



# UIS CONTACT CENTRE

<https://is.czu.cz/>

## Personal administration

Welcome to the Personal administration section of the University Information System.

 :: **Stručné návody pro zaměstnance**  
:: **Restrictions on entry to the FES building**  
:: **Personal data check**

 :: **Stručné návody pro studenty**  
:: **Information for new students at CULS**

<p><b>Public information portal</b></p> <ul style="list-style-type: none"><li>Persons at CZU</li><li>Timetables</li><li>Departments</li><li>Study plans</li><li>Course catalogue</li></ul>	<p><b>My College</b></p> <ul style="list-style-type: none"><li><b>Student's portal</b></li><li>Course Attainment Evaluation</li><li>Course evaluation by students</li><li>Study application form</li><li>Overview of financing</li></ul>	<p><b>Science and research</b></p> <ul style="list-style-type: none"><li>IGA/A projects administration</li><li>IGA/A projects</li><li>IGA projects</li><li>Outside staff register</li><li>IGA projects administration</li></ul>	<p><b>Personal management</b></p> <ul style="list-style-type: none"><li><b>Mail box</b></li><li><b>Document storage</b></li><li><b>Document server</b></li><li>Noticeboard</li><li>Tasks</li></ul>
<p><b>eAgenda</b></p> <ul style="list-style-type: none"><li><b>Contact centre</b></li><li>Economic information system Magion</li><li><b>Room reservation</b></li><li>eSurveys</li><li>Trips abroad</li></ul>	<p><b>Technology and its administration</b></p> <ul style="list-style-type: none"><li>Setting of password to access the eduoam network</li></ul>	<p><b>Information system administration</b></p> <ul style="list-style-type: none"><li><b>Authorizations administration</b></li><li>Administration of mobile applications authorizations</li></ul>	<p><b>UIS documentation</b></p> <ul style="list-style-type: none"><li><b>UIS documentation</b></li><li>System integrators</li><li>Licence information</li><li>Statistics of using UIS</li><li>My operations</li></ul>
<p><b>Adjustment of the information system</b></p> <ul style="list-style-type: none"><li>Change photo</li><li><b>User settings</b></li><li>Portlets in UIS</li><li>Administration of My favourites menu</li></ul>	<p><b>Information system set-up</b></p> <ul style="list-style-type: none"><li>Change identity</li><li>My operations</li><li>Delegates set-up</li><li><b>Password change</b></li><li>Log out</li></ul>	<p><b>Protection of personal data</b></p> <ul style="list-style-type: none"><li>Personal data check</li><li>Approvals by user</li><li>Personal data check statistics</li></ul>	<p><b>My teaching</b></p> <ul style="list-style-type: none"><li>Final theses</li></ul>

**eAgenda**

- Contact centre**
- Economic information system Magion
- Room reservation**
- eSurveys
- Trips abroad

## Contact centre

Queries for commentary

My queries (1)

Searching for solution

Use this part of application to search for solution of your issue using a knowledge database, eventually, submit a query to some contact centre using prepared forms.

### Search in a knowledge database

Enter a key word of an issue which you need to solve to a search box.

Submit a sample for search:

Forms are for lucidity divided into folders. Use navigation under this text to go back to a superior folder.

Contact center



FES - Study department



REC - Science and Research



FŽP - Věda a výzkum

## Contact centre

Use this part of application to search for solution of your issue using a knowledge database, eventually, submit a query to some contact centre using prepared forms.

### Search in a knowledge database

Enter a key word of an issue which you need to solve to a search box.

Submit a sample for search:

Forms are for lucidity divided into folders. Use navigation under this text to go back to a superior folder.

Contact center/REC - Science and Research



RE S&R - UGS - Activity Report



RE S&R - UGS - Interim Activity Report



RE S&R - UGS - Final Report



RE S&R - UGS - Application for a change in budgetary items of the UGS project



RE S&R - UGS - Application for a change in the composition of the UGS project research team

# ACTIVITY REPORT

## Contact centre

### RE S&R - UGS - Activity Report

Contact centre: RE - Science and research (OVV PROR REK)

#### Query subject

UGS - Activity Report

*This form is used only to send activity reports of IGA/A -UGC projects to be checked by the Department of Science and Research Rectorate.*

*It is necessary to upload the activity report in the format of PDF (a .pdf document).*

*After the formal approval of the activity report the printed activity report form with all signatures is to hand over to the Department of Science and Research Rectorate.*

*Naming pattern: Project No.-serial number of the report-researcher (xx\_2021-01-John Smith)*

#### Agreement

- I hereby confirm that the information I have filled in is true and correct

#### Files for download



UGC\_Activity\_Report.docx

#### Attachments

Description:	<input type="text" value="91_2021-01-John Smith"/>	File:	<input type="button" value="Procházet..."/>	<input type="text" value="91_2021-01-John Smith.docx"/>
Description:	<input type="text"/>	File:	<input type="button" value="Procházet..."/>	Soubor nevybrán.
Description:	<input type="text"/>	File:	<input type="button" value="Procházet..."/>	Soubor nevybrán.
Description:	<input type="text"/>	File:	<input type="button" value="Procházet..."/>	Soubor nevybrán.
Description:	<input type="text"/>	File:	<input type="button" value="Procházet..."/>	Soubor nevybrán.

# INTERIM ACTIVITY REPORT

## Contact centre

### RE S&R - UGS - Interim Activity Report

Contact centre: RE - Science and research (OVV PROR REK)

### Query subject

UGS - Interim Activity Report

*This form is used only to send interim activity reports of IGA/A -UGC projects to be checked by the Department of Science and Research Rectorate.*

*It is necessary to upload the interim activity report in the format of PDF (a .pdf document).*

*After the formal approval of the interim activity report the printed interim activity report form with all signatures is to hand over to the Department of Science and Research Rectorate.*

*Naming pattern: Project No.-interim activity report-main researcher (xx\_2021-01-John Smith)*

### Agreement

I hereby confirm that the information I have filled in is true and correct

### Files for download



UGC\_Interim\_Activity\_Report.docx

### Attachments

Description:	<input type="text" value="91_2021-01-John Smith"/>	File:	<input type="button" value="Procházet..."/>	<input type="text" value="91_2021-01-John Smith.docx"/>
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Description:	<input type="text"/>	File:	<input type="button" value="Procházet..."/>	Soubor nevybrán.

# FINAL REPORT

## Contact centre

### RE S&R - UGS - Final Report

Contact centre: RE - Science and research (OVV PROR REK)

#### Query subject

UGS - Final Report

*This form is used only to send the final reports of IGA/A -UGC projects to be checked by the Department of Science and Research Rectorate.*

*It is necessary to upload the final report in the format of PDF (a .pdf document).*

*After the formal approval of the final report the printed final report form with all signatures is to hand over to the Department of Science and Research Rectorate.*

*Naming pattern: Project No.-final report-main researcher (xx\_2021-01-John Smith)*

#### Agreement

I hereby confirm that the information I have filled in is true and correct

#### Files for download



UGC\_Final\_Report.docx

#### Attachments

Description:	<input type="text" value="91_2021-01-John Smith"/>	File:	<input type="button" value="Procházet..."/>	<input type="text" value="91_2021-01-John Smith.docx"/>
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Description:	<input type="text"/>	File:	<input type="button" value="Procházet..."/>	Soubor nevybrán.

# APPLICATION FOR A CHANGE IN BUDGETARY ITEMS OF THE UGS PROJECT

## Contact centre

### RE S&R - UGS - Application for a change in budgetary items of the UGS project

Contact centre: RE - Science and research (OVV PROR REK)

#### Query subject

UGS - Application for a change in budgetary items of the UGS project

*This form is used only to send budget change request of IGA/A-UGC projects to be checked by the Department of Science and Research Rectorate.*

*After the formal approval of the request the printed request form with all signatures is to hand over to the Department of Science and Research Rectorate.*

#### Substantiation of the request

Substantiation of the request - text

#### Agreement

I hereby confirm that the information I have filled in is true and correct

#### Files for download



UGC\_Application\_for\_a\_change\_in\_budgetary\_items\_of\_the\_UGC\_project.docx

#### Attachments

Description:	<input type="text" value="91_2021-01-John Smith"/>	File:	<input type="button" value="Procházet..."/>	<input type="text" value="91_2021-01-John Smith.docx"/>
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Description:	<input type="text"/>	File:	<input type="button" value="Procházet..."/>	Soubor nevybrán.

# APPLICATION FOR A CHANGE IN COMPOSITION OF THE UGS PROJECT TEAM

## Contact centre

### RE S&R - UGS - Application for a change in the composition of the UGS project research team

Contact centre: RE - Science and research (OVV PROR REK)

#### Query subject

UGS - Application for a change in the composition of the UGS project research team

This form is used only to send research team change request of IGA/A-UGC projects to be checked by the Department of Science and Research Rectorate.

After the formal approval of the request the printed request form with all signatures is to hand over to the Department of Science and Research Rectorate.

#### Substantiation of the request

Substantiation of the request - text

#### Agreement

I hereby confirm that the information I have filled in is true and correct

#### Files for download



UGC\_Application\_for\_the\_change\_in\_the\_UGC\_team\_composition\_.docx

#### Attachments

Description: 91_2021-01-John Smith	File: Procházet...	91_2021-01-John Smith.docx
Description:	File: Procházet...	Soubor nevybrán.
Description:	File: Procházet...	Soubor nevybrán.
Description:	File: Procházet...	Soubor nevybrán.
Description:	File: Procházet...	Soubor nevybrán.

Submit


# QUERIES

## Contact centre

Queries for commentary **My queries (1)** Searching for solution

Unprocessed queries Processed queries

The table contains your submitted queries which have not been solved yet. In column Comments you can communicate with a query solver. You will be informed about new commentaries in column New.

 Transaction was successfully completed.

Sel.	State	Subject	Competent person	Submitted	Process by	Query conclusion	Last change	Comments			Actions
								Total	New	Display	
		UGS - Interim Activity Report	Ing. Ladislava Prázová, MBA	07/05/2021 14:33	06/06/2021		07/05/2021 14:33	0		   	

Key (click to show/hide)

 Submitted  In progress  Rejected  Approved and processed