

COMENIUS UNIVERSITY IN BRATISLAVA

ADVICE TO STUDENTS FOR ENROLLING THE COURSES

1) Open your internet explorer and write the following in the address line:

<http://moja.uniba.sk>

then click at the hypertext **AIS** reference.

Sign in to the **AIS** system using **your username and password** (you will find these in the letter which was sent to you during the summer months).

Should you have no **username/password**, please, contact the password administrator of your faculty (<https://uniba.sk/o-univerzite/fakulty-a-dalsie-sucasti/cit/citps/bezpecnost/fakulni-spravcovia-hesiel/>), or call on **CePIT hotline** tel. 02 / 9010 4444.

The image displays two screenshots of web pages related to the AIS2 system at Comenius University in Bratislava.

The left screenshot shows the AIS2 portal homepage. The address bar indicates the URL <https://ais2-beta.uniba.sk/ais/portal/ch...>. The page features a navigation bar with links for "AIS2", "Support AIS", and "Privacy policy", along with language options "SK" and "EN". A banner at the top states "beta - skollaca verzia neobsahuje aktualne udaje". The main content area includes a "User login" section with a "Sign In" button, a "Browser test" section, and an "Information portal AIS2" section. The footer indicates "AIS2 version 2.6.504.72" and "Academic".

The right screenshot shows the login page for the AIS2 service. The address bar indicates the URL <https://idp.uniba.sk/idp/profile/SAML...>. The page features the Comenius University logo and the text "UNIVERZITA KOMENSKÉHO V BRATISLAVE". The login form includes fields for "Login" and "Heslo", and a "Prihlásiť" button. There are also links for "Prihlásenie", "Bezpečnosť", "Súkromie", and "O službe". The footer indicates "© UK 2017 | CePIT 02 / 9010 4444".

2) After logging in the **AIS** application window will open. From the menu in the *top left-hand corner* select/click at **Study evidence** and then select in the list in the main part of the window the application **VSES017 – Studies, registration forms, theses, state examinat**.

The screenshot displays the AIS2 web application interface. The browser address bar shows the URL <https://ais2-beta.uniba.sk/ais/portal/cha...>. The page header includes the text "AiS2 Support AIS Privacy policy" and "Saturday, 8. August 2020, Oskar SK EN". A navigation menu on the left lists "Study evidence" as the active section. The main content area shows a list of administrative tasks under "Study administration", with "VSES017 Studies, registration forms, theses, state examinat" circled in red. Other tasks include "Administration of parameters for study evidence" and "Administration of students, graduates". A right-hand sidebar contains a "NEW!" banner for "Student view" and several utility links like "Schedule for ...", "Electronic noticeboard of courses", and "Sign out".

3) In the application window **VSES017 Administration of students studies** you will find your personal data as well as your study records; if you have enrolled for several study programs at Comenius University, all of them are listed.




The lower part of the window contains the list of the *registration forms* for all the academic years during which you were enrolled as a **student**.

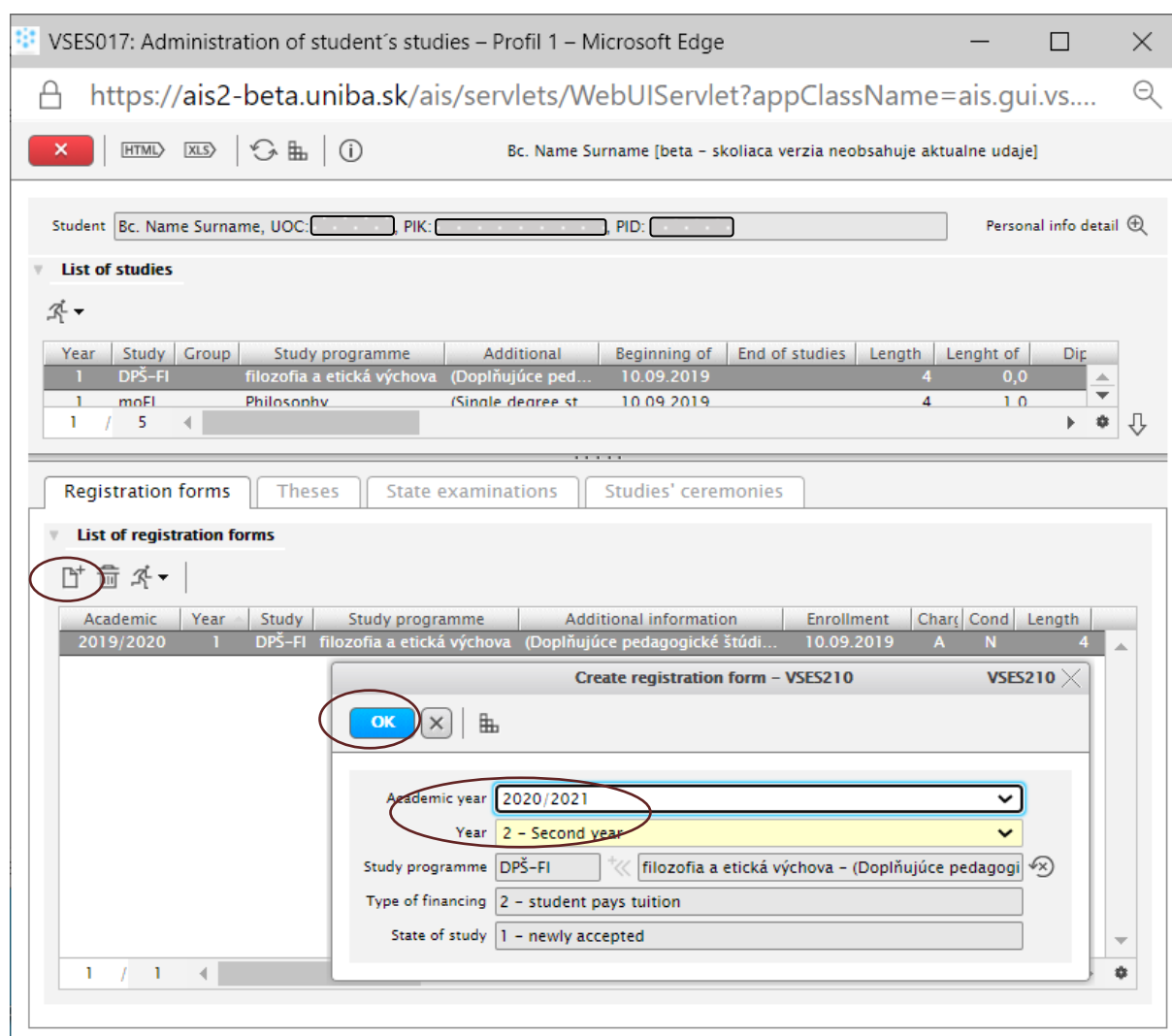
Registration forms for the 1st year students for new academic year are already produced. (If they are not, please contact the Academic Records Office).

Registration forms for the remaining years of study (2nd year, etc.) in new academic year are produced by the students themselves.

The following is the procedure for producing the registration form:

(This does not apply to students whose registration form for new academic year have already been produced.)

Click the icon  to add a new registration form. In the new window *VSES210 Create registration form* choose the relevant *academic year* and the relevant *year of study*. Confirm your choice by clicking the icon  in the top left-hand corner. If you want to close the window without saving the changes, click the icon .



The screenshot displays the 'VSES017: Administration of student's studies - Profil 1' interface in Microsoft Edge. The browser address bar shows the URL: <https://ais2-beta.uniba.sk/ais/servlets/WebUIServlet?appClassName=ais.gui.vs...>. The page title is 'Bc. Name Surname [beta - skoliaca verzia neobsahuje aktualne udaje]'. The main content area includes a 'Student' profile section with fields for 'Bc. Name Surname, UOC', 'PIK', and 'PID'. Below this is a 'List of studies' table with columns: Year, Study, Group, Study programme, Additional, Beginning of, End of studies, Length, Length of, and Dip. The table contains two rows of study records. At the bottom, there are tabs for 'Registration forms', 'Theses', 'State examinations', and 'Studies' ceremonies'. The 'Registration forms' tab is selected, showing a 'List of registration forms' table with columns: Academic, Year, Study, Study programme, Additional information, Enrollment, Char, Cond, and Length. A modal window titled 'Create registration form - VSES210' is open, showing a form with the following fields: 'Academic year' (2020/2021), 'Year' (2 - Second year), 'Study programme' (DPŠ-FI), 'Type of financing' (2 - student pays tuition), and 'State of study' (1 - newly accepted). The 'OK' button and the 'add' icon in the registration forms list are circled in red.


4) To add (or check) the courses in the registration forms click at the *relevant registration form* (for the relevant *academic year*) and then click “*the runner icon*” (the same effect is produced by clicking the right button of the mouse at the relevant registration form). From the list shown in the local menu select the instruction **Enrollment of the Courses, credits**.


The screenshot shows the AIS2 web application interface. At the top, there is a browser window with the URL <https://ais2-beta.uniba.sk/ais/servlets/WebUIServlet?appClassName=ais.gui.vs...>. Below the browser window, there is a student information section with fields for Name Surname, UOC, PIK, and PID. The main content area is titled 'List of studies' and contains a table with columns: Year, Study, Group, Study programme, Additional, Beginning of, End of studies, Length, Length of, and Dip. Below this, there are tabs for 'Registration forms', 'Theses', 'State examinations', and 'Studies' ceremonies'. The 'Registration forms' tab is active, showing a 'List of registration forms' section. A context menu is open over a registration form, with the option 'Enrollment of the courses, credits' highlighted. The menu also includes options like 'Continuous assessment', 'Examination dates', 'Assessments, averages', 'Classifying into / signing out of the schedule', 'Check of prerequisites of the courses', and 'Recommended study plan'. The registration form table has columns: Acad, Additional information, Enrollment, Char, Cond, and Length.

5) In the window **VSES213 Enrollment of the courses, credits** that has just opened check whether the **A - Compulsory courses** for your study program already added according to your study plan. If any course is missing or none of the obligatory courses has been added, you may add them yourself.

Note: Courses can be added only when the Enrollment date interval is permitted. If it is not permitted, contact the Academic Records Office.*


The courses are added in the *registration form* consecutively according to the type of the course (*SC – Study section: A – Compulsory courses, B – Compulsory-elective courses, C – Elective courses*) for each type of course separately, selected by clicking.

Marking the relevant course type will make accessible, in the part named *Registration Form Courses*, the icon  for adding courses.

Note: Conversely, if you want to remove a course, click at the course in question and then at the Remove icon .


** Enrollment date intervals:*


Pre-enrollment – adding and deleting courses in/from the student’s registration form, Additional enrollment – only adding courses in the student’s registration form.


Clicking the icon  **Add Course** will display the possibilities from which you will select depending on whether:

1. the course in question is **offered in your Study Plan** at your faculty;
2. the course in question is **offered from course list**

Add course from the study plan

After selecting the year of study (the *Academic year* area), from which you are going to make your selection, click the icon for showing the courses of the study plan  . Successively **choose the selected course from the offer** displayed in the lower part of the window.

Confirm your choice by clicking the icon  in the top left-hand corner.

If you do not want to confirm the choice click the icon .

Additional information (to be used according to your own needs and wishes):

*Some windows (mainly the windows displaying lists of courses) may contain in their lower right corner the icon **Table settings** connecting to display of information. Activating the icon will enable the setting: Row numbers, Column settings, Sorting settings. Their utilization may facilitate orientation in the courses in case the list displayed contains too many courses. The use of the icons, with respect to the language version, is simple and intuitive. The principle of classification is very similar to the principle you may know from MS Excel.*

6) In case you are satisfied with the setting the display of columns and classification of data in the columns you can take advantage of the icon *Save settings* - saving the latest display settings.

That will ensure that in displaying the same window in the future you will not be obliged to set once again the displaying or classification which you have found suitable and which you plan to use on a long-term basis. Of course, all the settings may be cancelled even after being saved (in the same place where you had activated them).

7) If you wish to finish work in the application, close it using the icon **“Close application”** in the upper left corner.

If you have also finished work within the AIS system, you must ALWAYS leave by logging out; in the AIS system you must click at **“Sign out”**.

*In case of an ambiguity in the procedure call AIS support (AIS Hotline) within the CEPIT (Centre for IT support at UK), tel. **02 / 9010 4444**, available between 08:00 to 20:00, weekends 9:00 to 12:00.*