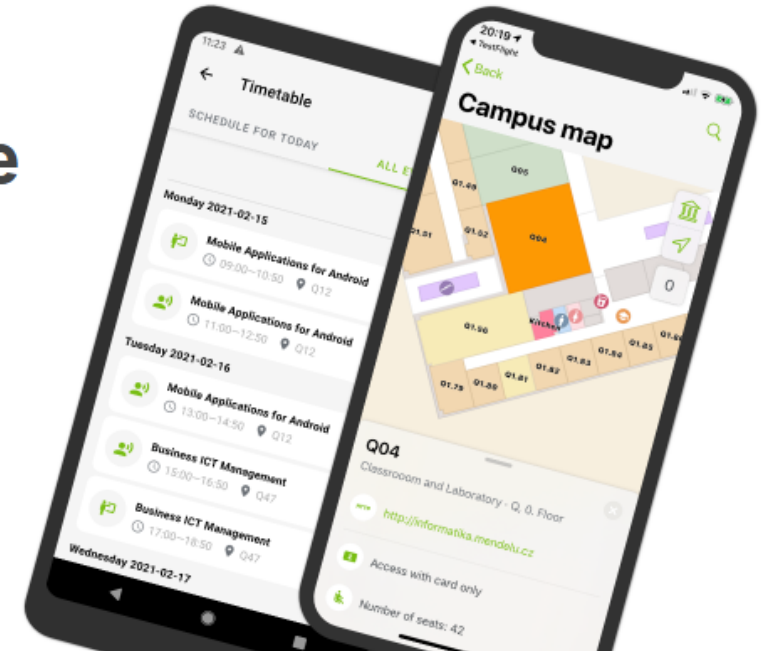
Food module contains the food menu for one week. Don't worry about choosing a bad meal again - rating is shown at each meal and also photos from other users. Moreover, you can set up your canteens and allergens according to your preferences easily.



# My MENDELU



Mobile application  
that will simplify your life  
at the university



Website



My MENDELU

[Homepage](#) > [Function Overview](#)



# International Relations Office

Exchange Programs

Courses

Academic Schedule

Welcome Week

Life in Brno

Accommodation

Visa

Health Insurance

Medical Services

Blended Intensive  
Programmes (BIPs)



Course catalogue &  
Academic calendar

During mobility

Internship opportunities

Short term study  
program

# Faculty of Business and Economics



International Week

# Academic Calendar

## Winter Semester 25/26



A horizontal line with a vertical line in the center, branching down to two boxes below.

### Teaching Period

September 22 – December 19

### Exam Period

December 20 – February 6

# UIS – University Information System

How to work with it

[is.mendelu.cz/en](https://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](#)
- [S](#)



## Admission procedure

- [E-application form to study at MENDELU](#)
- [Pre-enrollment confirmation for app](#)



## Information about MENDELU

- [Persons at MENDELU](#)
- [Validity verification of identification cards](#)
- [Departments](#)
- [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  and your password is . Your identification number is . 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](https://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



# UIS – Timetable

[Search](#)   [Close all](#)

<b>Public information portal</b>  <ul style="list-style-type: none"> <li>• <b>Persons at MENDELU</b></li> <li>• Departments</li> <li>• Study plans</li> <li>• Thematic search</li> <li>• Course catalogue</li> <li>• Timetables</li> <li>• Graduates</li> <li>• Final theses at MENDELU</li> <li>• <b>Further information about MENDELU</b></li> </ul>	<b>My College</b>  <ul style="list-style-type: none"> <li>• <b>Student's portal</b></li> <li>• Add personal details</li> <li>• Course Attainment Evaluation</li> <li>• Course evaluation by students</li> <li>• Study application form</li> </ul>	<b>eLearning</b>  <ul style="list-style-type: none"> <li>• <b>Tests and examinations</b></li> <li>• Electronic study materials</li> </ul>
<b>Science and research</b>  <ul style="list-style-type: none"> <li>• Matching of publications</li> <li>• <b>Biographical information</b></li> <li>• Writing CVs</li> </ul>	<b>Personal management</b>  <ul style="list-style-type: none"> <li>• <b>Mail box</b></li> <li>• <b>Sign up for news</b></li> <li>• Document storage</li> <li>• <b>Document server</b></li> <li>• <b>Discussion platforms</b></li> <li>• Noticeboard</li> <li>• Tasks</li> <li>• Borrowings from the university library</li> </ul>	<b>eAgenda</b>  <ul style="list-style-type: none"> <li>• <b>Contact centre</b></li> <li>• Dormitory administration</li> <li>• eSurveys</li> <li>• Trips abroad</li> </ul>
<b>Technology and its administration</b>  <ul style="list-style-type: none"> <li>• Access control system</li> <li>• Accounts administration section</li> <li>• My registered devices</li> <li>• <b>Certificate for 'eduroam' wireless network</b></li> <li>• Access to university network</li> <li>• University e-mail delivery</li> <li>• Statistics of wireless and dormitory network</li> <li>• Types of ID cards in use</li> <li>• Microsoft Imagine programme application</li> <li>• Print on printers in IC</li> </ul>	<b>UIS documentation</b>  <ul style="list-style-type: none"> <li>• <b>UIS documentation</b></li> <li>• Frequently asked questions</li> <li>• System integrators</li> <li>• Licence information</li> <li>• Statistics of using UIS</li> <li>• My operations</li> </ul>	<b>Game room</b>  <ul style="list-style-type: none"> <li>• IQ Solitaire</li> <li>• <b>List of games and statistics</b></li> <li>• Stone Eater</li> <li>• Caterpillar</li> </ul>
<b>Adjustment of the information system</b>  <ul style="list-style-type: none"> <li>• Portlets in UIS</li> <li>• <b>User settings</b></li> <li>• Administration of My favourites menu</li> <li>• Configure transfer of events to Office 365</li> </ul>	<b>Information system set-up</b>  <ul style="list-style-type: none"> <li>• My operations</li> <li>• Change identity</li> <li>• Delegates set-up</li> <li>• <b>Password change</b></li> <li>• Log out</li> <li>• Security data for password restoration</li> </ul>	<b>Protection of personal data</b>  <ul style="list-style-type: none"> <li>• Personal data check</li> <li>• Approvals by user</li> <li>• Personal data check statistics</li> </ul>



# UIS – Timetable

[Search](#)   [Close all](#)

<div style="background-color: #f0f0f0; padding: 5px; margin-bottom: 5px;"> <b>Public information portal</b> <ul style="list-style-type: none"> <li><b>Persons at MENDELU</b></li> <li>Departments</li> <li>Study plans</li> <li>Thematic search</li> <li>Course catalogue</li> <li>Timetables</li> <li>Graduates</li> <li>Final theses at MENDELU</li> <li><b>Further information about MENDELU</b></li> </ul> </div>	<div style="background-color: #f0f0f0; padding: 5px; margin-bottom: 5px;"> <b>My College</b> <ul style="list-style-type: none"> <li><b>Student's portal</b></li> <li>Add personal details</li> <li>Course Attainment Evaluation</li> <li>Course evaluation by students</li> <li>Study application form</li> </ul> </div>	<div style="background-color: #f0f0f0; padding: 5px; margin-bottom: 5px;"> <b>eLearning</b> <ul style="list-style-type: none"> <li><b>Tests and examinations</b></li> <li>Electronic study materials</li> </ul> </div>
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Wifi  
conection  
guides

# UIS – Timetable

## STUDENT'S PORTAL

Study – FBE C-EM comb [term 1, year 1], study period – WS 2025/2026 - FBE

My College

E-study record

My schoolmates

Study details

Map of my study

Course e-plans

List of topics

Coursework submissions

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	Final thesis
	FBE	Economics and Management part-time	enrolled				
	FBE	Trade and Services Management Trade Management full-time	term duly completed (1)				

### 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



Contact  
centre



My  
excuse  
notes



Print  
documents



Document  
storage



Course  
evaluation  
by  
students



Jobs  
portal

# UIS – Timetable

## STUDENT'S PORTAL

Study – FBE C-EM comb [term 1, year 1], study period – WS 2025/2026 - FBE

- My College
- E-study record
- My schoolmates
- Study details
- Map of my study
- Courses
- Submissions


The table shows the studies commenced or completed at this university and the application icons relevant to the study. The study period you are working with at the moment can be found in the page subheader. If you have more than one study, the grey bullet in the first column. Choose to switch between them in the portal applications. When entering the Study, you are working with the active study (green bullet).

Choose	Faculty	Study	Progress of study	Restriction	Register for examinations	Registration/Enrollment	Final thesis
	FBE	Economics and Management part-time	enrolled				
	FBE	Trade and Services Management Trade Management full-time	term duly completed (1)				

Information in this section **does not** apply to Foreign students!  
You **cannot** make changes in this section because they need to be approved by the faculty coordinator.


### Support of the selected study

Application on support of the selected study.




Personal timetable

Your Schedule




Academic calendar


Odd/even weeks




Academic year schedule




Contact departments




View the State Exams




Contact centre




My excuse notes




Print documents



Document storage



Course evaluation by students

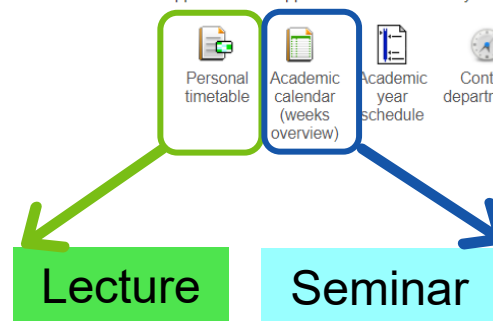


Jobs portal

# UIS – Timetable

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

## Academic calendar (weeks overview)

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

Study period: WS 2025/2026 - FBE, 09/22/2025 - 12/19/2025

Week number	From	Until	Calendar week
1st week	09/22/2025	09/28/2025	odd
2nd week	09/29/2025	10/05/2025	even
3rd week	10/06/2025	10/12/2025	odd
4th week	10/13/2025	10/19/2025	even
5th week	10/20/2025	10/26/2025	odd
6th week	10/27/2025	11/02/2025	even
7th week	11/03/2025	11/09/2025	odd
8th week	11/10/2025	11/16/2025	even
9th week	11/17/2025	11/23/2025	odd
10th week	11/24/2025	11/30/2025	even
11th week	12/01/2025	12/07/2025	odd
12th week	12/08/2025	12/14/2025	even
13th week	12/15/2025	12/21/2025	odd

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
Mon				Q33 Fundamentals of Law J. Matějková (1)					
Tue				Q46 Fundamentals of Law J. Matějková (2)		Q6.19 Migration, Development and Environment R. Stojanov			
Wed				Q6.19 Migration, Development and Environment R. Stojanov					
Thu		Q16 Computer Technology and Algorithms I D. Diabolová		Q47 Computer Technology and Algorithms I D. Diabolová				Q15 Information Resources and Communication L. Kunderová	
Fri		Q02 Management S. Formánková		Q25 Management (2) K. Mlejnková					

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

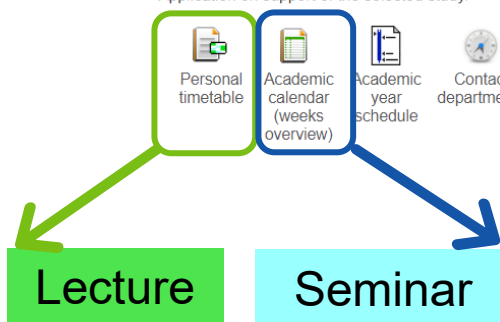
Validity: 09/23/2019 - 12/22/2019  
Last change: 09/16/2019 20:56



# UIS – Timetable

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  
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## Academic calendar (weeks overview)

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5th week	10/20/2025	10/26/2025	odd
6th week	10/27/2025	11/02/2025	even
7th week	11/03/2025	11/09/2025	odd
8th week	11/10/2025	11/16/2025	even
9th week	11/17/2025	11/23/2025	odd
10th week	11/24/2025	11/30/2025	even
11th week	12/01/2025	12/07/2025	odd
12th week	12/08/2025	12/14/2025	even
13th week	12/15/2025	12/21/2025	odd

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
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		Q47 Information Resources and Communication J. Balej							
Fri		Q02 Management S. Formánková		Q25 Management (2) K. Mlejnková					

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

If the lecture or seminar **does not have** a number – it is held **every** single week

If the lecture or seminar **has** a number – it is held only on **odd/even** week (depends on the number)

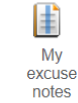
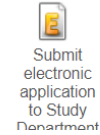
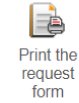
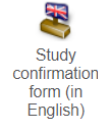
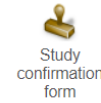
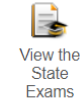
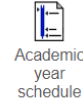
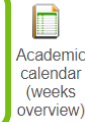
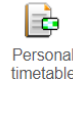
**Odd week = 1, 3, 5...**

**Even week = 2, 4, 6...**

# UIS – Timetable

## Support of the selected study

Application on support of the selected study.



» Main page » Select criteria » Previous page » **Display and print the course weekly plan**

## DISPLAY AND PRINT THE COURSE WEEKLY PLAN

**No class match the selected criteria.**

### Timetable display mode

Type of list ☒ total weekly ☐ particular in days ☐ exemptions in days

Format HTML

- ☒ Display all possible versions of item types for courses where timetable item of given type hasn't
- ☐ Display all possible versions of item types for courses where timetable item of given type has been
- ☒ Display notes

Display

» Main page » Select criteria » Previous page » **Display and print the course weekly plan**

## DISPLAY AND PRINT THE COURSE WEEKLY PLAN

**No class match the selected criteria.**

### Timetable display mode

Type of list ☐ total weekly ☒ particular in days ☐ exemptions in days

since 09/22/2025  till 09/26/2025 

Format HTML

- ☒ Display all possible versions of item types for courses where timetable item of given type hasn't been selected
- ☐ Display all possible versions of item types for courses where timetable item of given type has been already selected
- ☒ Display notes

Display

# UIS – Timetable

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

» Main page » Select criteria » Previous page » Display and print the course weekly plan

## DISPLAY AND PRINT THE COURSE WEEKLY PLAN

No class match the selected criteria.

### Timetable display mode

Type of list ☒ total weekly ☐ particular in days ☐ exemptions in days

Format HTML

- ☒ Display all possible versions of item types for courses where timetable item of given type hasn't
- ☐ Display all possible versions of item types for courses where timetable item of given type has been already selected
- ☒ Display notes

If you are still unsure what your schedule for the upcoming week is, you can always display schedule **only for one week** or even one day.

You just need to select to display „**particular in days**“ and then you need to select the dates. After clicking the „**Display**“ button you will know your schedule for these specific days.

» Main page » Select criteria » Previous page » Display and print the course weekly plan

## DISPLAY AND PRINT THE COURSE WEEKLY PLAN

No class match the selected criteria.

### Timetable display mode

Type of list ☐ total weekly ☒ particular in days ☐ exemptions in days

since 09/22/2025 till 09/26/2025

Format HTML

- ☒ Display all possible versions of item types for courses where timetable item of given type hasn't been selected
- ☐ Display all possible versions of item types for courses where timetable item of given type has been already selected
- ☒ Display notes

Display

# UIS – 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	

Timetable conflict means situation when your schedule has **more lectures/seminars in one time (watch out for to odd and even weeks)**, in this situation it is better to drop one of the courses and chose another course from our catalogue.

In this situation the student should contact me via **email** or **teams**.

Timetable of all courses



# UIS – 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	

Timetable conflict means situation when your schedule has **more lectures/seminars in one time (watch out for to odd and even weeks)**, in this situation it is better to drop one of the courses and chose another course from our catalogue.

In this situation the student should contact me via **email** or **teams**.

For example the student with this schedule probably should drop the European Intergration and Globalization and choose some other course.

Timetable of all courses

# Changes to Learning agreement

## Timeline of changes

**22. 9. - 3. 10.**

You can make changes freely

**4. 10. – 17. 10.**

Changes needs to be approved by teacher

**After 17. 10.**

Changes cannot be done

## Process of changes

**Contact Faculty Coordinator**

To ensure that the change is possible

**Fill out and Submit form**

**Get it signed by all 3 parties**

# Changes to Learning agreement

Changes of courses to your Learning agreement must not change your chosen faculty.

4  
● MENDELU  
● Faculty  
● of Business  
● and Economics

1 ✓

2 ✓

3 ✓

4 ✓

5 ✗

● MENDELU  
● Faculty of Regional  
● Development and  
● International Studies

● MENDELU  
● Faculty  
● of Horticulture

● MENDELU  
● Institute  
● of Lifelong  
● Learning

● MENDELU  
● Faculty of Forestry  
● and Wood  
● Technology

● MENDELU  
● Faculty  
● of AgriSciences

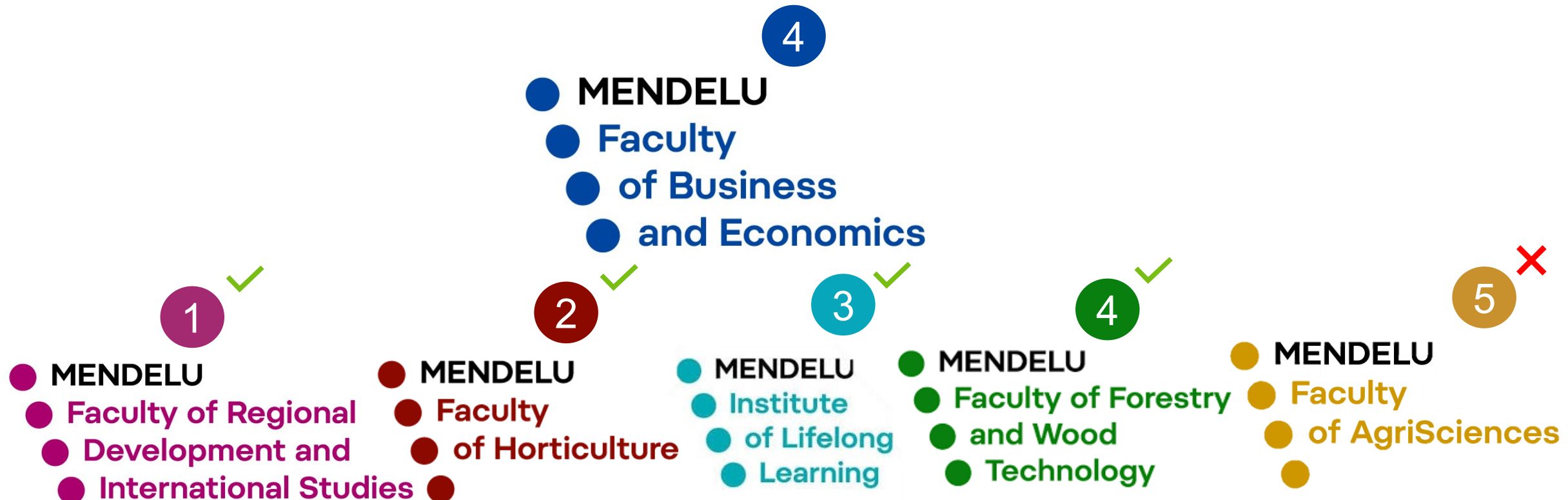
# Changes to Learning agreement

Changes of courses to your Learning agreement must not change your chosen faculty.

Your learning agreement specifies the faculty where your mobility takes place.

You **can not** chose **more** courses on other faculty than in the faculty you specified in your Learning agreement.

Number of courses:





# Sport activities

Master students – 2 sports for free  
Bachelor students – 3 sports for free

Every extra sport costs 540 CZK per semester  
≈ €21 or \$27

The activity „Fitness“ is always 750 CZK per semester  
≈ €29 or \$38



# Sport activities

Master students – 2 sports for free  
Bachelor students – 3 sports for free

If you sign for a sport activity and do not wish to continue you need to cancel it. Otherwise you will be charged as if you attended.

Changes in assigned sports need to be made by date provided by CSA MENDELU.

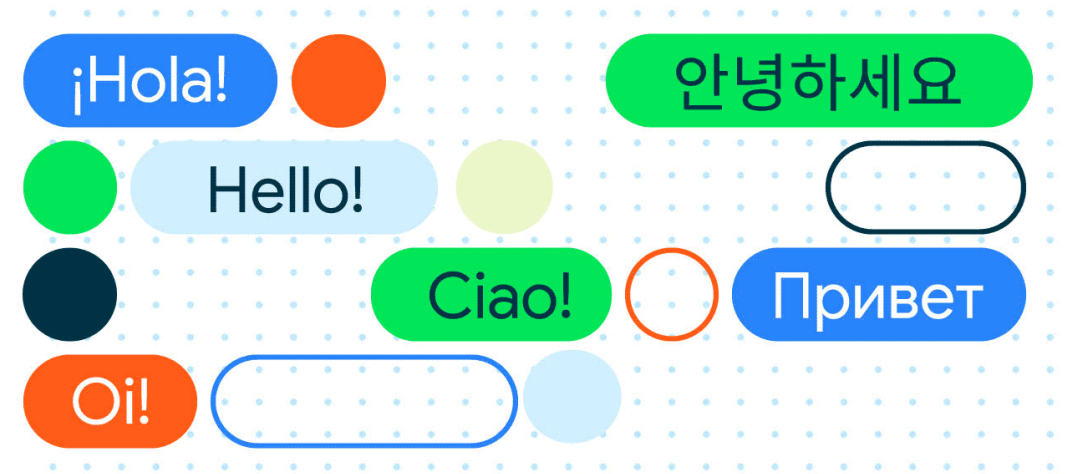


# Languages

English



FBE course  
English 3



Czech



Contact Ing. Bohdana Čechová  
at [incoming@mendelu.cz](mailto:incoming@mendelu.cz)

Other



(French, German, Spanish)

Available at FRDIS

# 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 [anna.zavadilova@mendelu.cz](mailto:anna.zavadilova@mendelu.cz)

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





# Navigation in the **U**niversity Information **S**ystem



How to log in

- MENDELU
- Faculty
- of Business
- and Economics

# UIS navigation

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. School e-mail Office 365**
- 2. Materials for the course**
- 3. Points for your work**
- 4. Submitting your coursework**
- 5. Exam registration system**
- 6. Your overall course result**

# 1. School e-mail Office 365

just click it and you will be their  
your email

Logged in: Anna Zavadilová

Office365 572 documents 0 tasks

» Personal administration



- Warning against the use of DeepSeek's products
- Personal data check



Interruption of the power supply

Everyone will contact you through you school e-mail. You can forward these emails to your personal email. Guide followes.  
The password automatically changes everywhere (UIS, email, my MENDELU...)



Public information portal

- Persons at MENDELU
- Course catalogue
- Thematic search
- Study plans
- Timetables



My College

- Student's portal
- Course Attainment Evaluation
- Course evaluation by students
- Study application form
- Overview of financing



Science and research

- Biographical information
- Matching of publications
- Creation of CVs
- Scheduled conferences
- Grant opportunities



Personal management

- Mail box
- Sign up for news
- Document storage
- Document server
- Discussion platforms



eAgenda

- Trips abroad
- Contact centre
- eSurveys
- Generate personal business card
- Requisition forms



Technology and its administration

- Certificate for 'eduroam' wireless network
- Access to university network
- University e-mail delivery
- Accounts administration section
- Access control system



UIS documentation

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



Game room

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



Adjustment of the information system

- User settings
- Administration of My favourites menu
- Portlets in UIS



Information system set-up

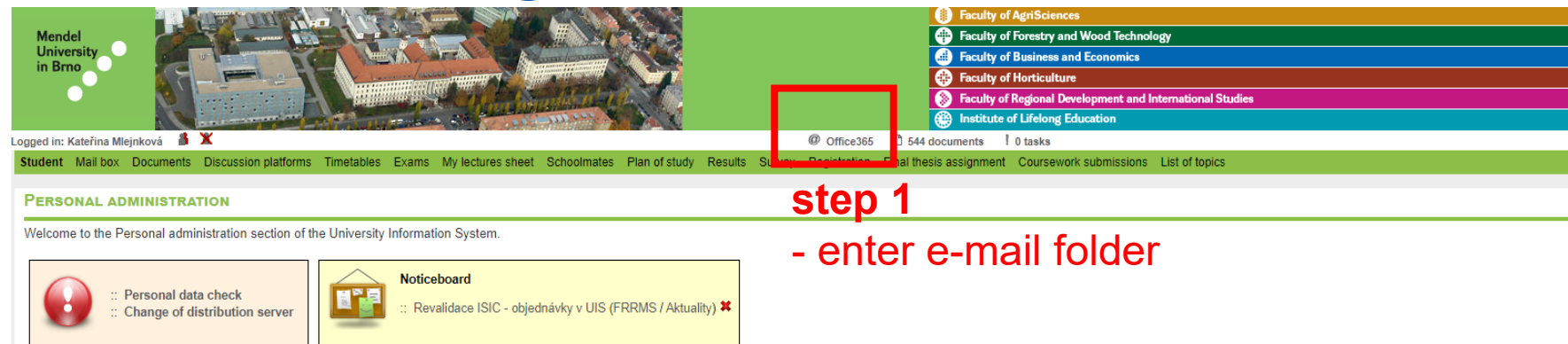
- Password change
- Delegates set-up
- My operations



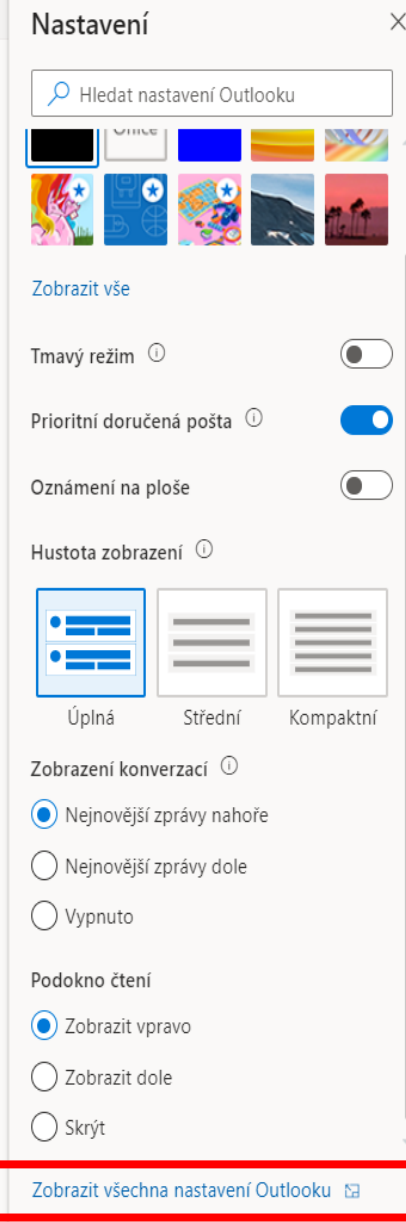
Protection of personal data

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

# 1. forwarding to personal e-mail



step 3  
- click to view all settings



[Video in english](#)

# 1. forwarding to personal e-mail

The screenshot shows the Outlook 'Nastavení' (Settings) window. On the left, the 'Pošta' (Mail) category is selected, and the 'Přeposílání' (Forwarding) option is highlighted in the sub-menu. The main area is titled 'Přeposílání' and contains the following elements:

- A search bar at the top right with 'Uložit' (Save) and 'Zahodit' (Discard) buttons.
- A checkbox labeled 'Povolit přeposílání' (Allow forwarding) which is checked and highlighted with a red box.
- A text input field labeled 'Přeposlat e-mail na adresu:' (Forward email to address:) containing 'personaladdress@erasmus.com', highlighted with a red box.
- A checkbox labeled 'Ukládat kopie přeposílaných zpráv' (Save copies of forwarded messages) which is checked.

Red annotations indicate the steps:

- step 4** - click on redirecting (points to the 'Přeposílání' menu item)
- step 5** - click and type your personal e-mail (points to the email address input field)
- step 6** - save (points to the 'Uložit' button)



## 2. Materials for the course

Logged in: Anna Zavadilová

@ Office365 572 documents 0 tasks

Personal administration



- Warning against the use of DeepSeek's products
- Personal data check



Interruption of the power supply



### Noticeboard

- Nabídka pracovní pozice - finanční analytik (Inzerce / Ostatní / Nabízím)
- Brigáda v Itálii – Sběr vína u Lago di Garda (Inzerce)
- Flexibilní brigáda - jsi pánem svého času! (Inzerce)
- Nabídka tonerů do tiskáren (Inzerce / Ostatní / Nabízím)
- Prodám spolehlivý notebook HP EliteBook 850 G...

other

Search Open all



### Public information portal

- Persons at MENDELU
- Course catalogue
- Thematic search
- Study plans
- Timetables



### My College

- Student's portal
- Course Attainment Evaluation
- Course evaluation by students
- Study application form
- Overview of financing



### eLearning

- Tests and examinations
- Electronic study materials
- General e-tests



### Science and research

- Biographical information
- Matching of publications
- Creation of CVs
- Scheduled conferences
- Grant opportunities



### Personal management

- Mail box
- Sign up for news
- Document storage
- Document server
- Discussion platforms



### eAgenda

- Trips abroad
- Contact centre
- eSurveys
- Generate personal business card
- Requisition forms



### Technology and its administration

- Certificate for 'eduroam' wireless network
- Access to university network
- University e-mail delivery
- Accounts administration section
- Access control system



### UIS documentation

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



### Game room

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



### Adjustment of the information system

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



### Information system set-up

- Password change
- Delegates set-up
- My operations
- Setting of authentication using one-time passwords (OTP)
- Link your account to eID



### Protection of personal data

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






## 2. Materials for the course

### STUDENT'S PORTAL

Study – FBE C-EM comb [term 1, year 1], study period – WS 2025/2026 - FBE

My College	E-study record	My schoolmates	Study details	Map of my study	Course e-plans	List of topics	Coursework submissions	Plan progress check	My lec
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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	Contact centre	My excuse notes	Print documents	Document storage	Course evaluation by students	Jobs portal

# 2. Materials for the course

## STUDENT'S PORTAL

Study – FBE C-EM comb [term 1, year 1], study period – WS 2025/2026 - FBE

Select agenda „My lectures sheet“












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

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
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## 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	Contact centre	My excuse notes	Print documents	Document storage	Course evaluation by students	Jobs portal

## 2. Materials for the course

### STUDENT'S PORTAL

Study  study period

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

The table contains an overview of your attendance in the courses you properly enrolled.

Use the first icon in the Actions 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. The second icon represents the overall assessment of a course in the automatic assessment, if defined. After submitting the course test, a third icon leading to the test results is made available to you. The last icon leads to the course folder in the document server.

(select an icon for specific course)

Click on the icon in column Settings to set sending e-mails from coursework submissions of the relevant course.

Course	Timetable item													Actions	Settings
	When	1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	
EBC-UMT Applied Mathematics	EBC-UMT Le Tue 7.00-8.50 Q01 Every week														
	EBC-UMT Se Tue 13.00-14.50 Q45 Every week														
EBC-PE Business Economics 1	EBC-PE Le Tue 11.00-12.50 Q01 Every week														
	EBC-PE Se Wed 11.00-12.50 Q45 OW														
EBA-AJ1 English Language 1	EBA-AJ1 Se Thu 15.00-16.50 Q21 Every week														
EBC-FU Financial Accounting 1	EBC-FU Le Mon 15.00-16.50 Q01 Every week														
	EBC-FU Se Wed 13.00-14.50 Q46 EW														
EBC-MAR Marketing 1	EBC-MAR Le Mon 7.00-8.50 Q01 Every week														
	EBC-MAR Se Mon 9.00-10.50 Q42 EW														
EBC-DS Tax System	EBC-DS Le Wed 15.00-16.50 Q01 Every week														
	EBC-DS Se Mon 9.00-10.50 Q28 OW														

## 2. Materials for the course

This is how it will look like once there are documents

» Document server » History » Courses taught in past terms » FBE » SS 2023/2024 » EBC-UKM Applied Quantitative Methods

1 Document tree All my folders New documents 536 DS settings Searching

2 Display documents Tree starting from folder

This page shows the documents and subfolders present in a folder EBC-UKM Applied Quantitative Methods. This folder is not administered. Your right to this folder is READ.

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 (11 - 14 of 14).

1-10 11-14

	Name	Comments	Entered by	Document date	Modifications	Display	Modify	Statistics	Attachments	Change attachment
	Studijní text		J. Šácha	02/16/2024	02/16/2024					
	Přednášky		J. Šácha	02/16/2024	02/16/2024					
	Podmínky úspěšného ukončení předmětu		J. Šácha	02/16/2024	02/16/2024					
	Harmonogram výuky		J. Šácha	02/16/2024	02/16/2024					

1-10 11-14

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 (0 - 10 of 1).

Sel.	Name	English name	Last change	Modify	Enter folder
	Cvičení		09/01/2024		

You will see course materials here  
(you can download individual documents by clicking on them)

Or/And you can click on individual  
arrows to enter a folder of documents



# 3. Points for your work

## STUDENT'S PORTAL

Study  study period

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

The table contains an overview of your attendance in the courses you properly enrolled.

Use the first icon in the Actions 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. The second icon represents the overall assessment of a course in the automatic assessment, if defined. After submitting the course test, a third icon leading to the test results is made available to you. The last icon leads to the course folder in the document server.

Click on the icon in column Settings to set sending e-mails from coursework submissions of the relevant course.

(select an icon for specific course)

Course	Timetable item													Actions	Settings
	When	1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	
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	EBC-UMT Se Tue 13.00-14.50 Q45 Every week														
EBC-PE Business Economics 1	EBC-PE Le Tue 11.00-12.50 Q01 Every week														
	EBC-PE Se Wed 11.00-12.50 Q45 OW														
EBA-AJ1 English Language 1	EBA-AJ1 Se Thu 15.00-16.50 Q21 Every week														
EBC-FU Financial Accounting 1	EBC-FU Le Mon 15.00-16.50 Q01 Every week														
	EBC-FU Se Wed 13.00-14.50 Q46 EW														
EBC-MAR Marketing 1	EBC-MAR Le Mon 7.00-8.50 Q01 Every week														
	EBC-MAR Se Mon 9.00-10.50 Q42 EW														
EBC-DS Tax System	EBC-DS Le Wed 15.00-16.50 Q01 Every week														
	EBC-DS Se Mon 9.00-10.50 Q28 OW														

# 3. Points for your work

(this is how it will look once you have points)

## STUDENT'S PORTAL

Study – FBE B-MOS-EBMOC pres [term 6, year 3], study period – SS 2023/2024 - FBE

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

### Course - EBC-APDM Applied Work with Data in Marketing

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 - EBC-APDM Se Mon 11.00-12.50 Q27 Every week

Průběžné hodnocení

Grouping	Aktivita	Ú1: Sekundární data	Ú2: Dotazník	Ú3: Rozhovor	Ú4: Prezentace	Ú5: Finální report	Výsledky testu ADPM - zápočtový test (body)	Total
	9	9	8	10	14	24	16	90

#### Sheets from seminars - all students

Pre-exam credit

Result	Date	Granted by
passed	05/15/2024	I. Baláková

Last modification made by: Ing. Irena Baláková, Ph.D. day 05/15/2024.

# 4. Submitting your coursework




Select agenda „Coursework submission“

## STUDENT'S PORTAL

Study – FBE C-EM comb [term 1, year 1], study period – WS 2025/2026 - FBE

My College	E-study record	My schoolmates	Study details	Map of my study	Course e-plans	List of topics	Coursework submissions	Plan progress check	My lec
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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	Contact centre	My excuse notes	Print documents	Document storage	Course evaluation by students	Jobs portal

# 4. Submitting your coursework

## STUDENT'S PORTAL

Study FBE B-MOS-EBMOC pres [term 6, year 3] study period SS 2023/2024 - FBE Select

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

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 -- all courses -- Restrict

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
EBC-APDM Applied Work with Data in Marketing	Dotazník		Mon 11.00-12.50 Q27 (sem.)	03/13/2024 17:00	free		8		2		I. Baláková	

(here you will submit your coursework)

After you will see your submitted documents and points you obtained




# 5. Exam registration system

## STUDENT'S PORTAL

Study – FBE C-EM comb [term 1, year 1], study period – WS 2025/2026 - FBE

My College	E-study record	My schoolmates	Study details	Map of my study	Course e-plans	List of topics	Coursework submissions	Plan progress check	My lec
------------	----------------	----------------	---------------	-----------------	----------------	----------------	------------------------	---------------------	--------

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	Contact centre	My excuse notes	Print documents	Document storage	Course evaluation by students	Jobs portal

Select agenda „Register for examinations“



## 5. Exam registration system

STUDENT PROFILE

Student: EBA-OP1 (first name, last name, study period: 2020-2021, FB)

My College

E-study record

My schoolmates

Study details

Map of my study

Course e-plans

List of topics

Coursework submissions

Plan progress check

My lectures sheet

My favorite

### 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

### 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
------	------	--------	----------------------	-------	-------------	-----------	------------	----------------------	---	-------------	---------

No suitable data found.






### 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.

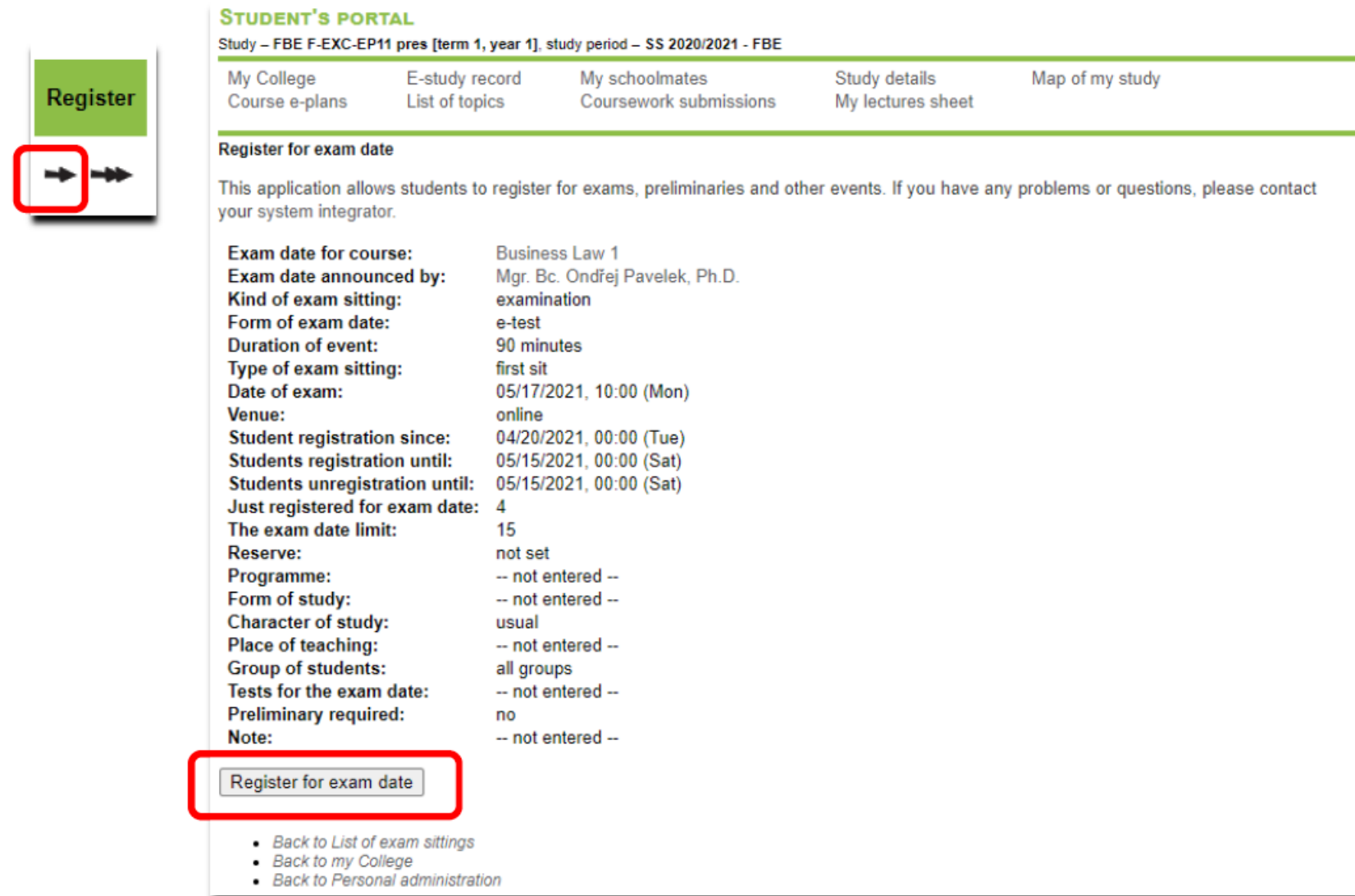
Display: ☒ Study period

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	05/17/2021 10:00 (Mon)	online	examination	O. Pavelek	4/15	●	04/20/2021 00:00		

List of courses with open registration for exam

## 5. Exam registration system



The screenshot shows the 'STUDENT'S PORTAL' interface. At the top, there is a navigation bar with links: 'My College', 'E-study record', 'My schoolmates', 'Study details', and 'Map of my study'. Below this, there is a 'Register' button with a red box around it and a red arrow pointing to it. The main content area is titled 'Register for exam date' and contains a paragraph explaining the application. Below the paragraph is a table of exam details. At the bottom of the table, there is a 'Register for exam date' button with a red box around it. At the very bottom, there are three links: 'Back to List of exam sittings', 'Back to my College', and 'Back to Personal administration'.

**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“.

# 5. Exam registration system

## STUDENT'S PORTAL

Study – FBE C-EM comb [term 1, year 1], study period – WS 2025/2026 - FBE

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

### 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

once you select the arrow and successfully register = the exam will be shown in the first table

#### 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
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You can cancel your registration

# 6. Your overall course result




## STUDENT'S PORTAL

Study – FBE C-EM comb [term 1, year 1], study period – WS 2025/2026 – FBE

Select agenda „E-study record“

My College	E-study record	My schoolmates	Study details	Map of my study	Course e-plans	List of topics	Coursework submissions	Plan progress check	My lec
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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	Contact centre	My excuse notes	Print documents	Document storage	Course evaluation by students	Jobs portal

# 6. Your overall course result

## STUDENT'S PORTAL

Study  study period

[My College](#) [E-study record](#) [My schoolmates](#) [Study details](#) [Map of my study](#) [Course e-plans](#) [List of topics](#) [Coursework submissions](#) [Plan progress check](#) [My lectures sheet](#) [My favourite courses](#)

[Current basic overview](#) [Basic overview for the whole study](#) [Statistical information for the whole study](#) [Current detailed overview](#) [Detailed overview of the whole study](#) [Study results comparison](#)

**i** Your study of this programme has been closed.

Use this application to display various information and overviews of your running course of study.

Next, see the detailed overview of your study results in the selcted period. Click on the number to view your past exam sittings.

**WS 2022/2023 - FBE:**

Code	Course	Compulsory	Lang.	Com.	Attempt	Result	Entered	Entered by	Credits	Type
EBC-UMT	Applied Mathematics ★		cz	Exm	1	✓ very good (B)	12/13/2022	L. Viskotová	4	
EBC-PE	Business Economics 1 ★		cz	Exm	1	✓ satisfactory (D)	12/13/2022	A. Melicharová	6	
EBA-AJ1	English Language 1 ★		eng	PassCD	1	✓ passed (pass.)	12/08/2022	M. Grochal	4	
EBC-FU	Financial Accounting 1 ★		cz	Exm	1	✓ excellent (A)	12/15/2022	L. Formanová	5	
EBC-MAR	Marketing 1 ★		cz	Exm	1	✓ very good (B)	12/16/2022	M. Záboj	6	
EBC-DS	Tax System ★		cz	Exm	1	✓ very good (B)	12/14/2022	M. Otavová	5	

### Overview including the statistical data on study in the selected study period

Number of credits for courses enrolled for in the selected study period	30
Number of credits obtained in the selected study period	30
Number of credits not earned for a given study period	0
Number of courses completed in the selected study period	6
Number of courses not completed in the selected study period	0
Number of courses recognized in the selected study period	0
Number of courses unregistered in the selected study period	0
The average score for the courses completed in the selected study period	1.60
The average score for the courses completed in the selected study period (including the failed courses)	1.60
Average score for the courses completed in academic year (including failed courses)	1.64
Weighted average score for studied courses for an academic year (including the unsuccessfully completed ones)	1.67

# Plagiarism at MENDELU

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

**PLAGIARISM**

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





# Waste tax

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

- Register at [brnoid.cz/en](https://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

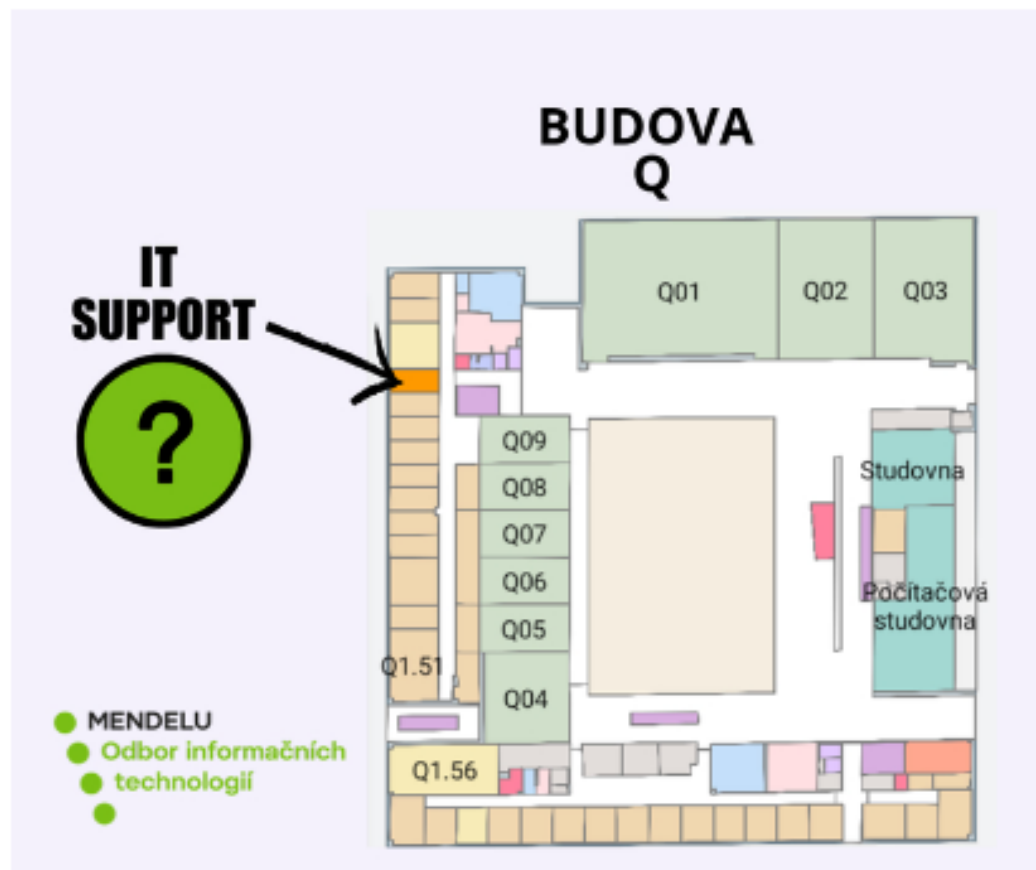
# IT Support (Helpdesk)


## Operating Hours:

	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

There are 3 libraries in Brno campus and one in Lednice campus

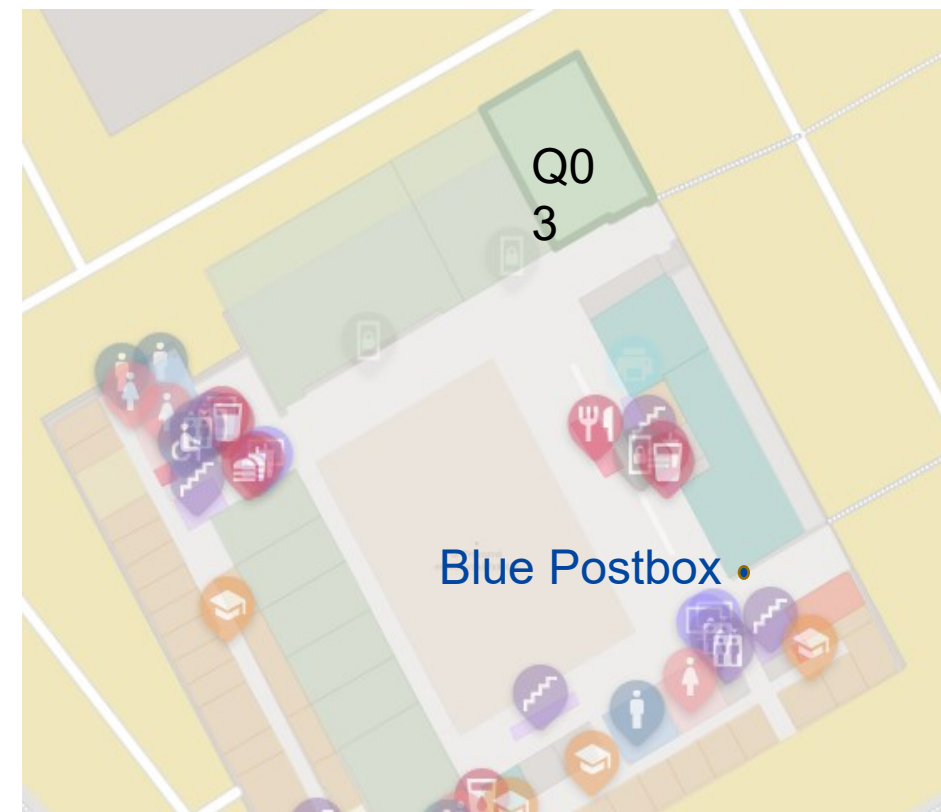
- Loan services
- Printing and photocopying
- Consultation and advisory
- Exchange of magazines

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

# Blue Postbox

For your feedback, questions, comments...

You can insert an anonymous message.



**Thank you for your attention.**

**If you have any questions, please contact  
me at [anna.zavadilova@mendelu.cz](mailto:anna.zavadilova@mendelu.cz)**

**Thank you for your attention.  
Do you have any questions?**