University information systems and services

Academic year 2022/2023

Information for the 1st year students

SILESIAN UNIVERSITY
SCHOOL OF BUSINESS
ADMINISTRATION IN KARVINA

Ing. Andrea Valentíny
Ing. Veronika Novotná
February 2023

Information systems at SU SBA

- **CRO (central register of persons), Novell**

- **Horde (email)**

- **IS SU (study agenda)**

- **ISKaM (dormitories and catering, charging your student card with money for printing or accommodation)**

- **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**

Guides (CRO): https://uit.opf.slu.cz/sluzby/cro_en

Guides (forgotten password): https://uit.opf.slu.cz/navody/forgotpass

At moje.slu.cz:

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

You only have one CRO identity during your studies.

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

My SU

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

Login

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

User name

Did you forget your user name? Help is here.

Password

Did you forget your CRO password or have your account blocked? Help is here.

I don't have th CRO ID. Registration here.

Login

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

My SU

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I don't have th CRO ID. Registration here.

Login

Step 1/4: Select type

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

Registration

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

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

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

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

SILESIAN UNIVERSITY
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CRO set up – go to https://moje.slu.cz/

How do I find my UČO number?

Degree students (Master or Bachelor in Economics and Management):

1. Login to your e-application at https://is.slu.cz/prihlaska/
2. See your UČO number in "My profile" section

Exchange or vising students (e.g. ERASMUS+, freemovers, ...):
Contact us at international@opf.slu.cz to get your UČO number, if you haven't received it by email already.

What is my password (birth code)?
Birth code number is usually in a form **YYMMDD19AA**: e.g. 92021619AA for a man born 16 FEB 1992. Females add 50 to their month, e.g. 92610619AA for a woman born 06 NOV 1992. In case your birthcode in a form YYMMDD19AA is not working, please try **YYMMDD19AB**, or else, contact us at international@opf.slu.cz if you are unable to login.

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

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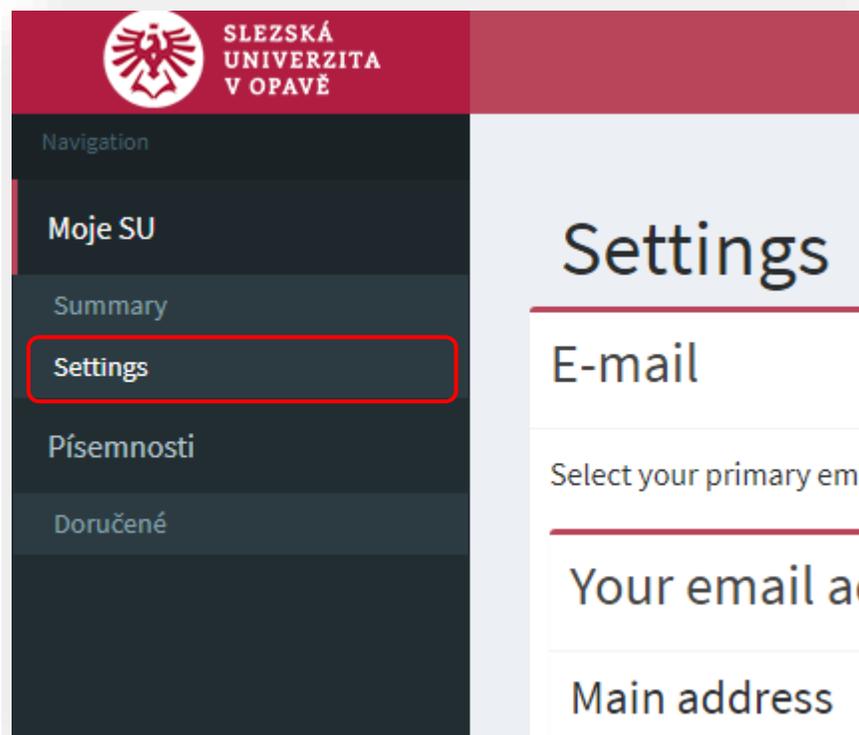
Please follow the next steps:

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.
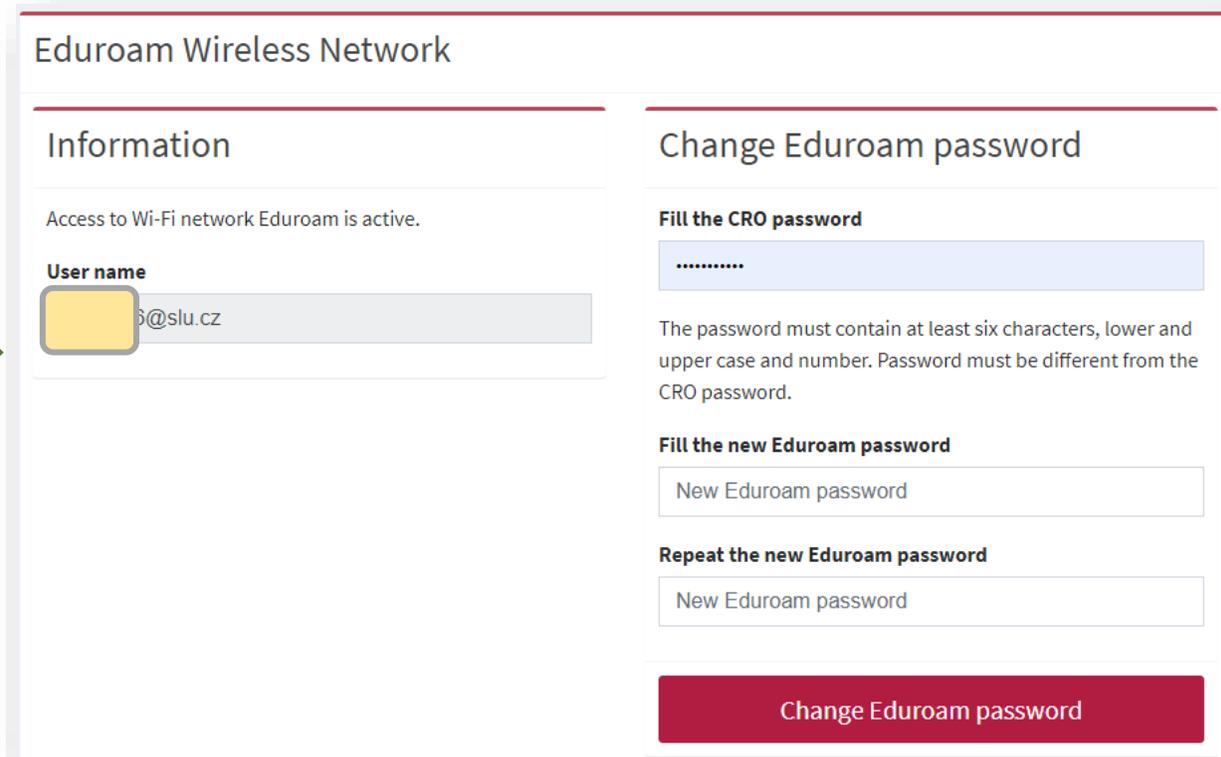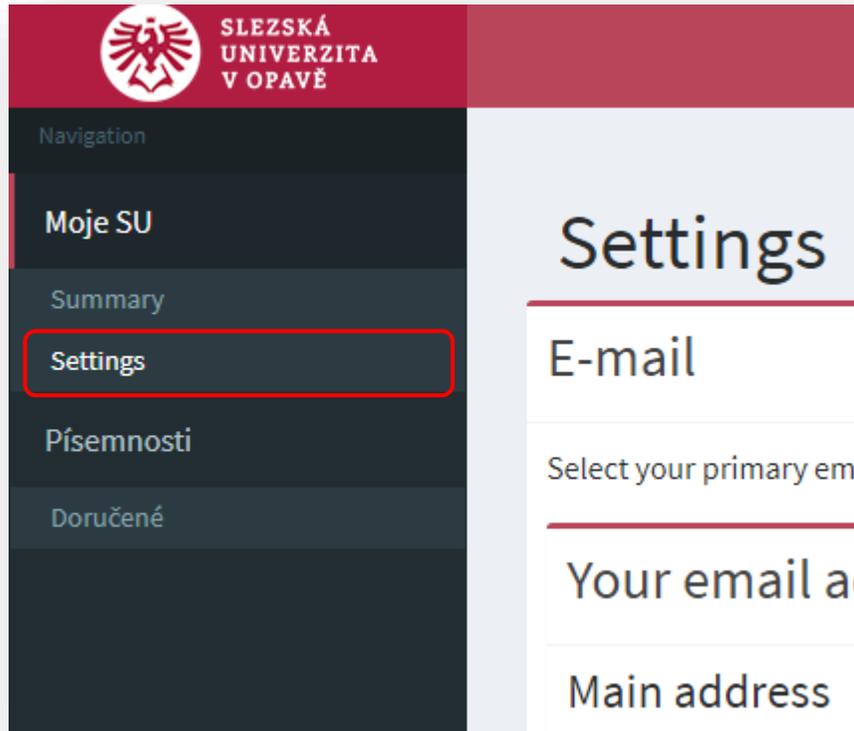
Eduroam Wi-Fi set up

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/navody/eduroam_en**

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/ (with your CRO details), 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.
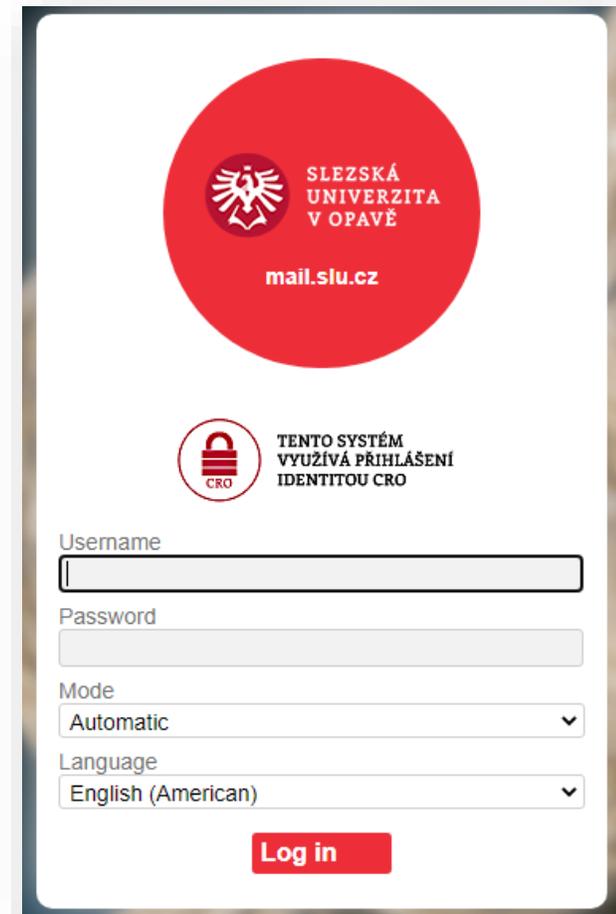
Horde – faculty email

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!
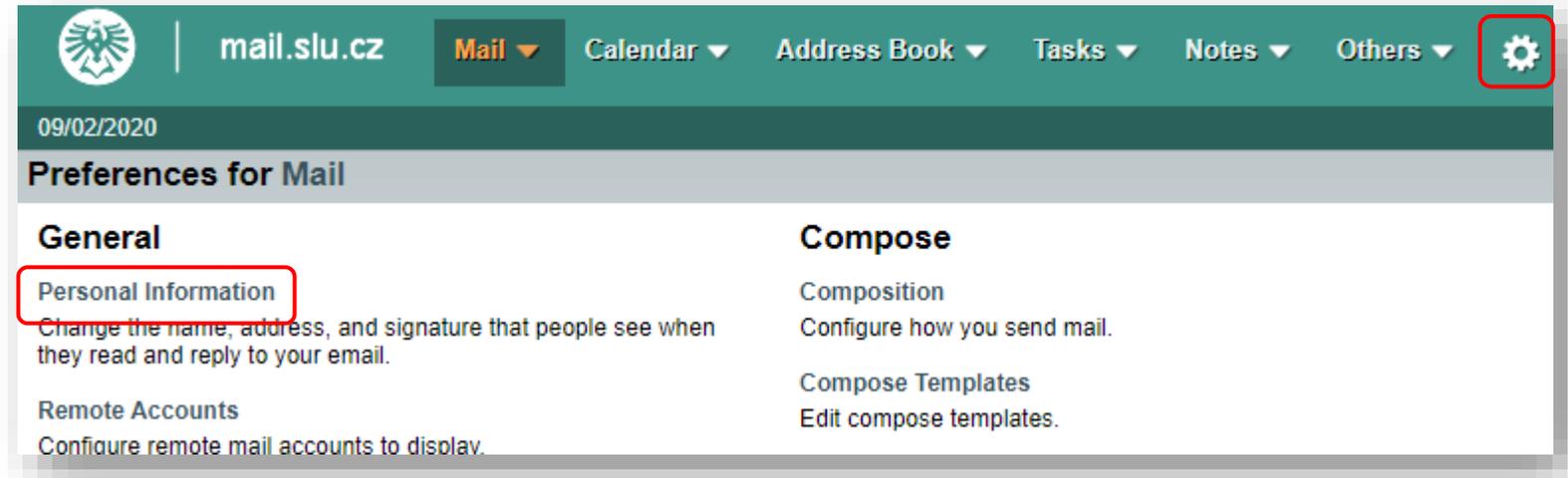
Example:

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 – enrolling for Master thesis topic, thesis description creation, submission of Master thesis, registration for state final exams**

- **Courses, teachers, classrooms**

- **Scholarships, tuition fee payments**

- **Document office – student applications, requests**

SILESIAN UNIVERSITY
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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: **Summer 2023**

School of Business Administration in Karvina ▾

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.

📞 Do you need help?
is@slu.cz

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

❓ Help

⚙ Settings   ⏏ Privacy
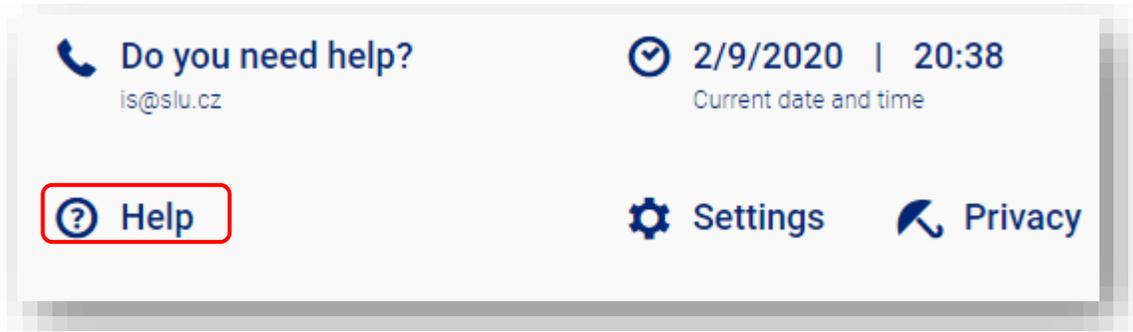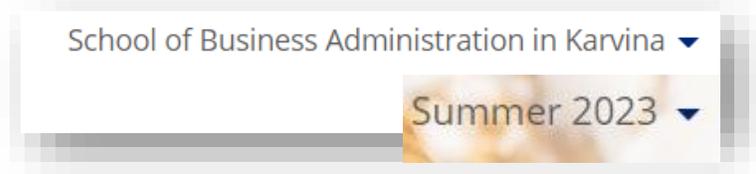
UČO is your university personal number

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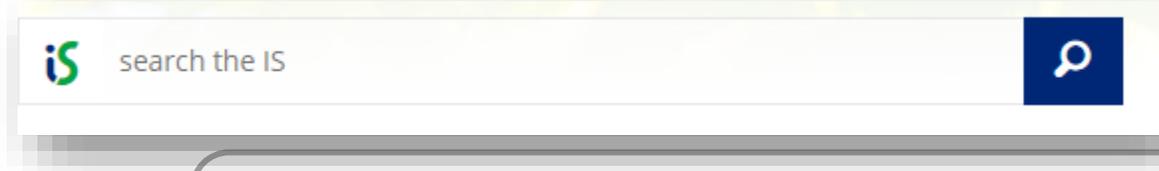
It is **necessary to log out** when you finish working in IS SU. Shutting the computer down does not log you out!

IS SU - study agenda
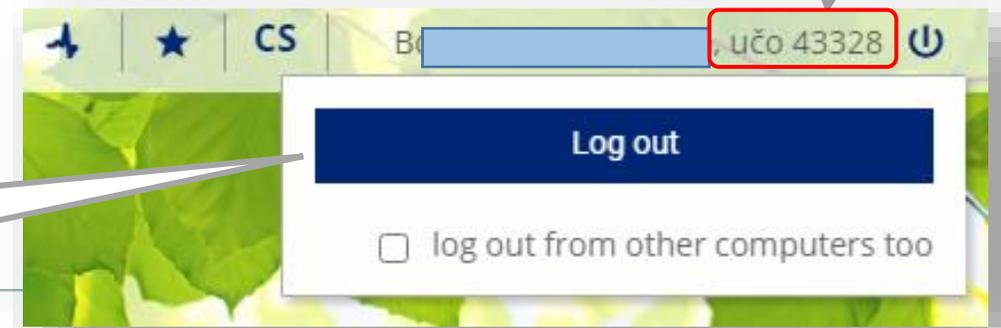
Check your personal data:

- 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*

It is important to keep your personal data up-to-date throughout your studies! Especially your contact mailing address (e.g. important letters from the university can be delivered) and other personal info so that it is printed correctly on your final diploma.
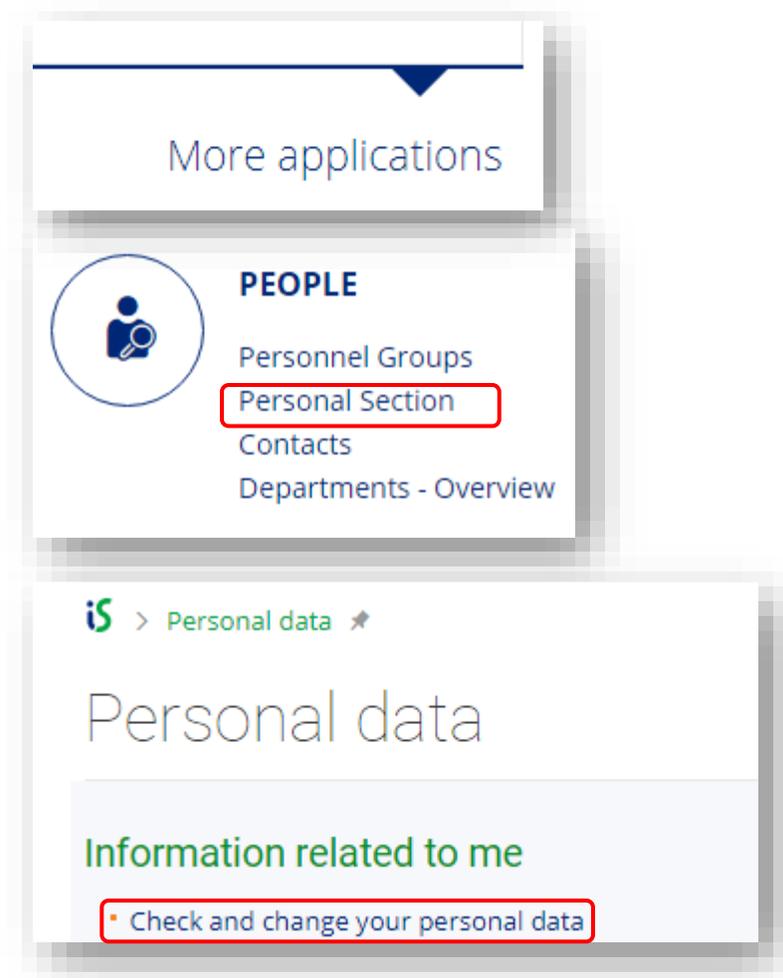
For MASTER/BACHELOR DEGREE students only

Add your Czech bank account number:

- In **SCHOLARSHIPS** application, you can add your account number, once you open one in Czechia, 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
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| STUDENT / MY COURSES | START OF TERM | TEACHING | END OF TERM | DURING STUDIES | END OF STUDIES |

search the IS 🔍

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

My courses

FIUNPMFM International Financial Management ★

TEACHER(S)
J. Šimáková

TIMETABLE
Tue 12:15–13:50 MS

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

A | 5 credit(s) | zk

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 Grades
Registration and Enrolment
E-learning

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

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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

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?

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

OPF = SBA in Karvina

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).

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

*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 per week

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*"

---

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 ❖ 0/60 [elective]
[condition met]
    capacity: 60, enrolled: 0/60, only registered: 0/60
    K. Heinz, M. Chylková, P. Kajzar try to register 🔲

☐ OPF:EVSNAMIB 🔲 Microeconomics ❖ [condition met] 2/25 [required]
    capacity: 25, enrolled: 2/25, only registered: 0/25
    I. Majerová try to register 🔲

☐ OPF:INMNASTZ 🔲 Statistical Data Processing ❖ [condition met] 2/40 [required]
    capacity: 40, enrolled: 2/40, only registered: 0/40
    D. Bartl try to register 🔲

☐ OPF:PEMNAMEK 🔲 Managerial Economics ❖ [condition met] 2/15 [required]
    capacity: 15, enrolled: 2/15, only registered: 0/15
    Ž. Rylková, R. Šperka try to register 🔲

☐ OPF:PEMNAOOR 🔲 Trade Organizations ❖ [condition met] 2/25 [selective]
    capacity: 25, enrolled: 2/25, only registered: 0/25
    M. Klepek, M. Stoklasa try to register 🔲

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!

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 (international@opf.slu.cz) 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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All students shall enrol the course „OPFBAOPF Training course in OSH and FP" in their first semester, including exchange (Erasmus) students.

- Couse syllabus: https://is.slu.cz/course/opf/summer2023/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. Study materials for the test are also available 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.

After enrolment, you can **print** your timetable here:

CALENDAR
My timetable

Teacher's name

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

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
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

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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:

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

COURSES
Find a course
Syllabi

Course Catalogue

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

Terms

• Browse faculty calendars

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

OPF = SBA in Karvina

Winter 2022

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	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.

Registration for :

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

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

IS SU - study agenda

Student

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

Grades and credits obtained during all my studies and my grade average

Final State Examination and Thesis/Dissertation Archive

Print Thesis Description

Final state examination dates

STUDENT

My Grades
Registration and Enrolment
E-learning

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

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

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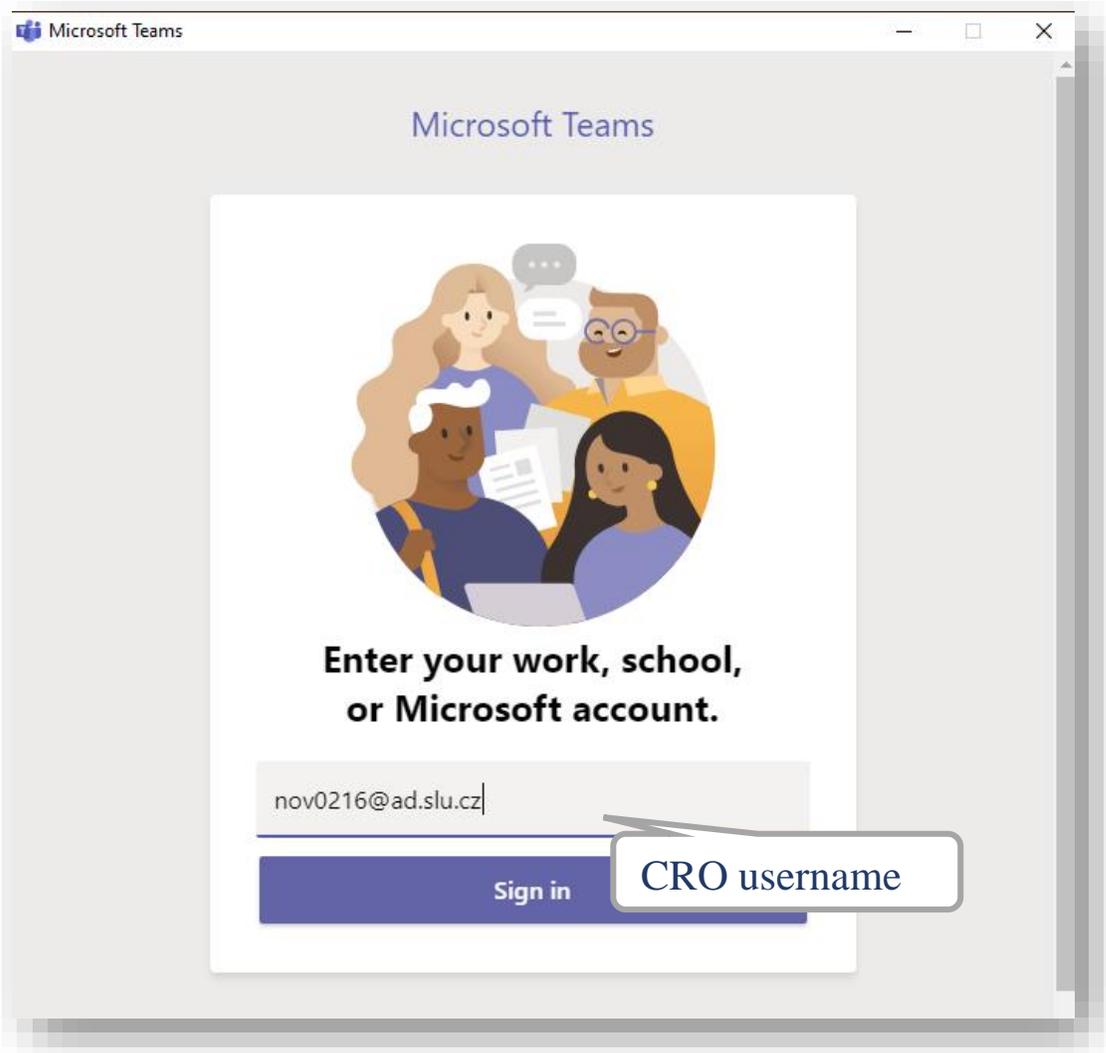
MS Teams application can be used during online teaching at SU SBA.

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.

Guides: https://uit.opf.slu.cz/navody/officeteams_en

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.

More information: https://uit.opf.slu.cz/navody/officeonline_en

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.

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

Files service

The service Files, operated by system Novell NetStorage, is used to access the files saved on network drives from anywhere through the website or with local client.

DriveK@[LOGIN] - home directory of a logged student/staff

Access: https://files.opf.slu.cz/

More information: https://uit.opf.slu.cz/sluzby/files_en

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), at 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

Guides and more information: https://uit.opf.slu.cz/sluzby/tisk_en and https://uit.opf.slu.cz/navody/tisky_en

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).

Accommodation (deposit and other rules)

All the applicants who duly submitted **application for accommodation** will be asked to pay the accommodation deposit prior to their arrival. 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 as soon as your visa is issued and a flight itinerary known.

Make sure to pay your rent by the 15th of each month (for which the rent is paid). Otherwise, there is a penalty for each day!

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 **„OPFčerstvení"** (**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

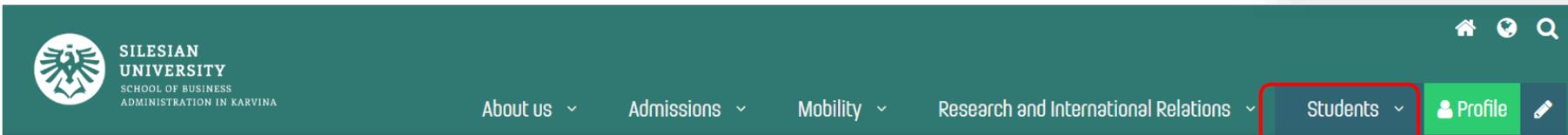*Fryštátská chalupa*

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).

SERVICES	BACHELOR'S / MASTER'S DEGREE	DOCTORAL DEGREE	MANUALS
Information System SU	Scholarships	Scholarships	Institute of Informati
Library	Final thesis	Dissertation thesis	
Printing	State final examination	Application forms	
E-learning	Internal regulations and standards	Internal regulations and standards	
ID cards			
E-mail			

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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About us ˅   Admissions ˅   Mobility ˅   Research and International Relations ˅   Students ˅   👤 Profile   ✏

SERVICES

Information System SU

Library

Printing

E-learning

ID cards

E-mail

Tematiko

ISKAM

Template

BACHELOR'S / MASTER'S DEGREE

Scholarships

Final thesis

State final examination

Internal regulations and standards

DOCTORAL DEGREE

Scholarships

Dissertation thesis

Application forms

Internal regulations and standards

MANUALS

Institute of Information Technologies

👤 Login

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

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/slu/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 **jan.skorvanek@slu.cz**.

Students can choose from a basic university card (free of charge) or an ISIC card (250 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 (250 CZK/year).
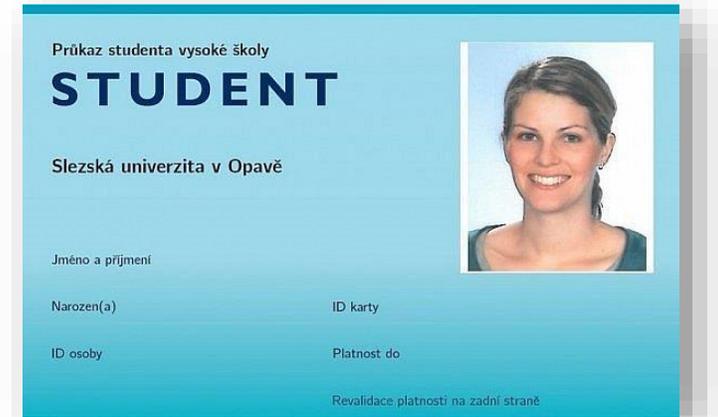
FILTERMAC / LOKNI - free filtered water

FILTERMAC / LOKNI offer an eco-friendly alternative to a bottled water and therefore reduce the amount of PET bottles consumed.

Students can use **up to 3 litres of filtered premium-quality water** per day, for free. **Sparkling and non-sparkling** options are available.

It is necessary to use your own water bottle.

How to use the machine?

Download the Filtermac / Lokni mobile app on your smartphone

(Google Play and AppStore) and register. Choose the **SU-Sponsored tariff**

Where is the machine?

In the main faculty building (ground floor, between reception and classroom A111)

More about Filtermac / Lokni: **https://www.lokni.cz/eng/**

Questions or issues? Please contact katerina.zantova@lokni.cz

Information systems overview

Silesian University website	**www.slu.cz**
School of Business Administration website	**www.slu.cz/opf/**
SU Information System	**is.slu.cz**
E-mail	**mail.slu.cz**
ISKaM (Dormitories and catering, charging money for printing or accommodation)	**iskam.slu.cz**
CRO identity/Eduroam set-up, password changes	**moje.slu.cz**

Where to find this presentation?

Go to the Faculty website **https://www.slu.cz/opf/en/**

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

• *MANUALS*

This presentation is under „Freshmen information" in „Manuals" section

Any questions?
Contact us at international@opf.slu.cz ☺

Introductory information:

Master degree students

Academic year 2022/2023

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Mgr. Rostislav Steranka
Ing. Veronika Novotná
February 2023

Contacts

- **Study and Social Affairs Office (ground floor of main faculty building)**
  - **Mr. Rostislav Steranka (steranka@opf.slu.cz, +420 596 398 250, room A105)**
    - **Agenda: study confirmations, tuition fee payments, nostrifications, scholarships**

- **International Relations Office (3rd floor – main building)**
  - **Ms. Veronika Matkova (matkova@opf.slu.cz, +420 596 398 221, room A302)**
    - **Agenda: life situations, buddy program, study issues, visa extensions, student cards**
  - **Ms. Veronika Novotna (novotna@opf.slu.cz, +420 596 398 623, room A330)**
    - **Agenda: life situations, study issues, visa extensions, student cards**
  - **Ms. Radmila Unuckova (unuckova@opf.slu.cz, +420 596 398 247, room A302)**
    - **Agenda: Erasmus+ (study or internship abroad, BIP „blended intensive programs")**

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Academic year calendar (schedule of educational activities)

An academic year lasts 12 months and is devided into 2 semester: winter semester (September – February) and summer semester (February – August).

Full academic calendar: https://www.slu.cz/opf/en/internalregulationsandstandards
(available after login (with CRO details) to our school website – „Students" section – „Bachelor / Master degree" - „Internal regulations and standards")

Each semester has:

- Study period
- Exam period
- Holiday period

Internal regulations and standards

Please find all important documents (internal regulations) in:

Bachelor / Master degree section on our website (after login)

If there is a new document issued, all students are informed by email. So please, check your official student email regularly!

Types of documents

- Study and Examination Regulations (Study Code)

- Dean's Decisions / Instructions / Directives related to course enrollment, scholarships, tuition fees, Master thesis, state final exam, …

- Master thesis Word template, thesis defence presentation template, state final exam topics (questions)

European Credit Transfer System (ECTS)

Each course in the curriculum is assigned a certain number of **ECTS credits**, which reflects the level of study load.

The standard pace is **30 credits per semester**, 60 per academic year, 120 credits in total
Minimum credits per year: 40 credits

Study plan template: available in IS SU after login (during Student / Start of term / Course registration) or [here](#).

Students should earn (according to the new accreditation of Economics and Management study program – in effect from September 2023):

- 94 credits from mandatory courses
- 26 credits from mandatory-elective courses

Exam and course credit (Article 9 & 10 of Study Code)

A course is finished with an **exam** („zk" – zkouška) or **credit** („z" zápočet). For courses ending with „exam", there is a grade (A-F). For courses ending with „credit", there is either „Z" (=passed) or „F" (= not passed). **Courses ending with „credit" (z) are not counted in your grade point study average (GPA)!** According to GPA, merit-based scholarships are calculated.

For each course exam / credit test, you have **3 tries (you can repeat the exam 2 other times).** If you dont pass the course in one semester, you can enroll it for the 2nd time next year (and again you get 3 tries). *The second remedial term for a re-registered course is in front of a minimum three-member examination board.*

The student has the right to excuse himself/herself from the set date of the credit course or exam up to 24 hours in advance, for serious reasons and additionally, no later than the fifth day.

State Final Exam (Article 11 of Study Code)

- **State Final Exams (SFE)** are held in the 2nd year of study. For students enrolled in September, exams are held in June (repetitions in August). For students enrolled in February, exams are held in February (repetitions possible in June).

- Students must fulfill all their study obligations prescribed in the respective study program before the SFE.

- **The content of the SFE**, including its parts, is based on the accredited study programme (there is a set of questions from economics, from the study programme and defence of a Master thesis).

- The SFE is held in front of a minimum three-member examination board.

- **The SFE or its part can be repeated only once in case of a failure.**

- **Graduation ceremonies** are only held in June and October.

Evaluation and assessment of study (Article 12 of Study Code)

1) The result of the examination or part of the state final examination is classified according to the ECTS scale:

ECTS grade	Verbal expression	Numerical expression
A	Excellent	1
B	Very good	1,5
C	Good	2
D	Satisfactory	2,5
E	Sufficient	3
F	Insufficient	4

$$GPA = \frac{\Sigma K_p . Z_p}{\Sigma K_p},$$

Where

K_p = number of credits for the course p ending with an examination,

Z_p = numerical expression of the classification of the examination ending the course p.

Termination of study (Article 21 of Study Code)

- The student does not have **any course registered** in the 1st year of study on the date of the start of the semester (winter or summer semester).

- The student does not have courses with a **minimum total credit score of 40 credits registered in the study information system** within two weeks of the start of classes in the summer semester / winter semester of the first year of study.

- The student does not have a **minimum of 40 credits registered** in the study information system as of the date of the compliance check of the fulfilment of study obligations for the previous academic year (last 2 semesters) unless it is a graduate year.

- The student has not earned credits for **a repeatedly enrolled compulsory or compulsory elective course** as of the date of the compliance check for the previous academic year.

- Other possible situations: see the Article 21

Scholarships

The talented students are entitled to:

- **Merit-based scholarships** (For the academic study results of their 1st year of study – GPA 1.0 - 1.7. No need to apply for this scholarship. Awarded automatically to all who qualify.)

- **Talent-based scholarship** (One-time scholarship, applications are being accepted each April, but the 1st semester of study has to be completed. Applications should be delivered to Mr. Steranka.)

- **Erasmus scholarships** (monthly – for study stays or internships abroad, to cover living costs in a foreign country)

- **Other extra scholarships** (e.g.: participation in International Student Seminars, competitions, conferences, Buddy program, Business Gate, faculty / university representation, blood donations, socially responsible activities, …)

Details on scholarships (including talent-based scholarship application template) are available here: **https://www.slu.cz/opf/en/scholarships (login needed, „Students" section – „Bachelor's / Master's degree" – „Scholarships")**

Tuition fees

There is a tuition fee of **EUR 2,500 per each academic year (2 semesters)**. The fee has to be paid in advance (in IS SU and in EUR – online by card or bank transfer).

In case of study extension, additional yearly tuition fee has to be paid.

It is only possible to extend your study for *maximum of 2 more years (2+2),* given all other conditions are fullfilled (e.g. minimum of 40 credits is earned per year, if not in the final year of study. A student is considered to be a final year student also if he / she enrolls a course Master thesis. *Remember, if you don't pass a repeatedly enrolled course, your studies are terminated unsuccessfully!*)

Details on tuition fees – see the Dean's Decision at
https://www.slu.cz/opf/en/internalregulationsandstandards

We wish you good luck in your studies!

Any questions?

Contact us at international@opf.slu.cz

Anytime ☺