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

☐ Automatically terminate the validity of the currently active account

Add

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.
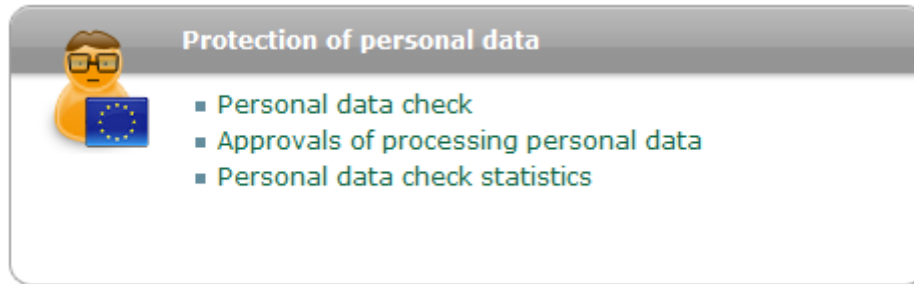

If your data in the system is correct, press the „**I confirm that the above given information is correct**" button.

- Build your Individual Study Plan (ISP) <u>**during the first month of study**</u>.
  My studies/Students's portal/Individual study plan.
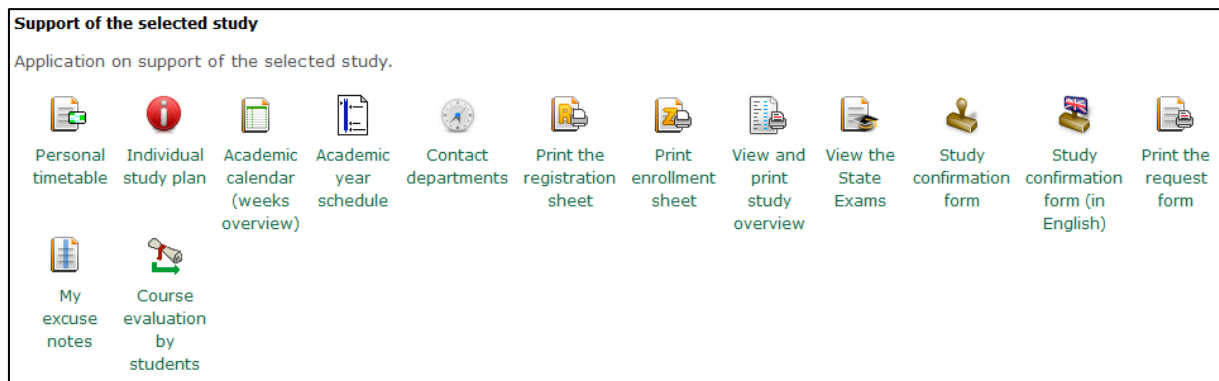
First link **Exams / required courses**, you select subjects for years of study and term. In the column Sel. select course and choose the semester WS / SS. Then click the **Add required courses** button to add the course to your ISP.
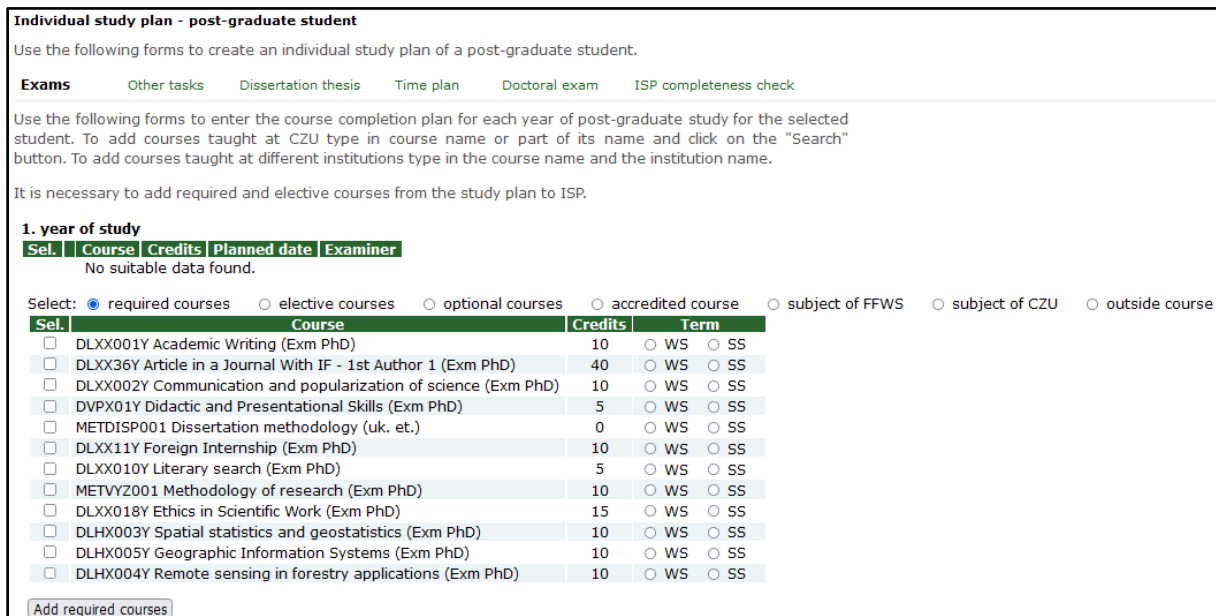
In the following tab **Exams / elective courses**, you just select number of courses that will be displayed in the system.

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.

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

[Add selected courses]

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: [　　　] [Release]

- Submit your Dissertation methodology – no later than **thee months of study**.
  UIS Main page – eAgenda section – **Contact centre** link
  Top tab **Searching for solution** – icon **FFWS – S&R - Dissertation Methodology**

Submit a sample for search [　　　　　] [Search]

📁 **FFWS - Doctoral students**
📁 FFWS - Science and Research
📁 REC - Science and Research

📄 FFWS - S&R - Literary Search

📄 FFWS - S&R - Dissertation Methodology

- 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

Univerzitní období [2023/2024 ⌄] [Zvolit]

Pedagogika	Stáže	**Roční hodnocení**

Tato aplikace vám zpřístupňuje Vaše hodnocení. Hodnocení je možné zobrazit v náhledu nebo přímo vytisknout. V prvním sloupci naleznete informaci o kompletnosti.

Stav	Náhled	Upravit	Tisk
1234	📄	📝	🖨️

Roční hodnocení - legenda stavu (otevře/zavře se po kliknutí)

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 22438 2570

- 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