

Introductory information:

Degree students

Academic year 2024/2025



**SILESIA
UNIVERSITY**

SCHOOL OF BUSINESS
ADMINISTRATION IN KARVINA

Mgr. Rastislav Steranka

Ing. Olha Hodunova

February 2025

- **International Relations Office (3rd floor – main building)**
 - **Mr. Rastislav Steranka** (steranka@opf.slu.cz, +420 596 398 250, room A110)
 - **Agenda:** study confirmations, tuition fee payments, nostrifications, scholarships, study issues, visa extensions
 - **Ms. Veronika Matkova** (matkova@opf.slu.cz, +420 596 398 221, room A302)
 - **Agenda:** Chinese students, life situations, buddy program, visa extensions
 - **Ms. Radmila Unuckova** (unuckova@opf.slu.cz, +420 596 398 247, room A302)
 - **Agenda:** Erasmus+ (study or internship abroad, scholarships, BIP „blended intensive programs“)
 - **Ms. Olha Hodunova** (hodunova@opf.slu.cz, +420 596 398 623, room A330)
 - **Agenda:** social media, study agenda
-

Academic year calendar (schedule of educational activities)

An academic year lasts 12 months and is divided into 2 semesters: 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“)

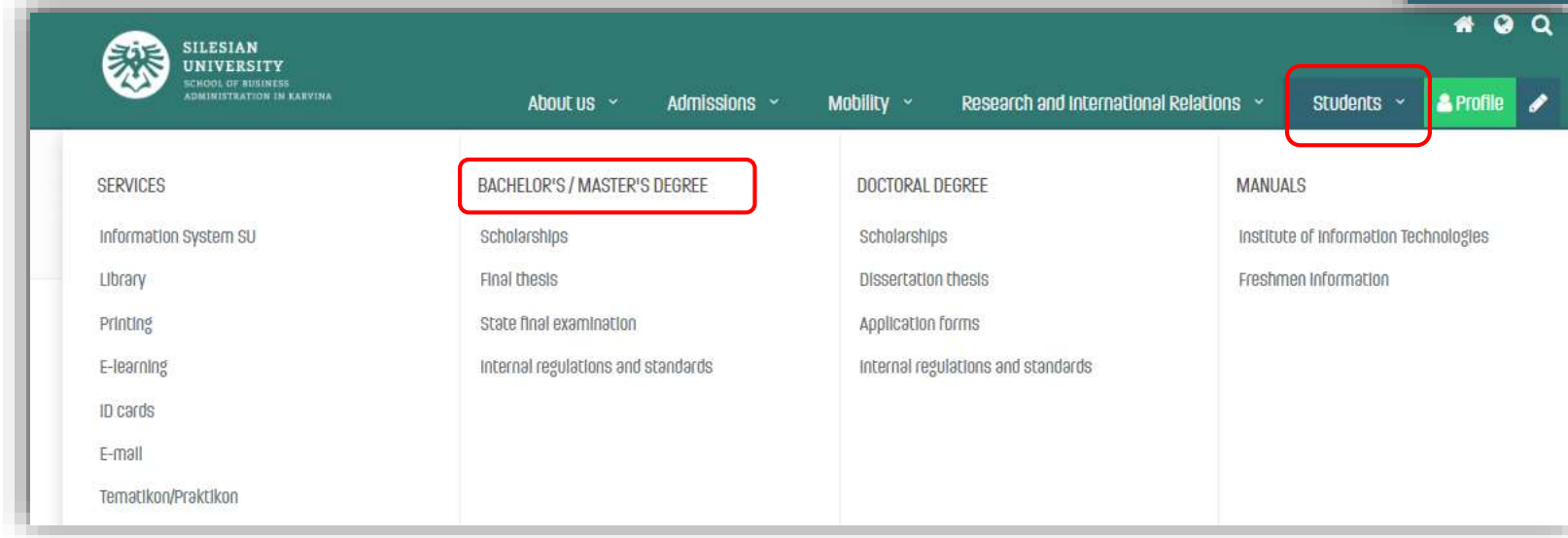


Each semester has:

- 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 (Student / Start of term / Course registration OR Student / During studies / Check my studies / Check my studies using the selected templates) or [HERE](#)

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 don't 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 last 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 Bachelor/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 |

$$GPA = \frac{\sum K_p \cdot Z_p}{\sum K_p},$$

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 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 - 1.5. 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, 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 shopping center 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 for master students; 3+2 for bachelor students)*, given all other conditions are fulfilled (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 Bachelor/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 😊

University information systems and services

Academic year 2024/2025

Information for the 1st year students



**SILESIA
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ADMINISTRATION IN KARVINA

Ing. Olha Hodunova
Ing. Veronika Mat'ková
February 2025

- **CRO (central register of persons), Novell (drive K:)**
- **Horde (email)**
- **IS SU (study agenda)**
- **ISKaM (dormitories and catering, charging your student card with money for printing or accommodation)**
- **Student cards (karty.slu.cz)**
- **Tritius (library)**
- **Websites, Intranet**
- **Floorplan**

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/en:sluzby:cro>

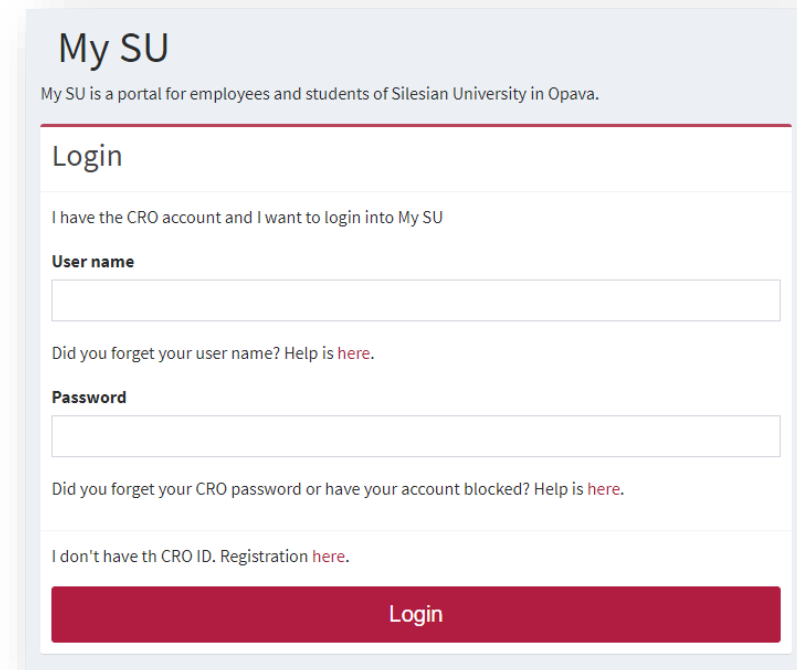
Guides (forgotten password): <https://uit.opf.slu.cz/en:navody:zapomenuteheslo>

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!



The screenshot shows the 'My SU' login portal. At the top, it says 'My SU' and 'My SU is a portal for employees and students of Silesian University in Opava.' Below this is a 'Login' section. A message states 'I have the CRO account and I want to login into My SU'. There are two input fields: 'User name' and 'Password'. Below the 'User name' field, a link is provided: 'Did you forget your user name? Help is [here](#).' Below the 'Password' field, a message says 'Did you forget your CRO password or have your account blocked? Help is [here](#).' At the bottom, there is a red button labeled 'Login' and a link for users who don't have a CRO ID: 'I don't have th CRO ID. Registration [here](#).'

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



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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 the 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 information systems.

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**“.

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

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 visting 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: Acquire identity

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Name

Surname

Birth number

UCO (How do I find out my UCO? [?](#))

Send details and acquire the CRO account

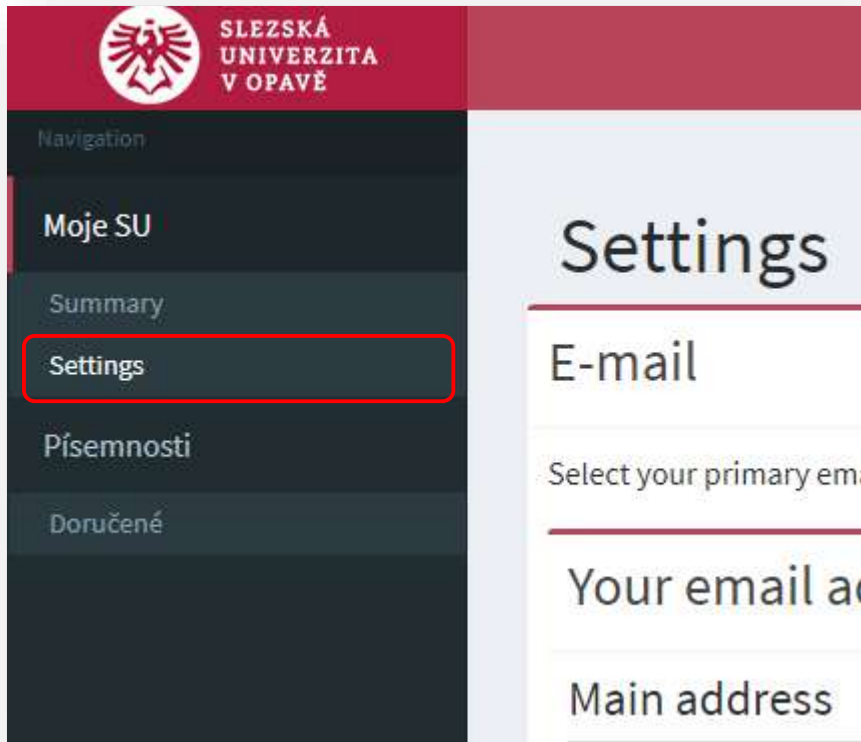
After sending the request to acquire the CRO account, you will be able to see your newly created CRO username (e.g. nov0216).

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*



**SLEZSKÁ
UNIVERZITA
V OPAVĚ**

Navigation

Moje SU

Summary

Settings

Přemnosti

Doručené

Settings

E-mail

Select your primary email address

Your email address

Main address

Password and verification details

Password change

Input the old password

Old password

The password must contain at least eight characters, lower and upper case and number. Password must be different from the last used CRO password.

Repeat the new password

New CRO password

Repeat the new password

New CRO password

Change password

Verification method

Your mobile phone number or private email address, that will be used in case of password change or recovery.

Registered mobile phone number

Change

Registered email address

Change

Eduroam Wi-Fi set up

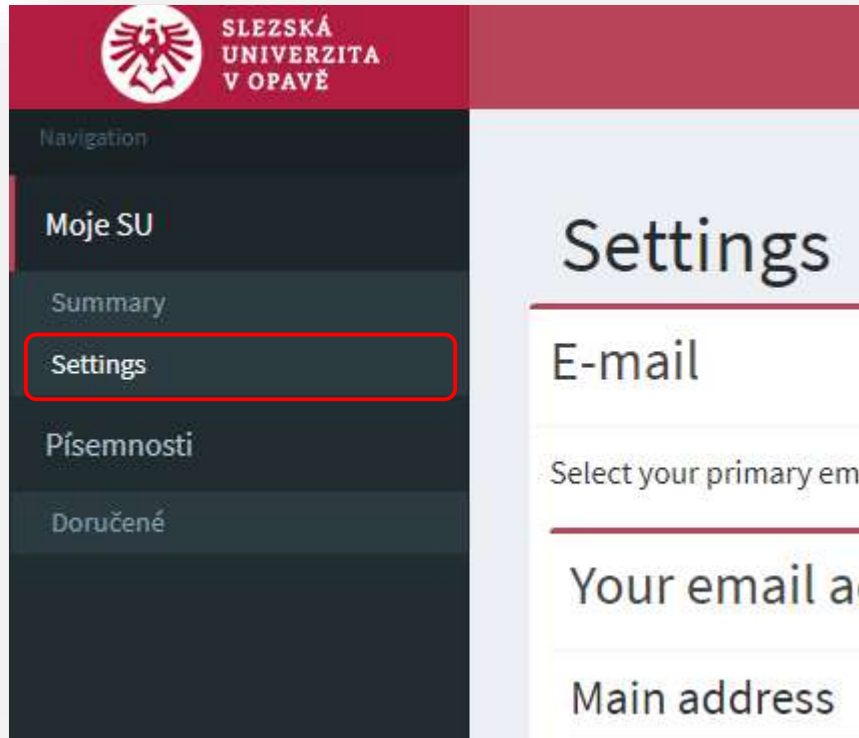


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Eduroam Wi-Fi is available at all university premises including the dormitory and campus for free. Eduroam is widely used at most of the higher education institutions and other public institutions.

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 Wireless Network

Information

Access to Wi-Fi network Eduroam is active.

User name

@slu.cz

Change Eduroam password

Fill the CRO password

.....

The password must contain at least six characters, lower and upper case and number. Password must be different from the CRO password.

Fill the new Eduroam password

New Eduroam password

Repeat the new Eduroam password

New Eduroam password

Change 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

Guides are available at: <https://uit.opf.slu.cz/en:navody:eduroam>

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://mail.slu.cz/>

- please use your CRO username and password to login

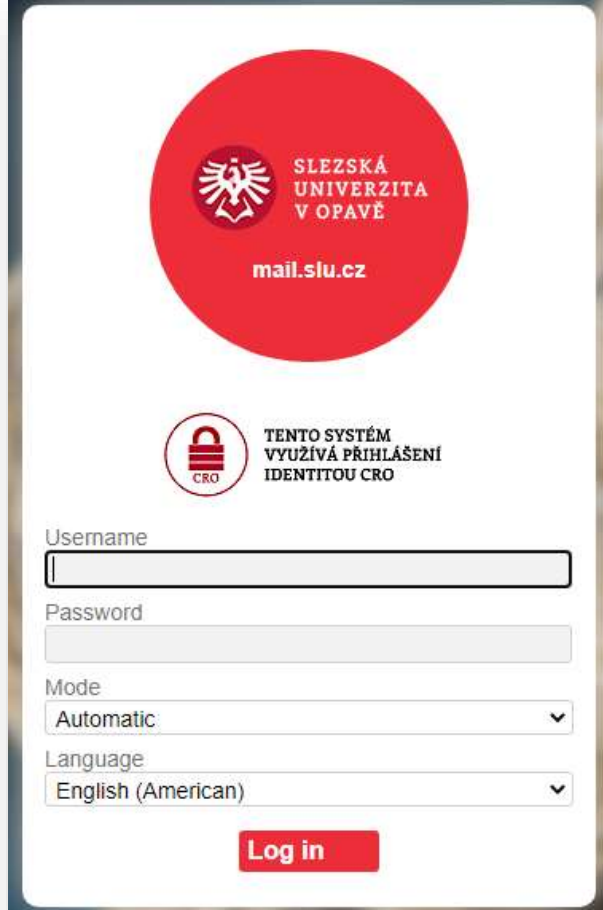
Guides on how to:


- set up forwarding to your personal email address: <https://uit.opf.slu.cz/en:horde:preposilani>
- set up external e-mail clients: <https://uit.opf.slu.cz/en:horde:externi>




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.



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mail.slu.cz

 TENTO SYSTÉM
VYUŽÍVÁ PŘIHLÁŠENÍ
IDENTITOU CRO

Username

Password

Mode
Automatic ▼

Language
English (American) ▼

Log in

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!

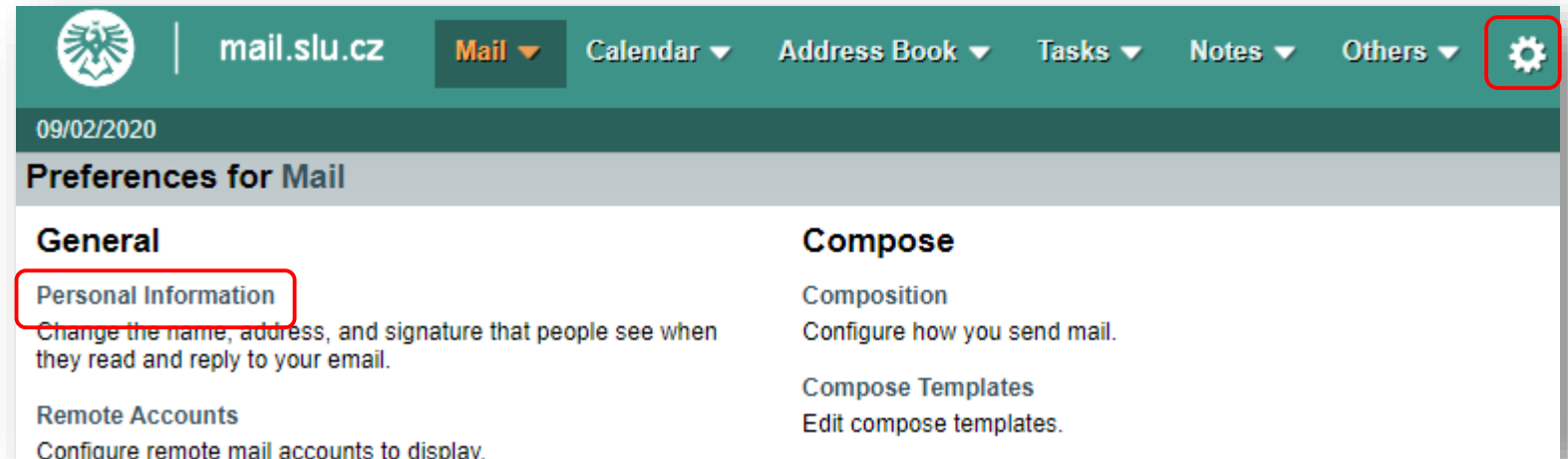
Example:

UČO: 6584 – John Brown

1st year, Master's degree, full-time

Program: Economics and Management

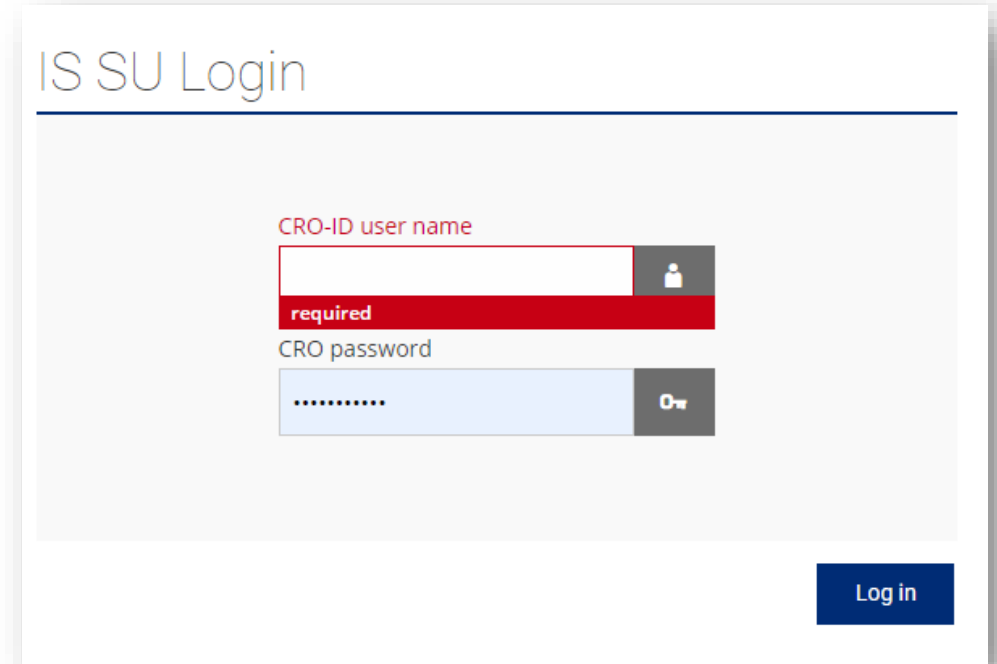
Enrolled: September 2023



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 thesis topic, thesis description creation, submission of thesis, registration for state final exams**
- **Courses, teachers, classrooms**
- **Scholarships, tuition fee payments**
- **Document office – student applications, requests**



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

IS SU Login

CRO-ID user name


required

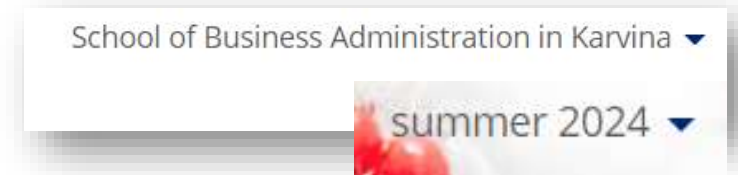
CRO password

Log in

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: **Winter 2024**
- **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.

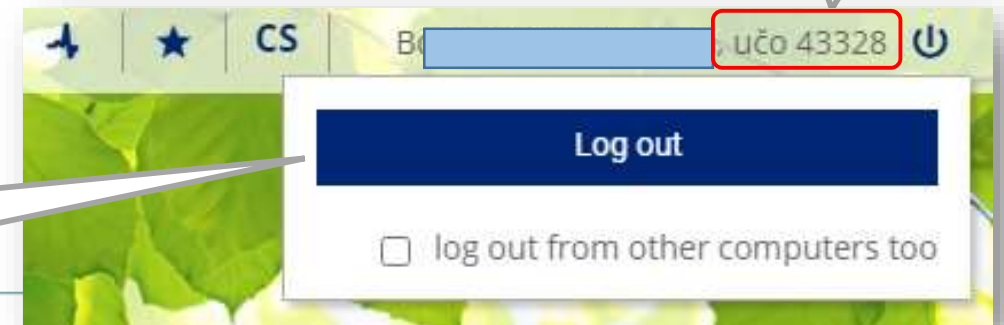


UČO is your university personal number

- Use the search field if looking for anything (hand glass icon)



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



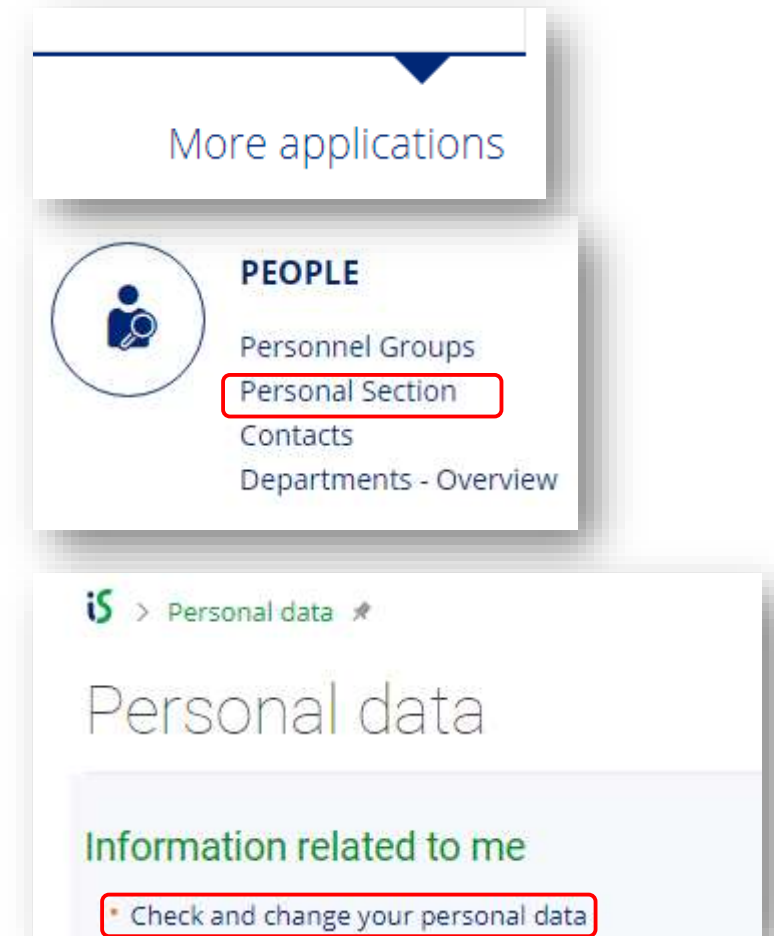
IS SU - study agenda

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/en:osobudaj>

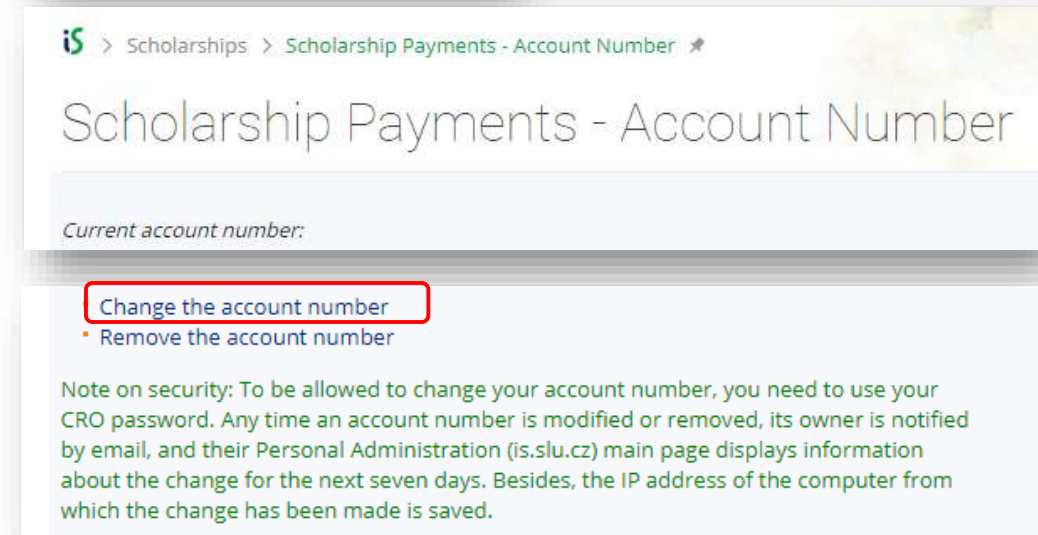
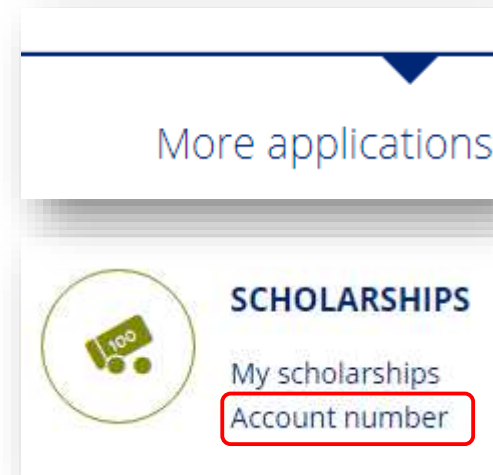
It is important to keep your personal data up-to-date throughout your studies! Especially your contact mailing address (e.g. important letters from the university can be delivered) and other personal info so that it is printed correctly on your final diploma.



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



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

is search the IS

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**

Discussion Forum | Study Materials **12** | File Vault | ROPOT (Revision, Opinion Poll and Testing)

Interactive syllabus | Notebooks (3. 5. 09:49)

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



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



STUDENT / MY COURSES

START OF TERM

TEACHING

END OF TERM

DURING STUDIES

END OF STUDIES



STUDENT

My Grades
Registration and
Enrolment
E-learning



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Interactive Syllabus



Ing. Irena Szarowská, Ph.D.

Principles of Finance

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.

INFO ▼

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.**



Registration for courses and enrolment:

Go to **STUDENT > Registration and Enrolment > START OF TERM**

Guidelines: https://uit.opf.slu.cz/en:zapis_predmetu

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** (by searching the course code).

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>

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, 6 credit(s). Type of Completion: zk (examination).

E.g.: Microeconomics course has
3 teaching hours of a lecture
and *2 teaching hours of a*
seminar per week

IS SU - study agenda

OPF:FIUNANMU 📄 Managerial Accounting

Wed 14:45–15:30 A406 📄

Group: [select](#)

The course is **offered to the study fields other than yours.**

For up to 10 students. & Prerequisites: fakulta(OPF) && typ_studia(N) && forma(P)

not possible

[enrolment exception application](#)

In case you are having trouble registering for a course, submit an **application for exception.**

IS SU - study agenda (degree students)

Study plan template: available in IS SU after login (Student / Start of term / Course registration OR Student / During studies / Check my studies / Check my studies using the selected templates) or [HERE](#)

Please study your study plan in order to know which courses are **mandatory** for you and which are **mandatory-elective**.

List of courses is also available here: <https://www.slu.cz/opf/en/listofcourses>

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.

Sports course:

You also have a unique opportunity to enroll for a sports course (code **CVANATS1** for master students and **CVABATS1** for bachelor students). It is worth **1 ECTS** credit and counts to your facultative courses. For this course, you can opt for seminar groups taking place each Tuesday and Thursday. You can either select one seminar group or both. Teaching will be in English under the coach Mr. Helešić and takes place in the [Hotel STARS](#).

- **Tue 8:00–9:30 and Thu 10:00–12:30 Bodybuilding**
- **Tue 12:30–14:00 Badminton**

Business Gate course:

Information on Business Gate course will be shared soon. As there is a **selection process**, you **don't need to enroll this course at the moment**. Credits and enrollment is done automatically only after completion of the course.

IS SU - study agenda



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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.

is > Timetable > Timetable

Timetable

MY TIMETABLE MY CALENDAR OTHER TIMETABLES AND RESERVATIONS OVERVIEW AND STATISTICS

My timetable

Full timetable Current week Display options

| | 7:15 | 8:05 | 8:55 | 9:45 | 10:35 | 11:25 | 12:15 | 13:05 | 13:55 | 14:45 | 15:35 |
|-----|---|------|--|---|-------|---|---|-------|--|-------|-------|
| Mon | | | | | | | PEMNPCON Corporate Controlling Š. Čemerková B307 | | PEMNPCON... Corporate... Š. Čemerková B307 | | |
| Tue | | | FIUNPNMU Manageria... M. Šeligová MS | | | FIUNPNMU/02 Managerial Accounting M. Šeligová A217 | | | PEMNACSR Corporate Social Respons... P. Adámek B308 | | |
| Thu | PEMNPRI Crisis Management W. Bernatík B307 | | PEMNPRI/01 Crisis Man... W. Bernatík B307 | PEMNPISR Corporate Social Responsi... P. Adámek A206 | | | | | | | |

Course/reservation with unknown timetable information or which takes place in a different time interval than the one currently displayed: **OPFNPSDP** Master Thesis Seminar.

Note: A course may be taught in several seminar groups. If this is the case, the times of these can be found in the timetable of the course.

Lecture Seminar In progress Irregularities in teaching

After enrolment, you can
print your timetable here:



CALENDAR
My timetable

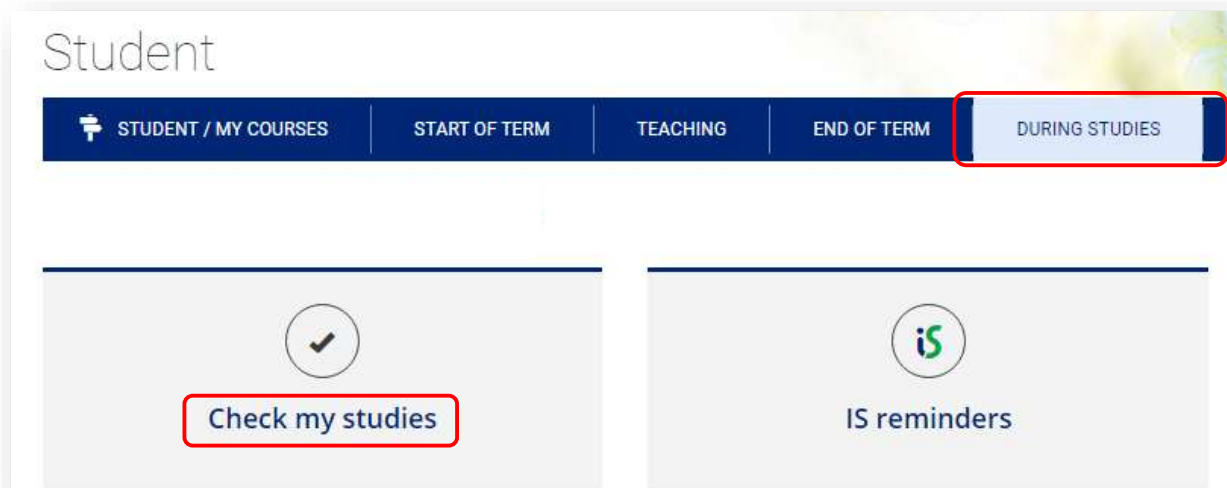
Teacher's name

Room numbers:
A, B, C, D – main faculty building
(Univerzitní nám.)
V – Dormitory building „Na Vyhliďce“
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



Check your studies using the templates assigned to them.:

Templates of required and selective courses assigned to my studies:

☒ OPF:KŠ/Teaching in English/Economics and Management MA 2022 EMEp

Supplementary templates assigned to the programme of study:

The programme of study has no templates assigned.

using the selected templates

Study plan template

IS SU - study agenda



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STUDENT

My Grades
Registration and
Enrolment
E-learning

is > Student ★

Student

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



Confirmation of Studies



Internships and stays



Tuition Fees

Calculated fees
History of my studies and fee calculation
Study fees calculator

During your studies, you can access other applications, such as *Internships and stays, Confirmation of Studies, or Tuition Fees* (mostly for DEGREE students)

Student

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

Grades obtained

Examination dates

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 or you need a printed version for visa purposes, please contact your study officer **Mr. Steranka** at 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

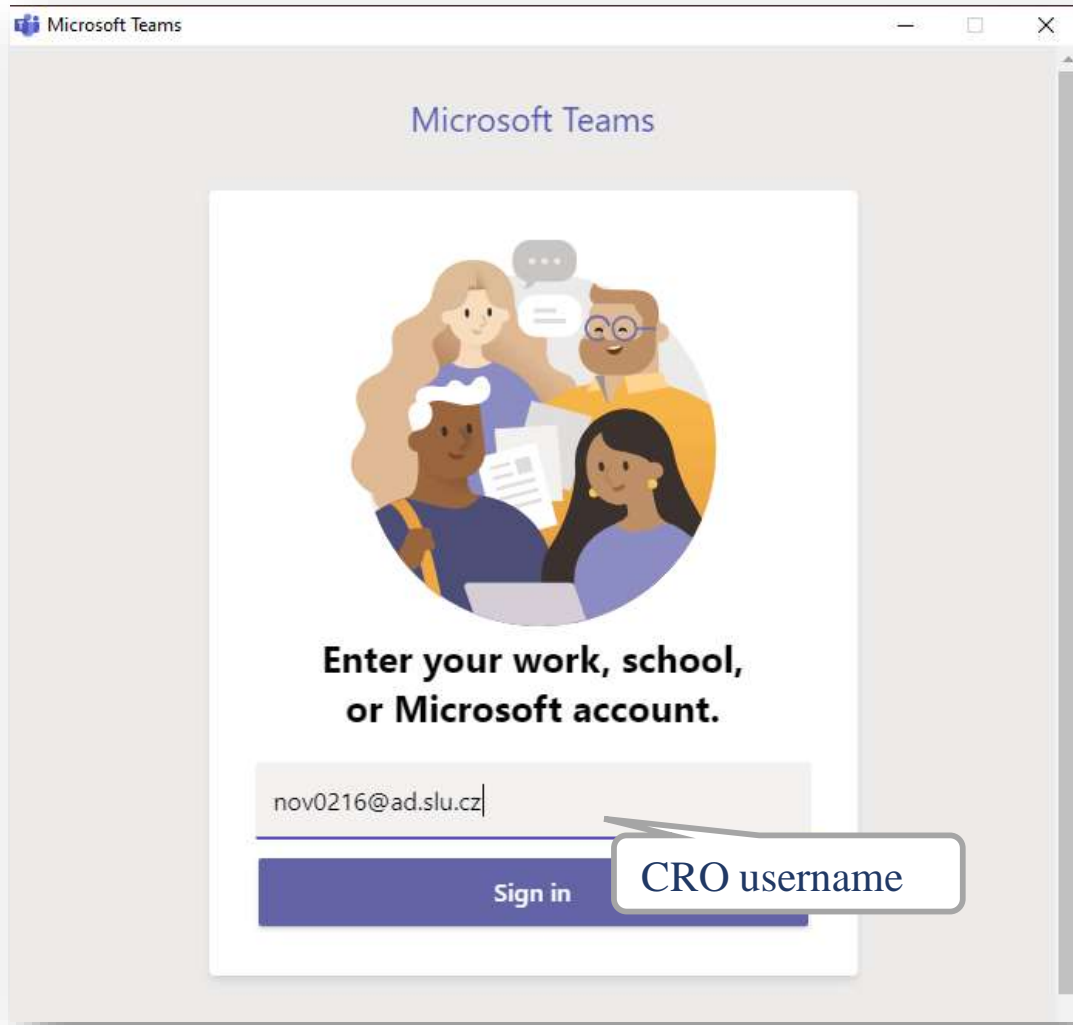
In **END OF STUDIES**, you can check your grades for all the semesters including your current or overall GPA (Weighted Grade Point Average).

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

Microsoft Teams



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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/en:navody:officeteams>

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/en:navody:officeonline>

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](#).



Outlook



OneDrive



Word



Excel



PowerPoint



OneNote



SharePoint



Teams



Sway



Forms



Yammer

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/en:sluzby:files>



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/en:sluzby:tisk> and <https://uit.opf.slu.cz/en:navody:tisky>

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 or housing.



TENTO SYSTÉM
VYUŽÍVÁ PŘIHLÁŠENÍ
IDENTITOU CRO

Login:

nov0216

Password:

.....

LOGIN

ACCOUNTS

| Account type | Balance | Detail |
|-----------------------|---------|--|
| Main account | 806 Kč | 👁️ <input type="button" value="Charge"/> |
| Accommodation deposit | 0 Kč | 👁️ |
| Booking deposit | 0 Kč | 👁️ <input type="button" value="Charge"/> |
| Amount to be returned | 0 Kč | 👁️ |



Mastercard
SecureCode

VISA



Verified by
VISA

ISKaM – dormitory and catering



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Go to iskam.opf.slu.cz (Dormitories and catering system) and login with your CRO username and password.

| ACCOUNTS | | | |
|-----------------------|---------|--------|---------------------------------------|
| Account type | Balance | Detail | |
| Main account | 806 Kč | | <input type="button" value="Charge"/> |
| Accommodation deposit | 0 Kč | | |
| Booking deposit | 0 Kč | | <input type="button" value="Charge"/> |
| Amount to be returned | 0 Kč | | |

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 or housing. *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)



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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 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



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Catering options inside or near the university:

- café/snack bar „**OPFčerstvení**“ (**main faculty building**, near the foyer, opposite the Large Auditorium)
- restaurant [Fryštátská chalupa](#) (address: Fryštátská 135/28, Karviná)
- restaurant [FYTÓN Bistro](#) (address: Fryštátská 151/15, Karviná)



Café/snack bar



Fryštátská chalupa



FYTÓN Bistro (vegan)

Library



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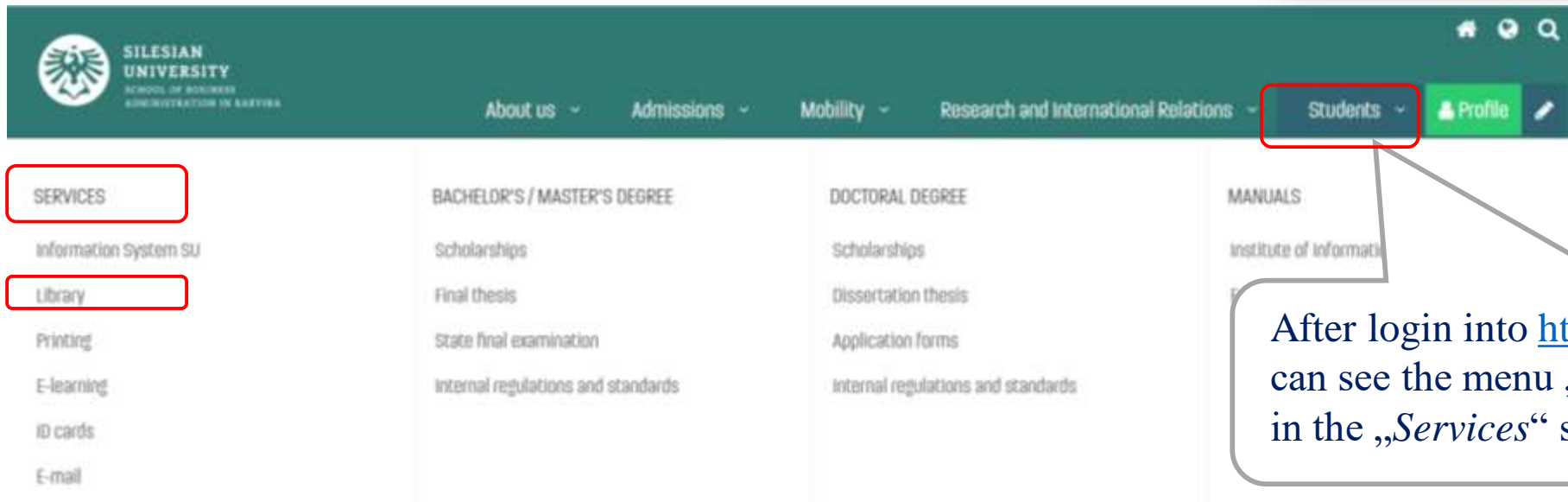
Library is located on the university campus, in the dormitory building Na Vyhliďce.

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 Auditorium).



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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The screenshot shows the website's navigation bar with a dark green header. The 'Students' menu item is highlighted with a red box and a green arrow pointing to it. Below the header, the main content area is divided into four columns: SERVICES, BACHELOR'S / MASTER'S DEGREE, DOCTORAL DEGREE, and MANUALS. A green arrow points from the 'Students' menu to the 'BACHELOR'S / MASTER'S DEGREE' section. Another green arrow points from the 'Students' menu to a text box on the right. A third green arrow points from the text box to the 'BACHELOR'S / MASTER'S DEGREE' section. A fourth green arrow points from the text box to the 'DOCTORAL DEGREE' section. A callout box on the left points to the 'BACHELOR'S / MASTER'S DEGREE' section.

**SILESIA
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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
- Tematika
- ISKAM
- Templates

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

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.

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

- **SERVICES**
- **DEGREE section**
- **MANUALS**

f i

Student card



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The student ID card entitles you to enter the university buildings. It can also be used for 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 (once its ready) at the **study office** (room A105, main faculty building) during office hours. In case of further inquiries, contact karty@slu.cz or jan.skorvanek@slu.cz.

See the updates and **office hours** for the card center:

<https://www.slu.cz/slu/en/cardnews>

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).



Free filtered water from „lokni“



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Lokni machine offers 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 Lokni mobile app on your smartphone

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

Where is the machine?

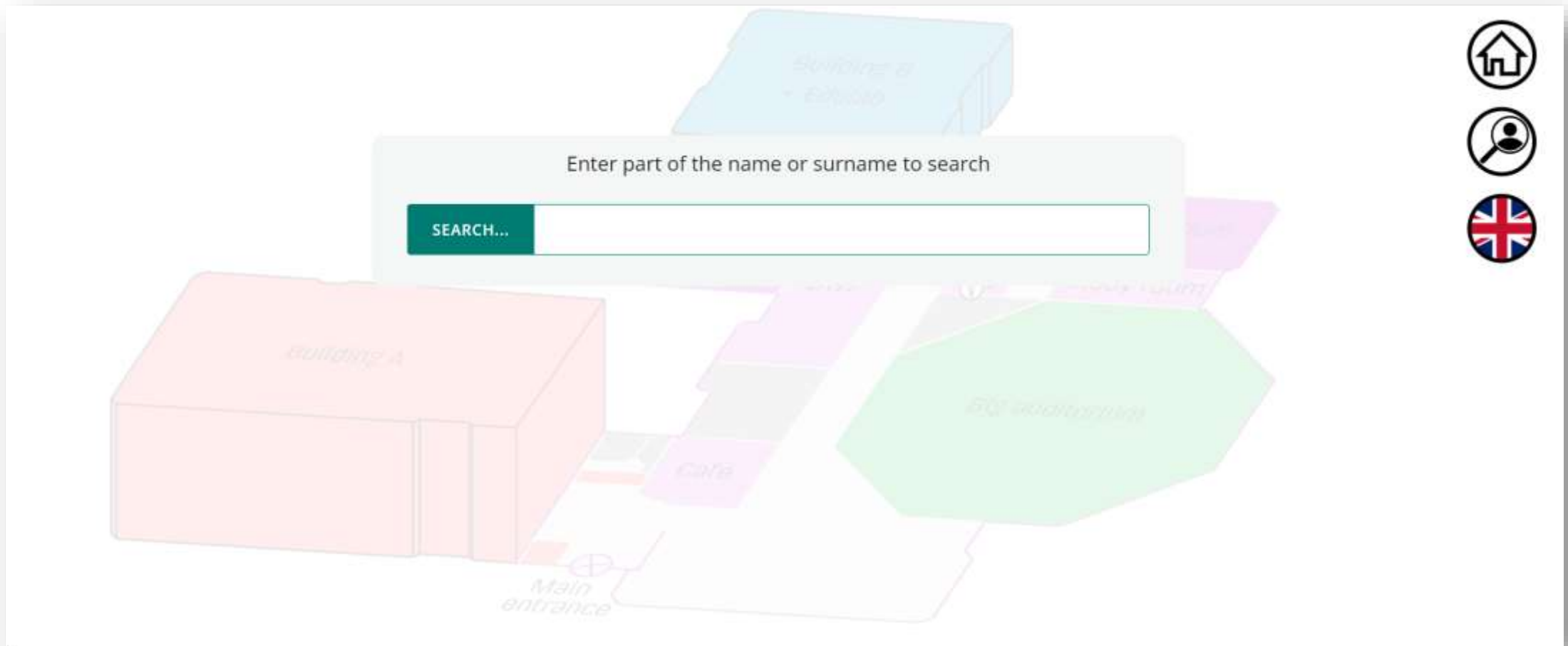
In the main faculty building (ground floor, between reception and classroom A111)

More about Lokni: <https://www.lokni.cz/eng/>

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



floorplan.opf.slu.cz



**To search for any room numbers, classrooms, departments or staff
(main faculty building: Univerzitni namesti 1934/3, Karvina)**

Information systems overview

Silesian University website

www.slu.cz

School of Business Administration website

www.slu.cz/opf/en

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

Student cards

karty.slu.cz

Floorplan

floorplan.opf.slu.cz

Where to find this presentation?



SILESIA
UNIVERSITY
SCHOOL OF BUSINESS
ADMINISTRATION IN KARVINA

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



The screenshot shows the website's navigation bar with the Silesian University logo and the text "SILESIA UNIVERSITY SCHOOL OF BUSINESS ADMINISTRATION IN KARVINA". The navigation menu includes "About us", "Admissions", "Mobility", "Research and International Relations", "Students", and "Profile". The "Students" menu is highlighted with a red box, and a green arrow points to it from a callout box. Below the navigation bar, the "SERVICES" section lists: Information System SU, Library, Printing, E-learning, ID cards, E-mail, Tematikon/Praktikon, ISKAM, and Templates. The "BACHELOR'S / MASTER'S DEGREE" section lists: Scholarships, Final thesis, State final examination, and Internal regulations and standards. The "DOCTORAL DEGREE" section lists: Scholarships, Dissertation thesis, Application forms, and Internal regulations and standards. The "MANUALS" section lists: Institute of Information Technologies and Freshmen information. The callout box contains the text: "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".

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About us ▾ Admissions ▾ Mobility ▾ Research and International Relations ▾ **Students ▾** Profile

SERVICES

- Information System SU
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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

