

# University information systems

*Academic year 2022/2023*

*Information for the 1st year students*



**SILESIAN  
UNIVERSITY**

SCHOOL OF BUSINESS  
ADMINISTRATION IN KARVINA

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September 2022

# Information systems at SU SBA

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**SILESIAN  
UNIVERSITY**  
SCHOOL OF BUSINESS  
ADMINISTRATION IN KARVINA

- **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](mailto:helpdesk@opf.slu.cz) and/or [international@opf.slu.cz](mailto:international@opf.slu.cz) from your faculty email address.**

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# 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](https://moje.slu.cz)

At [moje.slu.cz](https://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!**

A screenshot of the 'My SU' login portal. The page has a light blue header with the title 'My SU' and a subtitle 'My SU is a portal for employees and students of Silesian University in Opava.' Below the header is a white box with a red border containing the login form. The form has a 'Login' title and a checkbox for 'I have the CRO account and I want to login into My SU'. There are two input fields: 'User name' and 'Password'. Below each field is a link for help: 'Did you forget your user name? Help is here.' and 'Did you forget your CRO password or have your account blocked? Help is here.' At the bottom of the form is a red button labeled 'Login'. Below the form is a link for registration: 'I don't have th CRO ID. Registration here.'

# 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.

### 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

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: 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

### 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](mailto: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).**

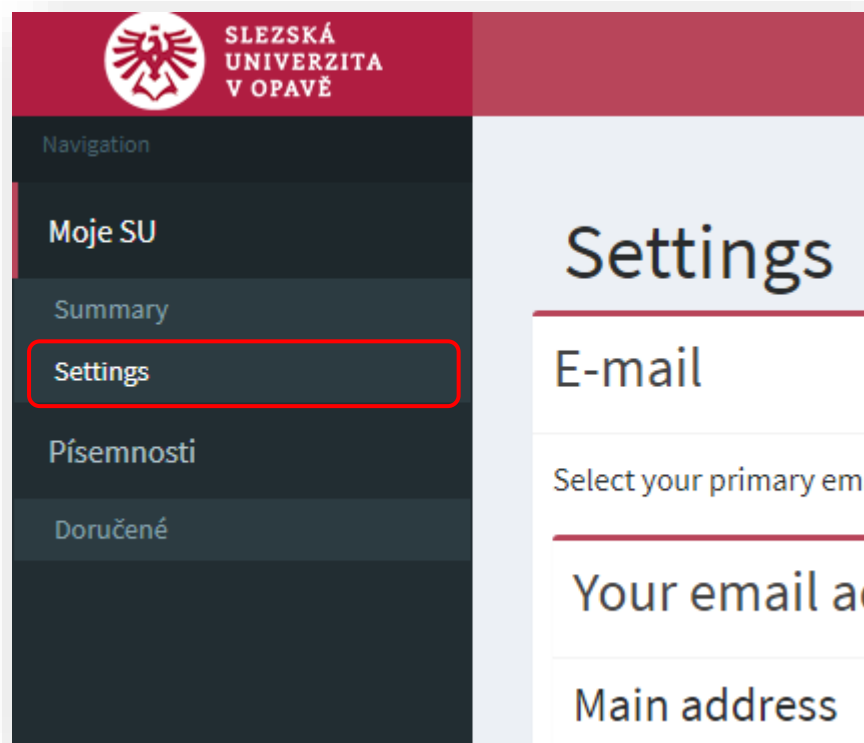
### Please follow the next steps:

- 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*



### Password and verification details

#### Password change

**Input the old password**

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

**Repeat the new password**

**Repeat the new password**

**Change password**

#### Verification method

Your mobile phone number or private email address, that will be used in case of password change or recovery.

**Registered mobile phone number**

**Change**

**Registered email address**

**Change**

# Eduroam Wi-Fi set up

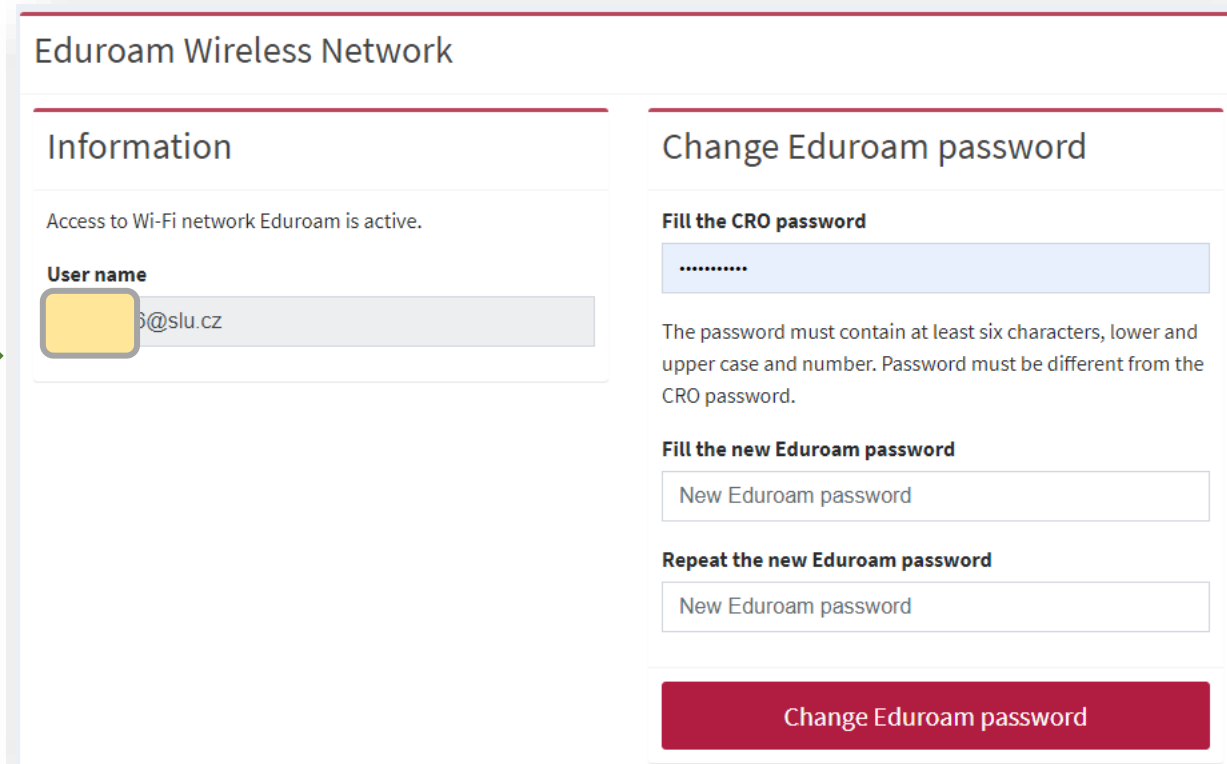
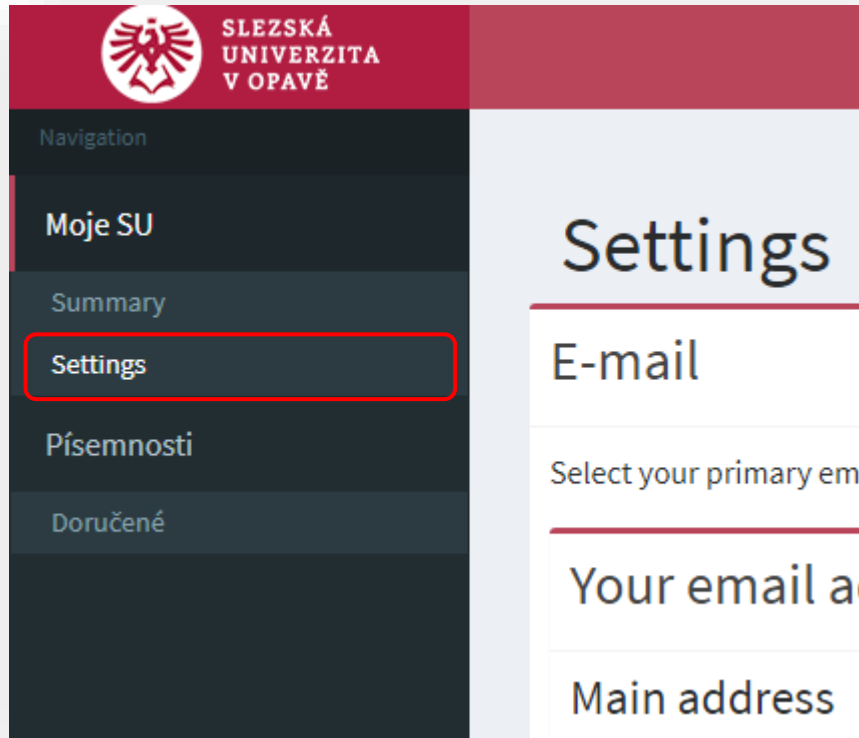


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Eduroam Wi-Fi is available at all university premises including the dormitory and campus for free. Eduroam is widely used at most of the higher education institutions and other public institutions.

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 Wi-Fi set up



To connect into Eduroam Wi-Fi, use your [CROusername@slu.cz](mailto: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](https://uit.opf.slu.cz/sluzby/wifi/visitors_information)

*In case of specific problems with connection, you can email [helpdesk@opf.slu.cz](mailto: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:

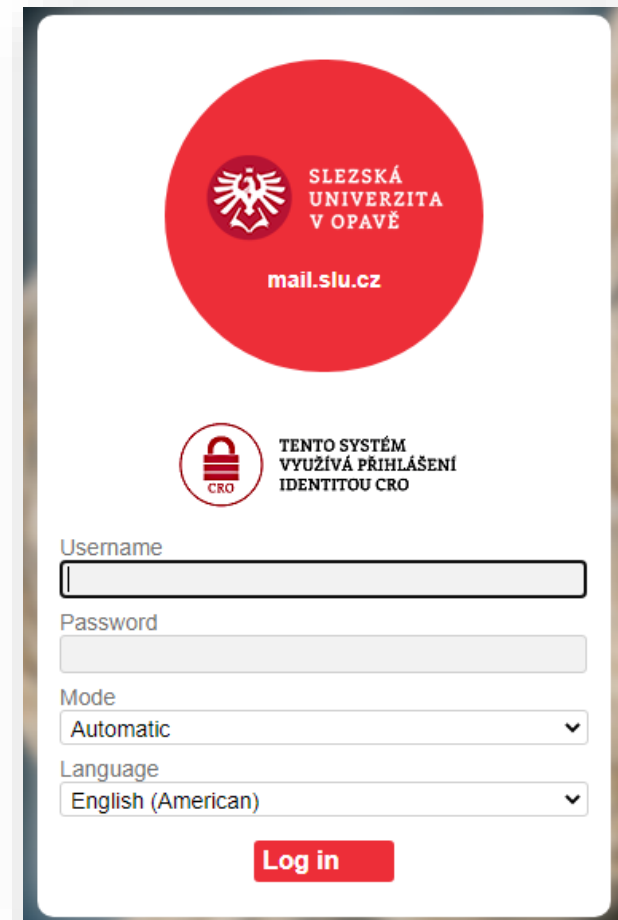
- set up forwarding to your personal email address: <https://uit.opf.slu.cz/horde/preposilanien>
- set up external e-mail clients: <https://uit.opf.slu.cz/horde/externien>


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. The first column, 'SERVICES', is highlighted with a red box and contains links for 'Information System SU', 'Library', 'E-learning', 'ID cards', 'E-mail', 'Tematikon/Praktikon', and 'ISKAM'. The other columns are 'MASTER'S DEGREE', 'DOCTORAL DEGREE', and 'MANUALS', each with their respective sub-links.


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  
VYUŽÍVÁ 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!

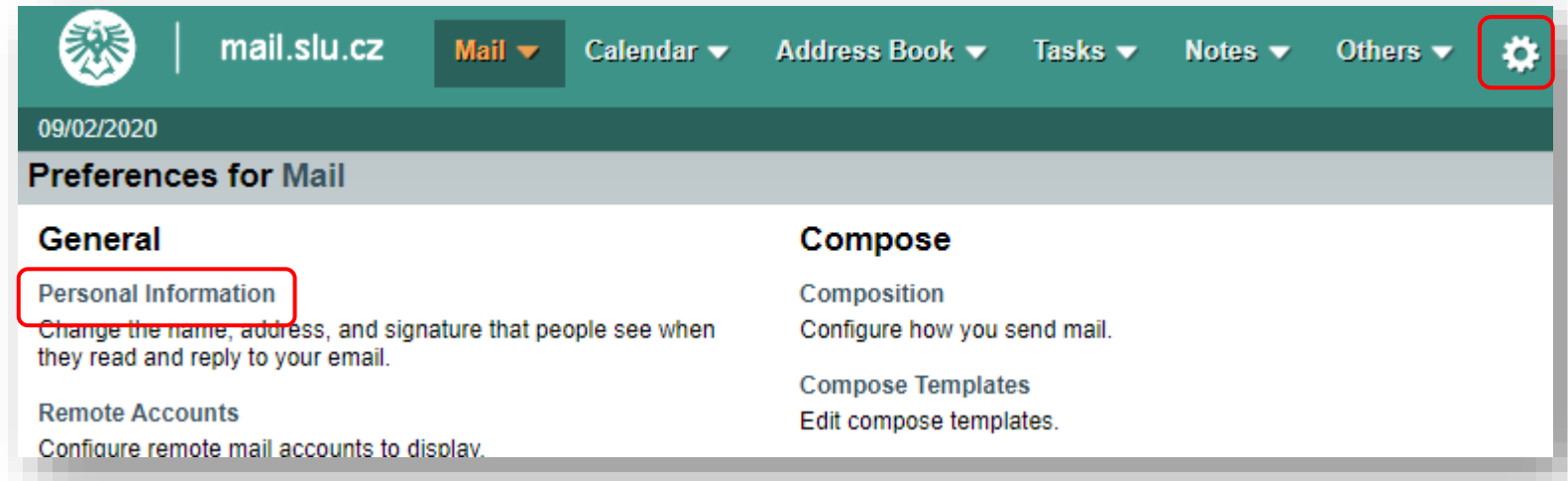
### *Example:*

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 for a user at mail.slu.cz. The top navigation bar includes links for Mail, Calendar, Address Book, Tasks, Notes, and Others, with a gear icon for settings highlighted in 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: 'General' and 'Compose'. Under the 'General' column, the 'Personal Information' link is highlighted with a red box. Below this link, there is a description: 'Change the name, address, and signature that people see when they read and reply to your email.' Other links in the 'General' column include 'Remote Accounts' with the description 'Configure remote mail accounts to display.' The 'Compose' column contains links for 'Composition' (description: 'Configure how you send mail.'), 'Compose Templates' (description: 'Edit 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**

The screenshot shows the IS SU Login interface. At the top, it says "IS SU Login". Below this, there are two input fields. The first is labeled "CRO-ID user name" and has a red error bar below it that says "required". The second is labeled "CRO password" and has a masked password field with a "Show/Hide" icon. At the bottom right, there is a blue "Log in" button.



## 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



## IS SU Login

CRO-ID user name


required

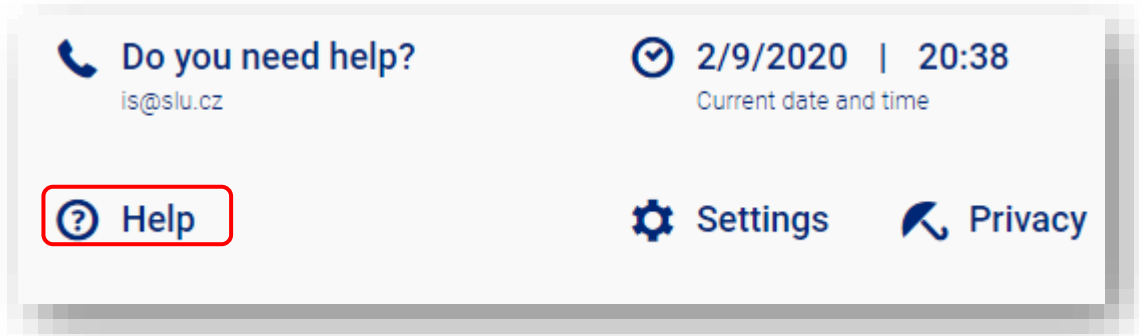
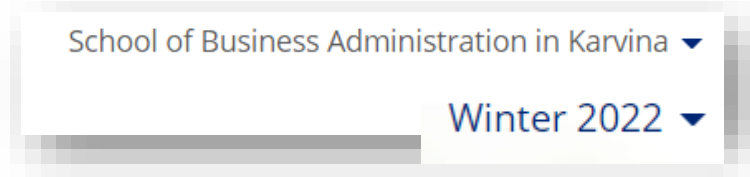
CRO password

Log in

Login to [is.slu.cz](https://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).

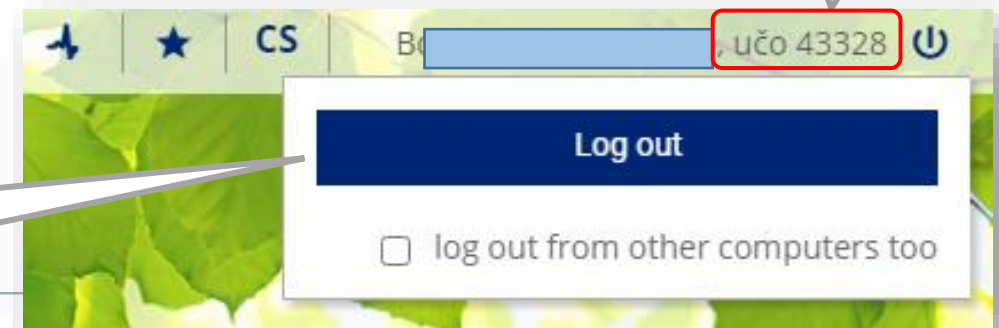
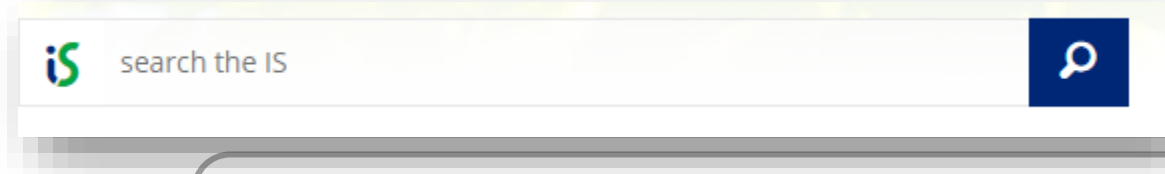
# IS SU - study agenda

- 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**
- **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.



UČO is your university personal number

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

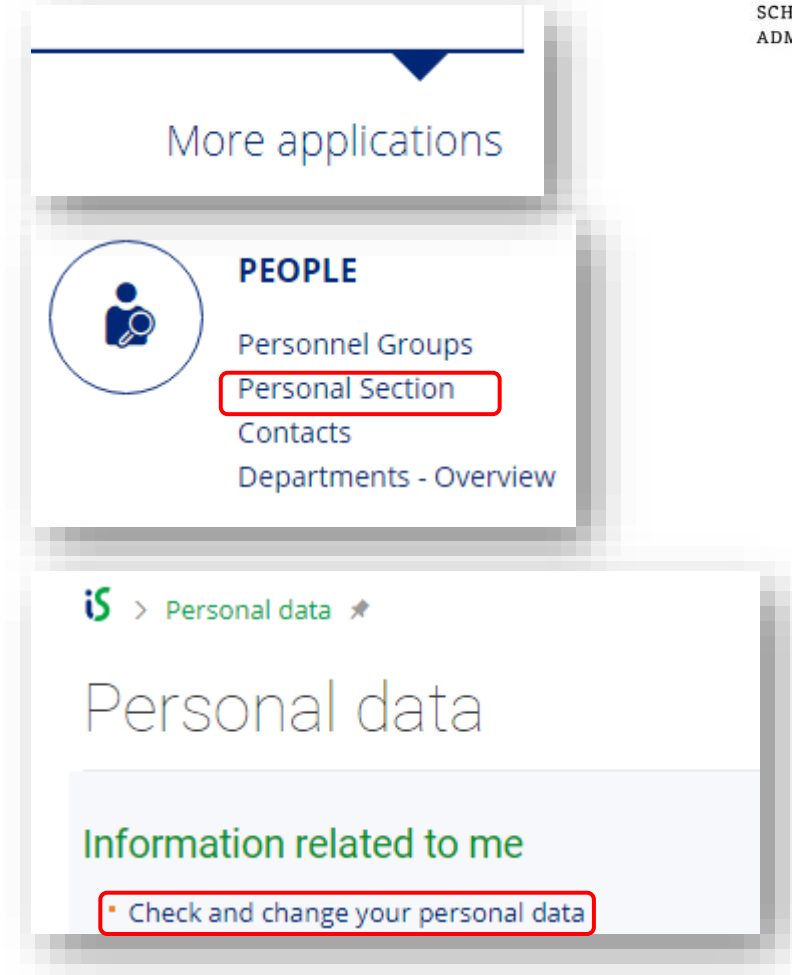


It is **necessary to log out** when you finish working in IS SU. **Shutting the computer down does not log you out!**

## 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>

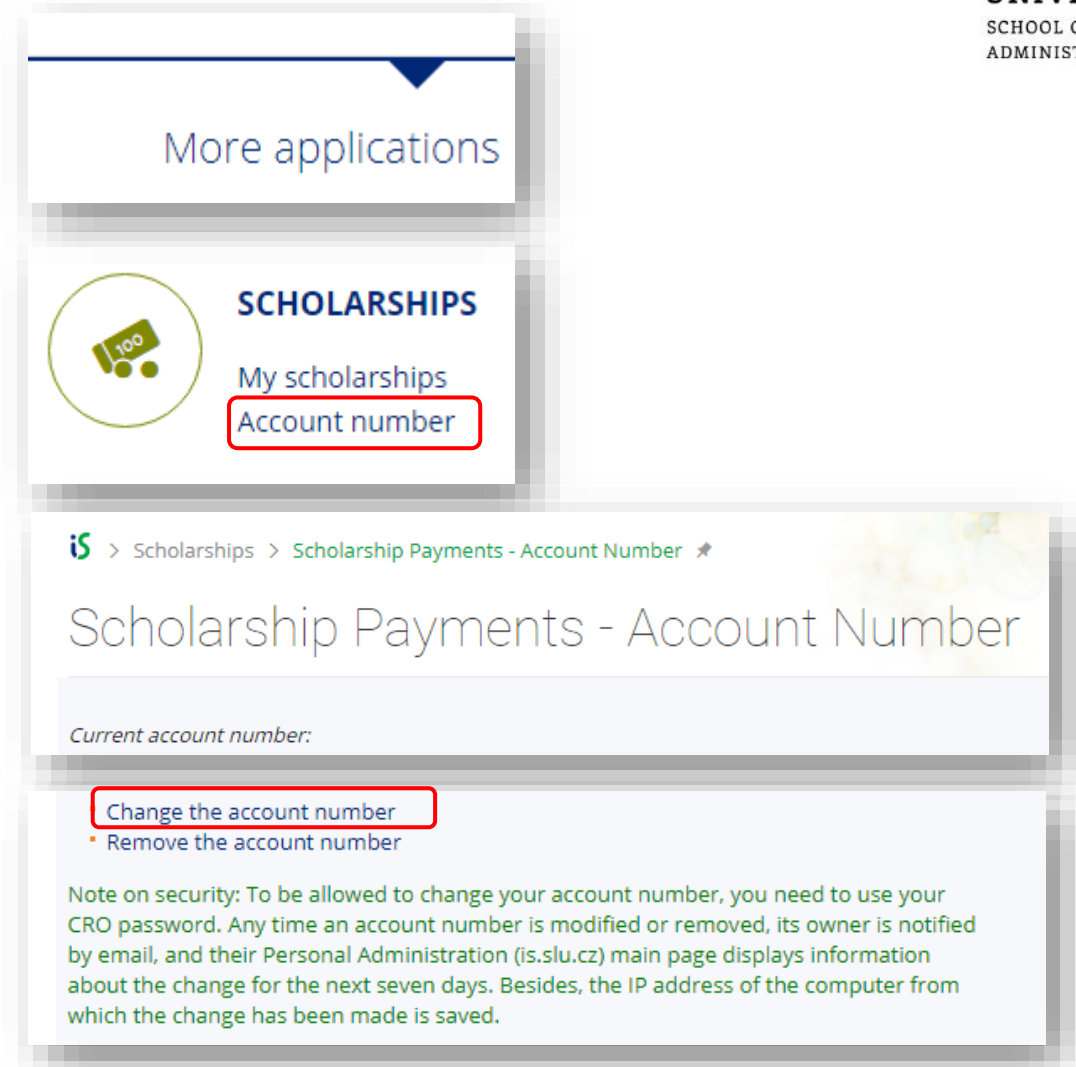




## For MASTER DEGREE students only

### 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.



The image shows two screenshots from the IS SU portal. The top screenshot displays the 'More applications' section with a 'SCHOLARSHIPS' card. The card includes an icon of a banknote and the text 'My scholarships' and 'Account number', with the latter highlighted by a red box. The bottom screenshot shows the 'Scholarship Payments - Account Number' page. It features a breadcrumb trail: 'iS > Scholarships > Scholarship Payments - Account Number'. Below the title, there is a section for 'Current account number:' and a list of actions: 'Change the account number' (highlighted with a red box) and 'Remove the account number'. A security note at the bottom states: '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



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

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

TIMETABLE  
Tue 12:15–13:50 MS

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

Information about enrolled course

Discussion Forum | Study Materials **12** | 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 Grades  
Registration and  
Enrolment  
E-learning



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**

INFO ▾

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

For your enrolled courses  
(**STUDENT/MY COURSES**),  
you can access:

- Study materials
- Interactive syllabus
- Discussion forum, etc.



#### Activities during semester

2 ongoing tests	24 points
Written assignment	8 points
Final written exam	48 points
<b>TOTAL</b>	<b>80 points</b>



#### 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

## Registration for courses and enrolment:

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



STUDENT

My Grades

Registration and  
Enrolment

E-learning

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.

er

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

### 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 SU - study agenda



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?

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

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- 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?

Courses currently registered for or enrolled in:

Course	Further information	Enrolled	Requesting	Position
OPF:EVSNAMIB Microeconomics Thu 13:55-16:20 A412 Group: <b>select</b>		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.

**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**

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

<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:EVSNAMEK  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.

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](mailto: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!**



**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/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.

The screenshot shows the 'Timetable' page with a navigation bar and a grid of courses. Annotations include:

- A callout box pointing to the 'Display options' button: "After enrolment, you can print your timetable here:"
- A box on the right side with a calendar icon and the text: "CALENDAR My timetable"
- A callout box pointing to the teacher's name in a course cell: "Teacher's name"
- A callout box pointing to the room number in a course cell: "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.

Legend:   
Lecture (white square) Seminar (light blue square) In progress (yellow square) Irregularities in teaching (green square with asterisk)

# IS SU - study agenda



## For DEGREE students only:

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

Student

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

**Check my studies** | IS reminders

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 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 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
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
	to	16. 9. 2022	16. 9. 2022	18. 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
	to	16. 9. 2022	16. 9. 2022	18. 9. 2022	16. 9. 2022

**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.

## **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](mailto: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.**

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# IS SU - study agenda



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## STUDENT

My Grades  
Registration and  
Enrolment  
E-learning

is > Student ★

### Student

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

**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

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

**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 (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](mailto:steranka@opf.slu.cz)*

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# IS SU - study agenda



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A screenshot of the 'Student' portal interface. The top navigation bar is dark blue with white text for '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 areas. The first area on the left has an orange icon of a hand holding a letter 'A' and the text 'Grades and credits obtained during all my studies and my grade average'. The middle area has a red icon of a document with a checkmark and the text 'Final State Examination and Thesis/Dissertation Archive', with sub-links for 'Print Thesis Description' and 'Final state examination dates'. The third area is partially visible on the right. Two green arrows point upwards from the text box below towards the first and second content areas.

A white rectangular menu card with a dark blue border. It features a circular icon of a graduation cap. To the right of the icon, the text reads 'STUDENT', 'My Grades', 'Registration and Enrolment', and '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).

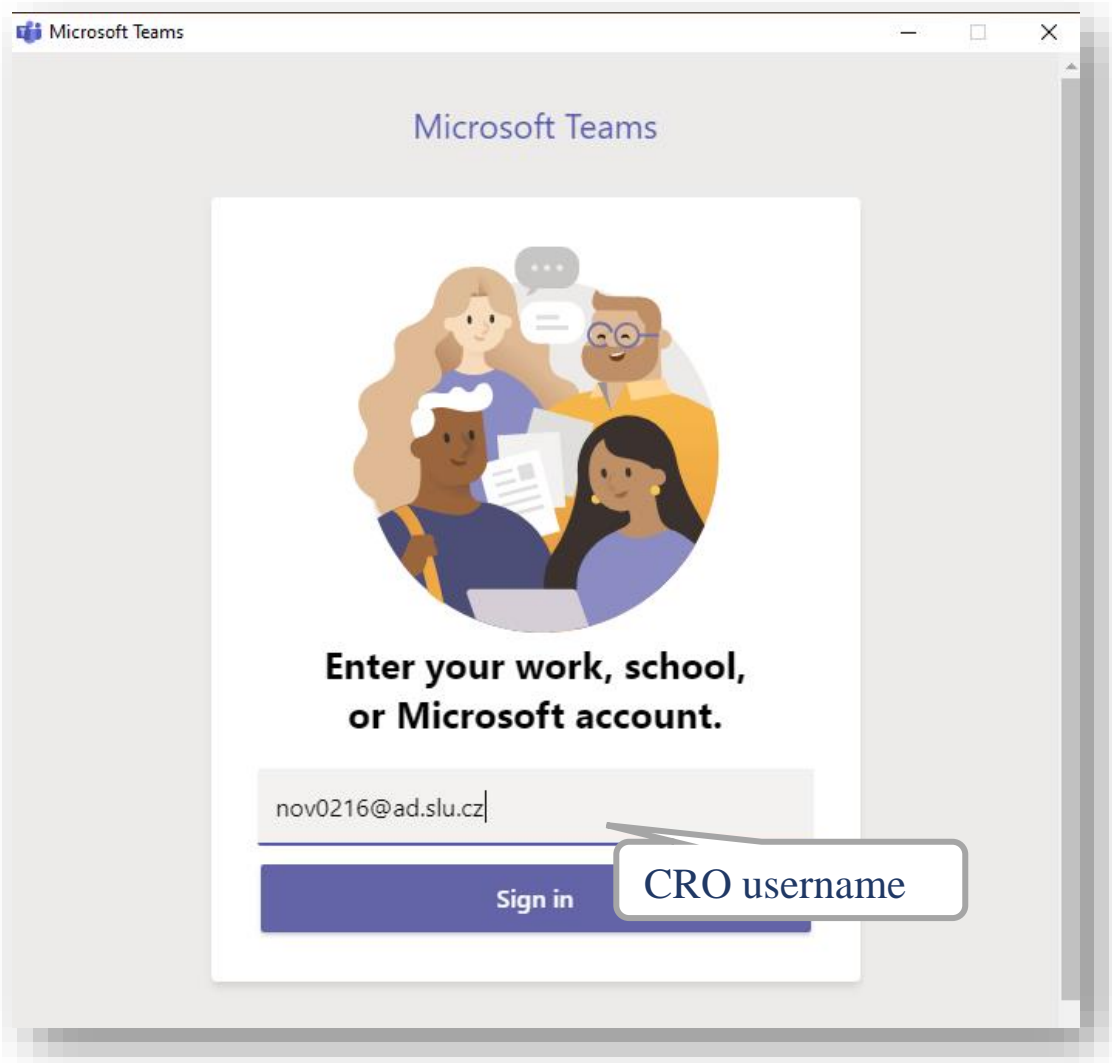
There is also a section for **Final State Examination and Thesis Archive** (applies for **final year degree students**).



# 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](mailto: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](https://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](mailto: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

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**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 4<sup>th</sup> 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>

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# Printing – charging your ISKaM student account online by card



Go to [iskam.opf.slu.cz](http://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).



TENTO SYSTÉM  
VYUŽÍVÁ PŘIHLÁŠENÍ  
IDENTITOU CRO

Login:

nov0216

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



Go to [iskam.opf.slu.cz](http://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 15<sup>th</sup> 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](http://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](mailto: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	<input type="button" value="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) 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).



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About us ▾ Admissions ▾ Mobility ▾ Research and International Relations ▾ **Students ▾** Profile

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

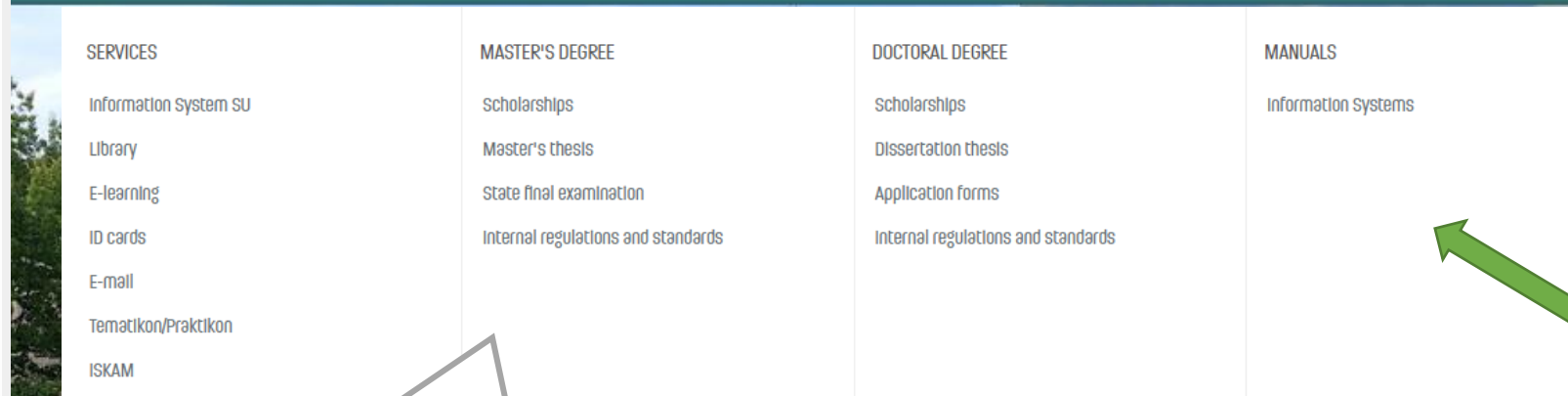
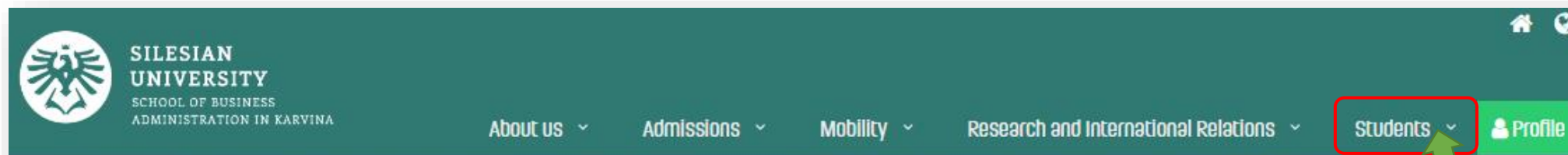
After login into <https://www.slu.cz/opf/en/>, you can see the menu „Students“ and access „Library“ in the „Services“ section.



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



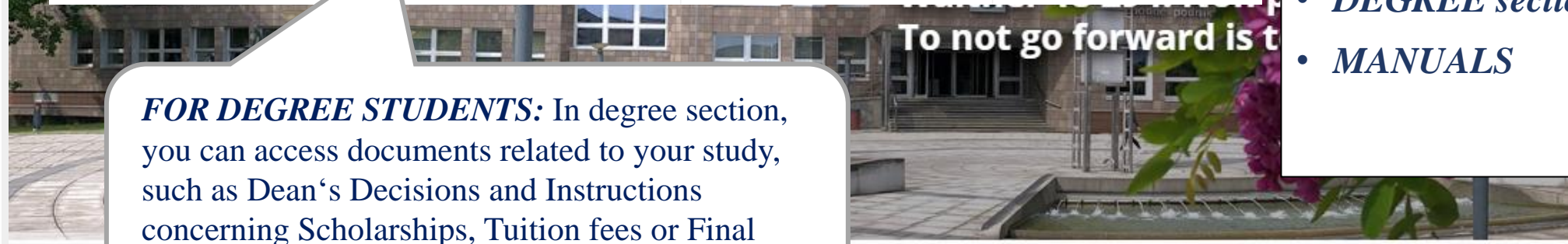
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After login to the faculty website, with your **CRO identity**, you can access STUDENTS menu and other categories:

- **SERVICES**
- **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.



# Student card



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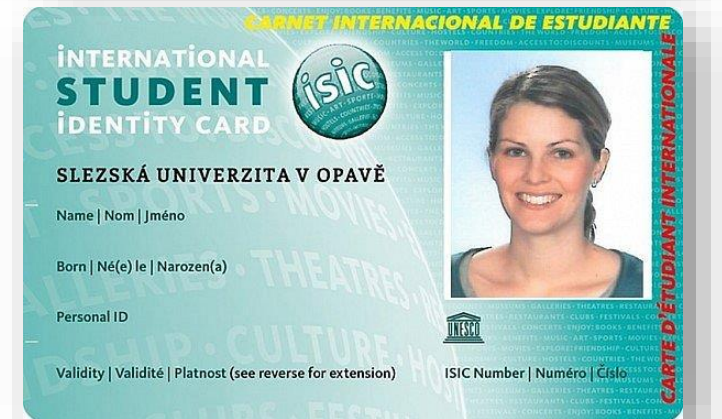
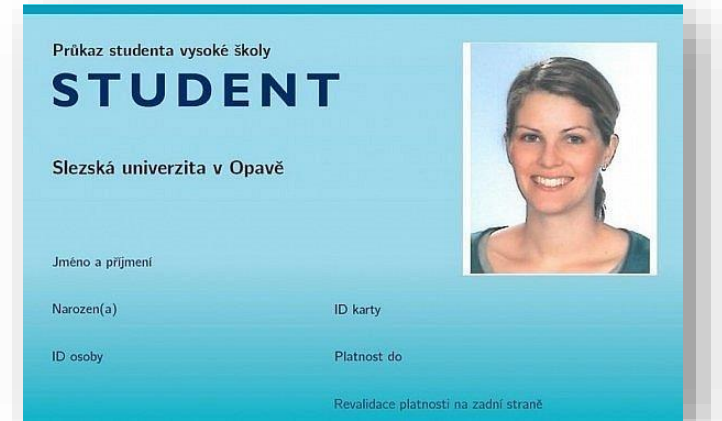
The student ID card entitles you to enter the university buildings. It can be used for discounted catering (*Erasmus+ students only*), printing or scanning.

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](mailto: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

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**SILESIAN  
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**Silesian University website**

**[www.slu.cz](http://www.slu.cz)**

**School of Business Administration website**

**[www.slu.cz/opf/](http://www.slu.cz/opf/)**

**SU Information System**

**[is.slu.cz](http://is.slu.cz)**

**E-mail**

**[mail.slu.cz](mailto:mail.slu.cz)**

**ISKaM (Dormitories and catering)**

**[iskam.slu.cz](http://iskam.slu.cz)**

**CRO identity/Eduroam set-up, password  
changes**

**[moje.slu.cz](http://moje.slu.cz)**

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**Any questions?**  
**Contact us at [international@opf.slu.cz](mailto:international@opf.slu.cz)**

