



Palacký University
Olomouc



Palacký University
Olomouc

PORTAL / STAG OF PALACKÝ UNIVERSITY



Palacký University
Olomouc

CONTENTS

1. What is Portal of Palacký University & STAG?
2. What are their functions?
3. How to log in to Portal STAG?
4. How to register for a course?



Palacký University
Olomouc

PORTAL is a platform where you get all necessary information about your study, students, courses, lecturers, schedule of courses, UP canteen (MENZA), etc.

STAG is **an application** of PORTAL for study affairs, students, academic and administrative staff

STAG – S**T**udy **A**Genda of Palacký University



Palacký University
Olomouc

Portal STAG has a **public** and **nonpublic** part. Nonpublic part requires log in.

If you want to register in a course, to find more details about a course or for example to order your food in UP canteen, you have to log in to Portal (nonpublic part of Portal).

1st step: go to the page of Portal on <http://portal.upol.cz/>

2nd step: click on ENGLISH FLAG



Palacký University
Olomouc

STAG WITHOUT LOG IN TO PORTAL

Portal
Palacký University Information System

Home Studying & Teaching Administration Contacts E-mail

Browsing Courseware Quality Of Education Applicant

Studying & Teaching / Browsing

View data

Browse IS/STAG

Departments staff, posted ex.dates, courses being taught and number of their students	Study programmes and branches study programmes, branches, plans, their segments, blocks and courses
Lecturers timetable, courses taught, supervised theses and posted ex.dates	Courses syllabi, literature, timetable, students in course and posted ex.dates
Examination dates Information about examination date, list of students, jointly examined courses	Timetable events list of students, intersection of free times
Students timetable and courses currently registered	Rooms timetable, all year timetable, search by selected parameters
Theses annotation, reviews, thesis full text	Free rooms - semester search free rooms for semester
Pre-registration study groups list of students, timetables	Free rooms - year search free rooms based on date

Dark red link leads to a different entity.
Blue link leads to entity details
Green @ link redirects to e-mail
Green IN link loads the document
Green OUT link leads out of portal

Inactive links are available only after login.

Search assistant - will help you with specifying the particular item...
Reference calendar - to assist you to enter the date quickly...
Click - Shows or hides sections of forms
Switch - allows you to arrange rows of the table according to column...



Palacký University
Olomouc

STAG AFTER LOG IN TO PORTAL

The screenshot displays the Palacký University Information System (Portal) interface. At the top, the user is identified as Jana Hořáková (horakja), j.horakova@upo.cz, with options to Edit My Profile and Log Out. The main navigation bar includes Home, Studying & Teaching, Administration, News, Contacts, Email, and Feedback. A secondary menu below it lists various services, with 'My Studies' circled in red. The 'View data' section is titled 'Browse IS/STAG' and contains a grid of search options: Departments, Study programmes and branches, Lecturers, Courses, Examination dates, Timetable events, Students, Rooms, Pre-registration study groups, and Free rooms - semester. A legend at the bottom explains the link colors: Dark red for different entities, Blue for entity details, Green @ for e-mail, Green IN for document loading, Green OUT for portal exit, Search assistant, Reference calendar, Click for form sections, and Switch for table arrangement. Two blue callout boxes with red arrows provide instructions: 'Portal STAG with more functions and details' points to the 'My Studies' menu, and 'To access the STAG you will need your username and your password' points to the user profile area.

autor prezentace, datum prezentace, univerzitní oddělení, fakulta, adresa



Palacký University
Olomouc

LOG IN TO PORTAL

LOG IN

The screenshot shows the login page of the Palacký University Information System Portal. The page header includes the university logo and name. A navigation menu contains links for Home, Studying & Teaching, Administration, Contacts, and E-mail. Below the header, there are buttons for Welcome, Site Map, and Forgotten Password. The main content area features a 'Login' section with a 'User ID:' field, a 'Password:' field, and a 'Resume last session' checkbox. A 'Log in' button and a 'Cancel' button are located below the input fields. To the right of the login section, there are links for 'www UP', 'Help and Guidelines', 'How to log-in to the portal?', and 'How to obtain forgotten password?'. Below these links is a section titled 'Často používané aplikace' (Often used applications) with a 'Registration' sub-section listing various online applications: STAG, Courseware, DMS, OBD, E-mail, Menza, and Accomodation IS. At the bottom of the page, there is a 'Don't glance over' section with a date 'Friday, September 13, 2013' and a yellow warning box with a lifebuoy icon. The warning box contains the text: 'Upozornění pro studenty - převod elektronické pošty do prostředí Office 365' and 'Od 22. 7. 2013 bude probíhat převod elektronické pošty studentů do prostředí Office 365. Bližší informace naleznete na Portále v sekci Návodů a nápovědy v položce Univerzitní e-mail - E-mail pro studenty.'

1. Enter your ID (Portal ID)

2. Enter your Password → your Identification Nr./birth code

LOG IN

www UP
Help and Guidelines
How to log-in to the portal?
How to obtain forgotten password?

Často používané aplikace

Registration

Online application
STAG
Courseware
DMS
OBD
E-mail
Menza
Accomodation IS

Don't glance over

Friday, September 13, 2013

Upozornění pro studenty - převod elektronické pošty do prostředí Office 365

Od 22. 7. 2013 bude probíhat převod elektronické pošty studentů do prostředí Office 365. Bližší informace naleznete na Portále v sekci Návodů a nápovědy v položce Univerzitní e-mail - E-mail pro studenty.



Palacký University
Olomouc

HOW TO FIND YOUR PORTAL ID

Portal ID – go to <http://portal.upol.cz/> → **Contacts** type your family name into the first field of the part „Search students / Hledání studentů“, and click search.

In this way you will get your PORTAL ID (see the example on the next page)



Palacký University
Olomouc



Portal
Palacký University Information System

Log In 

Home Studying & Teaching Administration **Contacts** E-mail

Find Contact **Contacts By Departments** Support Contacts

Contacts / Find Contact

Upol Hledání zaměstnanců

Surname
First Name

Upol Hledání studentů

Surname
First Name

Total count: 1; Results displayed: 1..1

Name	Card No.	Portal ID	E-mail	Stag login	Faculty	Programme name	Year
Jeong Dajeong	80049178	jeonda00	dajeong.jeong01@upol.cz	F130424	FIF	Čínská filologie	1

Support Contacts

- **Zaměstnanci:** náměty, dotazy či stížnosti týkající se technického prostředí a provozního zabezpečení zadávejte prosím přes nabídku Služby -> Helpdesk (dostupné pouze pro zaměstnance, po přihlášení!).
- **Studenti:** v případě potíží se obraťte na svého fakultního správce počítačové sítě. [Technická podpora počítačové sítě.](#)

Náměty, dotazy či stížnosti k portálu pište prosím na adresu stag-help@upol.cz.



Palacký University
Olomouc

Upol Hledání studentů

Surname

First Name

Total count: 1; Results displayed: 1..1

Name	Card No.	Portal ID	E-mail	Stag login	Faculty
Palupčíková Nikola	80037797	paluni00	nikola.palupcikova01@upol.cz	F12426	FIF

Your
Portal ID



Palacký University
Olomouc

HOW TO LOG IN - PASSWORD

Password – a code which you received during the on-line registration before you came to Olomouc.

For example 11111111AB.

In case you forgot the password, ask Mrs. Hamdanieh or your Faculty coordinator in the international office.



Palacký University
Olomouc

WHERE TO FIND THE COURSE CODE

All the courses at Palacký University come with course code, e.g. KBH/HML. The KBH is an abbreviation of the department and HML (after the slash) is an abbreviation of the course title)

WEB PAGE OF A DEPARTMENT AT UP

- Check the web page of your „home“ department at UP

PORTAL UP

- <http://portal.upol.cz/> (English version) → **Courses**. Then you need the abbreviation/the code of your or any other UP department to have an overview of the courses. For courses taught in English, choose English language.

WEB PAGE OF UP

- Go on <http://www.upol.cz/en/> → Studying → **Course Catalogue**

International students can choose courses of all departments and of all faculties!



HOW TO REGISTER FOR THE COURSE

1. You can register online **by yourselves** if there is a **free place** in the course before the semester starts
 2. If there is **no free place** (full capacity in the course) **you can't register by yourself immediately**, but you can ask the teacher of the course after the first lesson to permit you to attend the course (she/he approves this by signature on your enrolment form).
- **In both cases above** (free course, full course) **↑ you need to fill out ALL your courses you have chosen in the EXCHANGE STUDENT ENROLMENT FORM (EF) and give a copy to your faculty coordinator (see the names and contacts in your Enrolment form) **till the end of September 2015**. The faculty coordinator **will register you also in these full courses**.**

Notes:

- At the beginning of each term the student will draw up a schedule of courses. The courses must be registered into this form and their enrolment must be approved by the individual lecturers. Please, use original course title and code as listed in the course catalogue STAG.
- Latest in three weeks after the term beginning the student should submit the form to the responsible person (respective faculty coordinator – see a list below) for registering into the electronic evidence of course participating students (STAG).
- After completing the course requirements the lecturer will confirm course grading into the form (credit amount, examination grade).
- The student must submit the hard copy of the form to the responsible person (faculty coordinator) before he/she leaves Palacký University.
- Palacký University will send the official Transcript of Records to the student's home institution and to the student at the addresses as noted in this form only after all commitments between the student and UP (including Dormitories administration) have been settled up.

Palacký University Faculty Coordinators:Faculty of Arts: Ms. Dana Sztwietnia Hellová – dana.hellova@upol.czFaculty of Medicine: Ms. Zuzana Kullová – zuzana.kullova@upol.czFaculty of Health Sciences: Ms. Irena Jedličková – irena.jedlickova@upol.czFaculty of Education: Ms. Jana Dostálová – jana.dostalova@upol.czFaculty of Science: Ms. Dana Gronychová – dana.gronychova@upol.czFaculty of Law: Ms. Radana Kuncová – radana.kuncova@upol.czFaculty of Physical Culture: Ms. Zuzana Hanelová – zuzana.hanelova@upol.czFaculty of Theology: Ms. Kateřina Hamplová – katerina.hamplova@upol.cz**Description of the PU grading system:**

Credit (R) awarded after fulfilling academic requirements at the end of each term

Colloquium (R) exam, graded only “passed” or “failed”

Grades

- A - excellent
- B - excellent minus
- C - very good
- D - very good minus
- E - good
- F - failed

The value of local credits corresponds to ECTS credits.



UNIVERZITA PALACKÉHO V OLOMOUCI

Exchange Student Enrolment Form**Výkaz o studiu výměnného studenta**Name of the student/Jméno **SHELDON COOPER**Date of birth/Datum narození: **11. 09. 1992**

Permanent address/Trvalé bydliště:

COCONUT BEACH 9, SUNNY ISLAND 1136, MALDIVES

E-mail:

SHELDON.COOPER@THISISJUSTATEST.COM

Home Institution/Vysílající instituce:

UNIVERSITY OF WONDERFUL SEA, MALDIVES

Home Institution address (to send Transcript of Records):

Adresa vysílající instituce (pro zaslání výpisu výsledků)

PAPAYA RESORT 355, SUNNY ISLAND, MALDIVES.

Name of the coordinator at the home institution/

Jméno koordinátora na vysílající instituci:

ANAZUZ.HIENADMAH@THISISJUSTATEST.COM**MS. ANAZUZ.HIENADMAH**

Name/Jméno: SHELDON COOPER

Academic year/Akademický rok: 2015/2016

Term/Semestr: WINTER SEMESTER

Course code/ Kód kurzu	Course title and time/ Název kurzu a čas výuky	Lecturer/ Vyučující	ECTS credits amount/ Počet kreditů	Enrolment approval/ Potvrzení o zápisu	Grade/ Hodnocení	Date and signature/ Datum a podpis
KBH/HML	HISTORICAL GRAMMAR OF CZECH	K. KOMÁREK	3			





BEFORE YOU LEAVE HOME

- After completing the course requirements, **the lecturer should fill in your grade (or „passed/failed“) and provide signature not only into the STAG, but also into the Enrolment Form (for control).**
- The student must submit the EF to the responsible person (**faculty coordinator** – see the attached list of coordinators) to be able to make Transcript of Records.
- **Faculty coordinator** will send the ToR **to the student's home institution and to the student's address** as noted in the EF form **only after** all commitments between the student and UP (including Dormitories administration) have been settled up → it might take up to **5 - 6 weeks.**



Palacký University
Olomouc

CONTACTS - INTERNATIONAL RELATIONS OFFICE (RECTOR'S / CENTRAL OFFICE AT UP)

FUNCTION/POSITION	NAME	CONTACT	AGENDA
Coordinator for incoming Erasmus+ students	Mrs. Zuzana Hamdanieh	zuzana.hamdanieh@upol.cz	<ul style="list-style-type: none">• information for students interested in an Erasmus+ study stay at UP• receives and administrates application materials, Learning Agreements• sends letters of acceptance, practical information before arrival• organization of the orientation week for incoming students• confirmation of study period
Coordinator for incoming non-EU students, EURICA and cooperation agreements	Ms. Štěpánka Bublíková	stepanka.bublikova@upol.cz	<ul style="list-style-type: none">• information for students interested in an exchange study stay at UP• receives and administrates application materials, Learning Agreements (non- Erasmus)• sends letters of acceptance, practical information before arrival• organization of the orientation week for incoming students• Confirmation of study period



Palacký University
Olomouc

CONTACTS – INTERNATIONAL RELATIONS OFFICERS AT UP FACULTIES

FACULTY	NAME	CONTACT
Faculty of Theology	Mrs. Kateřina Hamplová	Katerina.hamplova@upol.cz
Faculty of Medicine&Dentistry	Mrs. Zuzana Kullová	zuzana.kullova@upol.cz
	Mrs. Jana Osmani	jana.osmani@upol.cz
Faculty of Arts	Mrs. Dana Sztwiertnia Hellová	dana.hellova@upol.cz
Faculty of Science	Mrs. Dana Gronychová	dana.gronychova@upol.cz
Faculty of Education	Mrs. Jana Dostálová	Jana.dostalova@upol.cz
Faculty of Physical Culture	Mrs. Zuzana Hanelová	zuzana.hanelova@upol.cz
Faculty of Law	Mrs. Radana Kuncová	radana.kuncova@upol.cz
Faculty of Health Sciences	Mrs. Irena Jedličková	irena.jedlickova@upol.cz



Palacký University
Olomouc

WHO ELSE CAN HELP ME

Your buddy
Your buddy
Your buddy

