


1. Instructions for University information system (UIS):

University information system (UIS) CZU <https://is.czu.cz/auth/?lang=en>


- Change your password in the following alert.



Your password was last changed by administrator or the system. You can change your password [here](#).

- Check your bank account number if it is correct **My studies/Students's portal/Study financing and scholarships/Bank accounts.**


My studies




- **Student's portal**
- Course Attainment Evaluation
- Course evaluation by students
- Study application form

Study financing and scholarships

Application on support of financing and scholarships of the selected study.




Study financing



Accommodation benefit application form



Paid-out scholarships



Bank accounts

Register of bank accounts

To add a new bank account fill in the form and click on the Add button. The new bank account number is set as active.

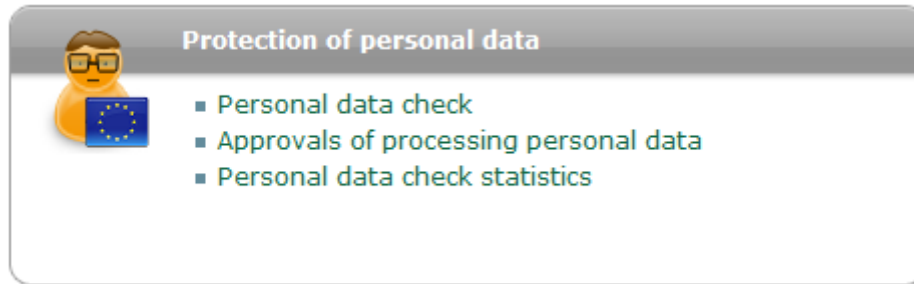
The account number must contain neither slash nor the bank's code.

Purpose of bank account:	<input type="text" value="for benefit pay-outs"/>
Bank's country:	<input type="text" value="Czech Republic"/>
Name of bank:	<input type="text" value="3030 Air Bank a.s."/>
Bank address (bank branch):	<input type="text"/>
Account's currency:	<input type="text" value="CZK"/>
Account number:	<input type="text"/>
Name of recipient (account owner):	<input type="text"/>
Recipient's address	
Country:	<input type="text" value="-- not entered --"/>
Street:	<input type="text"/>
Post code:	<input type="text"/>
Town:	<input type="text"/>
Validity of bank account	
Since:	<input type="text" value="DD/MM/YYYY"/>
Until:	<input type="text" value="DD/MM/YYYY"/>
Note:	<input type="text"/>

Automatically terminate the validity of the currently active account

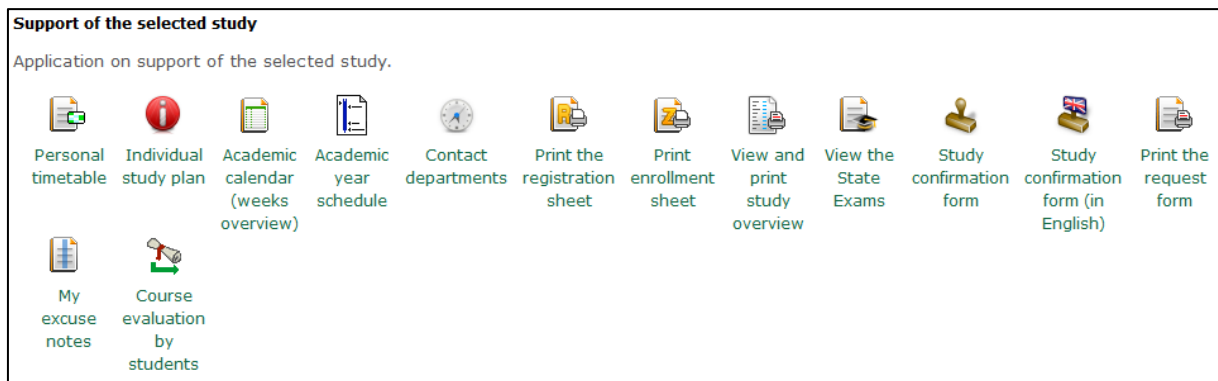
General rule of UIS - Yellow fields are mandatory, white fields are marked as optional.

- Check personal data in **Protection of personal data** section on the main page of UIS.



If your data in the system is correct, press the „I confirm that the above given information is correct“ button.

- Build your Individual Study Plan (ISP) **during the first month of study.**
My studies/Students’s portal/Individual study plan.



First link **Exams / required courses**, you select subjects for years of study and term. In the column Sel. select course and choose the semester WS / SS. Then click the **Add required courses** button to add the course to your ISP.

Individual study plan - post-graduate student

Use the following forms to create an individual study plan of a post-graduate student.

Exams Other tasks Dissertation thesis Time plan Doctoral exam ISP completeness check

Use the following forms to enter the course completion plan for each year of post-graduate study for the selected student. To add courses taught at CZU type in course name or part of its name and click on the "Search" button. To add courses taught at different institutions type in the course name and the institution name.

It is necessary to add required and elective courses from the study plan to ISP.

1. year of study

Sel.	Course	Credits	Planned date	Examiner
No suitable data found.				

Select: required courses elective courses optional courses subject of FFWS subject of CZU outside course

Sel.	Course	Credits	Term
<input type="checkbox"/>	DLXX32Y Academic Writing (Exm PhD)	10	<input type="radio"/> WS <input type="radio"/> SS
<input type="checkbox"/>	DVPX01Y Didactic and Presentational Skills (Exm PhD)	5	<input type="radio"/> WS <input type="radio"/> SS
<input type="checkbox"/>	DLXX10Y Literature Review (Exm PhD)	5	<input type="radio"/> WS <input type="radio"/> SS
<input type="checkbox"/>	METDISP Methodology dissertation (uk. et.)	0	<input type="radio"/> WS <input type="radio"/> SS
<input type="checkbox"/>	DLXX33Y Science Communication (Exm PhD)	10	<input type="radio"/> WS <input type="radio"/> SS

In the following tab **Exams / elective courses**, you just select number of courses that will be displayed in the system.

Specifically, in the following image you can see: 1 subject from the first group of subjects and 2 subjects from the second group of subjects.

General rule of UIS - Yellow fields are mandatory, white fields are marked as optional.

Individual study plan - post-graduate student

Use the following forms to create an individual study plan of a post-graduate student.

Exams **Other tasks** **Dissertation thesis** **Time plan** **Doctoral exam** **ISP completeness check**

Use the following forms to enter the course completion plan for each year of post-graduate study for the selected student. To add courses taught at CZU type in course name or part of its name and click on the "Search" button. To add courses taught at different institutions type in the course name and the institution name.

It is necessary to add required and elective courses from the study plan to ISP.

1. year of study

Sel.	Course	Credits	Planned date	Examiner
No suitable data found.				

Select: required courses elective courses optional courses subject of FFWS subject of CZU outside course

Sel.	Course	Credits	Term
Elective courses group No. 1.			
Number of elective courses you need to register from this group: 1.			
<input type="checkbox"/>	DLMX01Y Anatomy and physiology of the vertebrates (Exm PhD)	10	<input type="radio"/> WS <input type="radio"/> SS
<input type="checkbox"/>	DLPX01Y Forest Ecology (Exm PhD)	10	<input type="radio"/> WS <input type="radio"/> SS
<input type="checkbox"/>	DLDX17Y Forest Genetics and Forest Tree Breeding (Exm PhD)	10	<input type="radio"/> WS <input type="radio"/> SS
<input type="checkbox"/>	DLOX20Y Insect Ecology (Exm PhD)	10	<input type="radio"/> WS <input type="radio"/> SS
<input type="checkbox"/>	DLDX29Y Physiology forest tree species (Exm PhD)	10	<input type="radio"/> WS <input type="radio"/> SS
Elective courses group No. 2.			
Number of elective courses you need to register from this group: 2.			
<input type="checkbox"/>	DLXX27Y Advance Molecular biology and biotechnology (Exm PhD)	10	<input type="radio"/> WS <input type="radio"/> SS
<input type="checkbox"/>	DLOX13Y Ecology of vertebrates (Exm PhD)	10	<input type="radio"/> WS <input type="radio"/> SS
<input type="checkbox"/>	DLDX31Y Environmental Biophysics (Exm PhD)	10	<input type="radio"/> WS <input type="radio"/> SS
<input type="checkbox"/>	DLDX32Y Experimental Methods in Ecophysiology of Forest Tree Species (Exm PhD)	10	<input type="radio"/> WS <input type="radio"/> SS
<input type="checkbox"/>	DLLX02Y Forest Ecosystem Dynamics (Exm PhD)	10	<input type="radio"/> WS <input type="radio"/> SS
<input type="checkbox"/>	DLLX03Y Fytcenologie a lesnická typologie (Exm PhD)	10	<input type="radio"/> WS <input type="radio"/> SS
<input type="checkbox"/>	DLDX33Y Chemistry and Biochemistry in Physiology of Forest Tree Species (Exm PhD)	10	<input type="radio"/> WS <input type="radio"/> SS
<input type="checkbox"/>	DLXX34Y Insect physiology and chemical ecology (Exm PhD)	10	<input type="radio"/> WS <input type="radio"/> SS
<input type="checkbox"/>	DLOX22Y Insect Systematics (Exm PhD)	10	<input type="radio"/> WS <input type="radio"/> SS
<input type="checkbox"/>	DLOX09Y Integrated Pest Management (Exm PhD)	10	<input type="radio"/> WS <input type="radio"/> SS
<input type="checkbox"/>	DLPX03Y Methods in Forest Stand Analyses (Exm PhD)	10	<input type="radio"/> WS <input type="radio"/> SS
<input type="checkbox"/>	DLLX04Y Methods of Quantitative Ecology (Exm PhD)	10	<input type="radio"/> WS <input type="radio"/> SS
<input type="checkbox"/>	DLXX28Y Microbiology and Basic Molecular Biology (Exm PhD)	10	<input type="radio"/> WS <input type="radio"/> SS
<input type="checkbox"/>	DLLX05Y Pokročilá dendrologie (Exm PhD)	10	<input type="radio"/> WS <input type="radio"/> SS
<input type="checkbox"/>	DLLX06Y Pokročilá determinace rostlin (Exm PhD)	10	<input type="radio"/> WS <input type="radio"/> SS
<input type="checkbox"/>	DLDX36Y Populační genetika a genomika lesních dřevin (Exm PhD)	10	<input type="radio"/> WS <input type="radio"/> SS
<input type="checkbox"/>	DLLX07Y Pracovní metody v ekologii a klasifikaci společenstev (Exm PhD)	10	<input type="radio"/> WS <input type="radio"/> SS
<input type="checkbox"/>	DLDX35Y Programming and Simulation in R (Exm PhD)	10	<input type="radio"/> WS <input type="radio"/> SS
<input type="checkbox"/>	DLDX34Y Quantitative Genetics (Exm PhD)	10	<input type="radio"/> WS <input type="radio"/> SS
<input type="checkbox"/>	DLMX02Y Smyslová biologie obratlovců (Exm PhD)	10	<input type="radio"/> WS <input type="radio"/> SS
<input type="checkbox"/>	DLZX22Y Struktura a vlastnosti dřeva (Exm PhD)	10	<input type="radio"/> WS <input type="radio"/> SS

In the **Other tasks** tab, you can add additional information to the study. (Field is white - optional field)

In the **Dissertation theses** tab, you will add a brief description to your dissertation theses. (Field is yellow - required field)

In the **Time plan** tab, only save the terms. The date is not binding, these are only planned dates.

In the **Doctoral exam** tab, select **ROT - Expert discourse on the issues of the thesis** + subjects of the state doctoral examination according to your study program, which are listed in the Rules and Requirements on the website www.fld.czu.cz/en/ Science & Research / Documents / PhD Students Documents.

In the last tab **Pass on**, you will pass your ISP for approval. If it contains any errors, they will be listed in this tab. Then fill in the date and press the **Release**. The ISP is then sent for approval for further levels - Supervisor - Head of Department - Chairman of Field of Study Board - Dean.

Exams	Other tasks	Dissertation thesis	Time plan	Doctoral exam	Pass on
In this tag you can indicate that the individual study plan is complete and it can proceed to the next stage in the approval process.					
Submit for approval as of: <input type="text"/> <input type="button" value="Release"/>					

- Submit your Dissertation methodology – no later than **three months of study**.
My studies/Students's portal/Coursework submissions.

Student's portal

Study - FFWS D-LI-XBIOL pres [year 1], study period - WS 2019/2020 - post-graduate studies - FFWS

[My studies](#) [E-study record](#) [My schoolmates](#) [Study details](#) [Map of my study](#)
[List of topics](#) [Coursework submissions](#) [My lectures sheet](#)

- Edit your Annual assessment – at the end of **first year of study**.
My studies/Students's portal/Ph.D. study results.

Choose	Study ID	Faculty	Study	Progress of study	Register for examinations	Registration/Enrollment	Ph.D. study results	All-study courses	Study Department
	258579	FFWS	Forestry Engineering Forest Biology full-time	enrolled					Ing. Hana Ayad

Classification of results in Ph.D. study

Use this application to match the results of Ph.D. study with actual university period. These results will be assessed in this period and will be used to generate the annual assessment in the academic year.

University academic year:

[Pedagogy](#) [Placements](#) **[Annual assessment](#)**

This application allows you to access your assessment. You can preview your assessment or print it. The first column shows information about completeness.

[State](#) [Preview](#) [Modify](#) [Print](#)



2. Setting up an access card and requests for access to classrooms / laboratories

- The card can be arranged in the Card Center of the CZU Library <https://lib.czu.cz/en/r-11116-card-centre>
- Access settings via faculty integrator -
Alexandr Kašík (kasika@fld.czu.cz)
office no. L122b
phone: +420 605 741 961
- Secretary of the faculty always in the copy of the email -
Ing. Bc. Martin Prajer, Ph.D. (prajer@fld.czu.cz)

3. Useful websites

- Department of Information and Communication Technologies
www.oikt.czu.cz
- Moodle CZU
<https://moodle.czu.cz/>
- Intranet CZU
<http://intranet.czu.cz>
- Create personal sites
<http://home.czu.cz>
- Office 365 – download for free
www.office.com
- Library CZU
www.lib.czu.cz