

6.2.2023

# Welcome to Faculty of Business and Economics

I. Doubková, K. Mlejnková

- MENDELU
- Faculty
- of Business
- and Economics

# Contact

[foreign@pef.mendelu.cz](mailto:foreign@pef.mendelu.cz)

**Mgr. Irena  
Doubková**

- Study stays Erasmus+



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545 132 799

**Ing. Kateřina  
Mlejnková**

- Internships Erasmus+
- Bilateral agreements
- Staff mobility
- International Week



[katerina.mlejnkova@mendelu.cz](mailto:katerina.mlejnkova@mendelu.cz)

545 132 725

# International Relations Office



**Office hours:**

**Mon 8:30-11:30 & 13-14 reservations**

**Wed 9:00-11:30 & 13-14**

**Fri 8:30-11:30 reservations**

**Outside office hours:**

**E-mails only**

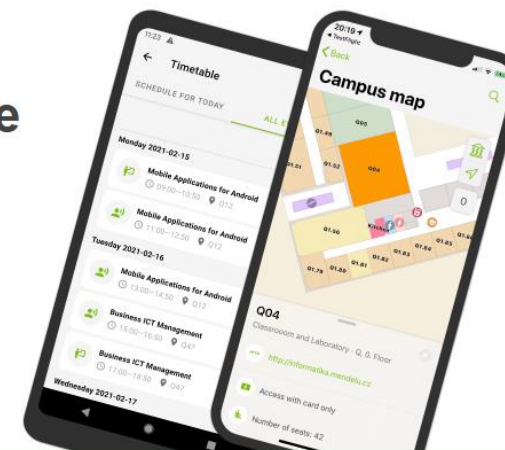
# My MENDELU

Mobile application for students

<https://my.mendelu.cz/>



Mobile application that will simplify your life at the university



## My MENDELU

You are here: Function Overview

FUNCTION OVERVIEW

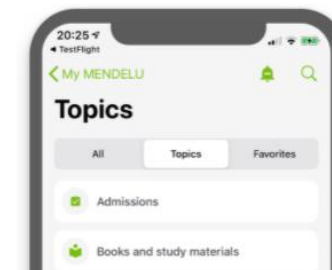
TERMS AND CONDITIONS

CREATORS

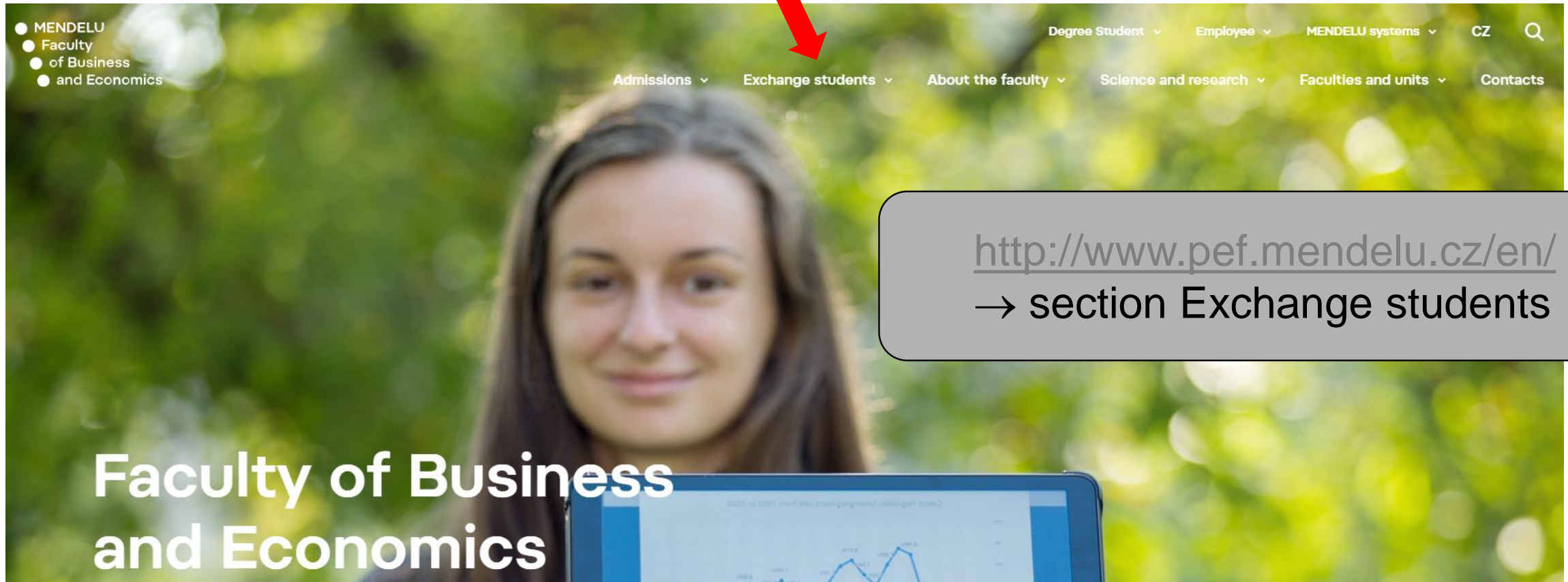
CONTACT

## How can I solve it?

How to apply for Erasmus? When should I request the scholarship? FAQ module contains answers to the most frequent questions of students, including instructions on how to solve the given problem.

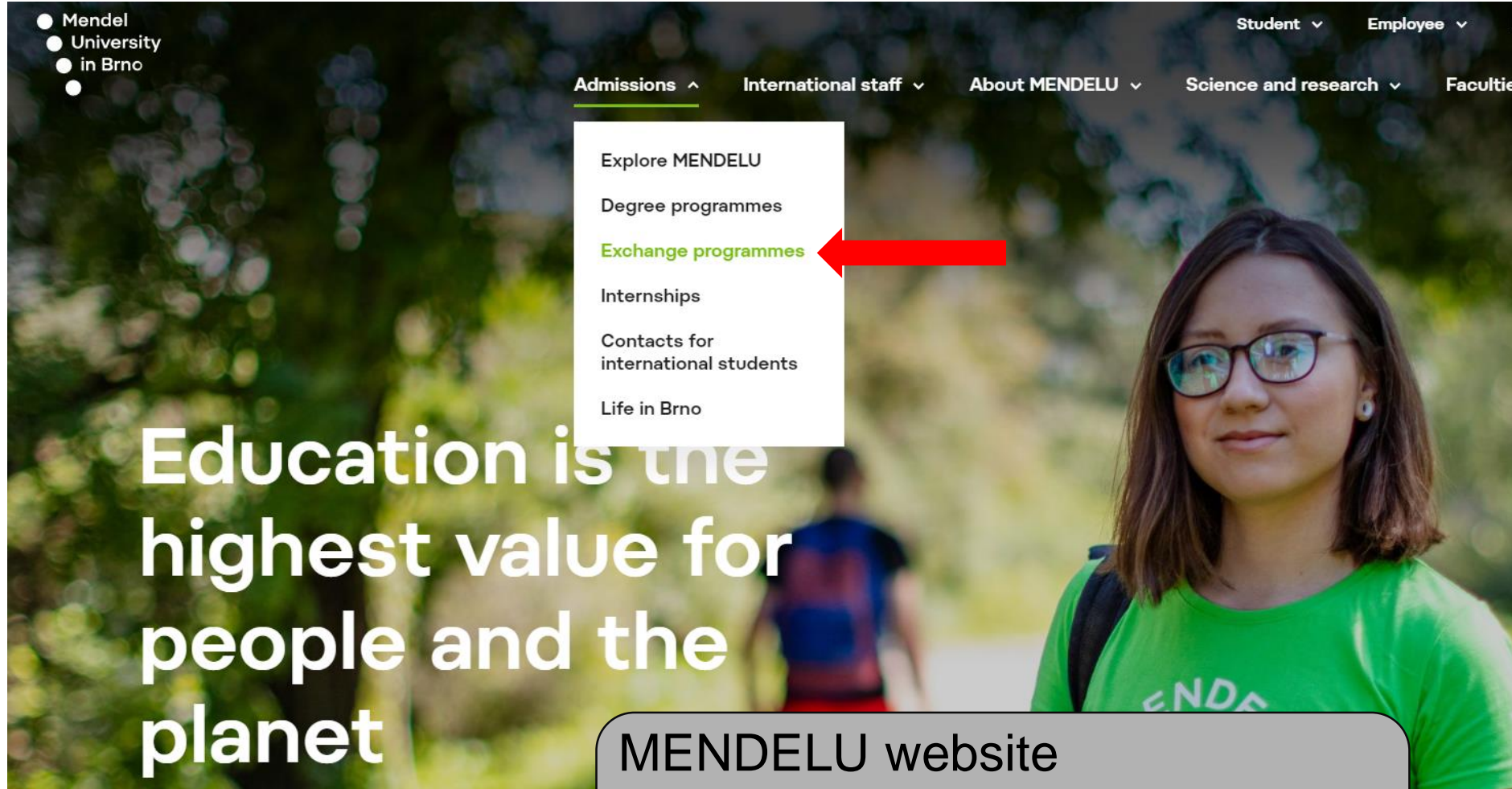


# Website



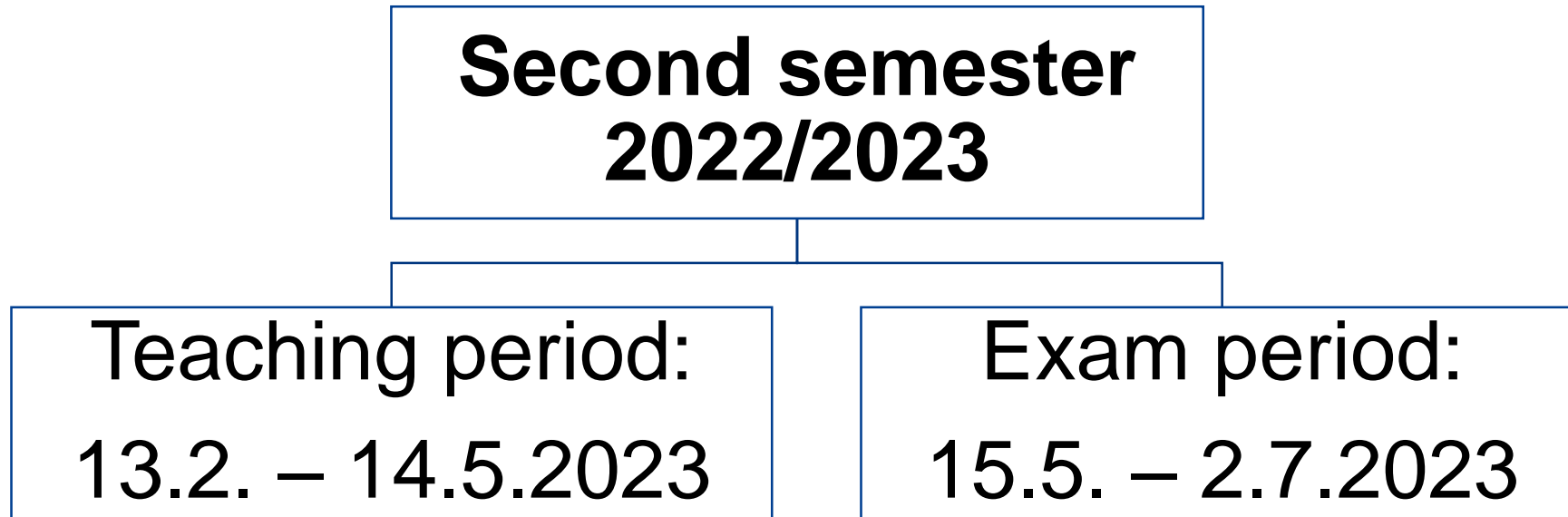
<http://www.pef.mendelu.cz/en/>  
→ section Exchange students

# Website



MENDELU website  
<https://mendelu.cz/en/admissions/exchange-programmes/>

# Academic Calendar



# UIS - University Information System

www.is.mendelu.cz/en



University information system of Mendel University in Brno allows the academic community, university staff and public to access a wide range of information. Many people have devoted much of their time and effort to help implement the system at the university. Therefore, we will truly appreciate if you direct any problems you encounter or comments you may have to the university system administrators. This way we will be able to help you or complement the information system with any relevant features. We recommend that you contact us on our e-mail address Contact address.



## Personal administration

- [Log in to the Personal administration of UIS](#) • [First log in to UIS instructions](#) • [System integrators](#)



## Admission procedure

- [E-application form to study at MENDELU](#) • [Pre-enrollment confirmation for application to study at MENDELU](#)



## Information about MENDELU

- [Persons at MENDELU](#) • [Validity verification of identification cards](#) • [Departments](#) • [Thematic search](#) • [Types of ID cards in use](#)
- [Public document server](#) • [Graduates](#)



99581643R1  
Field of study: F-EXC-EP11  
Erasmus +

Dear User,

Our University uses information system which allows you access to all types of information and at the same time enables you to perform different operations, e. g. course registration in a faster and more friendly way.

As a first time user you need a **username or identification number** and a **password** to login. Your username is [redacted] and your password is [redacted]. Your identification number is [redacted]. When performing this operation you have to be careful not to commit petty mistakes by changing/replacing Number 1 with the small letter of l, - 1 and Number 0 with the capital letter O as these letters and figures look alike.

You can login into the information system through the following website address [is.mendelu.cz](http://is.mendelu.cz) by one of the following Internet supported browsers: Firefox, Internet Explorer, Chrome, Safari. In case of any problem do not hesitate to contact our IT expert at the following address: [uis@mendelu.cz](mailto:uis@mendelu.cz).

After first login you can change your password to suit your convenience when next using the system. Do not show this leaflet or your password to anyone. Keep this leaflet in a safe place, as you will always be asked to provide your identification number by the IT team in case you have any problems.

Thank you for spending your time going through our information system and the we wish you all the best.

IT team



## Public information portal

- **Persons at MENDELU**
- Departments
- Study plans
- Thematic search
- Course catalogue
- Timetables
- Graduates
- Final theses at MENDELU
- **Further information about MENDELU**

## My College

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

## eLearning

- **Tests and examinations**
- Electronic study materials

## Science and research

- Matching of publications
- **Biographical information**
- Writing CVs

## Personal management

- **Mail box**
- **Sign up for news**
- Document storage
- **Document server**
- **Discussion platforms**
- Noticeboard
- Tasks
- Borrowings from the university library

## eAgenda

- **Contact centre**
- Dormitory administration
- eSurveys
- Trips abroad

## Technology and its administration

- Access control system
- Accounts administration section
- My registered devices
- Certificate for 'eduroam' wireless network
- Access to university network
- University e-mail delivery
- Statistics of wireless and dormitory network
- Types of ID cards in use
- Microsoft Imagine programme application
- Print on printers in IC

## UIS documentation

- **UIS documentation**
- Frequently asked questions
- System integrators
- Licence information
- Statistics of using UIS
- My operations

## Game room

- IQ Solitaire
- **List of games and statistics**
- Stone Eater
- Caterpillar

## Adjustment of the information system

- Portlets in UIS
- **User settings**
- Administration of My favourites menu
- Configure transfer of events to Office 365

## Information system set-up

- My operations
- Change identity
- Delegates set-up
- **Password change**
- Log out
- Security data for password restoration

## Protection of personal data

- Personal data check
- Approvals by user
- Personal data check statistics

# UIS – Student's portal

## STUDENT'S PORTAL

Study – FBE F-EXC-EP11 pres [term 1, year 1], study period – WS 2020/2021 - FBE

|                                     |                                  |  |                                    |                 |
|-------------------------------------|----------------------------------|--|------------------------------------|-----------------|
| <b>My College</b><br>Course e-plans | E-study record<br>List of topics | My schoolmates<br>Coursework submissions | Study details<br>My lectures sheet | Map of my study |
|-------------------------------------|----------------------------------|--|------------------------------------|-----------------|

The table shows the studies commenced or completed at this university and the application icons relevant to the studies. The study and the study period you are working with at the moment can be found in the page subheader. If you have more than one study or study period use the grey bullet in the first column Choose to switch between them in the portal applications. When entering the Student's portal you are working with the active study (green bullet).

| Choose  | Faculty | Study  | Progress of study | Restriction | Register for examinations   | Registration/Enrollment   |
|---|---------|--|-------------------|-------------|---|---|
|  | FBE     | Foreign students - exchange programs<br>Erasmus +<br>full-time | enrolled          |             |  |  |

### Support of the selected study

Application on support of the selected study.

|   |   |   |  |  |  |   |   |  |   |  |   |
|---|---|---|--|--|--|---|---|--|---|--|---|
| <br>Personal timetable | <br>Academic calendar (weeks overview) | <br>Academic year schedule | <br>Contact departments | <br>View the State Exams | <br>Study confirmation form | <br>Study confirmation form (in English) | <br>Print the request form | <br>Submit electronic application to Study Department | <br>Contact centre | <br>My excuse notes | <br>Document storage |
|---|---|---|--|--|--|---|---|--|---|--|---|

# Enrollment

Current enrollment sheet for period WS 2019/2020

| Sel.                     | State | Code | Course  | Fac. | Oblig. | Com. | Crd. | Lang. | Type | Timetable  | Entered on          | Limit | Order | Prerequisites | Request |
|--------------------------|-------|------|---|------|--------|------|------|-------|------|--|---------------------|-------|-------|---------------|---------|
| <input type="checkbox"/> |       | PEKA | Business Economics I  | FBE  |        | Exm  | 5    | eng   |      | Se Tue 14.00-14.50 Q25 Every week<br>Le Tue 9.00-10.50 Q25 | 05/30/2019 10:20:00 | -     | 3/60  | ISBZ          |         |
| <input type="checkbox"/> |       | VA1A | Computer Technology and Algorithms I                        | FBE  |        | Req  | 3    | eng   |      | Se Thu 11.00-11.50 Q25<br>Le Thu 9.00-10.50 Q25            |                     |       |       |               |         |
| <input type="checkbox"/> |       | IZKA | Information Resources and Communication                     | FBE  |        | Exm  | 5    | eng   |      |  |                     |       |       |               |         |
| <input type="checkbox"/> |       | EKCA | International Business Culture and Communication            | FBE  |        | Exm  | 4    | eng   |      |  |                     |       |       |               |         |
| <input type="checkbox"/> |       | MMA  | International Marketing                                     | FBE  |        | Exm  | 4    | eng   |      |  |                     |       |       |               |         |
| <input type="checkbox"/> |       | MANA | Management  | FBE  |        | Exm  | 5    | eng   |      |  |                     |       |       |               |         |
| <input type="checkbox"/> |       | ZSEA | Principles of European Integration in the World Perspective | FBE  |        | Exm  | 5    | eng   |      |  |                     |       |       |               |         |

Remove the selected courses

Add required courses

Display study plan

Key: required elective optional

## List of errors

| State  | Reason   |
|--|--|
| Information Resources and Communication (IZKA) | <ul style="list-style-type: none"> <li>Unaccomplished follow-up completed Výpočetní technika I.</li> </ul> |
| International Marketing (MMA)                  | <ul style="list-style-type: none"> <li>Unaccomplished follow-up completed Marketing I.</li> </ul>          |
| Management (MANA)                              | <ul style="list-style-type: none"> <li>Unaccomplished follow-up completed Business Economics I.</li> </ul> |



THE CURRENT CONFIRMED REGISTRATION SHEET CONTAINS ERRORS!



System of green/red dots  
**does not apply to exchange students,**  
 for assistance, see IRO

Do not worry, if you see that some of your courses have red dots. You can keep such courses, I will help you with it's maintenance – e.g. to change the timetable.

The system of red/green dots applies to our full time students who have to take courses one by one. For exchange students it is information that certain previous knowledge may be required.

# SAMPLE of student's timetable

| Day | 8.00-8.50 | 9.00-9.50  | 10.00-10.50 | 11.00-11.50   | 12.00-12.50 | 13.00-13.50   | 14.00-14.50 | 15.00-15.50   | 16.00-16.50 | 17.00-17.50 |
|-----|-----------|--|-------------|---|-------------|---|-------------|---|-------------|-------------|
| Mon |           |  |             | Q33<br>Fundamentals of Law (1)<br><i>J. Matějková</i>                 |             |   |             |   |             |             |
| Tue |           |  |             | Q46<br>Fundamentals of Law (2)<br><i>J. Matějková</i>                 |             | Q6.19<br>Migration, Development and Environment<br><i>R. Stojanov</i> |             |   |             |             |
| Wed |           |  |             | Q6.19<br>Migration, Development and Environment<br><i>R. Stojanov</i> |             |   |             |   |             |             |
| Thu |           | Q16<br>Computer Technology and Algorithms I<br><i>D. Dlabolová</i> |             | Q47<br>Computer Technology and Algorithms I<br><i>D. Dlabolová</i>    |             |   |             | Q15<br>Information Resources and Communication<br><i>L. Kunderová</i> |             |             |
|     |           | Q47<br>Information Resources and Communication<br><i>J. Balej</i>  |             |   |             |   |             |   |             |             |
| Fri |           | Q02<br>Management<br><i>S. Formánková</i>                          |             | Q25<br>Management (2)<br><i>K. Mlejnková</i>                          |             |   |             |   |             |             |

 lectures  
 seminars

Key:

|                       |                       |
|-----------------------|-----------------------|
| lecture<br>(selected) | seminar<br>(selected) |
|-----------------------|-----------------------|

Odd = 1,3,5...  
 Even = 2,4,6,...

Unless otherwise stated in the note, lessons take place in the campus Brno - Černá Pole.

Notes:  
 (1) Odd week  
 (2) Even week

Validity: 09/23/2019 - 12/22/2019  
 Last change: 09/16/2019 20:56

# Timetables

## What week is it?

Odd week: 1, 3, 5, 7,....

Even week: 2, 4, 6, 8,...

### Academic calendar (weeks overview)

This application helps you to display a week overview for the given

Study period: WS 2021/2022 - FBE 09/13/2021 - 12/12/2021

| Week number | From       | Until      | Calendar week |
|-------------|------------|------------|---------------|
| 1st week    | 09/13/2021 | 09/19/2021 | odd           |
| 2nd week    | 09/20/2021 | 09/26/2021 | even          |
| 3rd week    | 09/27/2021 | 10/03/2021 | odd           |
| 4th week    | 10/04/2021 | 10/10/2021 | even          |
| 5th week    | 10/11/2021 | 10/17/2021 | odd           |
| 6th week    | 10/18/2021 | 10/24/2021 | even          |
| 7th week    | 10/25/2021 | 10/31/2021 | odd           |
| 8th week    | 11/01/2021 | 11/07/2021 | even          |
| 9th week    | 11/08/2021 | 11/14/2021 | odd           |
| 10th week   | 11/15/2021 | 11/21/2021 | even          |
| 11th week   | 11/22/2021 | 11/28/2021 | odd           |
| 12th week   | 11/29/2021 | 12/05/2021 | even          |
| 13th week   | 12/06/2021 | 12/12/2021 | odd           |

**STUDENT'S PORTAL**  
Study – FBE F-EXC-EP11 pres [term 1, year 1], study period – SS 2018/2019 - FBE

**My studies**    E-study record    My schoolmates    Study details    Map of my study  
Course e-plans    List of topics    Coursework submissions    My lectures sheet

The table shows the studies commenced or completed at this university and the application icons relevant to the studied study period you are working with at the moment can be found in the page subheader. If you have more than one study the grey bullet in the first column Choose to switch between them in the portal applications. When entering the Study working with the active study (green bullet).

| Choose                              | Faculty | Study  | Progress of study | Register for examinations | Registration/Enroll |
|-------------------------------------|---------|--|-------------------|---------------------------|---------------------|
| <input checked="" type="checkbox"/> | FBE     | Foreign students - exchange programs Erasmus + full-time | enrolled          |                           |                     |

**Support of the selected study**  
Application on the selected study.

- Personal timetable
- Academic calendar (weeks overview)**
- Academic year schedule
- Contact departments
- View the State Exams
- Study confirmation form
- Study confirmation form (in English)
- Print the request form
- Submit electronic application to Study Department
- My ex notes

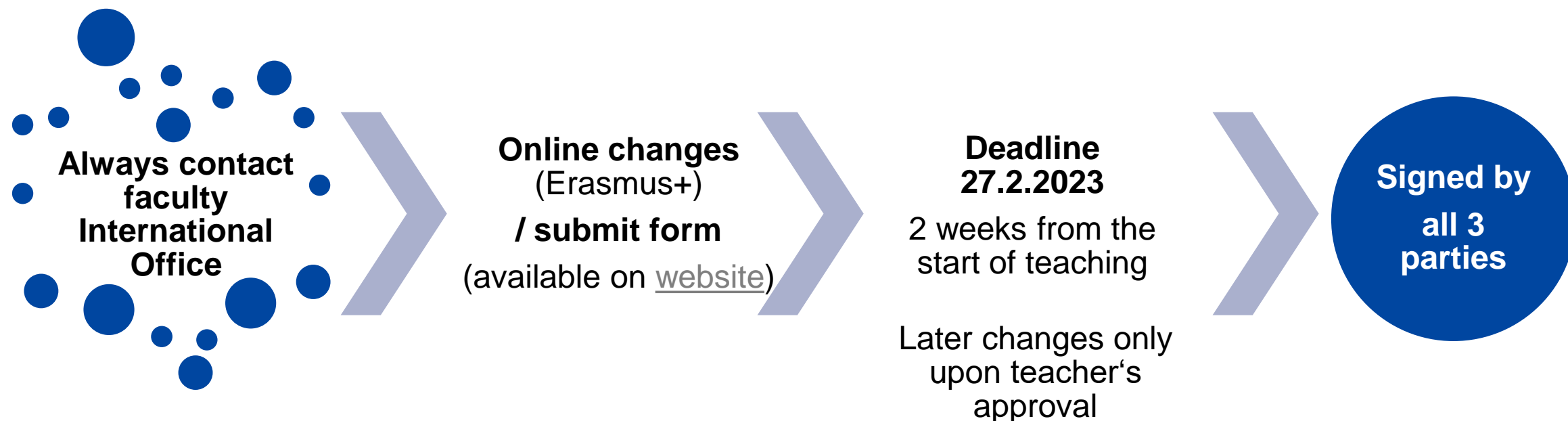
# Timetable conflict

| Day | 8.00-8.50 | 9.00-9.50                                | 10.00-10.50 | 11.00-11.50   | 12.00-12.00 | 13.00-13.50                             | 14.00-14.50 | 15.00-15.50   | 16.00-16.50 | 17.00-17.50   | 18.00-18.50 |
|-----|-----------|--|-------------|---|-------------|---|-------------|---|-------------|---|-------------|
| Mon |           |  |             | Q25<br>Management (2)<br>S. Formánková                  |             |   |             | Q25<br>European Integration and<br>Globalization (1)<br>M. Zruban |             | Q44<br>English Terminology: Business<br>Economics and Finance (1)<br>P. Polák |             |
|     |           |  |             |   |             | Q23<br>Mathematics (1)<br>K. Mikulášek  |             |   |             | Q25<br>European<br>Integration and<br>Globalization (1)<br>M. Zruban          |             |
| Tue |           | Q22<br>Management (3,4)<br>S. Formánková |             | Q38<br>English Terminology: Trade (3,5)<br>L. Kubíčková |             | Q22<br>Microeconomics 1 (3)<br>D. Nchor |             | Q32<br>Microeconomics 1 (3)<br>D. Nchor                           |             |   |             |
| Wed |           |  |             |   |             |   |             | Q15<br>Mathematics (6)<br>K. Mikulášek                            |             |   |             |

- drop 1 of the courses and try to find alternative course (for timetable of other courses see [pdf](#))

# Changes to Learning Agreement

Timetable conflict  
Drop a course  
Add a new course







# Courses in UIS

## ● Courses offered in English

Dear exchange students, when you choose courses, please, check the syllabus of the course. Syllabus will open when you click on the name of the course. You should take into consideration, that to be able to follow some courses (especially ICT), you should have certain knowledge of topics that were covered in courses listed in section "Prerequisites".

Academic year 2022/2023 →

Courses at other faculties →

## List of courses for the second semester on FBE website

[https://is.mendelu.cz/katalog/plany.pl?fakulta=2;poc\\_obdobi=689;misto\\_vyuky=;typ\\_ss=;typ\\_studia=41;program=1206;obor=1980;specializace=-2;new\\_spec=-2;podprogram=;forma=1;stud\\_plan=10861;lang=en](https://is.mendelu.cz/katalog/plany.pl?fakulta=2;poc_obdobi=689;misto_vyuky=;typ_ss=;typ_studia=41;program=1206;obor=1980;specializace=-2;new_spec=-2;podprogram=;forma=1;stud_plan=10861;lang=en)

# Timetables

Timetable for courses taught in second semester  
2022/23: [pdf](#)

# Languages

English language,  
German

English 2,3, German 1

French – is not available  
for exchange students

Czech language  
(3 ECTS)

- contact Ms. Bohdana Čechová  
([incoming@mendelu.cz](mailto:incoming@mendelu.cz))

Other language  
courses

- available at Faculty of Regional  
Development and International Studies

# Sport activities

<http://csa.mendelu.cz/en/>

- 2 sports for free
- there is a fee of 540 CZK for every extra sport  
(payments to CSA office)



Students have to cancel sports they do not want to continue in, otherwise they will be charged as if they attended. Such changes has to be made by date provided by CSA MENDELU.

## Excuse notes

If you are not able to join class because of illness/doctor's visit, you are obliged to submit doctor's confirmation to faculty International Relations Office.

Information about your absence will be added to UIS so that all your teachers would see it.



# Course information

Teachers will send e-mails with information and study materials to your **school email** and they will upload files in UIS (My lecture sheets)

How to access it?

- 1) login to UIS ([is.mendelu.cz/en](http://is.mendelu.cz/en))
- 2) check your **school e-mail Office 365**
- 3) My College – Student’s portal – **My lectures sheet, List of topics**

For submitting your work use **My College – Student’s portal - Coursework submission**

# My lectures sheet

## STUDENT'S PORTAL

Study  study period

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

The table contains an overview of your attendance in the courses you properly signed up for. Use the arrow in the Other column to display the assessment sheets for the course. These sheets enable the teacher to enter and to release various information concerning the student's assessment, e.g. assigned seminar papers, activity in the class score, test score, etc. You can display them only if the teacher keeps file of any assessment sheets for the course.

Click on the icon in column Settings to set sending e-mails from sheets and coursework submissions of the relevant course. The "Actions - first icon" column represents the overall assessment of a course in the automatic assessment. After you have handed in your course test, you gain access to the link in "Actions - second icon" column.

| Course                                | Timetable item   |    |    |    |    |    |    |    |    |    |     |     |     |     |       | Settings | Actions |     |   |
|---------------------------------------|--|----|----|----|----|----|----|----|----|----|-----|-----|-----|-----|-------|----------|---------|-----|---|
|                                       | When   | 1. | 2. | 3. | 4. | 5. | 6. | 7. | 8. | 9. | 10. | 11. | 12. | 13. | Other |          |         |     |   |
| MMP Business marketing and management | MMP Se Tue 15.00-16.50 Q44 Every week                  |    |    |    |    |    |    |    |    |    |     |     |     |     |       | →        |         | - - |   |
|                                       | MMP Le Tue 11.00-12.50 Q14 Every week                  |    |    |    |    |    |    |    |    |    |     |     |     |     |       | →        |         | - - |   |
| FRP Financial Management              | FRP Le Wed 15.00-16.50 Q03 Every week                  |    |    |    |    |    |    |    |    |    |     |     |     |     |       | →        |         | - - |   |
|                                       | FRP Se Wed 9.00-10.50 Q33 Even week                    |    |    |    |    |    |    |    |    |    |     |     |     |     |       | →        |         | - - |   |
| MOB International Trade               | MOB Le Thu 13.00-14.50 Q03 Every week                  |    |    |    |    |    |    |    |    |    |     |     |     |     |       | →        |         | - - |   |
|                                       | MOB Se Thu 15.00-16.50 Q13 Even week                   |    |    |    |    |    |    |    |    |    |     |     |     |     |       | →        |         | - - |   |
| MUC Managerial Accounting             | MUC Le Mon 9.00-10.50 Q01 Every week                   |    |    |    |    |    |    |    |    |    |     |     |     |     |       | →        |         | - - |   |
|                                       | MUC Se Wed 13.00-13.50 Q28 Every week                  |    |    |    |    |    |    |    |    |    |     |     |     |     |       | →        |         | - - |   |
| OOP Občanské a obchodní právo         | OOP Le Fri 9.00-10.50 Q33 Every week                   |    |    |    |    |    |    |    |    |    |     |     |     |     |       | →        |         | - - | - |
| PLA Swimming                          | PLA Se Mon 13.00-13.50 Mimo areál CSA (TAK) Every week |    |    |    |    |    |    |    |    |    |     |     |     |     |       | →        |         | - - | - |
| OBL Trade Logistics                   | OBL Le Wed 11.00-12.50 Q02 Every week                  |    |    |    |    |    |    |    |    |    |     |     |     |     |       | →        |         | - - |   |
|                                       | OBL Se Fri 11.00-12.50 Q27 Even week                   |    |    |    |    |    |    |    |    |    |     |     |     |     |       | →        |         | - - |   |
| REO Uznáný předmět pro obor REO       | -  |    |    |    |    |    |    |    |    |    |     |     |     |     |       |          |         | - - | - |

Key (click to show/hide)

# Coursework submission (sample)

## STUDENT'S PORTAL

Study  study period

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

The application used for submitting papers and projects is a room reserved by a teacher for the students where they can individually or in groups submit their homework, case studies, projects or other assignments. Each coursework submission is limited in time and set up for the individual seminars or centrally for the whole course.

The table shows all submission places that have been set up for the courses you attend in the current period. The "Open till" column defines when the coursework submission is closed. In the next column you can see the name of a set of topics and a list of topics you have signed up for and which have been approved by the teacher. A coursework submission is linked to the whole course. In the "Files" column you can see how many files you have entered to the coursework submission. Click on the icon in column "Instructions" to see the instructions entered by the teacher for the coursework submission.

Restrict to a course:










The following table shows the coursework submission open for inserting files. To insert files to a particular coursework submission use the arrow in the Insert files column.

### Where I can submit my papers

| Course title            | Name | Type | Announced for | Until | Topic | Details | Number of files | Instructions | Put up by | Insert files |
|-------------------------|------|------|---------------|-------|-------|---------|-----------------|--------------|-----------|--------------|
| No suitable data found. |      |      |               |       |       |         |                 |              |           |              |



The following table contains the coursework submissions where you have submitted your assignments to and received a confirmation, therefore, you cannot enter any more files there. If you have been granted points for submission, see them in column Points. To display the entered files click in column Display files.

### Coursework submissions with submitted files

| Course title                          | Name            | Type  | Announced for                    | Until            | Topic                         | Open  | Points | Details   | Number of files | Instructions  | Put up by     | Display files   |
|---------------------------------------|-----------------|---|----------------------------------|------------------|-------------------------------|---|--------|---|-----------------|---|---------------|---|
| MMP Business marketing and management | Seminární práce |  | all students                     | 12/10/2016 17:00 | volné                         |  |        |  | 1               |  | V. Antošová   |  |
| MOB International Trade               | Debaty          |  | Thu 15.00-16.50 Q13 (sem., even) | 12/18/2016 23:59 | Debaty<br>- Airbus vs. Boeing |  | 16     |  | 1               |   | M. Radiměšský |  |

The following table contains the closed coursework submissions with the submitted files waiting for confirmation. If you have entered your files in here, you can display them by clicking in column Display files.

### Closed coursework submissions without submitted files

| Course title        | Name                                 | Type  | Announced for | Until            | Topic | Details | Number of files | Instructions  | Put up by | Display files |
|---------------------|--------------------------------------|---|---------------|------------------|-------|---------|-----------------|---|-----------|---------------|
| OBL Trade Logistics | Seminární práce - Obchodní logistika |  | all students  | 11/13/2016 23:59 | volné |         | 0               |  | M. Tuzová |               |



# My lectures sheet (sample) – points for your work

## STUDENT'S PORTAL

Study – FBE C-EM-REO pres [term 5, year 2], study period – WS 2016/2017 - FBE

|                |                |                        |                          |                 |
|----------------|----------------|------------------------|--------------------------|-----------------|
| My studies     | E-study record | My schoolmates         | Study details            | Map of my study |
| Course e-plans | List of topics | Coursework submissions | <b>My lectures sheet</b> |                 |

## Course - MOB International Trade

Here find a overview of assessment sheets which the teacher records for you about. With adding sheets only the figures in blue get added (figures stated in correct form).

### Sheets from seminars - MOB Le Thu 13.00-14.50 Q03 Every week

Body

No information has been entered in this sheet.

### Sheets from seminars - MOB Se Thu 15.00-16.50 Q13 Even week

Body

| Grouping | Zápočtová písemka | Diskuse | Seminárka | Zkouška | Total |
|----------|-------------------|---------|-----------|---------|-------|
|          | 16                | 8       | 16        | 40      | 80    |

### Sheets from seminars - all students

Preliminary

| Result | Date       | Granted by    |
|--------|------------|---------------|
| passed | 12/07/2016 | M. Radiměšský |

Last modification made by: Ing. Miroslav Radiměšský day 12/07/2016.

# My lectures sheet

## FOLDER MOB INTERNATIONAL TRADE

DS / History / Courses taught in past terms / FBL / vss 2016/2017 / MOB International Trade

Document tree    All my folders    New documents (538)    Go to higher folder  
**Display documents**    Tree starting from folder  
DS settings    Searching

2.

This page shows the documents and subfolders present in a folder MOB International Trade. This folder is not administered. You right to this folder is READ

**You are working with historical folder; documents may not be up-to-date.**

Use the following option to change the order of the documents in the folder.

In order of modification date (starts with the last modified) ▾

The following table shows documents (1 - 3 of 3).

|  | Name                       | Comments | Entered by    | Document date | Modifications | Display | Modify | Statistics | Attachments | Change attachment |
|--|----------------------------|----------|---------------|---------------|---------------|---------|--------|------------|-------------|-------------------|
|  | Hodnocení esejí a diskusí  |          | M. Radiměřský | 11/10/2016    | 11/10/2016    |         |        |            |             |                   |
|  | Esej_pokyny                |          | M. Radiměřský | 09/26/2016    | 09/26/2016    |         |        |            |             |                   |
|  | Podmínky ukončení předmětu |          | M. Radiměřský | 09/19/2016    | 09/19/2016    |         |        |            |             |                   |

### Transactions in folder

Select which transaction you wish to execute here.

The following folder shows a list of subfolders (1 - 3 of 3).

| Sel. | Name              | English name | Last change | Modif | Enter folder |
|------|-------------------|--------------|-------------|-------|--------------|
|      | Cvičení           |              | 02/04/2017  |       |              |
|      | Kombinovaná forma |              | 02/04/2017  |       |              |
|      | Přednášky         |              | 02/04/2017  |       |              |

# EXAMINATION PERIOD

3 different types of course completion:

- **credit** = fulfillment of requirements
- **credit followed by exam**
- **exam**

Requirements for course completion depend on the teacher (projects, essays, **attendance**,...)

All terms for exams are announced by teachers in UIS.  
Try to register for early terms – never for the last one,  
take into consideration you may need 1 or 2 terms for a  
re-sit.

# Beware of plagiarism!!!

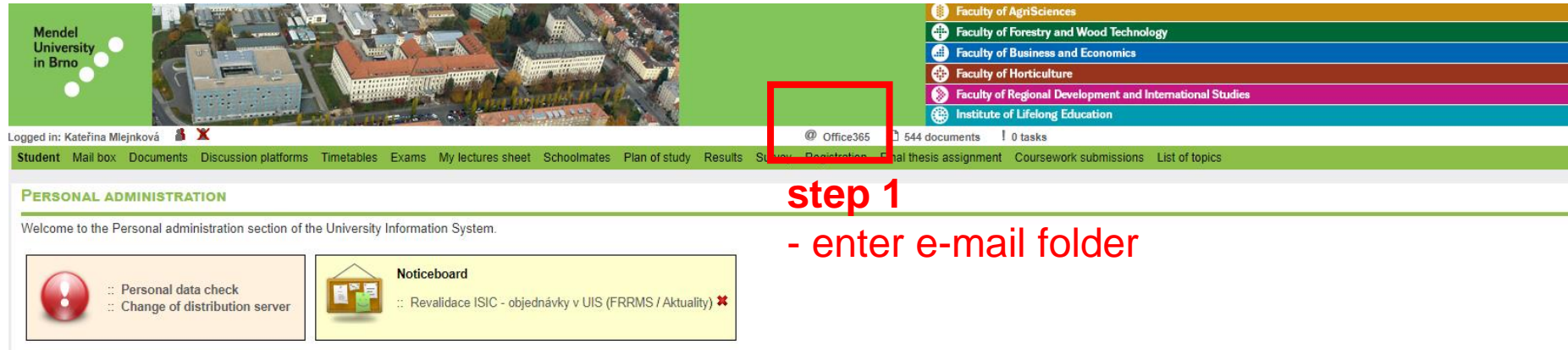
Please make sure to always cite your sources when writing a project, essay, homework.

Cheating on exams and plagiarism in writing is considered a serious break of study rules at MENDELU.



# University e-mail – forwarding to personal e-mail

Video in english: [https://www.youtube.com/watch?v=sDnk\\_8oXV\\_A](https://www.youtube.com/watch?v=sDnk_8oXV_A)

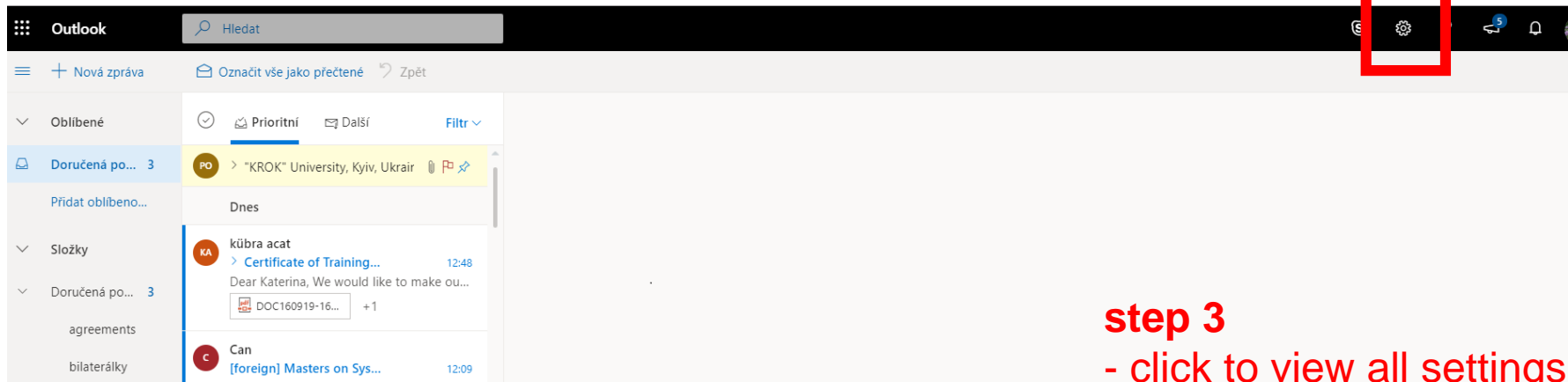


step 1

- enter e-mail folder

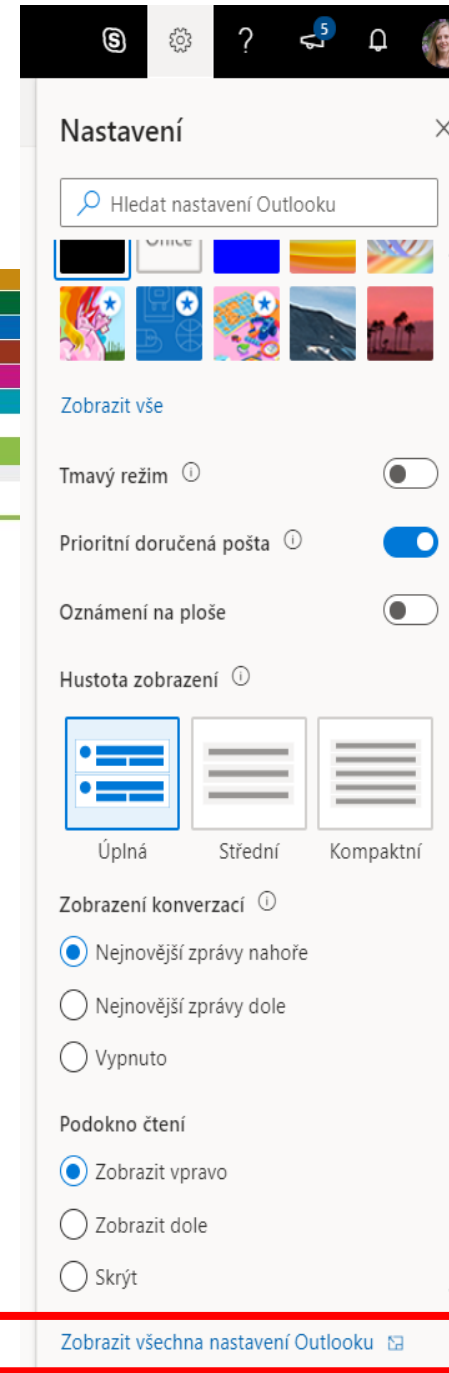
step 2

- click on Settings



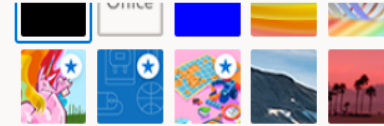
step 3

- click to view all settings



Nastavení

Hledat nastavení Outlooku



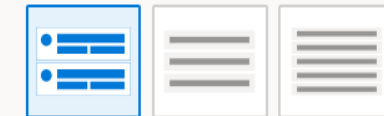
Zobrazit vše

Tmavý režim

Prioritní doručená pošta

Oznámení na ploše

Hustota zobrazení



Úplná Střední Kompaktní

Zobrazení konverzací

Nejnovější zprávy nahoře

Nejnovější zprávy dole

Vypnuto

Podokno čtení

Zobrazit vpravo

Zobrazit dole

Skryt

Zobrazit všechna nastavení Outlooku

# University e-mail – forwarding to personal e-mail

The screenshot shows the Outlook settings interface. On the left, the 'Nastavení' (Settings) pane is open, with 'Pošta' (Mail) selected. Under 'Pošta', 'Přeposílání' (Forwarding) is highlighted. The main pane shows the 'Přeposílání' (Forwarding) settings. The 'Povolit přeposílání' (Allow forwarding) checkbox is checked. Below it, the 'Přeposlat e-mail na adresu:' (Forward email to address:) field contains 'personaladdress@erasmus.com'. The 'Ukládat kopie přeposílaných zpráv' (Save copies of forwarded messages) checkbox is also checked. At the top right of the settings pane, the 'Uložit' (Save) button is highlighted. Red text annotations provide instructions for each step: 'step 4 - click on redirecting' points to the 'Přeposílání' menu item; 'step 5 - click and type your personal e-mail' points to the 'Přeposlat e-mail na adresu:' field; and 'step 6 - save' points to the 'Uložit' button.

**step 4**  
- click on redirecting

**step 5**  
- click and type your personal e-mail

**step 6**  
- save

# Accommodation

- Students are required to pay the fee for municipal waste disposal to City Municipality (approx. 350 CZK/semester)

<https://en.brno.cz/w/waste-tax>



- Instructions described also here quite clearly <https://www.brnoexpatcentre.eu/im-an-expat/local-fees/waste-collection-and-recycling/>
- Register at <https://www.brnoid.cz/en>, fill in the form (section Waste tax), make sure to mention your date of birth and that you are Erasmus/exchange student
- Please follow the instructions on displays at dormitories





# How to register for exam? (1)

## STUDENT'S PORTAL

Study – FBE F-EXC-EP11 pres [term 1, year 1], study period – SS 2020/2021 - FBE

|                |                |                        |                   |                 |
|----------------|----------------|------------------------|-------------------|-----------------|
| My College     | E-study record | My schoolmates         | Study details     | Map of my study |
| Course e-plans | List of topics | Coursework submissions | My lectures sheet |                 |

The table shows the studies commenced or completed at this university and the application icons relevant to the studies. The study and the study period you are working with at the moment can be found in the page subheader. If you have more than one study or study period use the grey bullet in the first column Choose to switch between them in the portal applications. When entering the Student's portal you are working with the active study (green bullet).

| Choose  | Faculty | Study  | Progress of study      | Restriction | Register for examinations   | Registration/Enrollment   |
|---|---------|--|------------------------|-------------|---|---|
|  | FBE     | Foreign students - exchange programs Erasmus + full-time | enrolled               |             |  |  |
|  | FBE     | Foreign students - exchange programs Erasmus + full-time | end of short-term stay |             |   |   |

click on the icon



# How to register for exam? (2)

My College Course e-plans   E-study record List of topics   My schoolmates Coursework submissions   Study details My lectures sheet   Map of my study

---

**Register for examinations**

Use this application to register for exams and other events. If you have any problems, please contact your system integrator.

List of currently offered exam dates   List of past exam dates   List of courses without exam dates

Course:  kind of exam sitting:  put up by:

**Which exam sittings I have registered for.**

The table shows the exam sittings for which you have registered and also those compulsory for you to sit (you cannot unregister from them). Click on the arrow in the Unregister column to read details about the particular sitting and the possibility to unregister from it.

Display:  Study period

| Ord.  | Code | Course | Date of exam sitting | Where | Type (form) | Put up by | Registered | Type of exam sitting | Registration from Register until Unregister until | Information | Log out |
|---|------|--------|----------------------|-------|-------------|-----------|------------|----------------------|---|-------------|---------|
| You have not registered for any exam sitting. |      |        |                      |       |             |           |            |                      |   |             |         |

**Which exam sittings I can register for.**

The table shows the exam dates you can register for just now or later as soon as you meet the registration criteria. The reasons preventing registration are listed under the second icon in column Actions. If the capacity of the exam date is full, you can use the third icon in column Actions to switch on the "Vacancy monitoring" function.

If you don't want to keep working with all the list of displayed exam terms, you can enter the Waiting rooms, where you can read the reasons preventing signing up for a date, and then this is the only place where you can update the information about the selected exam date.

Display:  Study period

Different dates of exam

| Ord. | State | Code    | Course         | Date of exam sitting   | Where  | Type (form)          | Put up by  | Registered | Type of exam sitting | Registration from Register until Unregister until        | Actions | Register |
|------|-------|---------|----------------|------------------------|--------|----------------------|------------|------------|----------------------|--|---------|----------|
| 1.   |       | EBA-OP1 | Business Law 1 | 05/17/2021 10:00 (Mon) | online | examination (e-test) | O. Pavelek | 4/15       |                      | 04/20/2021 00:00<br>05/15/2021 00:00<br>05/15/2021 00:00 |         |          |
| 2.   |       | EBA-OP1 | Business Law 1 | 05/24/2021 10:00 (Mon) | online | examination (e-test) | O. Pavelek | 0/15       |                      | 04/20/2021 00:00<br>05/22/2021 00:00<br>05/22/2021 00:00 |         |          |
| 3.   |       | EBA-OP1 | Business Law 1 | 05/31/2021 10:00 (Mon) | online | examination (e-test) | O. Pavelek | 3/15       |                      | 04/20/2021 00:00<br>05/22/2021 00:00<br>05/22/2021 00:00 |         |          |

List of courses with open registration for exam

# How to register for exam? (3)



**STUDENT'S PORTAL**  
Study – FBE F-EXC-EP11 pres [term 1, year 1], study period – SS 2020/2021 - FBE

|                              |                                  |  |                                    |                 |
|------------------------------|----------------------------------|--|------------------------------------|-----------------|
| My College<br>Course e-plans | E-study record<br>List of topics | My schoolmates<br>Coursework submissions | Study details<br>My lectures sheet | Map of my study |
|------------------------------|----------------------------------|--|------------------------------------|-----------------|

**Register for exam date**

This application allows students to register for exams, preliminaries and other events. If you have any problems or questions, please contact your system integrator.

|                                       |                                |
|---------------------------------------|--------------------------------|
| <b>Exam date for course:</b>          | Business Law 1                 |
| <b>Exam date announced by:</b>        | Mgr. Bc. Ondřej Pavelek, Ph.D. |
| <b>Kind of exam sitting:</b>          | examination                    |
| <b>Form of exam date:</b>             | e-test                         |
| <b>Duration of event:</b>             | 90 minutes                     |
| <b>Type of exam sitting:</b>          | first sit                      |
| <b>Date of exam:</b>                  | 05/17/2021, 10:00 (Mon)        |
| <b>Venue:</b>                         | online                         |
| <b>Student registration since:</b>    | 04/20/2021, 00:00 (Tue)        |
| <b>Students registration until:</b>   | 05/15/2021, 00:00 (Sat)        |
| <b>Students unregistration until:</b> | 05/15/2021, 00:00 (Sat)        |
| <b>Just registered for exam date:</b> | 4                              |
| <b>The exam date limit:</b>           | 15                             |
| <b>Reserve:</b>                       | not set                        |
| <b>Programme:</b>                     | -- not entered --              |
| <b>Form of study:</b>                 | -- not entered --              |
| <b>Character of study:</b>            | usual                          |
| <b>Place of teaching:</b>             | -- not entered --              |
| <b>Group of students:</b>             | all groups                     |
| <b>Tests for the exam date:</b>       | -- not entered --              |
| <b>Preliminary required:</b>          | no                             |
| <b>Note:</b>                          | -- not entered --              |

- [Back to List of exam sittings](#)
- [Back to my College](#)
- [Back to Personal administration](#)

When you click on the „single“ arrow, new window with details of the exam opens, including button „Register for exam date“.

# How to register for exam? (4)

When you click on the „double“ arrow, you register for the exam strightaway. The course you have registered for will be displayed in the first table

Register

**Register for examinations**

Use this application to register for exams and other events. If you have any problems, please contact your system integrator.

List of currently offered exam dates
List of past exam dates
List of courses without exam dates

✔ Transaction was successfully completed.

Course:  kind of exam sitting:  put up by:

**Which exam sittings I have registered for.**

The table shows the exam sittings for which you have registered and also those compulsory for you to sit (you cannot unregister form them). Click on the arrow in the Unregister column to read details about the particular sitting and the possibility to unregister from it.

Display:  Study period

| Ord. | Code    | Course         | Date of exam sitting   | Where  | Type (form)          | Put up by  | Registered | Type of exam sitting | Registration from Register until Unregister until        | Information | Log out |
|------|---------|----------------|------------------------|--------|----------------------|------------|------------|----------------------|--|-------------|---------|
| 1.   | EBA-OP1 | Business Law 1 | 05/17/2021 10:00 (Mon) | online | examination (e-test) | O. Pavelek | 4/15       |                      | 04/20/2021 00:00<br>05/15/2021 00:00<br>05/15/2021 00:00 |             |         |

Print the exam sittings you are registered to

**Which exam sittings I can register for.**

The table shows the exam dates you can register for just now or later as soon as you meet the registration criteria. The reasons preventing registration are listed under the second icon in column Actions. If the capacity of the exam date is full, you can use the third icon in column Actions to switch on the "Vacancy monitoring" function.

If you don't want to keep working with all the list of displayed exam terms, you can enter the Waiting rooms, where you can read the reasons preventing signing up for a date, and then this is the only place where you can update the information about the selected exam date.

Display:  Study period

| Ord. | State | Code    | Course         | Date of exam sitting   | Where  | Type (form)          | Put up by  | Registered | Type of exam sitting | Registration from Register until Unregister until        | Actions | Register |
|------|-------|---------|----------------|------------------------|--------|----------------------|------------|------------|----------------------|--|---------|----------|
| 1.   |       | EBA-OP1 | Business Law 1 | 05/24/2021 10:00 (Mon) | online | examination (e-test) | O. Pavelek | 0/15       |                      | 04/20/2021 00:00<br>05/22/2021 00:00<br>05/22/2021 00:00 |         |          |
| 2.   |       | EBA-OP1 | Business Law 1 | 05/31/2021 10:00 (Mon) | online | examination (e-test) | O. Pavelek | 3/15       |                      | 04/20/2021 00:00<br>05/22/2021 00:00<br>05/22/2021 00:00 |         |          |

Print the exam sittings you can register for

You have registered for this particular exam date

You can cancel your registration

# Thank you for your attention!

- MENDELU
- Faculty
- of Business
- and Economics