

University information systems

Academic year 2021/2022

Information for the 1st year students



**SILESIA
UNIVERSITY**

SCHOOL OF BUSINESS
ADMINISTRATION IN KARVINA

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September 2021

Information systems at SU SBA

- **CRO (central register of persons), Novell**
- **Horde (email)**
- **IS SU (study agenda)**
- **ISKaM (dormitories and catering)**
- **JIS (student ID cards)**
- **Tritius (library)**
- **Websites, Intranet**

In case of any technical issues, please contact helpdesk@opf.slu.cz and/or international@opf.slu.cz from your faculty email address.

CRO single login system

Enables comfortable access to ICT services thanks to single login details – users use their electronic identity in **CRO** (Central Register of Persons), so they don't need to memorize a large number of login details: moje.slu.cz

At moje.slu.cz:

- You can create your university account.
- You can recover your forgotten password.
- Set up Eduroam Wi-Fi login details (in *Settings* menu).
- Change your passwords.

You only have one CRO identity during your studies.

Remember your CRO login details well and don't share them with anyone!

My SU

My SU is a portal for employees and students of Silesian University in Opava.

Login

I have the CRO account and I want to login into My SU

User name

Did you forget your user name? Help is [here](#).

Password

Did you forget your CRO password or have your account blocked? Help is [here](#).

I don't have th CRO ID. Registration [here](#).

Login

CRO set up – go to <https://moje.slu.cz/>



My SU

My SU is a portal for employees and students of Silesian University in Opava.

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Password

Did you forget your CRO password or have your account blocked? Help is [here](#).

I don't have th CRO ID. Registration [here](#).

Login



Step 1/4: Select type

CRO account is electronic ID of SU user and it allows him to use systems and communication and informa

Registration

I don't have a CRO account and want to acquire it - register to CRO portal

I am a student and I don't have a CRO identity

I am employee and I don't have a CRO identity

If you don't have a CRO identity yet, please click on „**here**“.

Registration is possible only after 2 days from your official enrollment to study!

CRO set up – go to <https://moje.slu.cz/>



Step 2/4: Acquire identity

Every person has always only one CRO account, independent of the number of studies or in case of a con

If you are already registered and have the CRO account, you don't need to fill this form again. Please, go l

I am new to SU

If you are a new student or employee of SU and you don't have e.g. university email address, you gain the CRO account and with it the access to the IT systems and services (including university email), by filling and sending required information.

Name

Surname

Birth number

UČO (How do I find out my UČO? [↗](#))

Send details and acquire the CRO account

You will receive a birth and UČO number on your personal email provided in your application. In case you haven't received it, please contact us at international@opf.slu.cz. Degree students can also find their UČO inside their e-application in [IS SU](#).

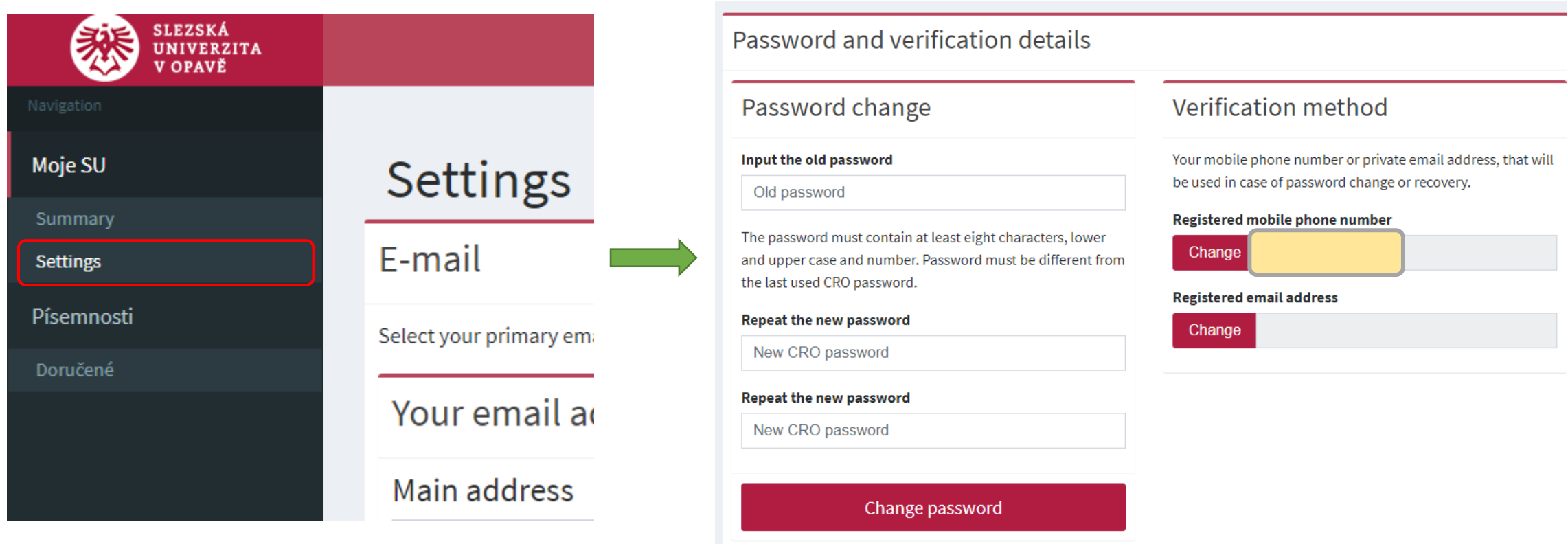
After sending the request to acquire the CRO account, you will be able to see your newly created CRO username (e.g. nov0216).

Please follow the next steps:

- 1. Enter your personal email address or a Czech phone number in order to receive a verification code.**
- 2. Enter the 6-digit code that was sent to your personal email address or a Czech phone number. The validity of the code is just 5 minutes!**
- 3. Create your CRO password. The password has to have at least 8 characters including lower-case and upper-case letters and a digit. No special characters are allowed.**

CRO account – password and verification contact change

You can change your CRO password at: <https://moje.slu.cz/> in the *Settings*



The image shows a screenshot of the 'Settings' page in the 'Moje SU' application. The left sidebar contains a navigation menu with the following items: 'Moje SU', 'Summary', 'Settings' (highlighted with a red box), 'Písemnosti', and 'Doručené'. The main content area is titled 'Settings' and has a sub-section 'E-mail'. Below this, there are sections for 'Select your primary em...', 'Your email ad...', and 'Main address'. A green arrow points from the 'Settings' menu item to a detailed view of the 'Password and verification details' page. This page is divided into two main sections: 'Password change' and 'Verification method'. The 'Password change' section includes a form with three input fields: 'Input the old password' (containing 'Old password'), 'Repeat the new password' (containing 'New CRO password'), and another 'Repeat the new password' field (containing 'New CRO password'). Below these fields is a red button labeled 'Change password'. The 'Verification method' section includes a text description: 'Your mobile phone number or private email address, that will be used in case of password change or recovery.' Below this are two input fields: 'Registered mobile phone number' (containing a yellowed-out field) and 'Registered email address' (containing a greyed-out field). Each of these fields has a red 'Change' button next to it.

Eduroam Wi-Fi set up

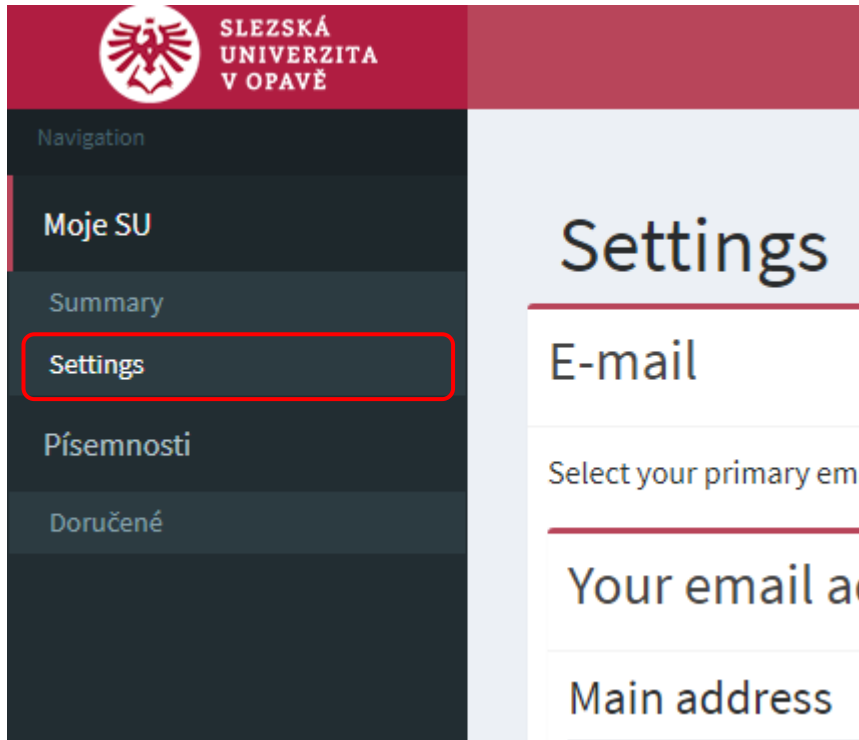


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Eduroam Wi-Fi is available at all university premises including the dormitory and campus for free. Eduroam is widely used at most of the higher education institutions and other public institutions.

For more information on coverage, visit: <https://www.eduroam.org/>

Login at <https://moje.slu.cz/> with your created CRO identity (username and password), go to *Settings* and create (or change) your Eduroam password.



Eduroam Wireless Network

Information

Access to Wi-Fi network Eduroam is active.

User name

Change Eduroam password

Fill the CRO password

The password must contain at least six characters, lower and upper case and number. Password must be different from the CRO password.

Fill the new Eduroam password

Repeat the new Eduroam password

Change Eduroam password

Eduroam Wi-Fi set up



To connect into Eduroam Wi-Fi, use your CRUsername@slu.cz and your Eduroam password.

E.g.: abc0001@slu.cz

To set up Eduroam on your device, we recommend to download [**Eduroam CAT**](#) (**Configuration Assistant Tool**).

More information is available at: [**https://uit.opf.slu.cz/sluzby/wifi/visitors_information**](https://uit.opf.slu.cz/sluzby/wifi/visitors_information)

In case of specific problems with connection, you can email helpdesk@opf.slu.cz or visit the IT staff in person in the room A428, main faculty building.

Horde – faculty email

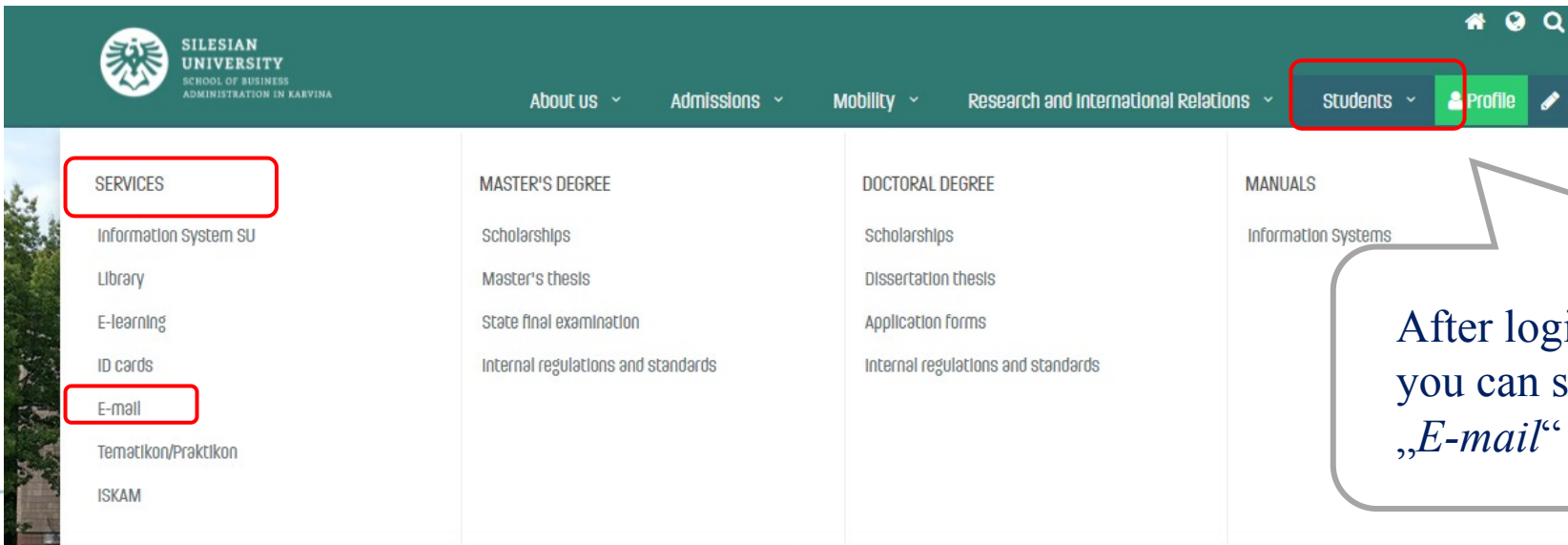
Communication with teachers, academics and other faculty members is only possible via official faculty email address!

Access: <https://horde.opf.slu.cz> or <https://mail.slu.cz/>

- please use your CRO username and password to login

Guides on how to:

- **set up forwarding to your personal email address: <https://uit.opf.slu.cz/horde/preposilanien>**
- **set up external e-mail clients: <https://uit.opf.slu.cz/horde/externien>**

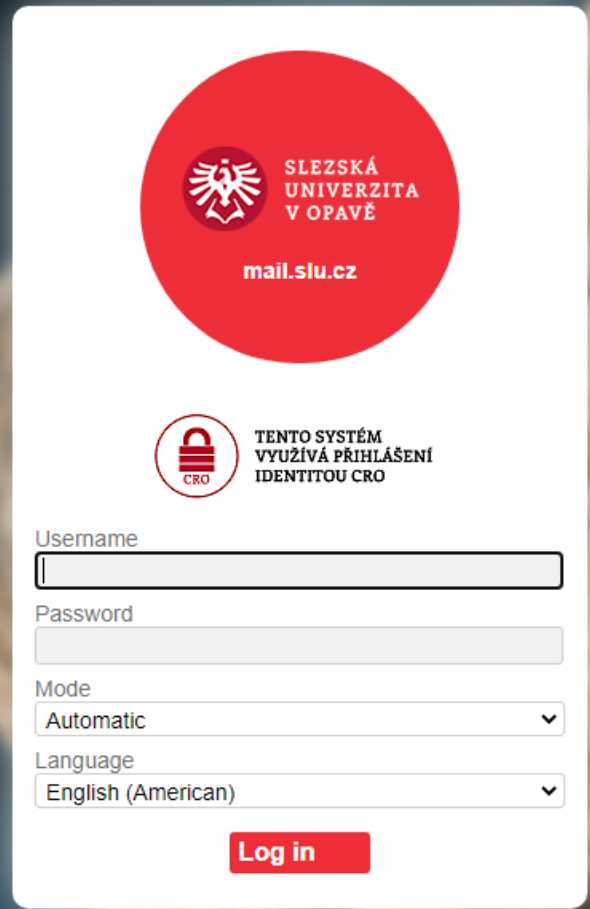



The screenshot shows the Silesian University website interface. The top navigation bar is dark green with the university logo and name on the left. The main navigation menu includes 'About us', 'Admissions', 'Mobility', 'Research and International Relations', 'Students', and 'Profile'. The 'Students' menu is highlighted with a red box. Below the navigation bar, there are four columns of content: 'SERVICES', 'MASTER'S DEGREE', 'DOCTORAL DEGREE', and 'MANUALS'. The 'SERVICES' column is highlighted with a red box and contains a sub-menu with 'E-mail' also highlighted with a red box. A callout box points to the 'E-mail' option with the following text:


After login into <https://www.slu.cz/opf/en/>, you can see the menu „Students“ and access „E-mail“ also in the „Services“ section.

Principles of email communication:

- **Fill out a subject** – name of the topic or problem to which the email relates
- Don't forget to **address the person formally** inside the email body.
- „**Add Cc**“ in case you want to send a copy to one's address; „**Add Bcc**“ for a blind carbon copy.
- **Be brief and specific** – send a maximum of around 25 lines, include the most important part in the first paragraph.
- **If necessary, „Add Attachment“**– always mention in the text that you are attaching a file.
- **Formal closing (Best Regards etc.) + signature** – for setting up an automatic signature, please see the following slide.
- **Reply** – if your previous issue has not been resolved, it's a good idea to write an email in the reply, not a new message.



 SLEZSKÁ
UNIVERZITA
V OPAVĚ
mail.slu.cz

 CRO
TENTO SYSTÉM
VYUŽIVÁ PŘIHLÁŠENÍ
IDENTITOU CRO

Username

Password

Mode
Automatic

Language
English (American)

Log in

Setting up an automatic signature

After login, go to „Settings“ > „Preferences“ > „Mail“ > „Personal information“ and set up „Your signature“

Don't forget to update your signature as you advance to the next year!

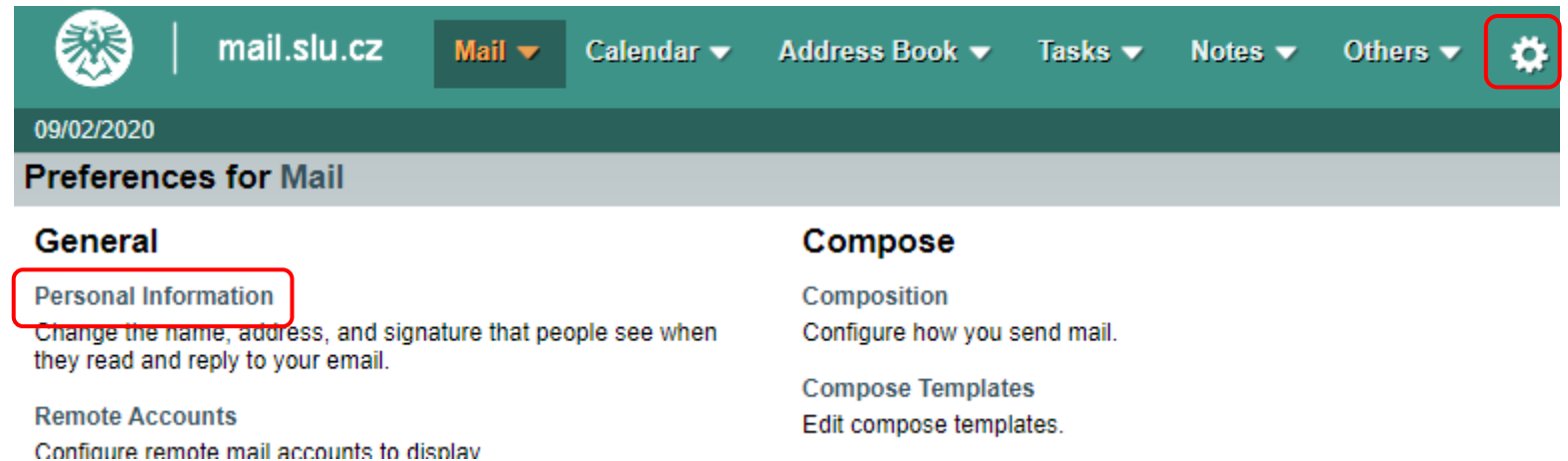
Example:

UČO: 6584 – John Brown

1st year, Master's degree, full-time

Program: Economics and Management

Field of study: Business Economics and Management



The screenshot shows the Horde mail interface. At the top, there is a navigation bar with the Silesian University logo, the email address 'mail.slu.cz', and several menu items: 'Mail', 'Calendar', 'Address Book', 'Tasks', 'Notes', and 'Others'. A gear icon for settings is highlighted with a red box. Below the navigation bar, the date '09/02/2020' is displayed. The main content area is titled 'Preferences for Mail' and is divided into two columns. The left column is titled 'General' and contains three links: 'Personal Information' (highlighted with a red box), 'Remote Accounts', and 'Compose'. The right column is titled 'Compose' and contains three links: 'Composition', 'Compose Templates', and 'Edit compose templates'.

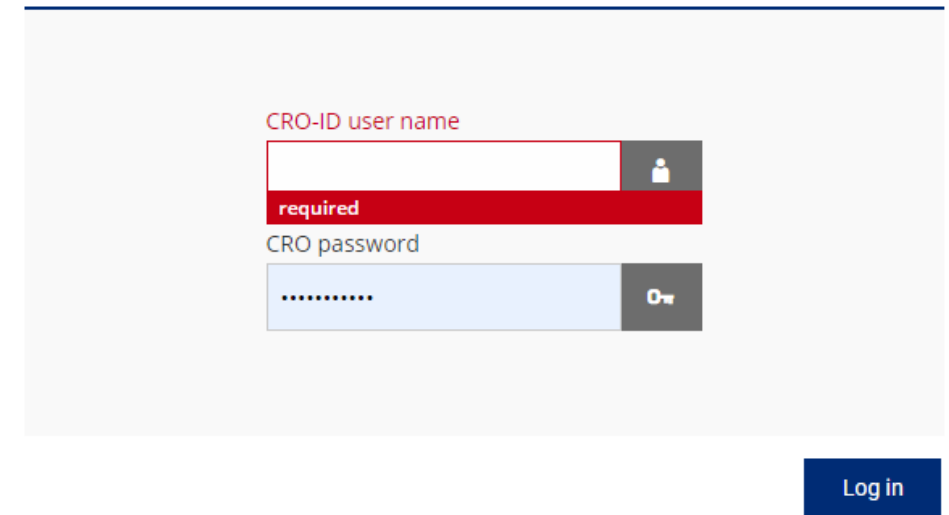
IS SU - study agenda

Access to IS SU: <https://is.slu.cz>

Includes information on the course of study in the following areas:

- **Enrollment and registration of courses, schedules**
- **Study checks – according to the study plan template**
- **Homework vaults – for submitting seminar papers**
- **Registration for examination dates**
- **End of studies – submission of Master thesis, registration for state final exams**
- **Courses, teachers, classrooms**
- **Scholarships, tuition fee payments**
- **Document office – student applications, requests**

IS SU Login



The screenshot shows the login interface for IS SU. It features two input fields: 'CRO-ID user name' and 'CRO password'. The 'CRO-ID user name' field has a red error bar below it with the text 'required'. The 'CRO password' field has a grey eye icon to its right. A blue 'Log in' button is located at the bottom right of the form area.



STUDENT

My Grades
Registration and
Enrolment
E-learning



CALENDAR

My timetable



FILES

Documents
File Depository



COURSES

Find a course
Syllabi



SCHOLARSHIPS

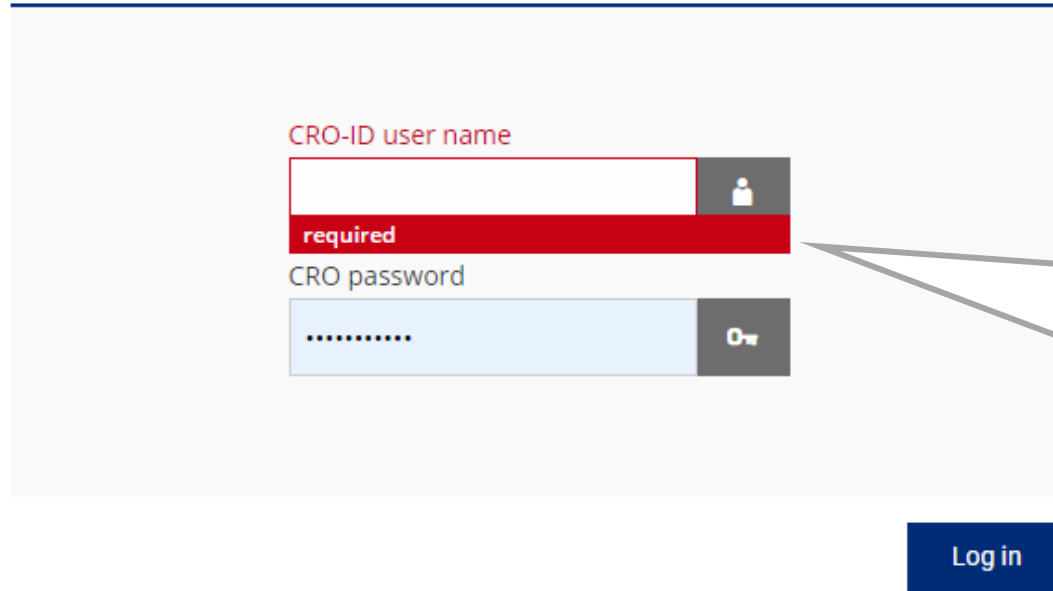
My scholarships
Account number



PEOPLE

Personnel Groups
Personal Section
Contacts
Departments -
Overview


IS SU Login



The screenshot shows a login form with two input fields. The first field is labeled 'CRO-ID user name' and is empty. Below it, a red bar contains the word 'required'. The second field is labeled 'CRO password' and contains a series of dots. To the right of each field is a small icon (a person for the username, a key for the password). Below the fields is a blue 'Log in' button.

Login to is.slu.cz with your **CRO username and password**. If you have/had more than one study, you still have only one account. After logging in, you can switch between your current studies (upper right corner).

IS SU - study agenda

- Always make sure that you have the **correct faculty and semester selected (in the upper right corner)**, e.g., when registering for courses or looking at timetables.
- **Help section** is available in the footer of the page. For some tasks, there is a help icon  which you can expand to get more information.

School of Business Administration in Karvina ▾

Winter 2021 ▾

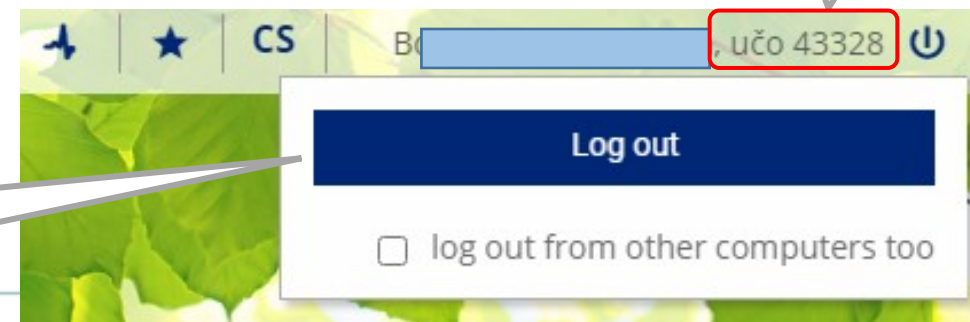


UČO is your university personal number

- Use the search field if looking for anything (hand glass icon)



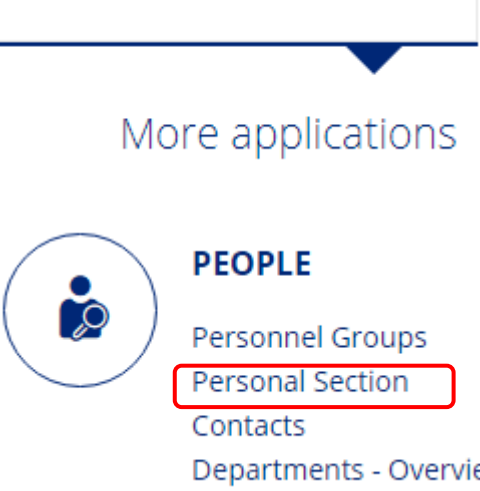
It is **necessary to log out** when you finish working in IS SU. **Shutting the computer down does not log you out!**



Check your personal data:

- Go to **PEOPLE/Personal Section**. In case you can not see PEOPLE application, click on „*More applications*“.
- In Personal Section/Personal Data, go to „*Check and change your personal data*“
- In „*Check and Apply for Changes in Personal Information/Records*“ section, proceed according to the context help section (green parts).
- After updating all information, click on „*Submit the application for changes*“.

Guide also available at: <https://uit.opf.slu.cz/osobudajen>



More applications

PEOPLE

- Personnel Groups
- Personal Section**
- Contacts
- Departments - Overview

i > Personal data ★

Personal data

Information related to me

- Check and change your personal data**

For MASTER DEGREE students only

Add your Czech bank account number:

- In **SCHOLARSHIPS** application, you can add your account number, once you open one in the Czech Republic, after your arrival.
- In case you can not see the application, click on „*More applications*“.
- Please note that scholarships can only be paid on Czech bank accounts.

More applications



SCHOLARSHIPS

My scholarships

Account number

is > Scholarships > Scholarship Payments - Account Number

Scholarship Payments - Account Number

Current account number:

Change the account number

Remove the account number

Note on security: To be allowed to change your account number, you need to use your CRO password. Any time an account number is modified or removed, its owner is notified by email, and their Personal Administration (is.slu.cz) main page displays information about the change for the next seven days. Besides, the IP address of the computer from which the change has been made is saved.

IS SU - study agenda



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STUDENT / MY COURSES | **START OF TERM** | TEACHING | END OF TERM | DURING STUDIES | END OF STUDIES

search the IS

In **STUDENT** application, follow the **blue bar** referring to course of your study.



STUDENT

My Grades
Registration and
Enrolment
E-learning

My courses

FIUNPMFM International Financial Management ★

TEACHER(S)
J. Šimáková

TIMETABLE
Tue 12:15–13:50 MS

SEMINAR
FIUNPMFM/03 Tue 10:35–11:20 B208 J. Šimáková

A | **5** credit(s) | **zk**

Discussion Forum | Study Materials **12** | File Vault | ROPOT (Revision, Opinion Poll and Testing)

Interactive syllabus | Notebooks (3. 5. 09:49)

Information about enrolled course

STUDENT/MY COURSES:

For enrolled courses, you can access:

- Study materials
- Interactive syllabus
- Discussion forum
- Seminar groups (overview)
- Exams (registration for examination dates)
- Catalogue (accreditation document)
- Notebooks (test or exam scores)



STUDENT

My Grades

Registration and
Enrolment

E-learning

Registration for courses and enrolment:

Go to **STUDENT > Registration and Enrolment > START OF TERM**

is > Student > Register for or enrol in a course

Register for or enrol in a course

STUDENT / MY COURSES

START OF TERM

TEACHING

END OF TERM

DURING STUDIES

END OF

Is the registration period under way?

Now you can *enroll* in courses offered by the following faculties:

- FPF (Winter 2020, enrolment from 9. 9. 2020 17:00 to 18. 9. 2020)
- OPF (Winter 2020, enrolment from 8. 9. 2020 17:00 to 20. 9. 2020)
- MU (Winter 2020, enrolment from 9. 9. 2020 17:00 to 18. 9. 2020)
- FU (winter 2020, enrolment from 9. 9. 2020 17:00 to 18. 9. 2020)

When can I register for courses?

You have neither registered for nor enrolled in any courses yet. You might want to
instance, select some courses from a template of your field of study.

Add courses

- OPF: template
- Add courses by entering their codes
- Add courses to repeat
- Add starred courses
- Prepare a registration batch (for the course hunt)
- Registration rules

Changes

- It is not possible to make changes now.

enrol

- Enrol in courses successfully registered for
- Enrolment in Seminar Groups
- Course Catalogue
- Browse templates of faculties

is > Course Catalogue > OPF:EVSNAMIB Microeconomics - Course Information

OPF:EVSNAMIB Microeconomics -

EVSNAMIB Microeconomics

School of Business Administration in Karvina
Winter 2020

Extent and Intensity

3/2/0, 3 credit(s). Type of Completion: zk (examination).

OPF = SBA in Karvina

Do not forget to enroll for *seminar groups* as well. You can check whether your course has (apart from lecture) also a *seminar*, in the *Course Catalogue* below (by searching the course code).

E.g.: Microeconomics course has 3 teaching hours of a lecture and 2 teaching hours of a seminar

MASTER DEGREE students:
The best way how to register for courses is to register through **OPF: template**

EXCHANGE (e.g., Erasmus) + VISITING students:
The best way how to register for courses is to register by „adding courses by entering their codes“
List of courses:
<https://www.slu.cz/opf/en/listofcourses>



is > Student > Register for or enrol in a course

Register for or enrol in a course

STUDENT / MY COURSES | START OF TERM | **TEACHING** | END OF TERM | DURING STUDIES

Is the registration period under way?

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- MU (Winter 2020, enrolment from 9. 9. 2020 17:00 to 18. 9. 2020)
- FU (winter 2020, enrolment from 9. 9. 2020 17:00 to 18. 9. 2020)

When can I register for courses?

OPF:FIUNANMU Managerial Accounting

Wed 14:45–15:30 A406

Group: [select](#)

The course is **offered to the study fields other than yours.**

For up to 10 students. & Prerequisites: fakulta(OPF) && typ_studia(N) && forma(P)

not possible

enrolment exception application

Courses currently registered for or enrolled in:

Course	Further information	Enrolled	Requesting	Position
OPF:EVSNAMIB Microeconomics Thu 13:55–16:20 A412 Group: select		yes zk 6 credit(s)	registration/enrolment cancellation	enrolled/25
OPF:INMNASTZ Statistical Data Processing Mon 10:35–12:10 A406 Group: INMNASTZ/01 Mon 12:15–13:00 A406, change		yes zk 5 credit(s)	registration/enrolment cancellation	enrolled/40
Total		11 credit(s) [zk: 2]	11 credit(s) [zk: 2]	

You will not be enrolled in the courses containing **not possible** in the Enrolled column.
Provided you still insist on your enrolment, apply for being granted an exception with the teacher of the course.

Not registered for a seminar group yet

Registered for a seminar group

In case you are having trouble registering for a course, submit an **application for exception.**

IS SU - study agenda



MASTER DEGREE students only: in **OPF template** you can see which courses are:

- Required (P) = compulsory
- Selective (PV) = compulsory elective
- Elective (V) = facultative

Required and Selective courses are mandatory to register for.

Already passed courses are marked **[condition met]**

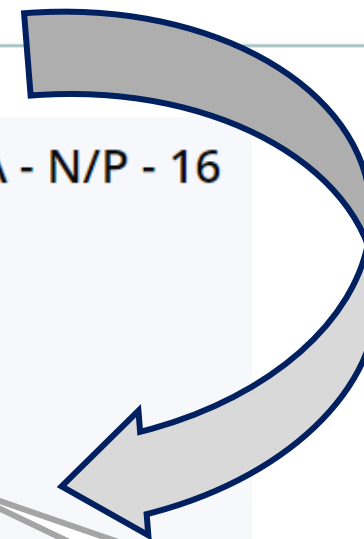
To register for a course, click on **„try to register“**

full time from academic year 2019/2020 - PMMOA - N/P - 16

Template used to monitor progress of studies:
Number of courses/pre-requisites necessary to complete/meet all the courses/pre-requisites

1. semestr

<input type="checkbox"/>	OPF:CVAPICLA Introduction to the Czech Language and Culture * [condition met] capacity: 60, enrolled: 0/60, only registered: 0/60 <i>K. Heinz, M. Chylková, P. Kajzar try to register </i>	0/60	[elective]
<input type="checkbox"/>	OPF:EVSNAMEIB Microeconomics * [condition met] capacity: 25, enrolled: 2/25, only registered: 0/25 <i>I. Majerová try to register </i>	2/25	[required]
<input type="checkbox"/>	OPF:INMNASTZ Statistical Data Processing * [condition met] capacity: 40, enrolled: 2/40, only registered: 0/40 <i>D. Bartl try to register </i>	2/40	[required]
<input type="checkbox"/>	OPF:PEMNAMEK Managerial Economics * [condition met] capacity: 15, enrolled: 2/15, only registered: 0/15 <i>Ž. Rylková, R. Šperka try to register </i>	2/15	[required]
<input type="checkbox"/>	OPF:PEMNAOOR Trade Organizations * [condition met] capacity: 25, enrolled: 2/25, only registered: 0/25 <i>M. Klepek, M. Stoklasa try to register </i>	2/25	[selective]
<input type="checkbox"/>	OPF:OPFNASDP Master Thesis Seminar * <i>M. Tvrdoň, I. Palečková, M. Stoklasa, R. Šperka try to register </i>	3/-	[required]



During your 2-year studies, you need to complete **at least 13 ECTS** credits from „*elective*“ courses.

During the **first week of the semester**, you can make changes to your timetable yourself or you can send an email to **is@opf.slu.cz**.

In your email, always include your **UČO** number and **course code** with **seminar group number**.

E.g.: **EVSNAMEIB/01**

You can only request a change in your seminar group number in case your classes collide!

All students shall enrol the course „OPFBAOPF Training course in OSH and FP“ in their first semester.

- Course syllabus: <https://is.slu.cz/course/opf/winter2021/OPFBAOPF>
 - There are **no credits awarded** for passing the course.
 - The course is **mandatory** for all students and is passed by completing an online test from safety and health protection measures applicable in the university buildings.
 - You will have **several attempts** to pass the online test.
 - There is **no scheduled lecture nor a seminar group** for this course. It only takes place in IS SU.
-

IS SU - study agenda

You can access your timetable at **CALENDAR/ My timetable**.


During the semester, there might be slight changes in the timetable. In case of changes, you will be informed by email.

IS > Timetable > Timetable

Timetable

MY TIMETABLE |
 MY CALENDAR |
 OTHER TIMETABLES AND RESERVATIONS |
 OVERVIEW AND STATISTICS

After enrolment, you can print your timetable here:


CALENDAR
 My timetable

My timetable

Full timetable |
 Current week |
 Display options

	7:15	8:05	8:55	9:45	10:35	11:25	12:15	13:05	13:55	14:45	15:35
Mon							PEMNPCON Corporate Controlling Š. Čemerková B307		PEMNPCON... Corporate... Š. Čemerková B307		
Tue			FIUNPNMU Manageria... M. Šeligová MS			FIUNPNMU/02 Managerial Accounting M. Šeligová A217				PEMNACSR Corporate Social Respons... P. Adámek B308	
Thu	PEMNPKR Crisis Management W. Bernatík B307		PEMNPKR/01 Crisis Man... W. Bernatík B307	PEMNPCSR Corporate Social Responsi... P. Adámek A206							

Teacher's name

Room numbers:
A, B, C, D – main faculty building (Univerzitní nám.)
V – Dormitory building „Na Vyhliďce“
MS – Small Hall (D104)
VS – Large Hall (C001- C004)
AULA – Auditorium/Aula (B115)

Course/reservation with unknown timetable information or which takes place in a different time interval than the one currently displayed: **OPFNPSDP** Master Thesis Seminar.

Note: A course may be taught in several seminar groups. If this is the case, the times of these can be found in the timetable of the course.

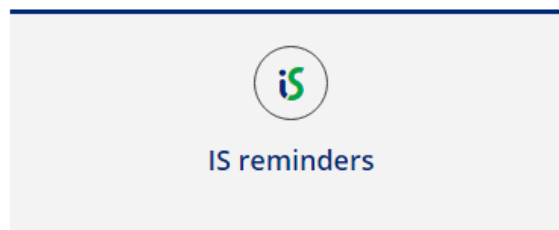
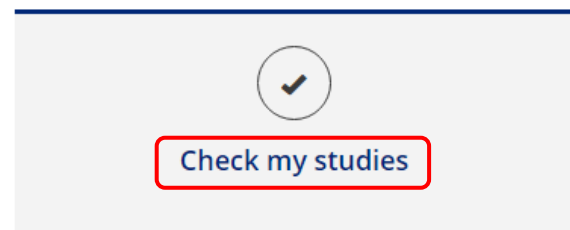
□ Lecture |
 □ Seminar |
 ■ In progress |
 ★ Irregularities in teaching

IS SU - study agenda

For MASTER DEGREE students only:

To check your studies according to the OPF template (study plan), go to:
STUDENT/DURING STUDIES/ Check my studies

Student



Check your studies using the templates assigned to them.:

Templates of required and selective courses assigned to my studies:

- OPF:KŠ/Teaching in English/Business Economics and Management, special. Marketing and Trade MA 2016/full time from academic year 2019/2020 - PMMOA - N/P - 16

Supplementary templates assigned to the programme of study:

The programme of study has no templates assigned.

Check my studies using the selected templates

Study plan template

IS SU - study agenda



For MASTER DEGREE students only:

To access a study plan template, you can also go to **STUDIES/ Registration and Enrolment/ Browse templates**



STUDIES

Programmes and fields
Timetable

is > Studies: information related to studies > Studies - Information Related to Studies

Studies – Information Related to Studies

[Terms and Courses](#) | [Registration and Enrolment](#) | [Topic Lists](#) | [Final State Examination](#) | [Course Of studies - surveys and statistics](#) | [Search for traces of plagiarism](#) | [Information](#)

Terms and Courses

- Browse faculty calendars
- Print Term Calendar
- System workload forecast (use for planning registration)

- Course Catalogue

Registration and Enrolment

- Help for students
- Course Registration and Enrolment
- Registration and enrolment statistics

- [Browse templates](#) (browse courses before registration)

Templates

Obchodně podnikatelská fakulta v Karviné

Template used to monitor progress of studies:

Number of courses/pre-requisites necessary to complete/meet all the courses/pre-requisites

- number of levels below: 51032, number of courses in the levels below: 103608, number of instructions: 136
- try to show in the print version (output format is experimental)

- [Kontrolní šablony all 4](#)
- [Akreditační šablony](#)
- [Šablony archivní](#)
- [Testovací šablony both](#)

We recommend to display the template in the *print version*.

- [Teaching in English](#)

- [Business Economics and Management, special. Marketing and Trade MA 2016](#)

- [full time from academic year 2019/2020 - PMMOA - N/P - 16 into all 5 \[beginning of monitoring template \]](#)

IS SU - study agenda



For MASTER DEGREE students only:

The date of enrolment and registration for courses of the summer semester will be announced later in January according to the calendar. You can see the important dates in **Course Catalogue/ Browse faculty calendars** or on our website: <https://www.slu.cz/opf/en/quickfactsanddeadlines> - Academic calendar

is > Course Catalogue > Term Calendars by Faculties

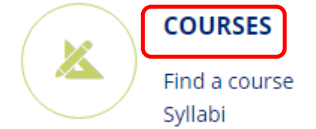
Term Calendars by Faculties

Limit to the term: Summer 2021 Winter 2020 Summer 2020 Winter 2019 Summer 2019 Winter 2018 more - update term
 Limit to faculty: FPF FVP OPF MU FU

Summer 2021

OPF = SBA in Karvina

Faculty	FPF	FVP	OPF	MU	FU
Name of term	Summer 2021	Summer 2021	Summer 2021	Summer 2021	Summer 2021
Is this a regular term?	yes	yes	yes	yes	yes
Course enrolment period	from	15. 2. 2021 17:00	1. 2. 2021 17:00	15. 2. 2021 17:00	14. 2. 2021 17:00
	to	19. 2. 2021	14. 2. 2021	19. 2. 2021	19. 2. 2021
Timetable release date	1. 2. 2021			1. 2. 2021	1. 2. 2021
Enrolment in seminar groups	from	15. 2. 2021 17:00	1. 2. 2021 17:00	15. 2. 2021 17:00	14. 2. 2021 17:00
	to	19. 2. 2021	14. 2. 2021	19. 2. 2021	19. 2. 2021
Teaching	from	22. 2. 2021	22. 2. 2021	22. 2. 2021	22. 2. 2021
	to	23. 5. 2021	23. 5. 2021	23. 5. 2021	21. 5. 2021
Examination period	from	24. 5. 2021	24. 5. 2021	24. 5. 2021	24. 5. 2021
	to	30. 6. 2021	30. 6. 2021	30. 6. 2021	30. 6. 2021
Extended examination period	from	9. 8. 2021	9. 8. 2021	9. 8. 2021	9. 8. 2021
	to	31. 8. 2021	31. 8. 2021	31. 8. 2021	31. 8. 2021



Course Catalogue

Terms | Browse | Edit - Change | Check | Seminar Groups

Terms

Browse faculty calendars

Registration for :

- Courses (lectures) starts at 5PM
- Seminar groups starts at 6PM

Changes to your timetable or Learning Agreement

MASTER DEGREE students:

During the **first week of the semester**, you can make changes to your timetable yourself or you can send an email to is@opf.slu.cz or contact the **International Relations Office** in case of any issues.

In your email, always include your **UČO** number and **course code** with **seminar group number**.

EXCHANGE (Erasmus) and VISITING students:

You can make changes in your Learning Agreement (LA) and your timetable during the **first 2 weeks of classes** (within 2 weeks after the start of the semester).

To request a change in your LA, please contact your International Coordinators at your home and host institution.

Lecture/seminar dates and times for 1 course are usually given so students can not usually choose between more options for 1 course.

IS SU - study agenda



STUDENT

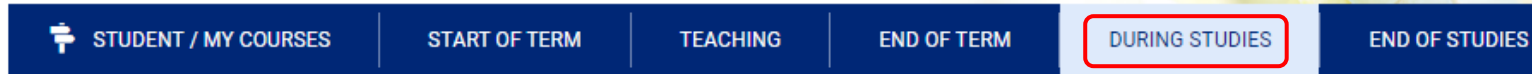
My Grades
Registration and
Enrolment
E-learning




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is > Student ★

Student



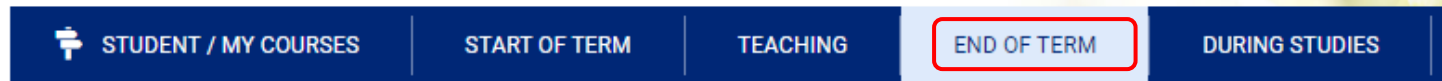

Confirmation of Studies



Internships and stays



Tuition Fees
Calculated fees
History of my studies and fee calculation
Study fees calculator

During your studies, you can access other applications, such as *Internships and stays, Confirmation of Studies, or Tuition Fees* (mostly for **DEGREE** students)

Student




Grades obtained


Examination dates

In the **END OF TERM** section, you can access other applications, such as *Grades obtained or Examination dates*

Confirmation of Studies

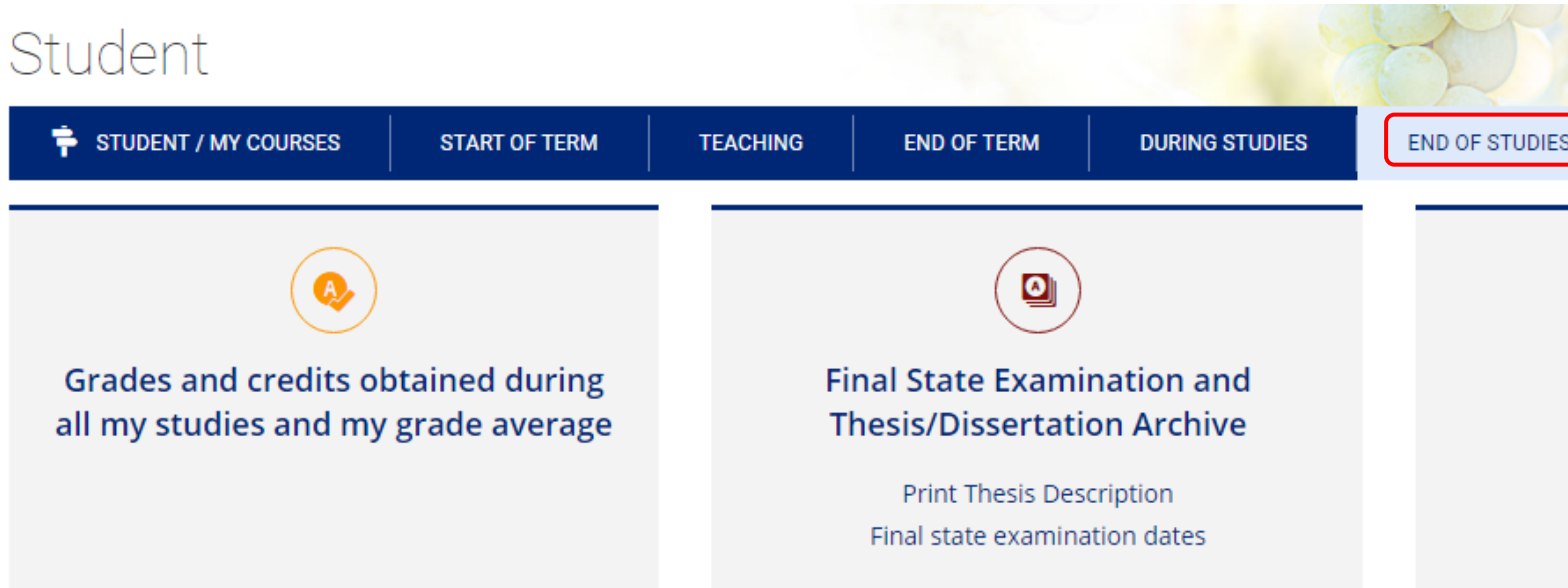
The **electronic confirmation of study** is a full-fledged variant of the confirmation of study printed on paper, stamped and signed by the responsible person. Authenticity (who issued the certificate) and integrity (that the content of the certificate is not altered) is ensured in the electronic certificate by an electronic seal stored inside a PDF file. The electronic seal used complies with current EU legislation, and therefore the electronic confirmation has at least the same credibility as its paper version.

How to download your electronic confirmation? Go to *STUDENT > DURING STUDIES > Confirmation of Studies*

In case your confirmation can not be downloaded, please contact your international coordinator at the faculty or your study officer Mr. Steranka at steranka@opf.slu.cz (DEGREE students).

IS SU - study agenda

Student



The screenshot shows the 'Student' portal interface. At the top, there is a navigation bar with several tabs: 'STUDENT / MY COURSES', 'START OF TERM', 'TEACHING', 'END OF TERM', 'DURING STUDIES', and 'END OF STUDIES'. The 'END OF STUDIES' tab is highlighted with a red border. Below the navigation bar, there are three main content panels. The first panel, under the 'END OF STUDIES' tab, contains an icon of a hand holding a document with the letter 'A' and the text 'Grades and credits obtained during all my studies and my grade average'. The second panel contains an icon of a document with a red 'A' and the text 'Final State Examination and Thesis/Dissertation Archive'. Below this text are two links: 'Print Thesis Description' and 'Final state examination dates'. A third panel is partially visible on the right.



STUDENT

My Grades
Registration and
Enrolment
E-learning

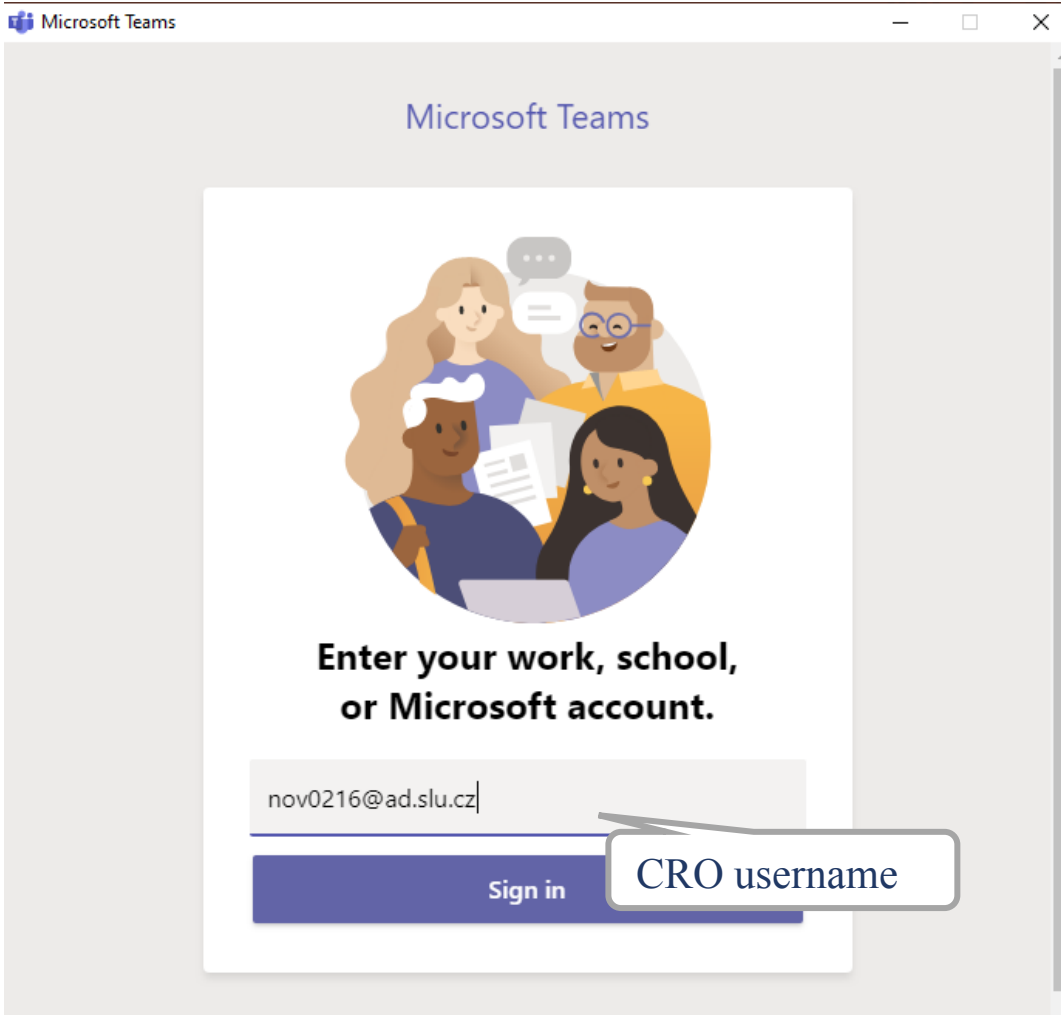
In **END OF STUDIES**, you can check your grades for all the semesters including your current or overall GPA (Weighted Grade Point Average).

There is also a section for **Final State Examination and Thesis Archive** (applies for **final year Master degree students**).

Microsoft Teams



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MS Teams application can be used during online teaching at SU SBA.

Available for download at:

<https://teams.microsoft.com/downloads>

Login with your CROusername@ad.slu.cz and CRO password.

For using MS Teams, you need to have a microphone and a camera available/connected to your device.

Microsoft support and video trainings are available [here](#).

Other IT services for students

All students have free access to MS Office applications online at office.com

The applications can also be downloaded and installed on your PC.

At <https://aka.ms/devtoolsforteaching>, you can download other Microsoft products for free and install them on your PC (e.g.: Windows 10, Visual Studio Enterprise, Project Professional etc.).

Login with your CROusername@ad.slu.cz and CRO password.

Other services:

- [FileSender](#) - share large files (up to 500 GB) safely, login with your CRO username and password



- [ownCloud](#) – sync, share and backup your data (up to 100 GB)



For further information on available software and IT services, please contact the [Institute of Information Technologies](#).



Outlook



OneDrive



Word



Excel



PowerPoint



OneNote



SharePoint



Teams



Sway



Forms



Yammer

Login into university PC network



For an authorized access, enter the CRO username and password.

Possibilities:

- in the **classrooms/library/study room**: single sign-on system called „**Novell**“
 - from **home** via the Internet (**VMware Horizon**)
 - from a **laptop/cell phone in the faculty premises** via the **EDUROAM** wireless network
 - from **dormitories/campus Na Vyhlídce** via the **EDUROAM** wi-fi
-

Printing



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Credit system – for printing, it is necessary to make a deposit on your main student ISKaM account either in the library Na Vyhlídce (in cash), in the cash desk (room A109, only in cash), at the dormitory reception (cash/by card) or **simply online by card (see the next slide for instructions)**. If you want to make a deposit in person, you need to take your student card with you.

Printing is possible from PCs available in the main faculty building and the library, after logging in to Novell network (with CRO identity). Before printing, please check the „**printer settings**” and the **location of the printer** you are printing to - it is listed in the printer’s name. There are printers located on the 4th floor (A431) in the main faculty building or in the library.

Black and white printing is 1 CZK/A4 page and **printing in color** is 2.50 CZK/A4 page.

You can use the multifunctional printers for **scanning for free**. Scanned files will be sent to your university email address.

You can use so-called **secure printing** - prints are sent to the selected printer, where you attach your student card to the scanner.

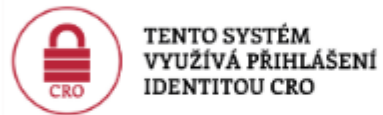
Check your printing account balance, upload the files and see the status of prints here:

<https://tisk.opf.slu.cz>

Printing – charging your ISKaM student account online by card

Go to iskam.opf.slu.cz (Dormitories and catering system) and login with your CRO username and password.

After login, you will be able to see your **main account balance, its history** (👁️) and other deposits, such as booking or accommodation deposit. From your main account, you can pay for printing, housing as well as catering (lunches in partner restaurants – see the next slides).




Login:

Password:

LOGIN

ACCOUNTS		
Account type	Balance	Detail
Main account	806 Kč	👁️ <input type="button" value="Charge"/>
Accommodation deposit	0 Kč	👁️
Booking deposit	0 Kč	👁️ <input type="button" value="Charge"/>
Amount to be returned	0 Kč	👁️













ISKaM – dormitory and catering




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Go to iskam.opf.slu.cz (Dormitories and catering system) and login with your CRO username and password.

ACCOUNTS		
Account type	Balance	Detail
Main account	806 Kč	 <input type="button" value="Charge"/>
Accommodation deposit	0 Kč	
Booking deposit	0 Kč	 <input type="button" value="Charge"/>
Amount to be returned	0 Kč	

After login, you will be able to see your **main account balance, its history**  and other deposits, such as booking or accommodation deposit. From your main account, you can pay for printing, housing as well as catering (lunches in partner restaurants). *The system does not allow the student to go into a debt/negative balance.*

ATTENTION: If you charge your main account and do not pay the dormitory rent in cash at the reception, the rent will be automatically deducted from your main account on the 15th of each month (in case you have a valid long-term accommodation contract).

ISKaM – booking deposit payment before enrollment



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In case you have not yet arrived in Karviná, not yet enrolled for study and therefore do not have a CRO username and password and are asked to pay the booking deposit for accommodation in advance, you can also do the payment online by card at iskam.opf.slu.cz.

Username: university number (6 digits)

Password: pseudo-birth code number (e.g., 94541919AB)



TENTO SYSTÉM
VYUŽIVÁ PŘIHLÁŠENÍ
IDENTITOU CRO

Login:

999999

Password:

.....

LOGIN

You will receive a university and a pseudo-birth code number on your personal email provided in your application. In case you haven't received it, please contact us at international@opf.slu.cz.

Charge your booking deposit online by card.

ACCOUNTS

Account type	Balance	
Main account	806 Kč	
Accommodation deposit	0 Kč	
Booking deposit	0 Kč	Charge
Amount to be returned	0 Kč	





Accommodation (deposit and other rules)

All the applicants who duly submitted **application for accommodation** will be asked to pay the accommodation deposit by **September 10** (students enrolling in winter semester) or by **February 10** (enrollment in summer semester). The last possible date to pay the deposit is on the day of check-in at the reception (by card/ in cash – only CZK!)

Application for accommodation (including detailed instructions) is available for download at:

<https://www.slu.cz/opf/en/facultyandcampus>

Accommodation contract template and other accommodation/catering regulations are available at:

<https://www.slu.cz/opf/cz/ovkmkestazeni>

Please confirm the period for which you would like to be accommodated by September 10/February 10 (when arriving for the winter/summer semester) or as soon as your visa is issued, and itinerary known.



Catering



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Students can enjoy 2 discounted meals daily (*discount of 18 CZK for a warm meal, 8 CZK for a snack/cold meal*) by presenting their student cards at selected restaurants located within a few meters from the faculty building:

- café/snack bar (**main faculty building**, near the foyer, opposite the Large Hall)
- restaurant [Fryštátská chalupa](#) (address: Fryštátská 135/28, Karviná)
- restaurant [FYTÓN Bistro](#) (address: Fryštátská 151/15, Karviná)



*Café/snack bar (8am – 3pm)
Monday - Friday*



Fryštátská chalupa



FYTÓN Bistro (vegan)

Library



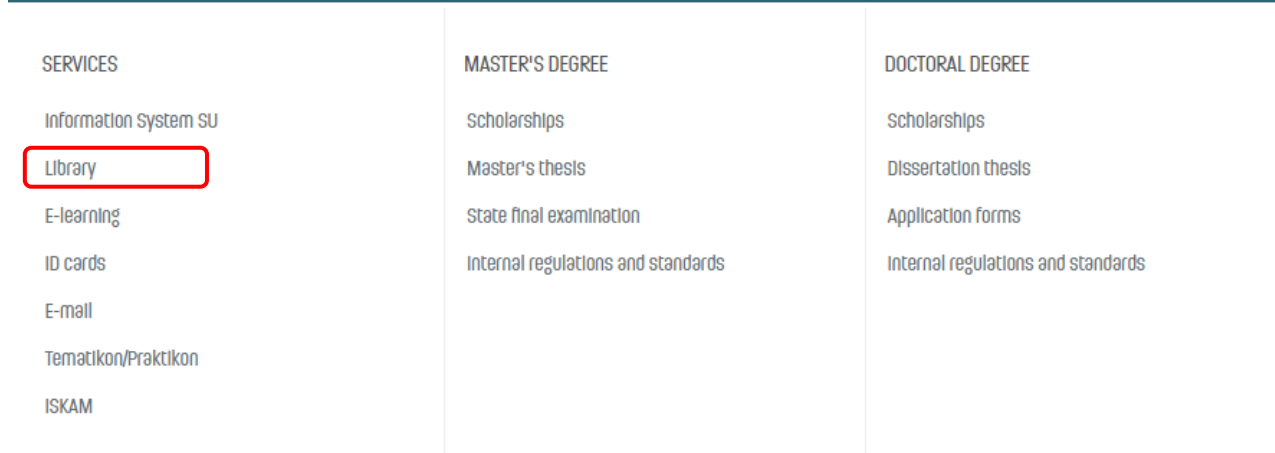
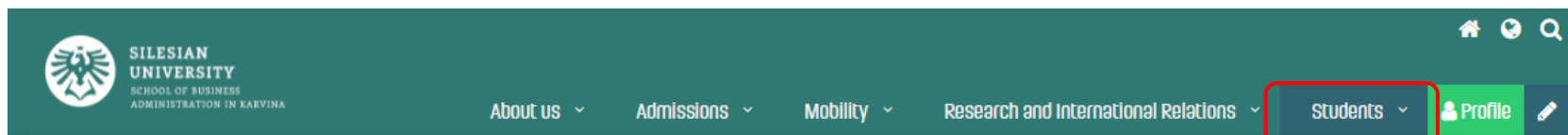
Library is located on the university campus, in the dormitory building Na Vyhlídce.

More information on library services including contacts and electronic information resources is available at:

<https://www.slu.cz/opf/en/library>

Printing and scanning is possible in the library. A student card (main student ISKaM account) has to be charged prior to printing.

Study rooms are available for the students in the library or in the main faculty building (in between Large and Small Hall).



MANUALS
Information Systems

After login into <https://www.slu.cz/opf/en/>, you can see the menu „Students“ and access „Library“ in the „Services“ section.

Faculty website - <https://www.slu.cz/opf/en/>



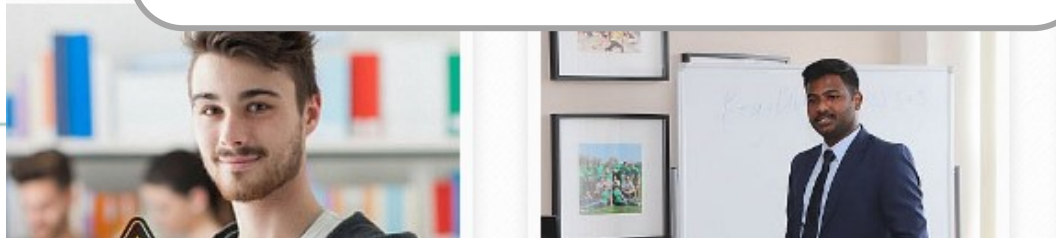
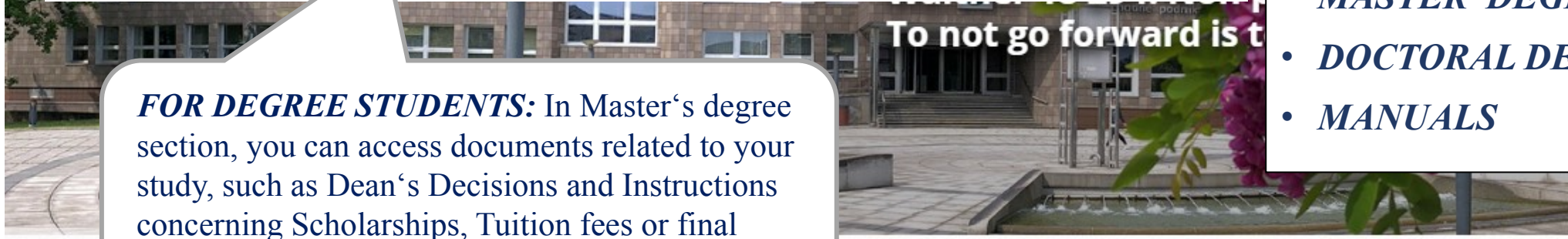
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After login to the faculty website, with your **CRO identity**, you can access STUDENTS menu and other categories:

- **SERVICES**
- **MASTER DEGREE section**
- **DOCTORAL DEGREE section**
- **MANUALS**

FOR DEGREE STUDENTS: In Master's degree section, you can access documents related to your study, such as Dean's Decisions and Instructions concerning Scholarships, Tuition fees or final Master's thesis and State final exam.



29 Sep Run with the Dean
School of Business Administration In Karvina

Student card



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The student ID card entitles you to enter the university buildings. It can be used for discounted catering, printing or scanning.

You can apply for your student card upon your arrival in Karvina and enrollment at <https://karty.slu.cz/> Please note this site is currently run only in Czech language. Guide on how to apply for a card is available at: <https://www.slu.cz/opf/en/idcards>

You can pick up your card at the [card center](#) (room A422, main faculty building) during office hours. In case of further inquiries, please contact **International Relations Office** or bodsky@slu.cz.

MASTER DEGREE students: can choose from a basic university card (free of charge) or an ISIC card (180 CZK/year). For more information on ISIC cards and related discounts, please see: <https://www.isic.cz/en/>. ISIC card can be renewed each year by purchasing a re-validation stamp (180 CZK/year).

EXCHANGE and VISITING students: apply for a basic university card (free of charge).



Information systems overview

Silesian University website

www.slu.cz

School of Business Administration website

www.slu.cz/opf/

SU Information System

is.slu.cz

E-mail

horde.opf.slu.cz

ISKaM (Dormitories and catering)

iskam.opf.slu.cz

CRO identity/Eduroam set-up, password changes

moje.slu.cz



Any questions?

Contact us at international@opf.slu.cz

