

IS Guidelines for International Students

IS – **I**nformation **S**ystem of Masaryk University

http://is.muni.cz

LOG IN - http://is.muni.cz

Switch language into English



INFORMAČNÍ SYSTÉM MASARYKOVY UNIVERZITY Veřejné služby Informačního systému • ISMU



Log in

Click on "Personal administration of Information System MU", and type in your **login** (učo – university student number) and **primary password** (sent by post to you)



You need to know these short basic information to go smoothly through the semester. For advanced application please see the Help section in IS MU.

First, please read through help section titled as 'Getting Started with is.muni.cz as a Student'.

Personal Administration \rightarrow Help \rightarrow Student .. Getting Started with is.muni.cz as a Student

SYSTEM – CHANGE PASSWORD

Change your primary MU password (it can be generated/created only by coordinators) Change your secondary MU password (everyone can generate/create)



Password

The **primary password** is used exclusively for logging into the Information System (IS MU) and the Inet one (Inet MU) located at https://is.muni.cz/auth/ and https://inet.muni.cz/ respectively. Inet offers services chiefly relevant to the Masaryk University staff. The primary password should not be used for logging into other systems. This also applies to other school sites and e-mail accounts, for which you should use your secondary password.

To change your primary password, use the following path:

Personal Administration \rightarrow System \rightarrow change my password

Please make sure that you always take special care of your primary password and do your best to prevent it from any misuse. In this respect, it is important that you not share it with anyone else or send it anywhere in an unencrypted format (e.g. via e-mail).

You should never allow your browser to save your password either. If you do so, anyone working with the computer when you are not around will be able to log into IS under your profile.

The MU **secondary password** is usually required for other services using IS MU authentication means such as school e-mail accounts working with IMAP and POP3 protocols, the services offered at Comenius Computer Study, WIFI Eduroam authentication, etc.

You can change/specify your secondary password using your primary one directly in IS MU on the page you use for changing your primary password:

Personal Administration \rightarrow System \rightarrow change my password

Please make sure that your secondary password is different from the primary one, as the former is sometimes transferred over networks in an unencrypted form, which makes it more vulnerable.

IS MAIN PAGE

IS main page (Leftmenu, Mainmenu, Rightmenu). To return to the main page, click on IS.MUNI.CZ

iS	MASARYK UNIVERSITY INFORMATION SYSTEM Personal Administration	() in english
	IS MU > Personal Administration	
HIGHLIUT	Search & Help	Aktuálně
DRILL MY MAIL PEOPLE	Simplified mode Expand all sections 📀	<u>Ay Mail</u>
STUDENT	My Mail •. People Send mall. Person search My Mail •. Person search Must find •. Person search My Mail •. People •• •. Person search •• •. Personal Page	Noticeboard
COURSES STUDIES ENTRANCE EXAMS	Student Grades, Examinations, Notebooks, Registration and enrollment, Seminar groups, Study Materials	vitations vitations 0× favourite
NOTICEBOARD DISCUSSION PERSONAL	Timetable ①, Courses ①, Studies ①, Admission Procedures ① My timetable, Find a course, Browse templates, Term Calendar, Lists of topics (thesis, dissertation, etc.), Application submission C	Advertisements D× ⊇ 0× <u>favourite</u>
MEET PEOPLE DEPOSITORY MY WEB DOCUMENTS	Noticeboard. Invitations. Advertisements. Discussion group Post a message on Noticeboard. My messages posted on Noticeboard	Discussion group
ELPORTÁL PUBLICATIONS SHOPPING CENTER	Personal Section ⊕. Job market. Contacts ⊕ Check and change your personal data, Telephone directory, Department	
SCHOLARSHIP DORMITORY EVENTS SYSTEM	Meet People (Schoolmates) Graduates Temperature End of the second se	<u>-vote</u>
DESIGN HELP users 1801	File Depository. My Web. File Manager (1), Documents E Upload a file into someone else's Depository, Change expiration date It	ast 20. 3. 2012 18:32
operations 9774	Q → Elportál ⊕, Drill ⊕, Publications A My Publications E	Activities Bookmarks
	Shopping Center, Scholarship 😌, Accommodation 😌, Canteen	<u>LO</u> za poslední týden <u>S News</u>
	My orders, My scholarship, Account number, Dormitory application and its status, Hodnoceni stravovacich zarizeni, Wysledky, Zasláni podnětu SKM Image: Cards, Personnel Groups, E-vote, Projects, Printing from IS	

MY MAIL

Your university e-mail **inbox**. Your **e-mail address** contains your **login** <u>00000@mail.muni.cz</u>

iS	MASARYK UNIVERSITY INFORMATION SYSTEM Personal Administration • IS MU > Personal Administration	<u>esky</u> in English	•
HIGHLIGHT	Search & Help	Aktuálně	
MY MAIL	Simplified mode Expand all sections	<u>My Mail</u>	
STUDENT	My Mail ⊕ People Send mail, Person search, My Personal Page	Noticeboard 190× D× favourite	

We strongly recommend to set up redirection of e-mails coming to this IS inbox to your personal e-mail address! You can also change the first part of the e-mail address. (in the Settings)

	IS MU > Personal Administration > My Mail		
🖉 HIGHLIGHT	New mail	Contacts Folders and Limits Settings	Vyhledat Vyhledat Help and rules
IS.MUNI.CZ			
DRILL	The messages occupy 32 % of the available space.		
MY MAIL			Simplified version
PEOPLE	Folder: Příchozí pošta (278) 🔽 Refresh Limit to 👫 Important only	🥏 Tags and highlighting -	
STUDENT			
TIMETABLE	Mark: all, none Messages in this tolder: the items selected Operate		
COURSES			1 2 3 4 5 6 7 8 9 10 All
ENTRANCE	★ Sender v A	ads v∣∧	Date V A Size v A

NOTICEBOARD

All students and staff can publish important announcements in the main section, and invitations or advertisements.



PEOPLE

Search for contact details and other information of all university students and staff.

iS	MASARYK UNIVERSITY INFORMATION SYSTEM Personal Administration - IS MU > Personal Administration	issky in English 🛛 🔘 🗲
P HIGHLIGHT	Cauch @ Hole	Aktuálně
IS.MUNI.CZ	Search (4 Help	My Mail
MY MAIL PEOPLE STUDENT	Simplified mode Expand all sections	278 <u>nečtených</u> poslední <u>sdělení</u> 20. 3. 2012
TIMETABLE COURSES	Seriu maii, Person Search, my Personal Page	190× 0 0× favourite
STUDIES ENTRANCE EXAMS	Student 🛞 Grades, Examinations, Notebooks, Registration and enrollment, Seminar groups, Study Materials	Invitations 0×D0× favourite
NOTICEBOARD DISCUSSION	Timetable 🟵. Courses 🕀. Studies 🕀. Admission Procedures 😁	Advertisements
PERSONAL	- Mytimetable, Find a course, Browse templates, Term Calendar, Lists of topics (thesis, dissertation, etc.), Application submission	0×10× favourite
MEET PEOPLE DEPOSITORY MY WEB DOCUMENTS	Noticeboard. Invitations. Advertisements. Discussion group Post a message on Noticeboard. My messages posted on Noticeboard	Discussion group ESF (32), MU (51), Pikárny: ESF, MU,

PERSONAL

You can edit your personal details here (e.g. telephone or contact address, in case you move)

Please note the IS might notify you (in red blinking letters) to "check and confirm" your personal details, to change/enter your identification number (provided at birth in the Czech Republic), which you obviously do not have. Please **ignore** the notification. Only students from **Slovakia** might have the identification number ("rodnéčíslo"), in that case, please fill it in.

iS	MAS/ Per	aryk UNIVERSITY INFORMATION SYSTEM sonal Administration	
	• <u>IS MU</u>	> Personal Administration	
HIGHLIGHT	1	Search (2) Help	Aktuálně
IS.MUNI.CZ			My Mail
MY MAIL PEOPLE	¢,	Simplified mode Expand all sections	278 <u>nečtených</u> poslední <u>sdělení</u> 20. 3. 2012
TIMETADLE	Т	Send mail, Person search, My Personal Page	Noticeboard
COURSES			190× D 0× favourite
ENTRANCE	Q	Student 🕘	Invitations
EXAMS	\square	Grades, Examiniations, Notebooks, Redistration and emoliment, Seminar groups, Study materials	0×100× <u>favourite</u>
DISCUSSION		Timetable 🛞 Courses 🛞 Studies 🕀 Admission Procedures 🛞	Advertisements
PERSONAL		My timetable, Find a course, Browse templates, Term Calendar, Lists of topics (thesis, dissertation, etc.), Application submission	0× 10× favourite
EET PEOPLE			Discussion group
DEPOSITORY MY WEB DOCUMENTS	D	Noticeboard, Invitations, Advertisements, Discussion group Post a message on Noticeboard, My messages posted on Noticeboard	 <u>ESF</u> (32), <u>MU</u> (51), Plkárny: <u>ESF, MU</u>,

STUDENT

You can find here the following:

- **Registration** and **enrolment** in courses and seminar groups
- Examination dates, obtained grades(teachers enter grades in the IS)
- Study materials (e-learning)(teachers place study materials, students can upload homework)

iS	MASARYK UNIVERSITY INFORMATION SYSTEM Personal Administration - IS MU > Personal Administration	esky in English
P HIGHLIGHT		Aktuálně
	Search (& Help	My Mail
MY MAIL PEOPLE STUDENT TIMETABLE	Simplified mode Expand all sections My Mail (c), People (c) Send mail, Person search, My Personal Page	278 <u>nečtených</u> poslední <u>sdělení</u> 20. 3. 2012 Noticeboard
COURSES STUDIES ENTRANCE EXAMS	Student	190×□ 0× <u>1avourite</u> Invitations 0×□ 0× <u>favourite</u>
NOTICEBOARD DISCUSSION PERSONAL	Timetable 😌, Courses 🕀, Studies 😌, Admission Procedures 📀 My timetable, Find a course, Browse templates, Term Calendar, Lists of topics (thesis, dissertation, etc.), Application submission	Advertisements 0× 🖹 0× <u>favourite</u>
MEET PEOPLE DEPOSITORY MY WEB DOCUMENTS	Noticeboard, Invitations, Advertisements, Discussion group Post a message on Noticeboard, My messages posted on Noticeboard	Discussion group • ESF (32), <u>MU</u> (51), Pikámy: ESF, MU,

Homework Vaults

As soon as they are open, you will see Homework Vaults you can access in the course menu.

FI:PV181 Laboratory of security and applied cryptography I 🅸	Contract
 Seminar <u>PV181/01</u> Út 14:00–15:50 <u>G209</u> <u>, Cancel enrollment/enroll in another, Z. Říha</u> <u>Discussion Groups Group 01</u> <u>Homework Vaults</u> • <u>01</u> Intro <u>Study Materials</u> (7 nečtených) <u>starší</u> • <u>File Vault</u> <u>Schoolmates</u> Operations <u>Remove from registration/enrollment</u> <u>Change type of completion</u> <u>Seminar Groups</u> 	• 3 credits • type of completion: colloquium <u>Cataloque</u> ⊑

Provided you wish to upload a file, click on . If your assignment spans several files, create a new folder using . Your file or newly created folder should bear your name (it is not possible to upload several files of the same name, though). After uploading the file(s), you can re-write it (them) with a newer one(s) or delete it (them) any time you see fit.

As regards the default access rights set for your files and folders, you need not change these. The access rights of the Homework Vault, or rather the folder into which students are requested to upload their assignments, may be pre-set so that the assignment uploaded can only be read by the student himself/herself (and his/her teacher) or by him/her, the teacher and other students. To find out which of the two options has been chosen, see the folder description.

• ROPOTs

The ROPOT (acronym standing for **R**evision **O**pinion **PO**II and **T**esting) applications can be filled with questions that students are then asked to answer. Finally, the System saves their answers and evaluates them automatically.

If there are ROPOTs for you, you will see the link ROPOT (Revision, Opinion Poll and Testing)

FI:PV181 Laboratory of security and applied cryptography I 🅸			
 Seminar <u>PV181/01</u> Út 14:00–15:50 <u>G209</u> <u>, Cancel enrollment/enroll in another, Z. Říha</u> <u>Discussion Groups Group 01</u> Homework Vaults <u></u> ROPOT (Revision, Opinion Poll and Testing) <u>Study Materials</u> <u>File Vault</u> <u>Course packages of topics</u> <u>Remove from registration/enrollment</u> <u>Change type of completion</u> <u>Seminar Groups</u> 	• 3 credits • type of completion: colloquiun <u>Cataloque</u> ⊑	m	

Select the ROPOT application and when you are ready to start the test click on <u>I want to compile the first</u> question set

Notebooks

The notebooks are used for storing messages for students or their interim results, scores, etc. To browse the contents of notebooks, use the following path:

Student \rightarrow Teaching .. Information from Notebooks

or access it directly from the Course menu.

• Examination dates and reservations

You can see the link as soon as the examination dates are published.



To reserve a slot on a date, click on 'details' of the date and then on 'Reserve a slot on the examination date' or directly click on 'attempt to reserve a slot'.



• Grades, types of completion, ECTS credits

You can see recent activity in the top of the page. You can also find evaluation of the course by clicking on its name or you can click on "Courses Enrolled and Grades Obtained" to see all your grades in one.

DRILL	Recent events related to studies	Display_all E-mail notifications Vice -
MY MAIL PEOPLI TEACHEF SUPERVISOR	 12. 7. 2012 <u>Grade</u>: Z z (credit) DXV_POMV Pomoc při výuce, Bc. Kateřina Kocián 10. 5. 2012 <u>Grade</u>: A z (credit) ROMPOIBXJ Přípravný jazykový seminář II, Mgr. M 14. 2. 2012 Grade: P z (credit) DXV_PREZ Prezentace na odborném seminář, do 	ová etoděj Polášek 2. Mor. Jiří Špalek, Ph. D. 💌
PUBLICATIONS		
STUDENT	Courses	
TIMETARLE	FF:ROMPOIBXJ Preparatory Language Seminar II	Sbal +
COURSES STUDIES ENTRANCE EXAMS	 Seminar <u>ROMPOIBXJ02</u> St 19:10–20:45 <u>K22 □, M. Polášek</u> <u>Discussion Groups</u> (3 unread) <u>Skupina 02</u> <u>Study Materials</u> (4 unread) <u>older</u> + 	A 4 credits type of completion:: examination
NOTICEBOARD DISCUSSION	<u>File Valit</u> <u>Spolužáci</u> Operations	Catalogue न
PERSONAL	<u>Seminar Groups</u>	
MEET PEOPLE ALUMNUS	• Examinations	
	End of term	End of studies
		Grades and Credits Obtained During All My Studies and M Grade Average Course-Field Association Check My Studies Final State Examination and Thesis/Dissertation Archive Diploma Supplement - print preliminary version Retrieval Box

Teachers enter grades directly into your IS profile, when you fulfil course requirements or pass/fail exams. **There are 3 types of grades&course completions** used at Masaryk University:

- A, B, C, D, E (pass), or F (fail) for courses with the type of completion "zk" (zkouška examination) or "kz" (klasifikovanýzápočet graded credit)
- **P** (pass/requirements fulfilled)or **N** (fail) for courses with the type of completion **"k**" (kolokvium colloquium)
- **Z** (pass/requirements fulfilled) or **N** (fail) for courses with the type of completion $(x^*)(z^*)(z^*)(z^*)(z^*)$
- Exchange students please see the document,,Grading System at MU" availableon the OIS website,

to read more details about the transfer and recognition of various types of grades at your home universities **The ECTS (European Credit Transfer System)** is used at Masaryk University.

TIMET	ABLE	
		česky in English
iS	MASARYK UNIVERSITY INFORMATION SYSTEM Personal Administration IS.MU > Personal Administration	nika buzuganova (uco <u>zmuzz</u>)
		Aktuálně
IS.MUNI.CZ	Search (Help	My Mail
MY MAIL PEOPLE	Simplified mode Expand all sections	278 nečtených poslední <u>sdělení</u> 20. 3. 2012
STUDENT	Send mail, Person search, My Personal Page	Noticeboard
COURSES		190× 10× favourite
ENTRANCE	⊖I <u>Student</u> ⊕	Invitations
EXAMS	Urades, Examinations, Notebooks, Hedistration and enrollment, Seminar droups, Study Materials	0×D0× favourite
DISCUSSION	💭 Timetable 📵 Courses 🛞 Studies 🖲 Admission Procedures 🛞	* Advertisements
PERSONAL	🔤 📴 userimetable 😡 d a course, Browse templates, Term Calendar, Lists of topics (thesis, dissertation, etc.), Application submission	0× D 0× favourite
MEET PEOPLE		Discussion group
DEPOSITORY MY WEB DOCUMENTS	Noticeboard, Invitations, Advertisements, Discussion group Post a message on Noticeboard, My messages posted on Noticeboard	• ESF (32), <u>MU</u> (51), Plkárny: ESF, <u>MU</u> ,

My timetable(and then click on My personal timetable – Show timetable).

Timetable (of a course – make sure you set up the right semester and faculty – in the top right corner of the screen).

(Note – you can see timetables of courses among detailed information after **clicking on course codes**.)(Note – timetables will be **published** only at the beginning of every semester.) Term calendar by faculties(detailed academic calendars of faculties) <u>Czech Abbreviations:</u>

Po = pondělí = Monday, Út = úterý = Tuesday, St = středa = Wednesday, Čt = čtvrtek = Thursday, Pá = pátek = Friday Jaro = spring (semester), Podzim = autumn (semester)

COURSES

is	MASARYK UNIVERSITY INFORMATION SYSTEM Personal Administration - IS MU > Personal Administration	esky in English
A HIGHLIGHT		Aktuálně
IS.MUNI.CZ	Search (2, Help	
O DRILL	Simplified mode Expand all sections	My Mail
MY MAIL		278 nečtených noslední sdělení 20. 3. 2012
STUDENT	<u>My Mail</u> ⊕. <u>People</u> ⊕	posiedin <u>sdelem</u> 20. 3. 2012
STODENT	Send mail, Person search, My Personal Page	Noticeboard
COURSES		190× 0× favourite
STUDIES	Student 🛞	Invitations
EXAMS	Grades, Examinations, Notebooks, Registration and enrollment, Seminar groups, Study Materials	0× 00 0× favourite
NOTICEBOARD		Ť
DISCUSSION	Timetable 🖲. Courses 🕘, Studies 🕀, Admission Procedures 🕀	Advertisements
PERSONAL	My timetable, Find a course, Browse templates, Term Calendar, Lists of topics (thesis, dissertation, etc.), Application submission	U× I U× <u>tavourite</u>
MEET PEOPLE		Discussion group
DEPOSITORY	Vol Received and Advertisements, Unicasion group	• ESE (32) MU (51) Plkámy
DOCUMENTS		ESF, MU,

Browse term calendars of all faculties(to see when the registration/enrolment/exam periods begin and finish) Browse catalogue (of all courses taught at MU)

Please note that here you can find **all courses** taught at MU, with their **names translated** into English, althought they might be **taught in Czech** or other languages. To see **lists of courses taught in English** and any foreign languages, go to http://www.fi.muni.cz/international/courses.xhtml.en

COURSE REGISTRATION AND ENROLMENT

Click on the link STUDENT.

Make sure you set up the right semester and faculty – in the top right corner of the screen. Click on "Register for or Enroll in Courses", and then "Add courses by entering their codes".

STUDENT TIMETABLE COURSES STUDIES ENTRANCE EXAMS NOTICEBOARD DISCUSSION PERSONAL	Courses No courses enrolled in. Start of term	ations During studies * My schoolmates the same field of s studies Make me public v předmětu * Document Office * Submit a prov application	tudy/programme of	33 14 15 16 17 18 19 34 20 21 22 23 24 25 26 35 27 28 29 30 31 Select date Časová osa Co je v Kalendáří? My Mail Noticeboard 153× D 0 favourite
MEET PEOPLE ALUMNUS DEPOSITORY MY WEB	 Exchange Enrollment history Apply for course-repetition exemption Apply for Being Enrolled in the Term 	 Submit a new application My documents - application stat Stáže a pobyty Tuition Fees View Tuition Fees 	<u>tus</u>	Invitations O× ©0× favourite
	Add courses • ESF: template • Tip: required PE • Add courses by entering their code • Add courses to repeat • Prepare a registration batch (for the course hunt) • All faculties ~ • Registration rules □	Changes <u>Cancel course registration/enrollment</u> <u>Change type of completion</u> <u>Change credit value</u>	Other Enroll in courses successfu Reprocess registration period Enrollment in Seminar Grou Course Catalogue Browse templates of facultie Offer for students of all facultie	Il <u>y registered for</u> ud ps ss ss ties

Choose the **faculty** in the left pull-down menu, enter the **coursecode**, and click on "Specify"

If the abbreviation of the faculty is **not available**, it means that the **registration period** of this faculty is **over**. Check the **term calendar** to know when the enrolment and enrolment changes period starts (= periods, in which you can register for courses again).

Tick the chosen courses and save changes.

The figure to the left of '/ represents the number of students curr while the figure to the right of it stands for the maximum number o enroll in the course. Provided the latter is unlimited, '' is used.	ently requesting enrollme of students allowed to
CUS:CZS50 5 Intercultural Communication	11/25
NOTE: The changes will not be saved unless you click on the 'Sa ensure that the courses with empty check boxes on the left are ti to enroll in while the ones with the check boxes selected are thos	ve changes' button. Pleas hose that you do not wish se that you wish to enroll

If no course was found, it means:

- you chose the wrong faculty
- you typed in a wrong code
- the course is not offered in this term

After saving changes, you can see the following **table of registered courses**.

\left (<u>-1</u> | Autumn 2015 | <u>+1</u>

STUDENT	Saved successfully.			
TIMETABLE	Courses currently registered for or enrolled in:			
STUDIES	Course <u>Further information</u> -	Enrolled	Requesting	Position
EXAMS IOTICEBOARD DISCUSSION	FSS:EUP431 ☐ Energy Policy of the EU Mon 14:00 t 54-19 USE ☐ The course is offered to the study fields other than yours. You can apply for permissionexception of 1.9. 2012 17:00 do 30.9. 2012 vč.	not possible	zk 5 credit(s) registration/enrollment cancellation	5/- Preference: not given Numbers: 0/4/
PERSONAL MEET PEOPLE	ESS:SOC755 ☐ General sociology Tue 10:00-11:40 U36 ☐	no	zk 10 credit(s) registration/enrollment cancellation	2/20 Preference: given Numbers: 0//
DEPOSITORY MY WEB DOCUMENTS	FSS:SOC755a д Seminar to General sociology	no	z 5 credit(s) registration/enrollment cancellation	2/20 Preference: given Numbers: 0//
ELPORTÁL DRILL UBLICATIONS	Tue 12:00−13:30 U35 □	no	zk 10 credit(s) registration/enrollment cancellation	4/25 Preference: given Numbers: 0//
SHOPPING CENTER	FSS:SOC756a □ Seminar to Research Methodology Thu 10:00–11:40 U34 □	no	z 5 credit(s) registration/enrollment cancellation	2/25 Preference: given Numbers: 0//
DORMITORY	Total	0 credit(s)	35 credit(s) [z: 2; zk: 3] 🗿	
EVENTS SYSTEM DESIGN	You will not be enrolled in the courses containing not possible in the Enrolled co Provided you still insist on your enrollment, apply for being granted an exception teacher of the course.	lumn. I with the		

Some courses are <u>not</u> enrolled automatically by the IS, and you can see a comment in red: "offered to the study fields other than yours" or "not meeting the prerequisite" or "you cannot eroll in the course since there are no more vacancies in it"

In that case, click on "Submit enrollment permission/exception application" (If this link does not appear, it means the period, in which you can apply, is ahead/over.)

In the window that appears, write and send text (= the application for exception) to the teacher. Mention there the following:

- The name of your home university and country
- Your field of study on your home university
- In which year of study you are
- How long are you going to study at MU, through which program (CESP, Erasmus, ISEP, Erasmus Mundus, bilateral agreement, ...)
- Who is your departmental coordinator
- If the course was written and approved in your learning agreement
- Any relevant reasons and motivations, why you need/wish to attend the course

After submitting this enrolment permission/exception application, go to the class of the course and ask the teacher personally. It is best to visit more courses in the first two weeks.

The teacher then decides. Either s/he grants you the exception and enrols you, **or** not, and might write you an e-mail with explanation. In that case, you must choose another course.

SEMINAR GROUPS ENROLMENT

It is **necessary** to enrol in a seminar group, in case the course is divaded into seminar groups. Please note that you cannot register for a seminar group, if the course has not been enrolled yet.

MASARYK UNIVERSITY INFORMATION SYSTEM						
Register for or enroll in a course						
. IS MILS Barran al Administration S Student						
• 15 mo > Personal Administration > Student						
Please read: Help> Student> Register for and Enroll in	n Courses	5				
NOTE: When can I register for courses? (Registration is	only poss	ible during r	egistration period:	s.)		
You cannot register for or enroll in any courses at any of the Are you sure you have selected the right term (see the top	e faculties of the page	now. e)?				
<i>Legend:</i> Requested and Confirmed: Specify what type of completio the total depends on the type of completion ('requirements	n you requ ; fulfilled', 'é	est and whe examination',	ther your enrollme , etc.). Seminar gr e	ent has already been con oups: If the cell contains	firmed. C Yes', clic	k on <u>Enrollr</u>
Courses currently registered for or enrolled in: Explore possible problems reading <u>further information</u>						
Code and Name of Course	Seminar Groups	Confirmed		Requested	Cradite	Note
code and name of course		l <mark>i</mark> nrollment	completion type	completion type	creates	
ESF:BPF_FIU2 ☐ Financial Accounting 2 Tue 9:20–11:00 <u>P1 (Citi Hall)</u> ♬ Group: BPF_FIU2/15 St 14:35–16:15 <u>S22</u> ♬	yes	yes	zk		8	see below
ESF:BPH MAR1 © Marketing 1 Tue 14:35–16:15 P1 (Citi Hall) © Group: BPH_MAR1/06 Čt 16:20–17:55 <u>87</u> ©	yes	yes	zk		8	see below
ESF:BPH_NAPO □ Corporate Economics Thu 9:20–11:00 P1 (Citi Hall) □ Group: BPH_NAPO/03 Čt 12:50–14:30 <u>S6</u> □	yes	yes	zk		7	see below
ESF:BPJ JI4A 🗊 Foreign Language I/4 - English	yes			enroll zk	3	see below
ESF:BPM_STA2 □ Statistics 2 Mon 11:05–12:45 <u>P1 (Citi Hall)</u> □ Group: BPM_STA2:06 Čt 14:35–16:15 <u>VT2</u> □	yes	yes	kz		5	see below
ESF:BPV_VEF1 = Public Finance 1 Tue 11:05–12:45 P1 (Citi Hall) = Group: BPV_VEF1/06 St 12:50–14:30 P3 (KPMG Hall) =	yes	yes	zk		8	see below

CANCELLATION OF REGISTRATION IN A SEMINAR GROUP

Click on the link STUDENT.

Click on "Enroll in a seminar group or cancel your enrollment"

STUDENT	Courses		PANE	33 13 14 15 16 17 18 19 34 20 21 22 23 24 25 26
TIMETABLE	FF:PSA_005 Cognitive Psychology	<u>Více</u> +	IDE	35 27 28 29 30 31
COURSES STUDIES	ESF:DXV_PDPR Preparation of the dissertation	<u>Vice</u> -		Časová osa Co je v Kalendáří?
ENTRANCE EXAMS	ESF:DXV_POMV Teaching assistance	<u>Vice</u> -		
NOTICEBOARD DISCUSSION	ESF:DXV_PREZ Research Workshop	<u>Více</u> -		<u>My Mail</u>
PERSONAL	ESF:MPH_AEXE Experimental Economics	<u>Vice</u> -		Noticeboard
MEET PEOPLE	Start of term	During studies		
DEPOSITORY				
MY WEB	History of My Registration and Enrollment Operations	 My schoolmates the same field of study/programme of studies 		
DOCUMENTS	Physical Education Courses	 Make me public v předmětu 		<u>Advertisements</u>
ELPORTÁL	 Enroll in a seminar group or cancel your enrollment Hrowse groups 	 <u>Document Office</u> Submit a new application 		0×≌0× <u>favourite</u>
SHOPPING	Exchange	My documents - application status		Discussion group
SCHOLADSHIP	 Enrollment history 	 <u>Stáže a pobyty</u> 		FOR MULICIPACITY :
DORMITORY	Apply for course-repetition exemption Apply for Course-repetition the Term	Tuition Fees View Tuition Fees		 <u>ESF, MU</u> (131), Uff-Topic: ESF, MU,
EVENTS	 Apply for being chronied in the ferm 	 Stanovené poplatky 		• PSA 005

Then click on "registration/enrollment cancelation"

Courses currently registered for or enrolled in:

Course <u>Vice inform</u>	ncí - Enrolled	Requesting	Position
FF:PSA_005 ज Cognitive Psychology Tue 11:40-14:05 C21 ज The course is offered to the study fields other than yours. Seminář pouze pro řádné posluchače jednooborového studia; 1.ročník	not possible enrollment exception application	k 5 credit(s) registration/enrollment cancellation	100/- Preference: not given Numbers: 99/0/

Tick the chosen courses and click on Cancel.

ESF:BPJ_JI4A = Foreign Language I/4 - English			enroll	zk	3 credit(s)	521/450	given	507/
You cannot enroll in the course since there are no more vacancies in it it (limit: 450, your place in line: 521)) Prerequisites not met: Not meeting the PJI3A prerequisite (permission	(capacity limit 45	50, the capacity limit of t work with the applicatio	the course	e has been exceeded	as a result of th	e students who a	are ahead of you in	line enn
time stamp								
Pre-Requisites								
last request or change of completion type								
The course may be enrolled in by 450 students at most.								
ESF:BPM STA2 Statistics 2	yes	kz			5 credit(s)	enrolled/-		11
time stamp								
enrollment confirmed								
number of credits confirmed during enrollment								
Pre-Requisites								
max. 30 cizích studentů; cvičení pouze pro studenty ESF								
ESF:BPV_VEF1 Public Finance 1	yes	zk			8 credit(s)	enrolled/530		11
time stamp								
enrollment confirmed								
number of credits confirmed during enrollment								
Pre-Requisites								
The course may be enrolled in by 530 students at most.								
Cancel egistration for or enrollment in the courses selected								
Fromded you want to apply for the cancellation of your enrollment outsid period and that of enrollment changes, click on 'Cancel my course regi-	le the enrollment stration' below.	t						

HELP

Guidelines and explanations of all IS functions. Provided you encounter a problem, feel free to contact our development team at istech@fi.muni.

			esky in English 🛛 🔮
	MASA	ARYK UNIVERSITY INFORMATION SYSTEM	
	Per	sonal Administration	
	• <u>IS MU</u>	> Personal Administration	
🖉 HIGHLIGHT			ALC /1 Y
IS.MUNI.CZ		Search 3 Help	Aktuaine
O DRILL		Simplified mode Expand all sections 📀	<u>My Mail</u>
PEOPLE	ŕ	My Mail 🙆 People 🙆	
STUDENT	Ŧ	Send mail, Person search, My Personal Page	Noticeboard
TIMETABLE COURSES	-		190× 🗅 0× favourite
STUDIES	ਯੂ	Student	Invitations
EXAMS	\bigtriangleup	<u>Grades, Examinations, Notebooks, Registration and enrollment, Seminar groups, <mark>Study Materials</mark></u>	0×∎0× <u>favourite</u>
NOTICEBOARD DISCUSSION		Timetable 🕀, Courses 🕀, Studies 🕀, Admission Procedures 🕀	Advertisements
PERSONAL		My timetable, Find a course, Browse templates, Term Calendar, Lists of topics (thesis, dissertation, etc.), Application submission	0×
MEET PEOPLE	4	National Invitations Adventisements Discussion means	Discussion group
DEPOSITORY MY WEB	Z Z	Noticeboard, Invitations, Advertisements, Discussion group Post a message on Noticeboard, My messages posted on Noticeboard	
DOCUMENTS			
ELPORTAL PUBLICATIONS	£	Personal Section 🕀, Job market, Contacts 🕀	
SHOPPING		Check and change your personal data, Telephone directory, Department	
CENTER	8	Meet People (Schoolmates) 🕀, Graduates 🕀	
DORMITORY	CV	My Friends, Classes, Blogs, Bookmarks, Activities, Add bookmark, All my favourite bookmarks	E-vote
SYSTEM	-		Evente
HELP		File Depository, My Web, File Manager (), Documents	last 20. 3. 2012 18:32
users 1801			Activities
operations 9774	87	Elportál 🕀, Drill 🕀, Publications	Activities
	e-	My Publications	Bookmarks
		Shonning Center, Scholarshin 🛞 Accommodation 🛞 Canteen	<u>10</u> za poslední týden
	J.	My orders, My scholarship, Account number, Dormitov application and its status, Hodnocení stravovacích zařízení, Wsledky, Zaslání podnětu SKM	IS News
		Cards, Personnel Groups, E-vote, Projects, Printing from IS 🕀	
			MILLER FRANKLING MILLER MILLER