University information systems

SILESIAN UNIVERSITY
SCHOOL OF BUSINESS
ADMINISTRATION IN KARVINA

Academic year 2022/2023

Information for the 1st year students

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September 2022

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/

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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

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

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

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: Aquire 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

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 aquire 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).
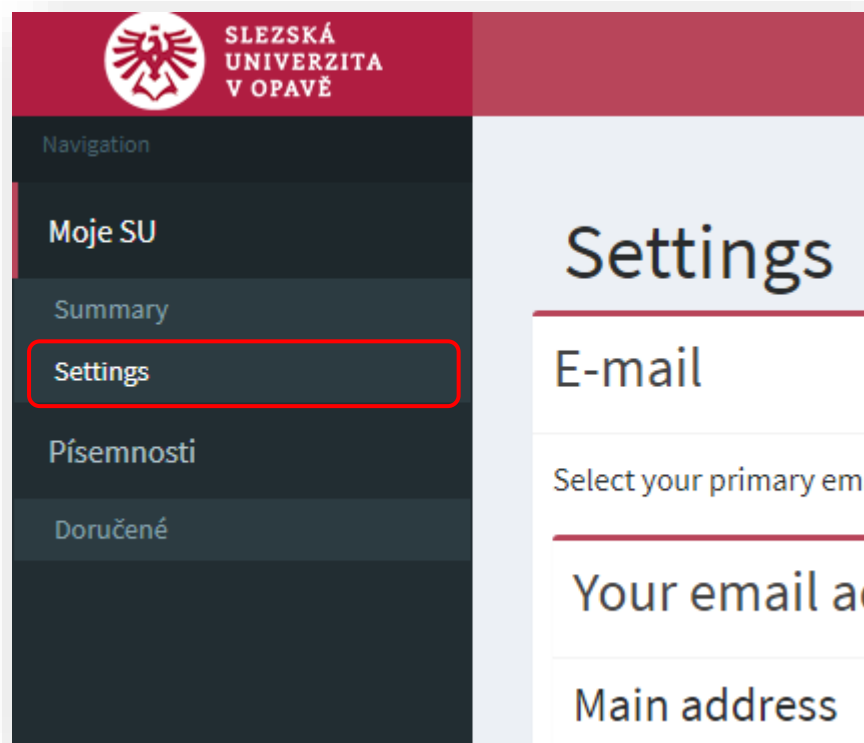
Please follow the next steps:

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*

Eduroam Wi-Fi set up

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.
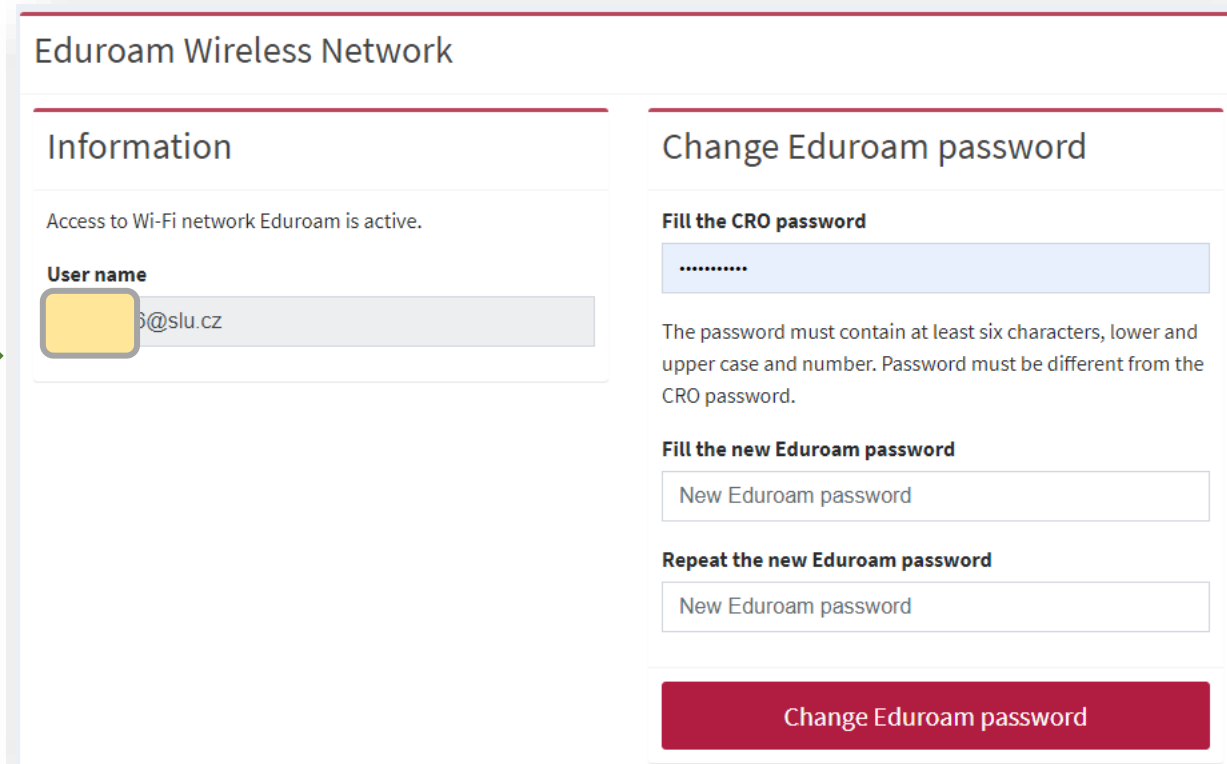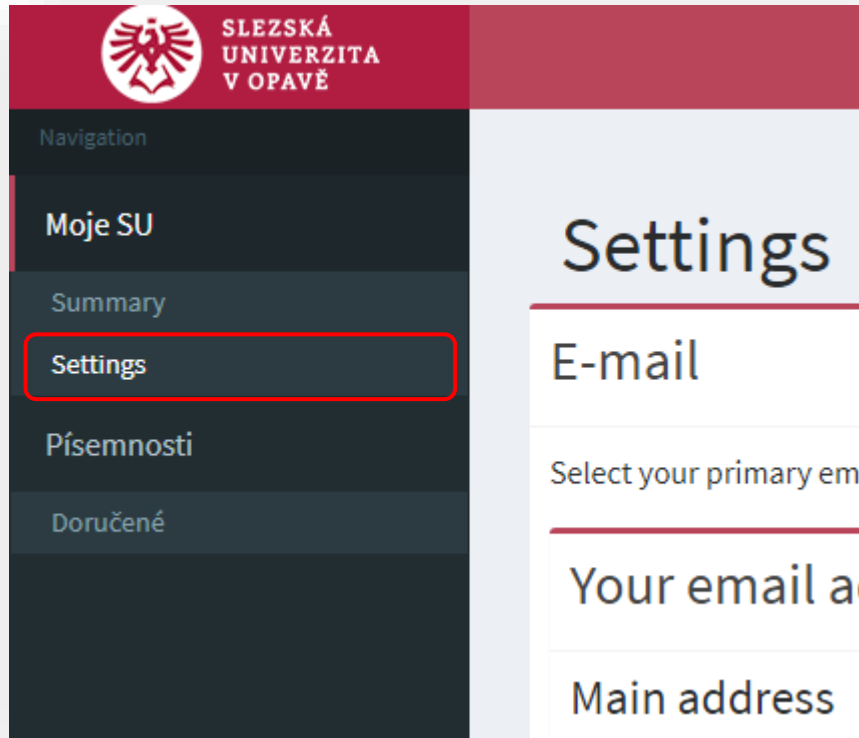
Eduroam Wi-Fi set up

To connect into Eduroam Wi-Fi, use your **CROusername@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**

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

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

Horde – faculty email

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.

Horde – faculty email

Setting up an automatic signature

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

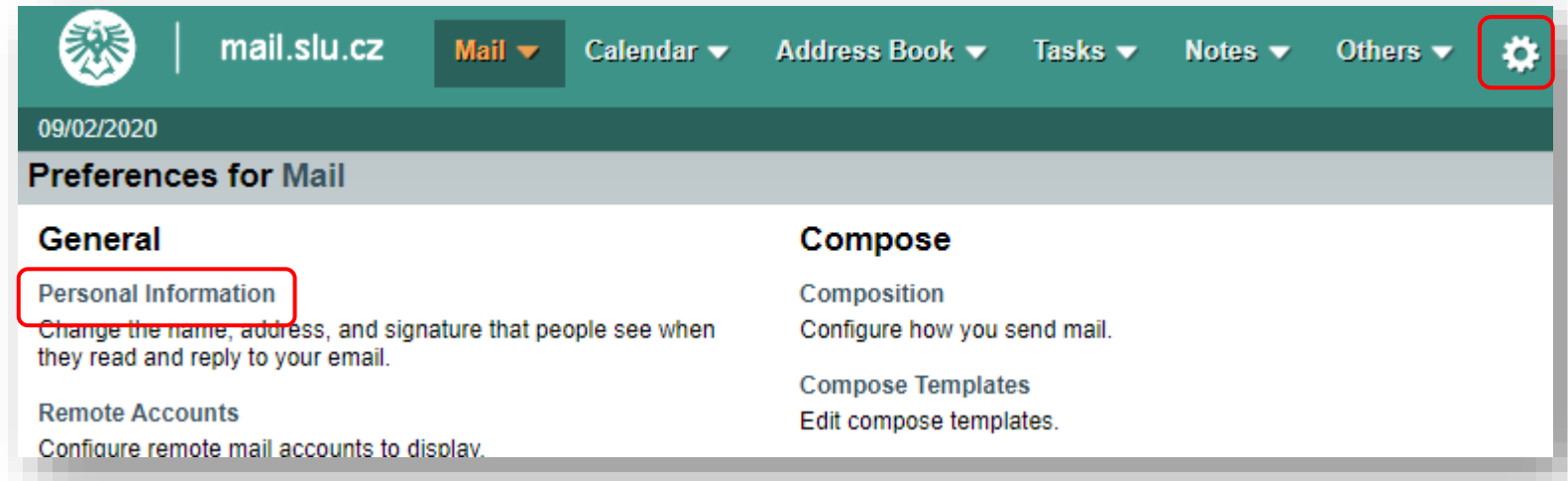Don't forget to update your signature as you advance to the next year!

Example:

UČO: 6584 – John Brown

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

Program: Economics and Management

Field of study: Business Economics and Management

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

CRO-ID user name

required

CRO password

Log in

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 - study agenda

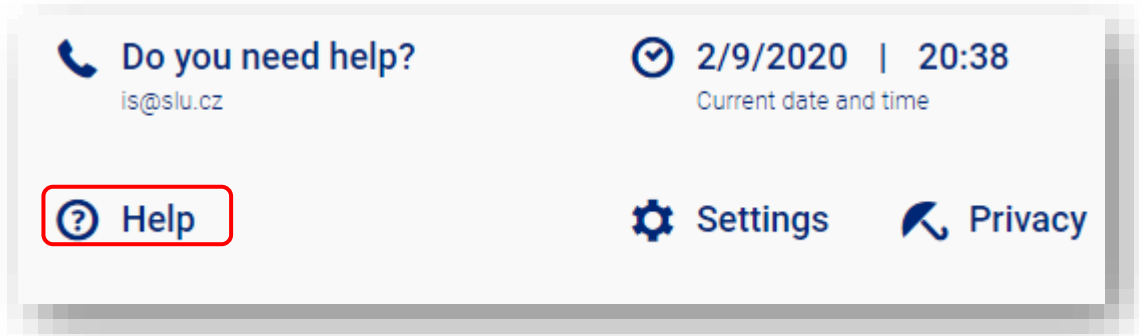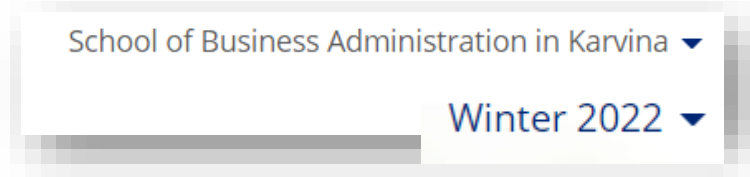Login to is.slu.cz with your **CRO username and password**. If you have/had more than one study, you still have only one account. After logging in, you can switch between your current studies (upper right corner).

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. Current term: **Winter 2022**; future term: **Summer 2023**

School of Business Administration in Karvina ▼

Winter 2022 ▼

- **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.

📞 Do you need help?
is@slu.cz

🕐 2/9/2020 | 20:38
Current date and time

❓ Help

⚙ Settings   ⬆ Privacy

UČO is your university personal number

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

iS   search the IS   🔍

✈ | ★ | CS   B⬛⬛⬛⬛⬛, učo 43328 ⏻

Log out

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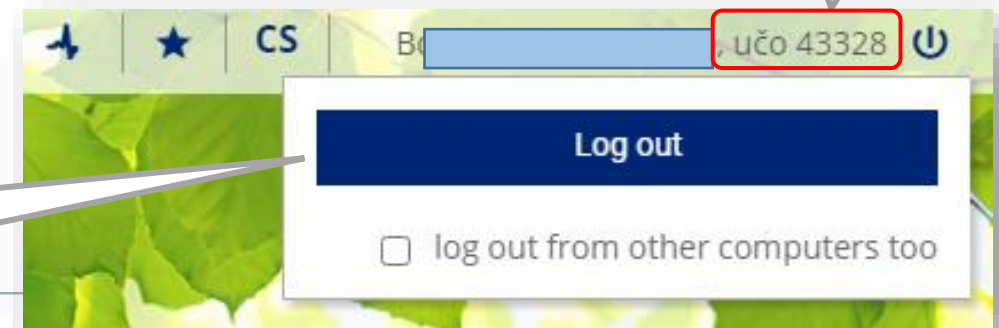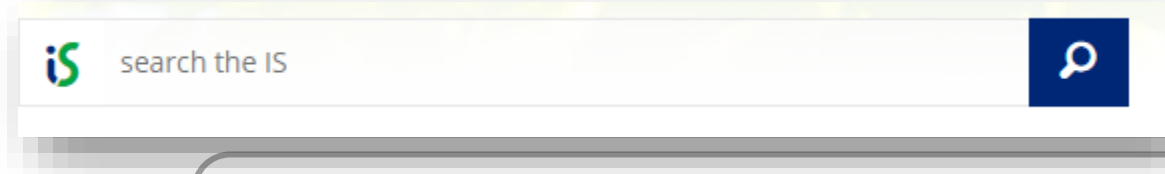
It is **necessary to log out** when you finish working in IS SU. Shutting the computer down does not log you out!

IS SU - study agenda

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

IS SU - study agenda
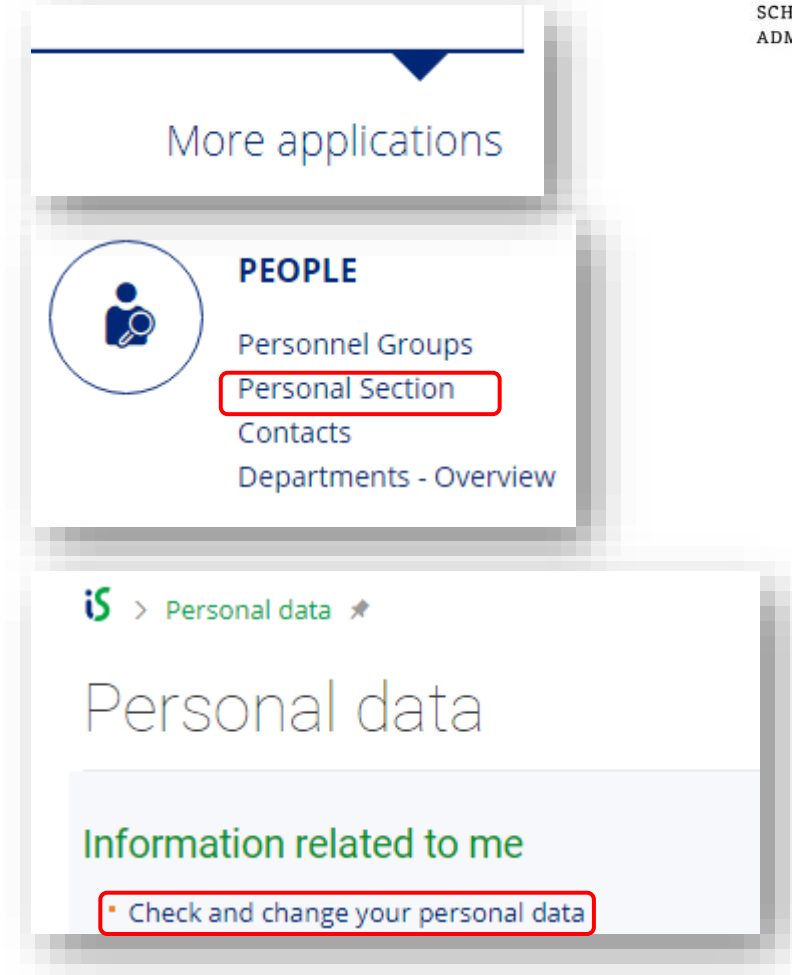
For **MASTER DEGREE** students only

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.

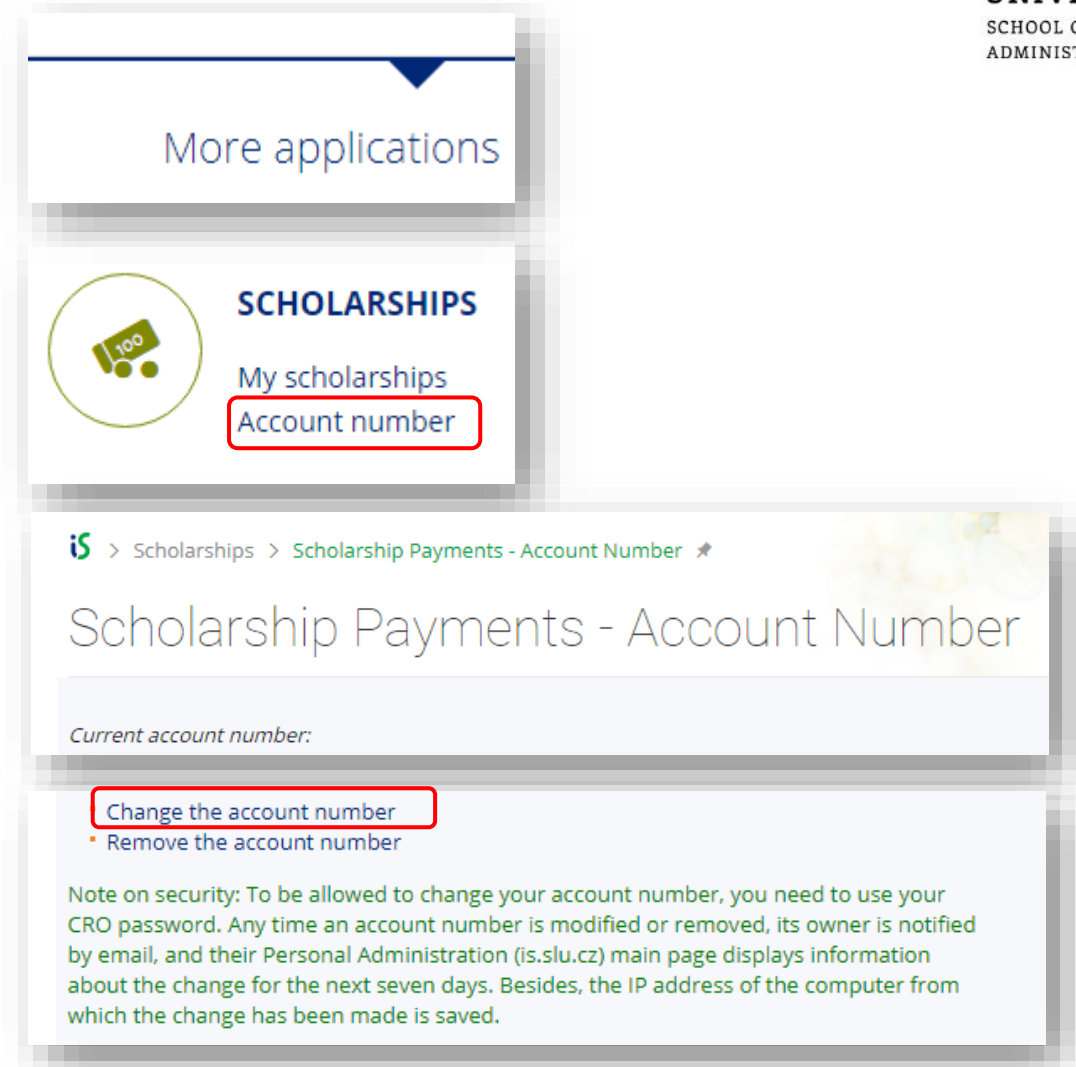- In case you can not see the application, click on „*More applications*".

- Please note that scholarships can only be paid on Czech bank accounts.

IS SU - study agenda

SILESIAN UNIVERSITY
SCHOOL OF BUSINESS
ADMINISTRATION IN KARVINA

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

iS search the IS 🔍

My courses

STUDENT

My Grades
Registration and
Enrolment
E-learning

🦅 FIUNPMFM International Financial Management ★ ✔ ▲

TEACHER(S)
J. Šimáková

A 5 credit(s) zk

TIMETABLE
Tue 12:15–13:50 MS ⤢

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

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

Information about enrolled course

💬 Discussion Forum   📘**12** Study Materials   📤 File Vault   🧩 ROPOT (Revision, Opinion Poll and Testing)

☰ Interactive syllabus   ✏ Notebooks (3. 5. 09:49)

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)**

IS SU - study agenda

SILESIAN UNIVERSITY
SCHOOL OF BUSINESS
ADMINISTRATION IN KARVINA

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

Interactive Syllabus

Ing. Irena Szarowská, Ph.D.

Principles of Finance

The goal of the course is to explain basic principles of finance and features of financial system. The course is an introductory course for all economic majors. It covers topics as a conception of money and functions of money, a position and role of financial institutions, financial instruments and financial markets in a financial system.

Study materials   Open ➡

CHAPTER CONTAINS:

📗 Study Materials   🌐 Web

🌐 Course syllabus

📕 Principles of finance_Introduction

IMPORTANT DATES
27/09/2022   Academic day - no classes
25/10/2022   Ongoing test nr. 1
22/11/2022   Written assignment
 6 /12/2022   Ongoing test nr. 2

Activities during semester

2 ongoing tests	24 points
Written assignment	8 points
Final written exam	48 points
TOTAL	80 points

Grading

A (excellent)	72 - 80 points	
B (very good)	65 - 71 points	
C (good)	57 - 64 points	
D (satisfactory)	49 - 56 points	
E (sufficient)	41 - 48 points	
F (failed)	0 - 40 points	

For your enrolled courses **(STUDENT/MY COURSES)**, you can access:
- **Study materials**
- **Interactive syllabus**
- Discussion forum, etc.

IS SU - study agenda

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 O |

Is the registration period under way?

OPF = SBA in Karvina

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.

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

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.*

er

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

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

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).

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. 5 credit(s). Type of Completion: zk (examination).

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

SILESIAN UNIVERSITY
SCHOOL OF BUSINESS
ADMINISTRATION IN KARVINA

IS SU - study agenda

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)

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"*

OPFNASDP (Master Thesis Seminar) is only enrolled by 2nd year students who started their studies in the winter semester (September) or the 1st year students who started studies in the summer semester (February). The course is only taught in the WINTER SEMESTER.

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

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

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

The current course offer is available at **https://www.slu.cz/opf/en/listofcourses**

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

In your email, always include your **UČO** number and **course code** with **seminar group number** (e.g.: **EVSNAMIB/01**)

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

SILESIAN UNIVERSITY
SCHOOL OF BUSINESS
ADMINISTRATION IN KARVINA

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

- Couse syllabus: https://is.slu.cz/course/opf/zima2022/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 SU - study agenda

<u>For DEGREE students only:</u>

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

Study plan template

IS SU - study agenda

For 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 O...
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 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 2023 ☑ Winter 2022 ☐ Summer 2022 ☐ Winter 2021 ☐ Summer 2021 ☐ Winter 2020 more ▾ ⟳ update term
☐ Limit to faculty: ☐ FPF ☐ FVP ☐ OPF ☐ MU ☐ FU ☐ Rek

Winter 2022

OPF = SBA in Karvina

Faculty		FPF	FVP	OPF	MU	FU
Name of term		Winter 2022	Winter 2022	Winter 2022	Winter 2022	Winter 2022	Wi
Is this a regular term?		yes	yes	yes	yes	yes
Registration for courses	from					
	to					
Course enrolment period	from	1. 9. 2022 17:00	1. 9. 2022 17:00	6. 9. 2022 17:00	1. 9. 2022 17:00	1. 9. 2022 17:00
	to	16. 9. 2022	16. 9. 2022	18. 9. 2022	16. 9. 2022	16. 9. 2022
Course enrolment changes	from			19. 9. 2022 17:00		
	to			25. 9. 2022		
Timetable release date		25. 8. 2022	31. 8. 2022	30. 8. 2022	25. 8. 2022	1. 9. 2022
Enrolment in seminar groups	from	1. 9. 2022 17:00	1. 9. 2022 17:00	6. 9. 2022 17:00	1. 9. 2022 17:00	1. 9. 2022 17:00	2. 9
	to	16. 9. 2022	16. 9. 2022	18. 9. 2022	16. 9. 2022	16. 9. 2022	31.

COURSES
Find a course
Syllabi

Course Catalogue

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

Terms

• Browse faculty calendars

Registration for :

• Courses (lectures) and seminar groups usually starts at 5PM.

IS SU - study agenda

Changes to your timetable or Learning Agreement

DEGREE students:

During the **first week of the semester**, you can make changes to your timetable yourself or you can send an email to **rozvrhy@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

During your studies, you can access other applications, such as *Internships and stays, Confirmation of Studies, or Tuition Fees*

(mostly for DEGREE students)

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

Confirmation of Studies (DEGREE STUDENTS ONLY)

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 study officer Mr. Steranka at steranka@opf.slu.cz

IS SU - study agenda

In **END OF STUDIES**, you can check your grades for all the semesters including your current or overall GPA (Weighted Grade Point Average).
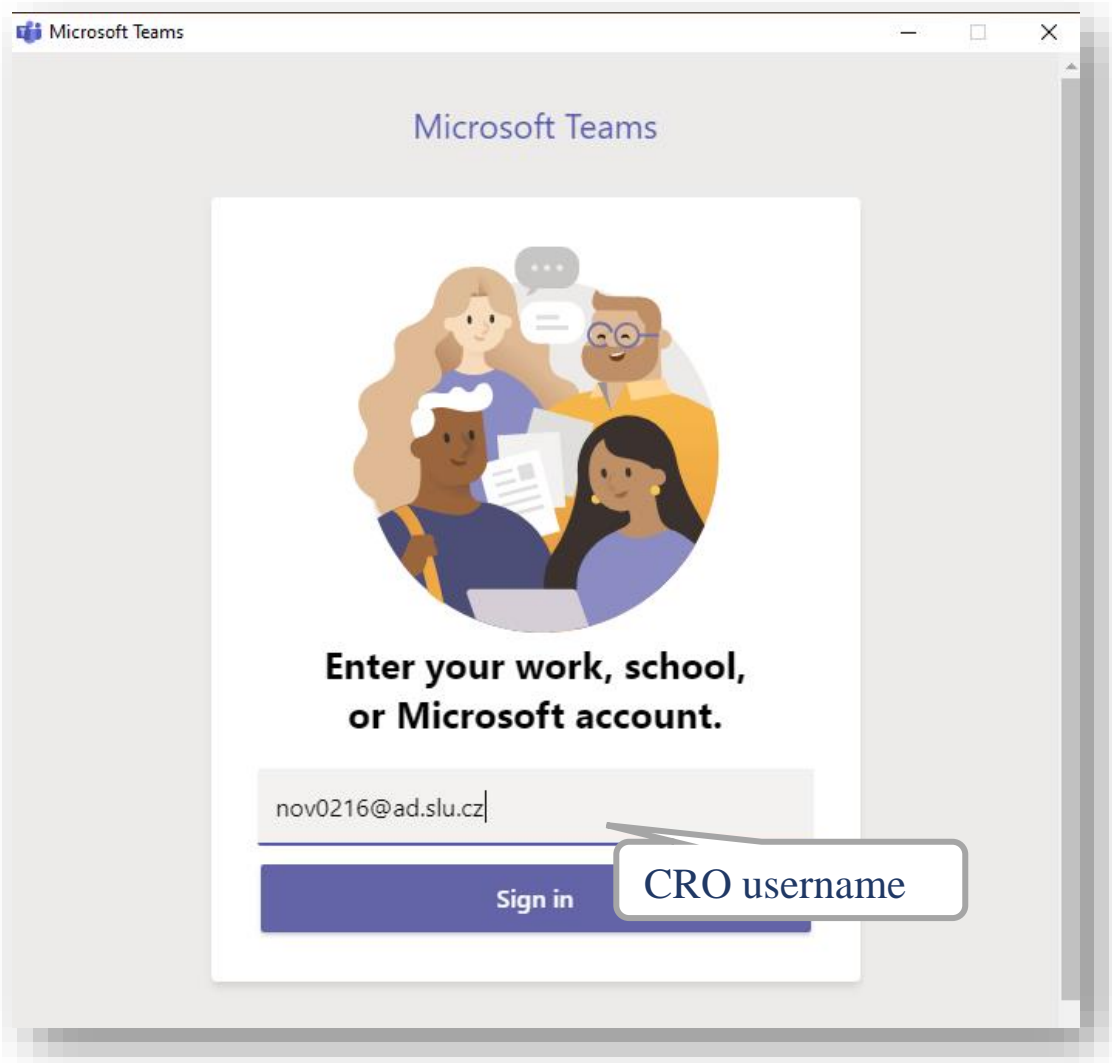
There is also a section for **Final State Examination and Thesis Archive** (applies for final year degree students).

Microsoft Teams

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

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, in the library or right near the main faculty entrance (opposite the reception).

Black and white printing is 1 CZK/A4 page (one side) and **printing in color** is 2.50 CZK/A4 page (one side).

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).

ISKaM – dormitory and catering

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). *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

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)

Charge your booking deposit online by card.

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.

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) and other important documents (price lists or accommodation contract template) are available for download at:
https://www.slu.cz/opf/en/accommodation

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

Erasmus+ students are eligible for 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 (see the list below). *Self-paying degree and visiting students are, unfortunately, not eligible for these discounts.*

- 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 (7:30 am – 2:30 pm)
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).

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/

SILESIAN UNIVERSITY
SCHOOL OF BUSINESS
ADMINISTRATION IN KARVINA

SILESIAN UNIVERSITY
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About us ⌄   Admissions ⌄   Mobility ⌄   Research and International Relations ⌄   Students ⌄   👤 Profile

👤 Login

SERVICES

Information System SU

Library

E-learning

ID cards

E-mail

Tematikon/Praktikon

ISKAM

MASTER'S DEGREE

Scholarships

Master's thesis

State final examination

Internal regulations and standards

DOCTORAL DEGREE

Scholarships

Dissertation thesis

Application forms

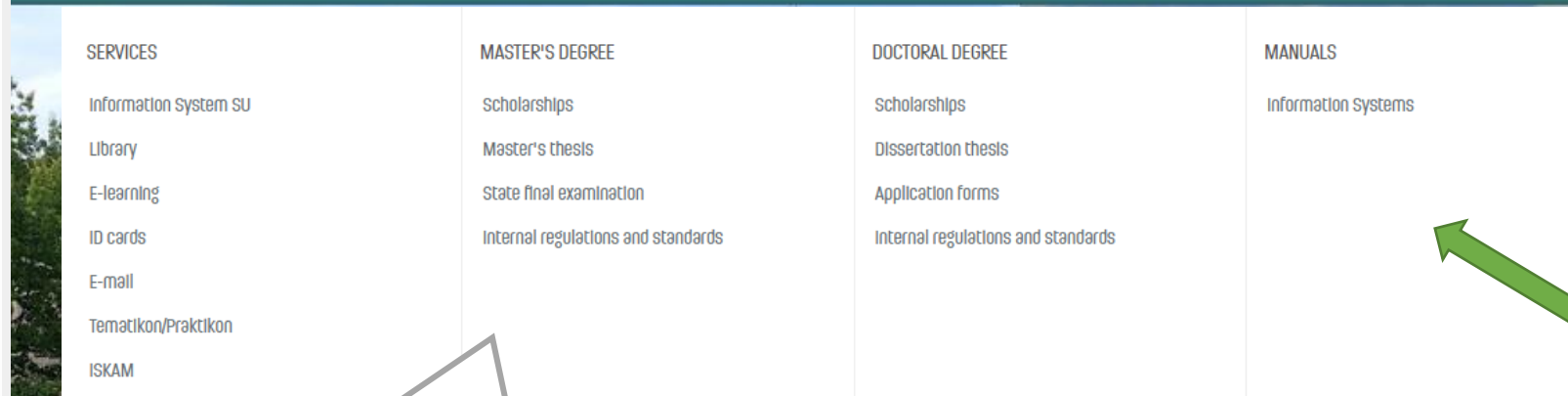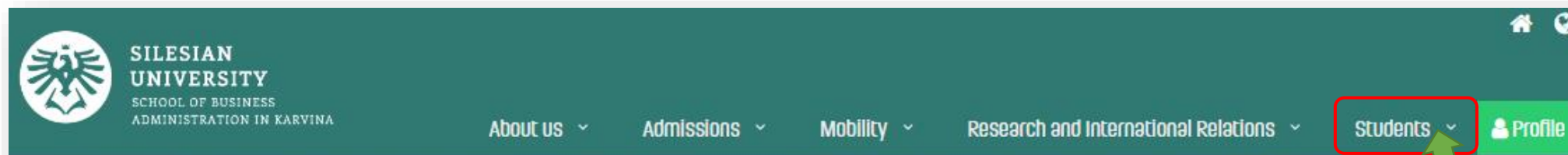Internal regulations and standards

MANUALS

Information Systems

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

- *SERVICES*

- *DEGREE section*

- *MANUALS*

FOR DEGREE STUDENTS: In degree section, you can access documents related to your study, such as Dean's Decisions and Instructions concerning Scholarships, Tuition fees or Final thesis and State final exam.
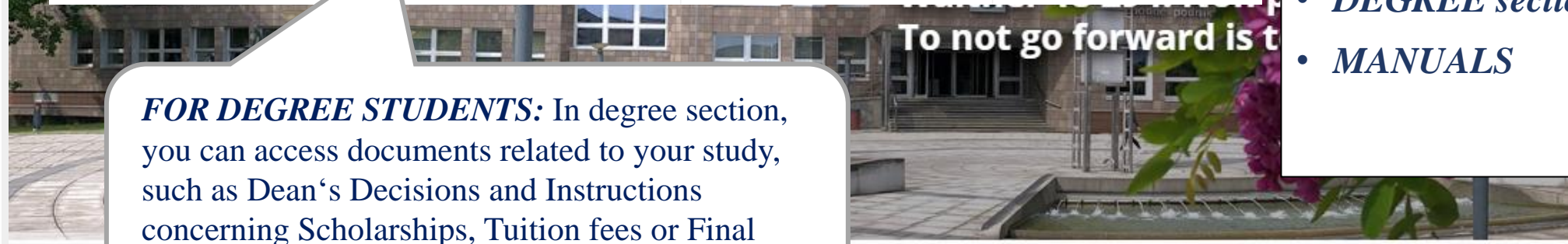
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29 Sep — Run with the Dean
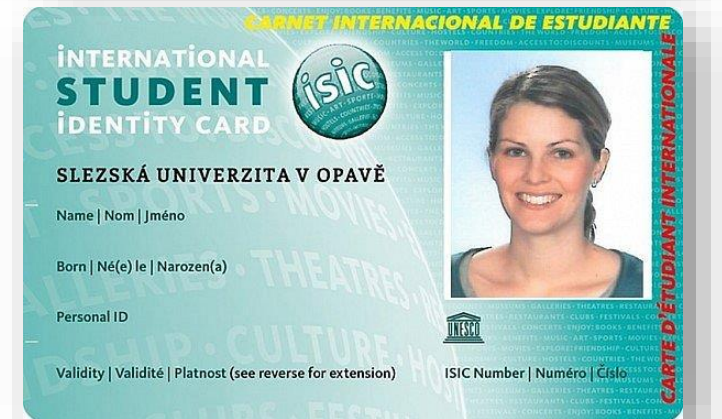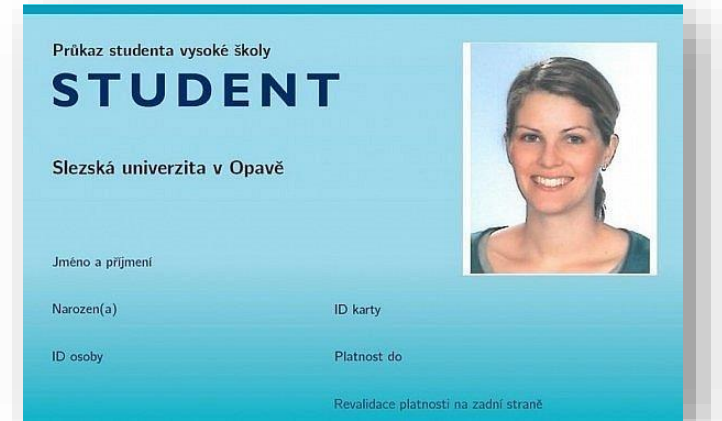School of Business Administration in Karvina

Student card

The student ID card entitles you to enter the university buildings. It can be used for discounted catering (*Erasmus+ students only*), 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**.

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](is.slu.cz)**
E-mail	**mail.slu.cz**
ISKaM (Dormitories and catering)	**iskam.slu.cz**
CRO identity/Eduroam set-up, password changes	**moje.slu.cz**

Any questions?

Contact us at international@opf.slu.cz
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