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Palacký University  
Olomouc

**STAG = STUDY AGENDA**

+ Registration for Courses via Portal UP



# CONTENTS

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



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**PORTAL UP** is a platform where you get all necessary information about your study, students, courses, lecturers, schedule of courses, UP canteen ... It is a tool / application which allows browsing certain data saved in STAG.

**STAG** is the database, a **study agenda / administration system** for study affairs, students, academic and administrative staff

STAG – **ST**udy **AG**enda of Palacký University



**Portal UP** has a public and nonpublic part. The nonpublic part requires login.

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

- 1. Go to the page of Portal UP on <http://portal.upol.cz/>**
- 2. Click on the ENGLISH FLAG to switch the language**



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# WITHOUT LOGIN TO PORTAL



Portal

Palacký University information system

Log In 

[Home](#) | [Studying & Teaching](#) | [Applications](#) | [Services](#) | [Contacts](#) | [E-mail](#) |

Welcome

Site Map

Home / Welcome

## Login

User ID:

Password:

Resume last session

## Často používané aplikace

[Help and Guidelines](#)  
[Pre-registration info](#)  
[Online application](#)  
[STAG](#)  
[Courseware](#)  
[UPShare](#)  
[DMS](#)  
[OBD](#)  
[E-mail](#)

## Don't glance over

Wednesday, May 18, 2016



### Nová WiFi síť pro studenty a zaměstnance UP

Pro připojení k internetu je nově dostupná WiFi síť s názvem „UPOL“. Heslo pro připojení k této síti naleznete na portále v záložce Služby/Přístup na WiFi. Upozorňujeme, že tato síť nedovoluje přístup k licencovaným zdrojům a vybraným informačním systémům UP. Pro tyto účely je třeba nadále využívat síť Eduroam.

## Informace CVT

### Upgrade stravovacího systému KREDIT

17. 5. 2016 8:52:19

Ve dnech 17. 5. 2016 a 18. 5. 2016 proběhne upgrade stravovacího systému Kredit v menzách SKM UP. 17. 5. 2016 ve 20:00 hod. dojde k odstávce systému - tj. od této doby nebude v provozu webové rozhraní pro objednávání jídel. 18. 5. 2016 v ranních hodinách dojde ke znovuzprovoznění všech služeb. Za možné komplikace se tímto omlouváme. SKaM



# AFTER LOGIN TO PORTAL



Studying & Teaching / Browsing

## View data

- ▣ Study programmes and branches
- ▣ Courses
- ▣ Departments
- ▣ Lecturers
- ▣ Students
- ▣ Examination dates
- ▣ Timetable events
- ▣ Theses
- ▣ Pre-registration study groups
- ▣ Rooms
- ▣ Rooms – all year
- ▣ Free rooms – Semester;;
- ▣ Free rooms – Year;;
- ▣ Title page
- ▣ Calendar
- ▣ Help

### Browse IS/STAG

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

**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**

**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...



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# LOG IN TO PORTAL



**Portal**  
Palacký University information system

Log In

Home | Studying & Teaching | Applications | Services | Contacts | E-mail |

Welcome **Site Map**

Home / Welcome

**Login**

User ID:

Password:

Resume last session

**Log in** **Cancel**

**Často používané aplikace**

- Help and Guidelines
- Pre-registration info
- Online application
- STAG
- Courseware
- UPShare
- DMS
- OBD
- E-mail

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**Your PORTAL ID**

**Your PSEUDO-BIRTHCODE 1111111AB**



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# HOW TO FIND YOUR PORTAL ID



Portal

Palacký University information system

Log In

Home | Studying & Teaching | Applications | Services | **Contacts** | E-mail |

Find Contact

Contacts By Departments

Support Contacts

Contacts / Find Contact

## Upol Hledání zaměstnanců

Surname   
First Name

Type your SURNAME  
and click on SEARCH

## Upol Hledání studentů

Surname   
First Name

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

Name	Card No.	Card print date	Portal ID	-mail	Stag login	Faculty	Programme name	Year
Mazzotta Mariano Federico	80077096	isn't made	mazzma00	marianofederico.mazzotta01@upol.cz	P16364	PFA	Právo	1

## Support Contacts

- [Helpdesk](#) - helpdesk pro zaměstnance a studenty
- V případě **zapomenutého hesla** použijte <http://www.helpdesk.upol.cz> (anonymní přístup)
- [Seznam fakultních správců počítačové sítě](#)

Your PORTAL ID appears  
HERE!



## HOW TO LOG IN TO PORTAL – Problems?

- 1. „I cannot find my PORTAL ID.“**  
→ It probably means that you have not done your online registration or the faculty coordinator did not save your data to STAG. Please contact your faculty coordinator.
- 2. „I do not remember my PSEUDO-BIRTHCODE.“**  
→ In case you forgot the code, ask Mrs. Hamdanieh in the IRO or your Faculty coordinator for international relations.
- 3. Other problems – please contact the HELP DESK at <http://www.helpdesk.upol.cz/>**



## WHERE TO FIND THE COURSE CODE (KAA/LK03)

### 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 IRO UP

- <http://www.upol.cz/en/menu/erasmus-exchange/courses-20162017/>

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



## HOW TO REGISTER FOR A 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 in your enrolment form).
- **In both cases above** (free course, full course) **↑ you need to fill in 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 2016**. 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.

\*There are differences in administration at UP Faculties, please follow the instructions given by your faculty coordinator during the orientation week

## Palacký University Faculty Coordinators:

**Faculty of Arts:** Ms. Zuzana Henešová – [zuzana.henesova@upol.cz](mailto:zuzana.henesova@upol.cz)

**Faculty of Medicine:** Ms. Petra Nakládalová – [petra.nakladalova@upol.cz](mailto:petra.nakladalova@upol.cz)

**Faculty of Health Sciences:** Ms. Irena Jedličková – [irena.jedlickova@upol.cz](mailto:irena.jedlickova@upol.cz)

**Faculty of Education:** Ms. Jana Dostálová – [jana.dostalova@upol.cz](mailto:jana.dostalova@upol.cz)

**Faculty of Science:** Ms. Dana Gronyčová – [dana.gronychova@upol.cz](mailto:dana.gronychova@upol.cz)

**Faculty of Law:** Ms. Radana Kuncová – [radana.kuncova@upol.cz](mailto:radana.kuncova@upol.cz)

**Faculty of Physical Culture:** Ms. Zuzana Hanelová – [zuzana.hanelova@upol.cz](mailto:zuzana.hanelova@upol.cz)

**Faculty of Theology:** Ms. Petra Hubená – [petra.hubena@upol.cz](mailto:petra.hubena@upol.cz)

## Description of the UP grading system:

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

**Colloquium (R)** exam, graded only "passed" or "failed" (no grade)

**Exam, grades**

- A – excellent
- B – excellent minus
- C – very good
- D – very good minus
- E – good
- F – fail

The value of local credits corresponds to ECTS credits.



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## ERASMUS+ / EXCHANGE STUDENT ENROLMENT FORM Výkaz o studiu výměnného studenta

Name of the student/Jméno:

SHELDON COOPER

Date of birth/Datum narození:

06/07/1993

Permanent address/Trvalé bydliště:

ROAD 12, STREET 3  
MEXICO CITY 45671, MEXICO

E-mail:

SHELDON.COOPER@GMAIL.COM

Home Institution/Vysílající instituce:

ABRAHAM UNIVERSITY

Home Institution address (to send Transcript of Records) /  
Adresa vysílající instituce (pro zaslání výpisu výsledků):

ABRAHAM UNIVERSITY  
ROAD 34, STREET 6, MEXICO CITY 45671, MEXICO

Name and email of the coordinator at the home institution /  
Jméno a email koordinátora na vysílající instituci:

JOHN.SMITH, JOHN.SMITH@GMAIL.COM





## BEFORE YOU LEAVE FOR 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 the **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**.



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## CONTACTS - INTERNATIONAL RELATIONS OFFICE (Central IRO)

FUNCTION/POSITION	NAME	CONTACT	AGENDA
Institutional Coordinator	Mrs. Yvona Vyhnánková	<a href="mailto:yvona.vyhnankova@upol.cz">yvona.vyhnankova@upol.cz</a>	bilateral agreements learning agreements – LA (when previously signed by a UP departmental coordinator)
Coordinator for incoming Erasmus + students	Mrs. Zuzana Hamdanieh	<a href="mailto:zuzana.hamdanieh@upol.cz">zuzana.hamdanieh@upol.cz</a>	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, Cooperation Agreements)	Ms. Štěpánka Bublíková	<a href="mailto:stepanka.bublikova@upol.cz">stepanka.bublikova@upol.cz</a>	information for students interested in an exchange study stay at UP receives and administrates application materials, Learning Agreements (non- Erasmus) organization of the orientation week for incoming students Confirmation of study period
Coordinator for incoming Erasmus + non-European students KA107	Ms. Eva Ohnisková	<a href="mailto:eva.ohniskova01@upol.cz">eva.ohniskova01@upol.cz</a>	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



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# CONTACTS – FACULTY COORDINATOR FOR INTERNATIONAL RELATIONS

FACULTY	NAME	CONTACT
Faculty of Theology	Mrs. Petra Hubená	<a href="mailto:petra.hubena@upol.cz">petra.hubena@upol.cz</a>
Faculty of Medicine&Dentistry	Mrs. Petra Nakládalová	<a href="mailto:petra.nakladalova@upol.cz">petra.nakladalova@upol.cz</a>
	Mrs. Jana Osmani	<a href="mailto:jana.osmani@upol.cz">jana.osmani@upol.cz</a>
Faculty of Arts	Mrs. Zuzana Henešová	<a href="mailto:zuzana.henesova@upol.cz">zuzana.henesova@upol.cz</a>
Faculty of Science	Mrs. Dana Gronyčová	<a href="mailto:dana.gronychova@upol.cz">dana.gronychova@upol.cz</a>
Faculty of Education	Mrs. Jana Dostálová	<a href="mailto:jana.dostalova@upol.cz">jana.dostalova@upol.cz</a>
Faculty of Physical Culture	Mrs. Zuzana Hanelová	<a href="mailto:zuzana.hanelova@upol.cz">zuzana.hanelova@upol.cz</a>
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**WHO ELSE CAN HELP ME?**

**Your buddy  
Your buddy  
Your buddy**

